

Family/Student Handbook 2023-2024



Marshall Middle School Grades 7 and 8

401 School Street
Marshall, WI 53559
(608) 655-1571

Paul Herrick - Principal

Website → <https://www.marshallschools.org/mms/>

Facebook → @middleschoolmarshall

Instagram → marshall_wisco_ms

Table of Contents

Introduction	5
Letter from the Principal	5
Goals for the 2022-23 School Year	
Welcome to Marshall Middle School	6
Meet our Mascot	6
Our Vision	7
Contact Information	7
Address and School Contact Information	7
District Website	7
Infinite Campus	7
Staff Email Addresses	7
Attendance	8
Attendance Policies	8
Admit slips	8
Excused Absences	8
Notifying Middle School Office of Absence	8
Tardiness	8
Unexcused Absences	9
Truancy	9
Habitual Truancy	9
Daily Schedule	9
Daily Schedule	9
Early Dismissal Days	10
Late Start Days	10
Building Hours	10
Visitors	10
General Information	10
Address, Telephone, and Email Changes	10
Announcements	10
Assemblies	10
Athletic Fee	10
Bilingual Education	10
Books	10
Cell Phones and Electronic Devices	11
Classroom Materials	11
Closed Campus	11
Co-curricular Activities	11
Communication- Who to contact?	12
Damaged or Lost School Property	12
Dress Code	12
Guests/Chaperones	13
Earbuds	13

Emergency Medication Standing Orders: Severe Allergic Reaction	13
Field Trips	13
Food	14
Guest Teachers	14
Hall Passes	14
Identification Cards	14
IMC/Library Services	14
Lockers	14
Lost and Found	15
Prescription Medication and Over-The-Counter Medications	15
School Nurse	15
Selling Personal Items	15
Social Media Guidelines	15
Sportsmanship	16
Student Records	16
Telephone Calls	16
Use of Canine Units	16
Visitors	16
Withdrawal from School	16
Nutritional Services	17
Paying for Breakfast and Lunch	17
Free and Reduced Meal Program	17
Breakfast	17
2022-23 Meal Prices for Marshall Middle School	17
Negative Food Service Balances	17
Grading Practices	18
The Purpose of Grading	18
Grading Practices for courses and content areas	18
Grading Scale	18
School Assignments and Absences	19
Report Cards	19
Progress Communication	19
Incomplete Grades	19
Schedule Changes	19
Citizenship Grades	19
Standard #1: Responsible	19
Standard #2: Respectful	20
Standard #3: Safe	20
E-Portfolios	20
Student Recognition	20
8th Grade Promotion Ceremony	21
Grade Advancement	21

Behavior Management/Discipline	21
Key Concept	21
Vision for Student/Behavioral Management	22
Marshall Middle School Character Traits	22
SOLAR	23
Disciplinary Procedures	24
Classroom Level	24
Office Level	24
Detentions	25
Restorative Learning Opportunities	25
Natural Consequences/Discussion	25
In-School Suspension	25
Out-of-School Suspension	25
Expulsion	25
Office Restorative Interventions	25
Student Referrals	25
Major Code of Conduct Infractions	25
Examples and Explanations of Behaviors	26
Academic Integrity	26
What constitutes academic dishonesty?	26
What is plagiarism?	26
Consequences for plagiarism and/or academic dishonesty:	26
Acts or Threats Endangering Health and Safety	27
Bicycles and Skateboards	27
Bullying/Cyberbullying (Emotional/Verbal Assaults)	27
Computer Hardware/Software Misuse	27
Damage to Property	27
Electronic Equipment	27
Harassment	27
Hate Speech	27
Illegal Drug, Tobacco, Alcohol or Other Drug Use or Possession	28
Inappropriate Images	28
Insubordination/Disruptive Behavior	28
Internet/Computer Use	28
Leaving Campus	28
Physical Harm to Others	28
Public Display of Affection	28
Swearing and Profanity	29
Tardiness	29
Theft	29
Verbal Abuse of School Personnel, Students, or Visitors	29
Weapons and/or Dangerous Objects in school	29
Bullying/Verbal or Written Threats of Physical Harm	29
Extracurricular Opportunities at Marshall Middle School	29

Inclement Weather	30
BrightArrow	30
School Bus Transportation Code of Conduct (update with Riteway info)	30
Bus Conduct Report	30
Receipt of 2020-21 Family/Student Handbook	31

Introduction

Letter from the Principal

Dear Families/Guardians:

Welcome to a new school year at Marshall Middle School! The 2023-24 school year promises to be a great one as we anticipate continued growth in student achievement, the implementation of restorative practices, and consistent communication with families! Over the past couple of years, MMS has implemented some new structures and strategies that are already positively impacting student learning. Restorative practices help create a successful learning environment while helping students learn how to be a part of a successful school community. And, because the success of our school can't be complete without an effective partnership with families/guardians, we will continue to strive to improve meaningful communication with you!

Please don't hesitate to reach out to the middle school as needed throughout the school year. For general information and questions, please contact our main office at (608) 655-1571. For questions about classes or about student progress, please reach out to the specific teacher, your student's Cardinal Time teacher, or Rebecca Schneider, our school counselor. All staff contact information can be found on our website at www.marshallschools.org/mms/. And, of course, you are always welcome to contact me at your convenience.

You will find in the Family/Student Handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference.

Our hope is that the partnership you develop with your children's teachers and the school will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Let's have a great year!

Paul Herrick, Principal
Marshall Middle School

2023-24 Marshall Middle School Goals:

- Use qualitative and quantitative data to help improve student achievement
- Continue developing strong communication between school and families
- Support student Social and Emotional Learning through specific targeted lessons designed to build strategies and resiliency in students
- Increase time spent reading, as improved reading skills support all content areas
- Build a partnership between students and staff to continue growing a positive academic and social culture at Marshall Middle School
- Continue building student and staff capacity with restorative practices
- Update our multi-level system of supports for our diverse population of students

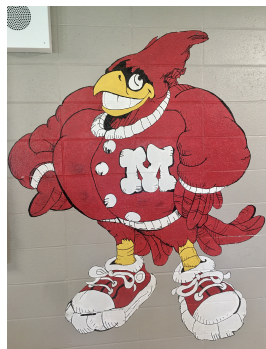
Welcome to Marshall Middle School

Marshall Middle school is the “Home of the Cardinals.” The school is located on School Street and Cardinal Drive, in Marshall, WI.

We take pride in our tradition of excellence in education. In the Marshall Public Schools, we offer a supportive, flexible approach to providing an excellent education for each child. We inspire everyone to achieve productive lives as citizens and lifelong learners. We strive for excellence through continuous improvement. We treat each other with respect. We are one team: students, families, educators and employees. We approach our work with enthusiasm and a positive attitude. We hold high expectations for all. We cultivate innovation and creativity. As a school, we continue to focus on literacy instruction and learning, social/emotional development, and learning how to address challenges in a productive and positive way.

Marshall Middle School houses approximately 150 7th and 8th grade students and a number of staff. Our desire is to develop and maintain a strong culture of respect, learning, and growth. We do this through restorative practices, circle conversations, and development of positive relationships.

Marshall Middle School has been under the leadership of principal Paul Herrick since 2019. Mr. Herrick has spent his entire career working at the middle school level as a Science, Geography, and Math teacher, Associate Principal, and Principal.



**“Maynard” the Cardinal
#MarshallPROUD**

Mission and Vision

District Mission: Marshall Public Schools will ensure that each student receives high-quality, equitable, inclusive instruction and services.

District Vision: Marshall Public Schools will inspire and prepare each student to grow to their full potential to achieve productive lives as community members and lifelong learners.

Contact Information

Address and School Contact Information

Marshall Middle School
401 School Street
P.O. Box 76
Marshall, WI 53559

Phone: (608) 655-1571
Fax: (608) 655-4481

Paul Herrick, Middle School Principal x. 401 pherrick@marshallschools.org
Sara Suick, Middle School Secretary, x. 400 ssuick@marshallschools.org

District Website

Our [District Website](http://www.marshallschools.org) is home to all of the information you need to stay informed about what is happening in the Marshall Public School District. There are tabs at the top of the website to access each school in the district. District information, upcoming events, news and links to athletics, clubs and activities, library, student resources, family/guardian resources, facebook page, menus and the district calendar are available at www.marshallschools.org. Click on the “Middle School” tab at the top of the District homepage to reach the [middle school homepage](#).

Infinite Campus

Marshall Public School District connects with families on-line through Infinite Campus. Families access everything they need to keep informed via Infinite Campus- from student registration, schedule, grades, fees and food service payments. It is vital that the school has current contact information for families/guardians in order to communicate with families in a timely fashion. Email addresses, addresses and phone numbers for your household can be updated in Infinite Campus “parent portal.”

Click here or copy/paste the address into your browser to access the parent portal:

<https://wicloud3.infinitecampus.org/campus/portal/marshall.jsp>



The school will provide a Login ID and Password to all students during enrollment. If you need assistance logging on please contact the Middle School office for assistance or call 608-655-1571.

Staff Email Addresses

To send an email to any staff member, type in their first initial and last name to the domain name “@marshallschools.org” It should look like this:

first initial last name @ marshallschools.org

Example: ssuick@marshallschools.org

An accurate list of faculty and contact information can be found on our website [Middle School Staff Directory](#).

Attendance

Attendance Policies

Each student at Marshall Middle School is expected to be present for all classes, unless attendance is impossible due to illness or other excusable reason. Students who have an unexcused absence will be subject to one or a combination of the following: classroom participation policy, regular school discipline or the truancy process (§118.15, 118.16, 118.163 and local ordinances).

1. Excused absences must be called in no later than 10:30 a.m. the day of the absence. Late excuses will not be accepted beyond 3 p.m. of the following day.
2. Appointments should be made for outside of school hours, unless it is an emergency situation.
3. We will attempt to contact guardians regarding unexcused absences.
4. State law provides that schools will have the final decision on what is an excused absence. (§118.16 (2a)). **The following are the only reasons which are acceptable as excused:**
 - a. Students are ill for more than 2 consecutive days. (*Health Care Professional verification required*)
 - b. Medical, eye, or dental appointments, if properly pre-arranged. (*Please provide the office with a note from your medical provider*)
 - c. Death or serious illness in the immediate family.
 - d. Family vacations approved by the middle school office in advance.
 - e. Absence resulting from confidential problems or emergency situations, with requests submitted, explained, and approved.

The following absences are examples of reasons that are **not excused**: skipping, working, car trouble, oversleeping, babysitting, haircuts, or advance absence requests not submitted to the office in a timely manner.

Admit slips

Upon return from an appointment during the school day, a student must obtain an admit slip from the office. This slip will verify if the absence was excused or unexcused. Students must present this slip to his/her teacher.

Excused Absences

Students absent from classes are required to make-up all missed work. Teachers will set a time period for makeup work completion. Teachers should be consulted about make-up work when families are going to keep a child out of school for more than one day. This should be done by a handwritten request, email or telephone call to each teacher. With an excused absence, the student can expect to make-up his/her work and obtain full credit. Personal illness, contagious disease in the family, doctor appointments, funeral, emergencies in the family, family trip, etc. all constitute satisfactory excuses. A student may not be excused for more than 5 days during a semester. Additional absences may be excused with a note from a doctor.

Notifying Middle School Office of Absence

If a student is going to be absent, the legal guardian should contact the school office phone (608) 655-1571 or email Ms. Suick ssuick@marshallschools.org by 8:30, of that day. If a call is not received, families will receive a message through our Brightarrow Alert message system notifying them that their child is absent from school. Families should send a written excuse upon the child's return to school that clearly states the reason for the absence.

Tardiness

When a student arrives late to school (within 10 minutes of the first bell) or class (anytime after the bell), the student is losing valuable instructional time. The student may interrupt the classroom and may miss important explanations of the work to be done. Families/Guardians are asked to write a note of explanation when they know their child will be tardy or call the school office.

Students are expected to be ready to learn when the bell rings. Being ready to learn will be defined by

the classroom teacher. A count of tardiness for each student will be maintained per quarter. Restorative work and/or consequences will be assigned for chronic tardiness.

Unexcused Absences

When a child arrives more than 10 minutes after the first bell, the student will be marked unexcused unless an acceptable excuse is provided (see excused absences section). It is the policy of the school that work missed because of an unexcused absence or tardiness is made up.

Tuancy

It is the Marshall School District's intent to abide by and implement Section 118.15 of the Wisconsin Statutes in its entirety regarding compulsory school attendance. In summary, the law states "Any person having under their control a child who is between the ages of 5 and 18 shall cause the child to attend school regularly during the hours that the public school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age."

Consequences for truancy may include, but are not limited to:

- Missed educational opportunities
- Missed instruction
- Missed discussion
- Not attending field trips or other class activities
- Potentially lowered scores on make-up assignments
- Lowering of the participation grade

Habitual Truancy

A student is considered habitually truant if they are absent without an acceptable excuse (unexcused) for all or part of 5 or more days on which school is held during a school semester. If a student is considered habitually truant, the school may exercise one or more of the following options:

- Referral to Marshall Truancy Review Board
- Referral to Dane County Human Services
- Referral to Municipal Court
- Referral to Circuit Court

Consequences for habitual truancy may include, but are not limited to:

- Court ordered community service
- Monetary fine for the student
- Monetary fine for the family/guardian
- Suspension of driver's license
- Counseling

Daily Schedule

Daily Schedule

Students are expected to attend class from **7:57 a.m. through 3:20 p.m.** For a minute-by-minute schedule, please check the Middle School website.

Early Dismissal Days (Mondays)

Students will be dismissed at 2:15 pm on Mondays. All school staff will be attending and participating in meetings starting at 2:30 designed to make data driven and collaborative decisions regarding student learning and growth.

Early Release Days (Weather Related)

Early release for weather-related emergencies will be determined and communicated based on the times and needs of the situation.

Late Start Days (Weather Related)

On Late Start days, students are expected to attend class from 10:00 a.m. through 3:22 p.m. Breakfast will not be available, but lunch will be provided.

Building Hours

Doors are open to the building for students before school 7:30 a.m.- 7:57 a.m. students are expected to wait in the cafeteria or another approved space before school starts. The building is open afterschool from 3:20 p.m.-3:45 p.m. All students must leave the building by 3:45 p.m. unless participating in athletics, a co-curricular activity, homework club or meeting with a teacher.

Visitors

Visitors must request permission to enter the building using the school security system. They are required to report to the Middle School office to sign in and obtain a visitor badge.

General Information

Address, Telephone, and Email Changes

It is important that the school has a current home address, respective telephone numbers for both families/guardians and current email addresses. This information is critical in cases of emergency. Information can be updated in the [Infinite Campus Parent Portal](#) or by contacting the [school secretary](#).

Announcements

Important announcements or emerging information (ex. cancellation of extracurricular practice or event) may be repeated throughout the school day and/or may be distributed to students via email, Facebook, and the Marshall Middle School Website.

Assemblies

Assemblies, whether entertaining or educational, are a privilege and should be treated as such. It is the responsibility of the student to be attentive and respectful. Students are required to be in attendance. Students who skip will be considered truant.

Athletic Fee

Students who will be involved in extracurricular athletics pay a one-time, annual fee to cover athletics. This fee allows participation in as many sports as the student chooses to participate.

Bilingual Education

Every child has a right to access educational opportunities and curriculum that their neighbor does regardless of race, ethnicity, language, culture, or needs. The goal of the bilingual program is to have our students be proficient in English and on par with their monolingual peers.

Books

Students are encouraged to spend spare time reading and are asked to bring a book to every class. Students responsible for the care of their personal belongings, library materials or borrowed classroom books.



KEY CONCEPT - Cell Phones and Electronic Devices



All MMS staff are committed to providing our best each day for our students. In order to deliver on that commitment, it is imperative that students are engaged in school. Because personal electronic devices can be a significant distraction in and out of classrooms during the school day, students are expected to turn off and turn in their phones to their designated teacher at the beginning of the school day and pick it up at the end of the day. Phones will be stored securely during the school day. Parents/Guardians are asked to contact the main office if a message needs to be delivered. If a conversation is needed, students can use one of the office phones for a private conversation.

Students who do not turn in their phones and are found using them during the day will be asked by a staff member to turn in the phone. Refusal to turn in the phone and/or repeat occurrences will result in a contact to parent/guardian, and possible disciplinary action.

School issued Chromebooks are expected to be used appropriately at the direction of teachers or other staff members. Personal headphones/earbuds may only be worn with teacher permission for classroom activities.

Classroom Materials

Due to the limited space in many classrooms, we ask that students only bring necessary materials to class. These materials may include a notebook, folder, text-book, reading-book, something to write with, and their Chromebook. **Jackets, backpacks, athletic bags and sports equipment must be stored in the lockers.** Classroom temperatures can fluctuate so encourage your child to dress appropriately for varied temperatures. Blankets should not be brought to school. Students who bring blankets will be asked to keep them in their lockers.

Closed Campus

Marshall Middle School supports and enforces the policy of “closed campus”. This is in keeping with the philosophy of supervision of students during the entire school day (7:57-3:20).

Students who need to leave school during the day due to appointments or illness must have family/guardian permission, and then check in and check out at the office. Failure to do this will be handled under the discipline policy. (This includes lunchtime). Students will not be allowed to leave school early for work purposes unless it is through a school-approved program. Students wishing to leave school grounds during the day (not including those prearranged with the office) must contact their guardian from the office. Use of personal cell phones to contact families/guardians will not be allowed and students may risk consequences for having phones out without permission. If a student uses a personal cell phone they will be asked to call the guardian back on the office phone.

Families/guardians assume responsibility and liability for the time their child is off-campus during the school day unless the child is on a school-sponsored field trip.

Co-curricular Activities

All students are obligated to the guidelines of the Marshall Middle School Co-Curricular Code, immediately effective upon participation (practice, rehearsal, game) in a sport or co-curricular activity. All other information related to co-curricular activities will be found in the Co-Curricular Handbook.

↓ KEY CONCEPT - Communication - Who to Contact? ↓

Please see our school website for the [Staff Directory](#). Contact the school secretary during school hours, Ms. Suick at ssuick@marshallschools.org or call 608-655-1571 to leave a message with a staff person or for contact information.

1. **Contact a teacher with questions about classroom concerns or your child's grades/classroom performance.**
 2. **Contact the principal with questions about school policies or potential disciplinary matters.**
 3. **Consult our pupil services staff (counselor, psychologist, social worker) to talk about personal concerns, including special education.**
-

Damaged or Lost School Property

The student must pay for school textbooks, library materials, Chromebooks, chargers and other school property that is destroyed, damaged or lost by students. Books and Chromebooks will be checked for damages at the close of the school year. The office will assess damages based on repair or replacement costs. Student devices brought from home are brought at student risk. The Marshall Middle School is not responsible for lost, damaged or stolen personal electronic devices.

Dances and School Activities

School activities are designed to be a safe, comfortable, and enjoyable activity for all participants, including adult supervisors and chaperones. Below are guidelines for middle school dances/school activities:

- Reward outings are an extension of the middle school day and all school rules apply.
- Students will not be allowed into the dance ½ hour after the dance starts unless the student has a signed note from a guardian turned into the office indicating when he/she will arrive.
- Students must remain at the dance until the end unless ill or arrangements have been made with the guardian. No students are allowed outside the school building during the dance.
- **Discipline referrals or behavior infraction reports may cause a student to not be allowed to attend the dance.** Parent/Guardian will be notified if this occurs.
- Students absent from school on the day of the dance will not be permitted into the dance that evening.
- All students, food, and drink must remain in the Cafeteria. Carry-ins are not allowed.
- Student behavior
 - Running, shoving, and fighting are unacceptable and not permitted.
 - Students should not stand on furniture or in any way touch or attempt to operate DJ/Band equipment. Any damage to equipment or property will be the responsibility of the student and his/her guardian.
 - Students should dance in an appropriate manner throughout the evening. Slam dancing, crowd surfing, grinding, or dancing in a sexually suggestive manner (including touching) are not appropriate or acceptable. Failure to follow the rules will result in the removal from the dance and possible discipline referral.
- Student Dress Code
 - The school dress code must be followed. Students' chosen attire should not cause a disruption or distraction in the school environment, reveal intimate body parts or pose a safety risk to the student or others. This includes see-through clothing or clothing that reveals undergarments.
 - Failure to follow the dress code will result in the removal from the dance.
- MMS highly discourages guests at school dances and activities. However, some special circumstances in the past have been considered and approved. Guests of students must

complete a form found in the office and turned in for approval at least 48 hours prior to the event. This form must be approved by the principal and signed by both the guardian of the MMS student and the guardian of the guest. Any approved guest must be currently in 7th or 8th grade.

- Chaperones reserve the right to remove any student from the dance for inappropriate behavior or end the dance early.

↓ **KEY CONCEPT - Dress Code** ↓

Minimum Safe Attire: *Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.*

- *Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Bare feet are not permitted at any time.*
- *When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh. Tops must have a strap and at no time may any part of a student's buttocks be exposed.*
- *Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing may not be see-through.*
- *Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards or specialized attire or safety gear is required.*

Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang related activity, use of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited.

Dress Code Enforcement: No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at that time, and when necessary, contact will be made seeking parental cooperation and assistance. The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance meet acceptable standards. All school certificated and classified personnel shall be responsible for reporting violations of this dress code. When a dress code violation occurs, the student will be required to change into proper attire. Continued violations of the dress code will be considered defiance and will be referred to administration for disciplinary action.

Earbuds

Students are required to have at least two pairs of earbuds available at school. Earbuds will not be provided to students, but can be checked out on a class by class basis.

Emergency Medication Standing Orders: Severe Allergic Reaction

The Medical Advisor for the Marshall School District has evaluated and signed medication standing orders for medication within the district. If the student has a severe allergic reaction at school, known as anaphylaxis, he/she may be administered epinephrine. The school will attempt to contact the guardian prior to the administration of this medication. However, due to the life-threatening nature of anaphylaxis, the medication may be administered without speaking with the families. If epinephrine is administered, 911, will also be called, and the student will be transported by them for further medical evaluation. For further questions, please contact the middle school office and/or the school nurse.

Field Trips

Field trips are an extension of the classroom. No child is allowed to go on a trip without a signed permission slip from his/her guardian. Safety rules are strictly enforced on these trips. Any overnight trips or trips that cross-state lines must be approved at the School Board level. Guardian volunteers must

complete and return to the office, a volunteer form prior to the trip which must be processed and approved by the District Office. Students traveling on school-sponsored field trips must go as part of the group and return with the group. Other situations require administrative approval at least 24 hours in advance.

 **KEY CONCEPT - Food in Classrooms** 

Food is NOT permitted in the classrooms. Exceptions can be made to this rule, if issued by the teacher.

Students are not allowed to order food from outside sources to be delivered. If there is a special occasion and you would like an exception to be made, permission must be obtained from the principal or his designee prior to the order being made. Please contact the office for permission.

Guest Teachers

Classroom teachers may be absent for various reasons throughout the school year. We want our students to be ready, respectful, and responsible for substitute teachers to make their experience at the Middle School as positive as it can be. It is the expectation that students are following all classroom rules when there is a guest teacher in the classroom. Students who receive a referral from a class where there was a guest teacher may face elevated consequences.

 **KEY CONCEPT - Hall Passes** 

Students are required to use the school hall pass system and obtain permission from the teacher before leaving class. Students will not be allowed to leave class during the first 10 minutes or the last 10 minutes of the class period.

Identification Cards

Students will be issued a photo identification card after having their photo taken at registration. Cards will be provided free of charge for the students, but replacement cards cost \$3.00 and can be purchased in the office. Students are required to use their card to purchase meals in the cafeteria, check out library or audio/visual materials, or may be asked for them at school events (ex. High school Football games).

IMC/Library Services

The Middle School library is available to all students during school hours. The use of this area is a privilege and failure to respect this privilege will result in its loss. Most library materials may be checked out for four weeks. Students coming to the library without the direct supervision of their teacher need to sign in at the circulation desk. A student who willfully takes library materials without permission is in violation of §943.61 and may be prosecuted by the police.

 **KEY CONCEPT - Lockers** 

School lockers are the property of the school district and are provided for the convenience of students. Each student will be assigned a locker and expected to use his/her own locker. Students should clean perishable food items out of their lockers daily.

All backpacks, athletic bags, including sports equipment, jackets and blankets must be stored in the student's locker during the day. Drawstring bags containing academic related materials, including their Chromebook, may be brought into the classroom.

The school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials may result in suspension, expulsion, and/or referral to appropriate authorities. If a locker is damaged in any way during the school year, report this damage immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable. Students should not share lockers, switch lockers, or share locker combinations with anyone else. It is the student's responsibility to keep personal items in their backpacks if they choose to keep their locker unlocked.

Lost and Found

There is a bin labeled “Lost and Found” in the front entryway of the school for lost and found items. Items found that belong to the school, such as library materials will be returned to the library. Periodically, the lost and found items will be gone through and any unclaimed items will be disposed of or donated. Valuable items such as electronics, jewelry, glasses or money should be turned into the office until claimed. Students will be reminded to check the lost and found regularly.

Prescription Medication and Over-The-Counter Medications

§118.29 requires written permission from the guardian and prescribing physician before any authorized school personnel may issue a prescription medicine. Guardian permission is also required for the administration of over the counter medicine. Middle School students may administer their own over-the-counter medications with a signed release from a guardian. The individual student may keep such medication in their locked locker; however, it is highly encouraged for medications to be kept locked in the office. Over the counter medication must be in their original container. Students may not share medication of any kind for any reason, including prescription and over-the-counter medications. Cases where prescription medication is found in the possession of a student will be turned over to the Marshall Police Department.

School Nurse

Marshall Public Schools has a part-time school nurse. If a student feels ill, he/she should report to the office and may be allowed to rest in the ‘sick room’ for up to one hour. If the student continues to feel ill, the secretary will contact the guardian. The school nurse is not a physician, and will not be able to make medical decisions, particularly regarding sports medicine or athletic injuries. The Marshall Public Schools suggests that your family physician be consulted for immediate or acute health concerns.

Selling Personal Items

Students are not allowed to sell their personal belongings to others at school. Items to be sold should be done in collaboration with families/guardians outside of the school day.

Social Media Guidelines

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

Social Media Teacher Responsibility

- Ensure suggested sites are appropriate for middle school Student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children’s Online Privacy Protection Act laws and District Policies.

Social Media Student Responsibility

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. Marshall Middle School)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Guardian Responsibility
- Monitor student Internet and social media website use at home.
- Contact the teacher who has assigned the project if any questions or concerns arise.

Sportsmanship

- The expectation of all Marshall Middle School students, families/guardians, and faculty is that they will demonstrate the highest level of sportsmanship at all times. Follow these guidelines:
 - Consider all opponents as guests and treat them with courtesy.
 - Respect the decisions of the officials.
 - Acknowledge good play and good sportsmanship displayed by all competitors.
 - Consider applause and positive cheering the only acceptable demonstration of appreciation.
 - Respect the cheers of the opposing fans.
 - Win without boasting and lose without excuse.
 - Remember that the school reputation depends upon your conduct.
 - Endeavor to make Marshall Middle School known for good sportsmanship.
 - Students that choose to violate these expectations are subject to consequences that may include removal and/or suspension from other athletic activities.

Student Records

State law requires the Marshall Schools to maintain student school records. Student records are made up of progress and behavioral records. These records include a statement of the student's courses or subjects, grades, standardized test scores, disciplinary records, health concerns and attendance. The families/guardians of minor pupils have the right, upon request, to be shown and/or provided a copy of the pupil's records. The guardian of a minor pupil, upon request, must be shown such records in the presence of a person qualified to explain and interpret the enclosed content. No other person, except for school personnel, may see the records without the written permission from the guardian of the student.

Telephone Calls

The student telephone in the office is for use before school, after school and during lunch, but only for emergencies. No phone calls may be made without staff approval.

In the event of a change to or cancellation of an after school event, students will have access to a school phone to contact families/guardians/guardians.

Use of Canine Units

In order to maintain a drug free school environment, the use of dogs that have been specially trained to detect the odor of controlled substances will be used in the search of building and grounds at the discretion of the district administrator in conjunction with the building administrator. Individuals will be subject to prosecution and disciplinary action by the school administration if controlled substances or look-alikes are discovered.

Visitors

Except for persons attending scheduled school programs, all persons who visit the Marshall Public Schools during the school day shall report to the respective school office upon arrival, sign in, announce the nature and purpose of the visit, obtain permission to visit, and receive a visitor pass before proceeding to their destination. Office staff will call the staff member being visited to ensure the visitor has permission to visit the classroom. Identification to ensure the identity of the individual may be requested. Unauthorized visitors can be fined for trespassing and/or loitering under Marshall Village Ordinance.

Withdrawal from School

Any student who is withdrawing from school or transferring to another school must notify the Principal and building secretary. All school-issued technology, library materials and fees are due on the student's last school date.

Nutritional Services

Paying for Breakfast and Lunch

School Breakfast and Lunch will be offered on school days, under the National School Food Service Program operations. Students pay for food at the prices listed in the table below. Money can be added to their account online. Please contact the middle school office if you need assistance.

Free and Reduced Meal Program

Applications for free or reduced meals are found on the district website. They can also be picked up in any of our school offices by students or families/guardians. You must reapply each school year for the free or reduced meal prices. If your child has been approved for free or reduced prices, but wishes to purchase a separate milk or extra entree, he/she must have additional funds in their account for those purchases.

Nutrition Break

Nutrition Break will be offered on school days, as a part of the School Nutrition Program. This opportunity will be available from 10:23-10:37 a.m. Prices for breakfast items (served at Nutrition Break) are listed below.

2023-24 Meal Prices for Marshall Middle School

MMS Student Breakfast		MMS Student Lunch	
Free	\$0.00	Free	\$0.00
Reduced	\$0.40	Reduced	\$0.50
Paid	\$1.60	Paid	\$3.30
Adult Breakfast	\$2.65	Extra Entree	\$2.10
Milk per Carton	\$0.50	Adult Lunch	\$4.75

Negative Food Service Balances

The District recognizes that, at times, a student's lunch account may have a negative balance. Efforts will be made to communicate with such families regarding the status of their child's negative balance while maintaining confidentiality for the student. Payments can be made online via Infinite Campus or payments can be sent to school.

Urgent Negative Balances

The US Dept. of Agriculture who oversees the National School Lunch Program is requiring school districts to adopt a policy on how we intend to address such instances when children have a negative balance.

The Marshall School District Board of Education approved a policy that would permit students to charge up to -\$20.00 to their food service account. Once your student's balance exceeds -\$20.00, the District intends to provide up to 5 days of an alternate sack lunch. Following the 5 days, if the negative balance has not been addressed or a payment plan established with the business office, the District would no longer provide lunch to your child. families/guardians will be notified when your student's balance is nearing or at the limit.

If your family is experiencing financial challenges, we encourage you to consider applying for free or reduced priced meals at this Free & Reduced Priced School Meal Application -

Your application, qualification or denial will be treated confidentially. If this matter is not resolved within the next week, it would be the District's intention to begin serving your child the 5 days of alternate sack lunch followed by a restriction from school lunch access if the matter is unresolved thereafter.

Grading Practices

The Purpose of Grading

To communicate the student's progress in relation to the learning goals and standards.

Grading Practices for courses and content areas

Students at the Marshall Middle School are graded using the Standards Based Grading system. Standards based grading moves away from averaging percentages from many assignments. Instead, our teachers communicate learning expectations. The goal of the grading system is to guide students toward success by defining what we want them to know, understand and be able to do.

Standards based grading involves measuring students' proficiency on well-defined course standards and objectives that are communicated to students prior to tasks being assigned. Data is gathered by the teachers while students are working in small groups or contributing to classroom discussions, which puts greater emphasis on in-class engagement and demonstrated skills and understandings.

Rather than focusing on assigning and grading, teachers now focus on giving frequent feedback through the use of rubrics to help students meet learning objectives and watching closely for evidence that each student is reaching those objectives. Students can then take personal ownership of their learning and actually meet the standards and expectations for the course.

Grading Scale

Marshall Middle School further defines these grades in the following manner:

4 Exemplary	Evidence demonstrates a deeper, higher-level understanding of the standard/s.
3 Proficient	Evidence demonstrates understanding and application of the standard/s.
2 Basic	Evidence shows growth; progressing toward the standard/s.
1 Needs Improvement	Evidence of minimal understanding, not grasping the concepts even with teacher assistance.
0 Incomplete	Student has not completed work to provide evidence of levels of understanding.

School Assignments and Absences

Students who have an excused absence will have an equal amount of time as their absence to get work made up and turned in to receive full credit.

Students on pre-planned absences should notify their teachers prior to absence and make arrangements with teachers for whatever work is missed.

Report Cards

Report cards will be issued at the end of each semester (January and June). Students will be graded on each standard assessed during that grading period using the 4, 3, 2, 1, 0 grade scale. The grade reflected on the report card will be indicative of true academic progress toward subject area content standards and practices.

Behaviors and dispositions unrelated to this academic discourse are reflected in the citizenship score for the course. Families/guardians may track their student progress on Infinite Campus.

Progress Communication

Throughout the school year, individual student progress will be communicated through a variety of ways, including (but not limited to):

- Family/Teacher Conferences
- Phone Calls from Teachers
- Advisory Teacher Updates
- Google Meet or Zoom calls with families
- Emails from teachers

Incomplete Grades

Incomplete grades will only be given for medical emergencies, family emergencies or extenuating circumstances approved by the principal. Incomplete grades must be made up within two weeks of the end of the grading period.

Schedule Changes

Students and families/guardians may request schedule changes during the first two weeks of the quarter. After the first two weeks, changes may be made by teacher recommendation. All schedule changes require the completion of the Schedule Change form located in the middle school office and the approval of the Principal along with the approval of the affected staff.

Citizenship Grades

Students earn a Citizenship grade that reflects the non-academic factors in education, such as: being a responsible student, being respectful to others, and promoting a safe school environment. Citizenship grades are not factored into the student's academic grades.

Standard #1: Responsible

Needs Improvement (1)	Basic (2)	Proficient (3)	Exemplary (4)
<ul style="list-style-type: none"> - Rarely takes advantage of leadership opportunities - Work is routinely late or missing - Ignores opportunities to help others in need - Rarely accepts responsibility for actions - Rarely seeks feedback to improve student learning - Frequently demonstrates inappropriate use of electronics - Rarely comes prepared for class - Rarely shows on task behavior in class. 	<ul style="list-style-type: none"> - Takes leadership when assigned - Work is sometimes late or missing - Willing to help others when asked - Sometimes accepts responsibility for actions - Will speak up about how they or others might learn best when asked - Needs occasional redirection to put electronic devices away - Frequently, but not consistently comes prepared for class - Frequently, but not consistently, shows on task behavior 	<ul style="list-style-type: none"> - Provides leadership - Completes work by due date - Often helps others - Often accepts responsibility for actions - Occasionally advocates for student learning - Personal electronic devices are not a distraction for self and others. - Consistently speaks up about how they or others learn best. - Consistently comes prepared for class - Consistently shows on task behavior 	<ul style="list-style-type: none"> - Leads by example - Completes work before due date/handed in - Takes initiative to help others - Widely accepts responsibility for actions - Always comes prepared for class - Positive self-advocate for student learning - Personal electronic devices are used to enhance communication, organization, and learning. - Always on task in class - Advocates for self and others

Standard #2: Respectful

Needs Improvement (1)	Basic (2)	Proficient (3)	Exemplary (4)
<ul style="list-style-type: none"> - Rarely shows self-control - Frequently uses negative comments toward self or others 	<ul style="list-style-type: none"> - Shows self-control in calm situations - Uses polite and courteous 	<ul style="list-style-type: none"> - Consistently shows self-control - Is thoughtful, polite, and 	<ul style="list-style-type: none"> - Maintains a high degree of self-control even in difficult situations

- Displays a negative attitude in most situations - Struggles to ignore or correct negative peer behavior - Student rarely shows care/concern for others and their property. Student insults peers and/or staff members. Student may be verbally/physically abusive	comments in some situations - Displays an acceptable attitude - Maintains satisfactory relationships with peers - Student usually treats others and their property with care and concern, but may need occasional reminders	courteous - Shows a positive attitude - Develops positive relationships with peers - Student treats others and their property with care and concern, but may need occasional reminders	- Always shows a thoughtful, polite, and courteous attitude - Maintains a positive attitude in difficult situations - Works to build positive relationships with peers - Student goes above and beyond to treat others and their property with care and concern
---	--	---	--

Standard #3: Safe

Needs Improvement (1)	Basic (2)	Proficient (3)	Exemplary (4)
- Rarely follows classroom procedures -Rarely meets expectations and routines -Rarely demonstrates self control that honors others' personal space and belongings. -Rarely keeps personal and/or school property secured and in good condition -Rarely maintains expected volume for activities	-Frequently, but inconsistently, follows classroom procedures -Frequently, but inconsistently, meets expectations and routines -Frequently, but inconsistently, demonstrates self control that honors others' personal space and belongings. -Frequently, but inconsistently, keeps personal and/or school property secured and in good condition	-Consistently follows classroom procedures -Consistently meets expectations and routines -Consistently demonstrates self control that honors others' personal space and belongings. -Consistently keeps personal and/or school property secured and in good condition -Consistently maintains expected volume for activities	-Always an advocate for safe behavior with peers. (Leads by example) -Always follows classroom procedures -Always meets expectations and routines -Always demonstrates self control that honors others' personal space and belongings. -Always keeps personal and/or school property secured and in good condition -Always maintains expected volume for activities

E-Portfolios

Both 7th and 8th grade students will be required to complete an electronic portfolio. These portfolios will showcase students' high quality work that aligns with the student's Academic and Career Planning cluster. Students will have access to their portfolio throughout the school year, but will also be provided time during homeroom to complete their portfolio. Students will present their portfolios to parents/guardians. They will also be used in discussions around advancement to the next grade level in the Spring.

Student Recognition

Marshall Middle School students will be formally recognized for a number of achievements that support their growth in a school or work environment. Some examples include:

- Academic Achievement
- Academic Growth
- Character in Action

8th Grade Promotion Ceremony

At the conclusion of the 8th grade year, a ceremony will be held to recognize and honor the transition of students to the High School experience. This ceremony is not a commencement.

Grade Advancement

In order for a student to be advanced from 8th grade to 9th grade, they must meet the following criteria:

1. Students must demonstrate proficiency on the chosen state or district assessments in Reading, Math, Science, and Social Studies content areas by scoring “Proficient” or “Advanced” on each Assessment.
2. For any section of the assessment(s) in which a student does not demonstrate proficiency, the student will need to achieve minimal competencies across the first three academic quarters and the 4th quarter mid-quarter. The content teacher will be required to articulate what minimal competencies the student must meet.
3. If a student is unable to demonstrate proficiency through the chosen assessment(s) and also does not achieve minimal competencies in class standards, then the Grade Advancement Committee will convene to determine whether or not a student should be recommended to advance to the 9th grade. The Grade Advancement Committee will consist of the principal; a pupil services representative, the content teacher(s), guardian(s), and student. Input will be gathered from all parties, including guardian input.—Other assessments may be used to determine a student’s academic proficiency in that area (ex. iReady assessment). The Grade Advancement Committee will then determine if the student is prepared to advance to 9th grade. Advancement may be contingent upon the successful completion of, e-portfolio, additional work, remediation, summer school or other intervention. The decision made by the Grade Advancement Committee may be appealed to the District Administrator.



KEY CONCEPT - Behavior Management/Discipline



The MPS Board of Education, in support of the aims of public education, believes that the behavior of students attending Marshall Public Schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline is one of the important, ultimate goals of education. With this belief as a basis, the Board adopted the following discipline guidelines.

- Each teacher shall analyze their own discipline cases and attempt to apply the appropriate corrective measures to the best of their ability. This would involve inclusion of families/guardians and guidance personnel.
- In the event the problem(s) continue(s) or warrant(s) additional aid, the teacher shall present the discipline problem to the principal. The principal shall give careful and definite consideration to all offenses brought to the principal’s attention. Providing all due processes have been fulfilled, the district administrator and principal shall have the authority and support of the Board to suspend students from school.

The Marshall School District shall not discriminate in standards or rules of behavior or disciplinary measures, race, national origin, ancestry, creed, pregnancy, marital or guardian status, sexual orientation or physical, mental, emotional or learning disability. Complaints regarding the interpretation or application of this policy shall be referred to the building principal and processed in accordance with established procedures.

Corporal Punishment

The School District of Marshall does not believe in the use of corporal punishment. Although corporal punishment is not used, reasonable and necessary force may be used: (Board Policy 447.1)

- To quell a disturbance or prevent an act that threatens injury to oneself or others.
- To obtain possession of a weapon or other dangerous object.
- As self-defense or the defense of others.
- To remove a disruptive student.
- Incidental, minor or reasonable physical contact designed to maintain order and control.

Use of Non-Violent Crisis Intervention (NVCI) procedures does not constitute corporal punishment. NVCI strategies, including physical restraint, may be used to ensure a student’s safety or the safety of other students. Physical NVCI restraint will only be used by staff that have been certified in proper NVCI procedures and strategies.

Vision for Student/Behavior Management for MMS

As middle school students explore the transition from elementary to high school, they are seeking to define who they are or desire to be in the not-so-far-off future. This is an age where they will make some mistakes, so our goal is to help guide them through these years with a model that focuses on character development and working through challenges with some learning, accountability, and an opportunity to restore any damage that was done within the school community. The following sections will walk through the MMS CHARACTER TRAITS, classroom and office procedures, and examples/definitions that will help explain our system.

Marshall Middle School CHARACTER

Traits, Definitions, and Examples of Behaviors for Each Trait

Community: (MMS students work together to make a positive difference in their own lives and the lives of others.)

- **Examples include, but are not limited to, the following:**
- *Students will actively participate in building a positive culture and climate*
- *Students will take part in school service activities and projects*
- *Students will help maintain a clean and safe environment at school*
- *Students will be positive role models for other members of the school community*
- *Students will dress appropriately for a school community*
- *Students will participate in MMS community conversations and circles*

Honest: (MMS students are trustworthy, truthful, and fulfill their promises.)

- **Examples include, but are not limited to, the following:**
- *Students will be truthful in any conversation with school staff*
- *Students will complete and turn in their own school work, and will be honest when taking tests and quizzes*
- *Students will enter only their own locker and stay away from locations that aren't approved*
- *Students will communicate with parents regarding behavior and grades*
- *Students will refrain from forging signatures of staff, parents, guardians, etc.*
- *Students will serve classroom and/or building consequences that have been issued by school staff*

Accountability: (MMS students are willing and able to take responsibility for their actions.)

- **Examples include, but are not limited to, the following:**
- *Students will attend school and classes according to state and local expectations*
- *Students will comply with personal phone/device expectations*
- *Students will accept necessary help and support when addressing issues and challenges with behavior, academics, etc*
- *Students will participate in problem solving restorative work*
- *Student will avoid making excuses for mistakes/choices*

Respectful: (MMS students treat others the way they want to be treated and are kind to everyone.)

- **Examples include, but are not limited to, the following:**
- *Students will behave/participate in a manner that will not be a disruption to others*
- *Students will use appropriate language that is not offensive to others*
- *Students will refrain from public displays of affection*
- *Students will treat others with kindness, and refrain from name-calling, bullying, and harassment*

Achievement: (MMS students work hard, never give up, and strive to meet their goals.)

- **Examples include, but are not limited to, the following:**
- *Students will be prepared for class at all times*
- *Students will arrive on time to classes and will consistently attend school*
- *Students will meet or exceed academic expectations for promotion to the next grade level*
- *Students will make decisions that promote their successful academic and behavioral performance*

Cooperative: (MMS students meet expectations, listen closely, and collaborate well with others.)

- **Examples include, but are not limited to, the following:**
- *Students will comply with reasonable requests from any school staff*
- *Students may eat or drink in assigned areas with the approval of the supervising staff member*

- *Students will work with others in an attempt to remedy an issue*
- *Students will maintain appropriate behavior in any school safety drills or events*

Teamwork: (MMS students work together to achieve shared goals.)

- **Examples include, but are not limited to, the following:**
- *Students will play an active role in school improvement procedures*
- *Students will consider the impact of their actions/decisions toward others*
- *Students will try to think win-win*
- *Students will positively interact with others*
- *Students will look for solutions to issues that benefit the good of the whole*

Empathetic: (MMS students are able to put themselves in other peoples' shoes so they know how others feel.)

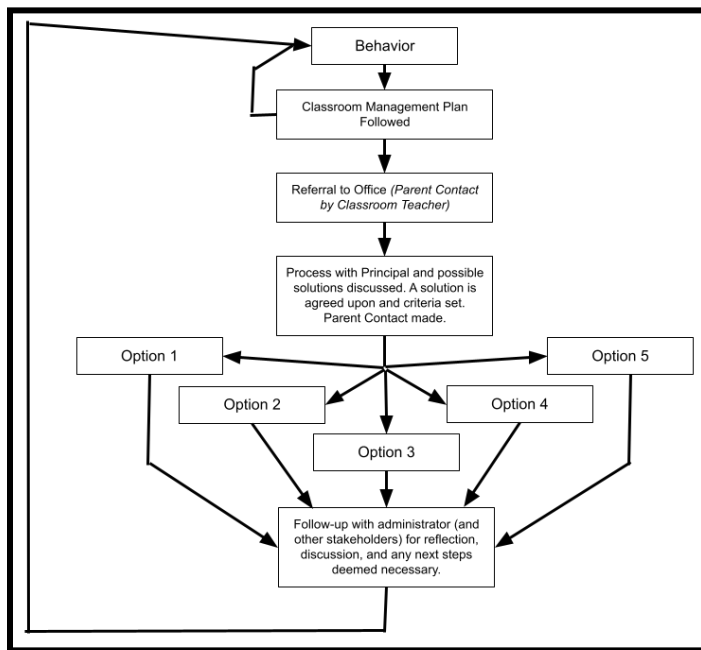
- **Examples include, but are not limited to, the following:**
- *Students will consider the viewpoints of others*
- *Students will refrain from judging others if their viewpoints are different*
- *Students will refrain from bullying or harassing behavior toward others*

Responsibility: (MMS students know that they are part of a community, do what they need to do and choose to follow through with accomplishing tasks and expectations of the community.)

- **Examples include, but are not limited to, the following:**
- *Students are responsible for maintaining a safe and productive school environment, including:*
 - *Students will meet all behavior expectations at the school*
 - *Students will meet all expectations of the MMS Computer Use Policy*
 - *Students will refrain from inappropriate, unsafe, or reckless behavior*
 - *Students will not participate in illegal or inappropriate conduct that constitutes criminal conduct under federal, state, or local laws and/or are considered life-threatening*
 - *Students will not disrupt school by use of force, violence, coercion, threat, or disorderly conduct*
 - *Students will not participate in bomb threats, arson, or false alarms*
 - *Students will not possess illegal or dangerous substances or objects at school or any extension of the school*
 - *Students will not possess weapons, look-alike weapons, or any instrument, substance, or object deemed dangerous or harmful*
 - *Students will not possess or distribute pornographic material at school*
 - *Students will not participate in the harassment of others*
 - *Students will not participate in the illegal theft of property*
 - *Students will not participate in the vandalism or property*
 - *Students will not enter unauthorized areas*

The model that Marshall Middle School will use is called SOLAR, or “Solution Oriented Learning, Accountability, and Restoration”. The plan allows teachers and administrators to build and offer choices that are designed to fit the individual needs of students. SOLAR responses include:

- **Learning:** After a behavior occurs, students will have a learning opportunity that may focus on history or the behavior, impact of behavior on the community, etc. This helps students reflect on the issue at hand and takes some of the emotion away. The learning is designed by teacher, principal, parent/guardian, and/or student.
- **Accountability:** The learning portion takes some time and energy. After the learning piece, students also may have to prepare a project, presentation, or participate in a meeting. The accountability is the “when” and “how” that work will get done.
- **Restorative:** The final phase is taking the learning and product from the previous phases and using it to rebuild relationships, school culture, or property that were damaged by the behavior. This step reintegrates the student safely back into the school community with new knowledge and experiences.



Disciplinary Procedures (Classroom Level)

Classroom teachers are responsible for defining the structures, expectations, and behavioral guidelines in their classroom with the goal of creating a thriving academic culture and successful classroom community. Once those practices are in place, classroom management plans include the following:

- *Reminders and/or warnings*
- *Meet with student for a restorative conversation about what is being observed and identifying a plan to improve*
- *Classroom consequences (seat change, restorative project/task, classroom detention, parent/guardian contact, etc.)*
- *Parent/Guardian contact to discuss the challenge*
- *Parent/Guardian meeting with student*
- *Referral to Office*

Disciplinary Procedures (Office Level)

Most behaviors that are referred to the office have exhausted the classroom list above, and the teacher is asking for help/support. In some cases, a specific behavior is significant enough to warrant immediate office intervention without going through the classroom list.

- *Review of incident and relating the infraction to one or more of the MMS CHARACTER Traits.*
- *Reminders and/or warnings - depending on severity*
- *In some cases, a traditional consequence (detention, staying in office area for remainder of class, etc) may occur.*
- *Work with the student (and parent/guardian) to identify a plan for fixing the problem. Plans will include an opportunity to learn about the mistake, accomplish a task/project/etc to fix the problem, and identify a time/place for the student to be accountable for the work. (This may be in In-School-Suspension, recess time, or homework.)*
- *Parent communication will be made when*
- *Upon completion of the identified plan, the student and principal will meet to discuss goals moving forward.*
- *In the event of repeated behavior, this same process will be followed (with a new plan).*
- *If the behavior is a threat to the safety of the school and the people in it, or is an illegal or disruptive/disorderly incident, suspension out-of-school may occur before any of the other items listed.*
- *In extreme incidents, expulsion of a student from the Marshall Public Schools may be considered.*

Definitions of Disciplinary Procedures

- **Detentions:** Most detentions will be held during a student's lunch period. Personal or school issued electronic devices are prohibited during detention unless permission is granted by the principal or detention supervisor. The student assigned to a detention is expected to reflect on their behavior and develop a plan to restore the relationship. Detentions are to be served when assigned.
- **Restorative Learning Opportunities (RLO's):** School staff may assign a "RLO" (pronounced ROLO) for any classroom behaviors that may be happening. RLO's are similar to detention, but intended to be a 1:1 or small group conversation about the mistake and discussion about how improvement can happen.
- **Natural Consequences/Discussion:** Sometimes a behavior has natural consequences imposed by nature, society, etc. In other words, a choice to not wear a coat in winter may result in the natural consequence of being cold. In a school setting, a student may say something to others that gets a negative reaction. The natural consequence is the response from others to the student that said something. In this type of situation, appropriate school staff will help guide the student through the natural consequence so they learn from it. This is directly related to Restorative Practices.
- **In-School Suspension:** ISS may be used when it is deemed necessary to remove a student from a class or classes, to ensure safety of students and staff. ISS is generally assigned to take place in the main office at the Middle School. During ISS, students may work on school assignments or any restorative work that has been assigned by the principal. Personal devices are not allowed in ISS. Parent/Guardian will be notified.
- **Out-of-School Suspension:** For more severe/significant behaviors that present safety concerns, students may be suspended out of school. The length of suspension will depend on the infraction. Parents/guardians will be notified. Parents/guardians will be asked to come to school in a timely manner to pick up their child. A meeting with the principal may occur upon pick-up or when the student returns to school.
- **Expulsion:** By state statute, the school board may expel a pupil from school whenever it finds him/her guilty of repeated refusal or neglect to obey the rules, or finds that he/she engaged in conduct while at school or while under supervision of school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands his/her expulsion.
- **Office Restorative Interventions:** RI's are an attempt to help a student learn from the behavior, take accountability for it, and restore any damage done to relationships, school culture, or property as a result of a behavior. Restorative work may be a stand-alone reaction to a behavior, or be connected to detentions or suspensions. They may include a project, presentation, or conference with others. Whenever possible, students and parents will have an opportunity to discuss the Restorative work and tailor that work to "fit" the student, the situation, and the desired outcome. Parent/guardian communication will occur.
- **Student Referrals:** For all incidents in which the office assigns consequences, a copy of the Marshall Middle School referral form will be used to document the disciplinary process and parents will be contacted. Families are able to see this information in Infinite Campus.
- **Major Code of Conduct Violations:** Major Code of Conduct Infractions are characterized as actions that greatly or profoundly disrupt the school day, are overly dangerous, demonstrate a repeated pattern of negative behavior, cause a significant disruption to the learning or teaching environment, or demonstrate profound disrespect to the school environment, to self or to others. They can also involve significant safety issues. The occurrence of these infractions can lead to severe consequences, including police involvement and the issuance of municipal citations by the school district, or to expulsion. Consequences assigned by the police are a separate set of consequences than those assigned by the school.

Examples and Explanations of Behaviors

Consequences and Follow-Through will be assigned as a response to inappropriate behaviors.

Those responses include, but are not limited to, one or more of the following: Verbal or written warning, 1:1 conversation, student/teacher meeting, student/administrator meeting, parent contact via email or phone, student/parent/teacher/administrator meeting, restorative Learning opportunity, restorative conversation, restorative project, confiscation of personal devices, restorative conference, detention, loss of privileges, repayment for damages, in-school suspension, out-of-school suspension, pre-expulsion, expulsion, referral to law enforcement.

Academic Integrity

- Plagiarism means submitting the words, ideas, images or data from another person in any of your academic writing or projects, and claiming them as your own.
- Students are expected to properly give credit when using others words, thoughts, ideas, concepts, images or data in their work. Maintaining academic integrity also means not plagiarizing or cheating when completing your work.
- **What constitutes academic dishonesty?**
 - Possession of unauthorized materials (“cheat sheets”, notes, etc.)
 - Having someone else compose, write, revise, edit and publish your work for you.
 - Copying someone else’s homework, giving someone else your work to copy, or turning in someone else’s work as your own.
 - Using fake or fabricated quotes, references, or data in your work.
 - Copying someone else’s test, quiz, exam, or sharing your answers during a test, quiz or exam with someone else.
 - Sharing of Google docs or electronic documents and submitting them as your own.
- **What is plagiarism?**
 - Plagiarism means submitting the words, ideas, images or data from another person in any of your academic writing or projects, and claiming them as your own.

Examples of plagiarism:

- Copying and pasting a passage of text unchanged from an Internet or online resource (Encarta, Wikipedia) without properly citing the source.
 - Copying slides from another student’s PowerPoint and including them in your project.
 - Copying word-for-word from a printed resource (encyclopedia, atlas, etc.) and claiming it as your own.
 - Copying an idea or format for a story or poem and claiming it as your own.
- **Possible Consequences for plagiarism and/or academic dishonesty:**
 - Either the teacher or the principal will notify families/guardians of the academic misconduct.
 - Students can be required to do another similar replacement assignment or exam to demonstrate accurate evidence of learning, or they can be required to retake or re-submit the work. If retaking or re-submitting the work is allowed, the student must complete any work on his/her own time.
 - Participation in extracurricular activities may be suspended until the issue has been fully resolved to the satisfaction of the building principal.
 - A student found guilty of plagiarism or cheating will be considered to be on academic probation. Probation shall last to the end of the next consecutive quarter, and can be carried into the following school year. Repeated acts of plagiarism or cheating may result in a student receiving a failing grade for the assignment or the class.
 - A student’s academic misconduct is communicated to their teachers.
 - Restorative Work

Acts or Threats of Endangering Health and Safety

- These would include things like running, roughhousing, play fighting, and inappropriately using class equipment or materials; causing a disruption or engaging in behavior that robs other students of their right or ability to learn.

Bicycles, Scooters, and Skateboards

- Students should not ride their bikes, hoverboards, scooters or skateboards on school grounds and are to follow village riding and traffic rules. Students observed breaking these rules would not be allowed to bring their bikes or skateboards to school. Bikes are to be parked and locked in the bicycle racks on the east side of the building. Skateboards and scooters should be locked in the student's locker during the school day.

Bullying/CyberBullying

- Bullying in all of its forms (physical, mental, emotional, social, individual or group) will not be tolerated. Each of these situations will be dealt with in the most serious manner possible.

Computer Hardware/Software Misuse

- Students who are issued a 1:1 device for use at school and/or home are responsible for the appropriate use of the 1:1 device hardware and software. Misuse of the 1:1 device hardware includes destruction of property or theft, attempting to hide 1:1 device activities, attempting to hide, delete, or alter files or file types not belonging to the student, revealing and/or sharing of account information and/or attempting to access or use someone else's 1:1 device account information or profile.

Damage to Property

- Includes the destruction of school and/or others' personal property. Based on the severity of damage, consequences may vary.

Electronic Equipment

- Students are not allowed to have personal devices with them at school. However, teachers do have the discretion to allow certain things if/when deemed a necessary tool for class. At no time should these devices pose a distraction to the student or others in the classroom. Students are prohibited from using electronic devices to record images or video of other students, staff, or classroom materials. If a device is in a student's possession at school teachers/staff have the right to confiscate the device. Students that refuse to turn over their device will be considered insubordinate and will face disciplinary action such as longer loss of privileges or other items on the list at the beginning of this section. Please note that staff members and administrators may search or otherwise look into an electronic device without guardian or student consent if there is an immediate concern for a student's health/safety or if they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Further violations will result in disciplinary measures being taken at the discretion of administration.

Harassment

- Harassment is defined as any deliberate, unwelcome verbal, written, or physical conduct. This can entail explicit derogatory statements or discriminating remarks that are offensive or objectionable to the individual or which cause the individual discomfort or which interfere with the individual's academic performance.
- Sexual harassment may be initiated by either gender, and may be directed towards fellow students, faculty, families/guardians or visitors to the school. Sexual harassment may appear in a variety of ways: it may be verbal, visual, or kinesthetic in nature; it may be passive or active, or it may be immediate or delayed.
- Consequences for any type of harassment may include conference with administrator, detention, suspension, referral to law enforcement, or pre-expulsion contract.

Hate Speech

- Any verbal or physical behavior that is an attempt to stigmatize/victimize an individual or group of people on the basis of race, ethnicity, religion, gender, sexual orientation, ancestry, age, marital status, disability, or medical condition. Consequences may include conference with administrator, detention, suspension, referral to law enforcement, or pre-expulsion contract.
- *All cases of hate speech will be reviewed with the Marshall Police Department for potential further action

Illegal Drug, Tobacco, Alcohol, or Other Drug Use or Possession

- Students may not use, sell, display, possess or be under the influence of such substances on school grounds. This policy includes, but is not limited to: alcohol, tobacco products, tobacco-related devices, or electronic cigarettes, illegal drugs, over-the-counter and prescription drugs that would be inappropriately used or shared, or any other materials which could be used to impair a student's judgment or senses. (Please refer to Medications Policy for exceptions to this policy for prescribed and over the counter medications).
- Students found in violation may face guardian notification, suspension or expulsion, restorative intervention, police referral, presentation of student support program options, re-entry conference, co-curriculum/athletic suspension.

Inappropriate Images

- Photos or videos containing graphic content, nudity, drug use, glorifying violence, or targeting a specific group will not be tolerated. These images should not be taken, recorded, sent, shared, or shown on school grounds. It is also not permissible to engage in any of the aforementioned while using technology that is the property of the school (Chromebook, video camera, camera, etc)
- *All cases involving inappropriate images will be reviewed with the Marshall Police Department for potential further action

Insubordination/Disruptive Behavior

- Insubordination is the act of outwardly defying a teacher, adult, etc. Insubordination can take many forms, though it is usually verbal and/or physical in nature, and also causes a significant disruption to the school environment. Consequences can vary based on the severity of the incident and the amount of disruption to the learning environment.

Internet/Computer Use

- Students who are issued a 1:1 device for use at school and/or home are required to abide by all laws regarding computer copyright. Misuse of the Internet such as attempting to bypass filtering and/or security measures, attempting to surf for/produce/distribute inappropriate or non-academic items, attempting to change filter settings, accessing social media and networking that is non-academic, playing games that do or do not bypass filtering, downloading programs that are not pre-approved or violating privacy by attempting to hide computer activities, attempting to hide, delete, or alter file types not belonging to the student, revealing and/or sharing of account information, and/or attempting to access or use someone else's computer account information or profile will be dealt with by the classroom teacher and principal.

Items Prohibited in School

- Items that are hazardous to the safety of others or interfere in some way with school procedure are all prohibited on school grounds. If items such as, but not limited to, squirt guns, caps, bang-snaps, knives, laser pointers, matches, hard balls, etc. are brought to school, they will be confiscated. Consequences range from simple to more severe based on the item(s) at school.

Leaving Campus

- Students are expected to remain on campus at all times, except when issued a pass from the office or when under direct faculty supervision.

Physical Harm to Others

- Students are not to engage in fighting, nor are they to engage in unsafe activities that cause direct or indirect physical harm to another person. Significance of the actions will be considered in assigning consequences. All physical assaults will be considered seriously, and a parallel investigation with the Marshall Police will be initiated. The Marshall Police Department may also be called when appropriate. The school will consider all parties in a fight responsible for their actions.

Public Displays of Affection

- The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on school campus or at school related events (Examples include: kissing, groping, snuggling, long hugs displaying romance, signs of intimacy). Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

Swearing and Profanity

- Profanity, vulgarity and indecent gestures are out of place in school and won't be tolerated. This includes both verbal and written communication that disrupts the learning environment or is directed towards someone.

Tardiness

- When a child arrives late to class, the student is losing valuable instructional time. The student may interrupt the classroom and may miss important explanations of the work to be done. Repeated tardiness per class period results in disciplinary consequences like detention, parent contact, modified passing time, adult escort provided, referral to Truancy Review Board and/or possible police citation.

Theft

- Theft is defined as temporarily or permanently taking property without the owner's consent, temporarily or permanently possessing property without the owner's consent, and/or assisting in or being a party of knowledge to taking/possession of property without the owner's consent.
- *For multiple theft referrals, a student can be recommended for expulsion

Verbal Abuse of School Personnel, Students, or Visitors

- Profanity, vulgarity, indecent gestures, defiance of duly constituted authority are not tolerated and will be addressed.

Weapons and/or Dangerous Objects in School

- Any weapon (fire-arm, explosives, lighters, including smoke bombs and all fireworks, etc.) is prohibited on school property, school buses, school vehicles, and/or at any school-related event. Also prohibited are dangerous objects, possessed with or without the intent to threaten, intimidate, and cause bodily harm and/or property damage. Toy guns or look-alike weapons are all prohibited. Any type of knife or cutting device is also prohibited. Weapons under control of certified law enforcement personnel are permitted. Students violating this policy will be subject to disciplinary action, possible suspension and/or recommendation for expulsion. Possession will result in the notification of law enforcement. Guardians will be notified.

Bullying/Verbal or Written Threats of Physical Harm:

- Verbal or written threats, whether perceived as joking or not, indicating physical harm and/or damage to property are unacceptable. This includes generalized statements that threaten or stigmatize/victimize an individual or group of people on the basis of race, ethnicity, religion, gender, sexual orientation, ancestry, age, marital status, disability, or medical condition. Consequences range from a conference to a pre-expulsion contract. Any threat towards the staff or students at Marshall Middle School or physical violence will be referred to the police and may result in consideration for expulsion.

Extracurricular Opportunities at Marshall Middle School

Athletics By Season:	Possible Academic Co-Curriculars:
Fall:	* Student Council
• Cross Country	* FFA
• Volleyball	* Science Olympiad
	* Math Team
Winter:	* Drama Club
• Basketball	* Rockets for Schools
• Wrestling	* Geography Bee
	* Show Choir
Spring:	* Math 24
• Track and Field	* Yearbook Club
	* Forensics
	* Other (TBD)

**Co-Curriculars are only able to run when staffing is available.

Inclement Weather

The closing of school because of extremely bad weather or other severe emergencies will be announced during the early morning hours on the following stations:

WOLX - 94.9 FM
WIBA - 101.5 FM
WSJY - 107.3 FM
WMMM - 105.5 FM
WXRO - 95.3 FM
WISC - Channel 3

WIBA - 1310 AM
WFAW - 940 AM
WTSO - 1070 AM
WBEV - 1430 AM
WTTN - 1580 AM
WKOW - Channel 27

WMHX - 105.1 FM
WXXM - 92.1 FM
WMAD - 96.3 FM
WZEE - 104.1 FM
WMTV - Channel 15

Please keep in mind that these announcements are made periodically after 6:00 a.m. families/guardians are encouraged to become familiar with daily forecasts and to send children to school ready for weather emergencies.

BrightArrow

The Marshall Public Schools will use BrightArrow, a service that will contact families/guardians via phone, cell phone, and/or email, regarding school closings, delays, or other situations or needs. Information will also be shared with guardian(s) via Facebook, the Building Activities Calendar, and the Marshall Middle School Website.

School Bus Transportation Code of Conduct

The Marshall School District follows the policy established by the Department of Public Instruction which states in part, families/guardians must realize that school bus transportation is a **PRIVILEGE, NOT A RIGHT. Pupils who misbehave may be denied the privilege of riding on a bus.**

Due to our concern for safe transport of all children, all students using school provided transportation must observe the following behavioral rules.

- Students will follow the directives of the bus driver in a respectful fashion.
- Students will remain seated in their assigned middle school seats, until their destination is reached.
- Any behavior, which is potentially hazardous to the occupants of the bus, will not be tolerated.
 - Loud verbal behavior or improper language will not be permitted. Drivers must be able to hear the horns or sirens of other vehicles and communications over their two-way radios.
 - School bus property and the possession of others must not be tampered with.
 - Physically aggressive behavior will not be tolerated.
 - Illegal substances and/or dangerous items will not be carried on the bus.
 - Flammable materials will not be ignited on the bus.
 - Throwing of any object on the bus is not permitted.

Bus Conduct Report

1. 1st Report: Student meets with principal, families/guardians notified.
2. 2nd Report: Student meets with principal, families/guardians notified, behavioral consequence assigned by the principal.
3. 3rd Report: families/guardians notified to meet with principal, removed from bus up to three days.
4. 4th Report: Removed from the bus for five days - families/guardians meet with bus owner and principal before the child can resume riding.
5. 5th Report: Removal from the bus for the remainder of the year. families/guardians meet with bus owner and principal before the child can resume riding.

Receipt of 2023-24 Family/Student Handbook

I hereby acknowledge that I have received a copy of the 2023-24 Family/Student Handbook for Marshall Middle School. I understand that the policies and practices contained herein guide my child's experiences while enrolled as a student at the middle school, and that the enforcement of rules, practices and procedures outlined in this handbook will be adhered to by the school. I understand that an identical copy of the Family/Student handbook will be posted on the Middle School Webpage, and that the student is responsible for knowing the contents as they pertain to their experience.

Student's Name: _____

Guardian's Name: _____

Guardian's Signature: _____

Date the Family/Student Handbook was received: _____

Please return this form to the Middle School Office. All student's families must have a signed form on file in the Middle School Office.