

Marshall High School

2025-2026

Student-Family Handbook



623 Madison St.
Marshall, WI 53559
Phone: (608) 655-1310 Fax: (608) 655-3046

Paul Herrick - Principal

Matt Kleinheinz - Athletic Director and Dean of Students

Website → www.marshallschools.org

Facebook → www.facebook.com/MHSCardinals

Twitter → @MHSCardinals

Instagram → @marshallwihs

TABLE OF CONTENTS

1. [District Vision Statement and Values](#) - page 2
2. [Grading Policy](#) - page 3
3. [Reporting Grades](#) - page 3
4. [Graduation Requirements](#) - page 4
5. [Academic Recognition](#) - page 5
6. [MHS Laude Recognition](#) - page 6
7. [Bell Schedule](#) - page 9
8. [Parent/Student/Office Information](#) - page 10
9. [Media Guidelines](#) - page 15
10. [Attendance](#) - page 15
11. [High School Sports & Co-Curricular Activities](#) - page 17
12. [Student Discipline](#) - page 17
13. [Disciplinary Procedures](#) - page 18
14. [Academic Integrity Policy](#) - page 22
15. [Personal Electronic Devices](#) - page 23
16. [Inclement Weather](#) - page 24
17. [State Laws and Village Ordinances](#) - page 25

MARSHALL PUBLIC SCHOOLS VISION AND VALUES

Marshall Public Schools 2022-2027			
Our 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.			
Our Mission Marshall Public Schools will ensure that each student receives high-quality, equitable, inclusive instruction and services.			
Our Core Beliefs Continuous improvement through equity. All learners deserve an education that responds to their unique needs and empowers them to reach their fullest potential. All teachers will use culturally responsive instructional practices. All learners, families, and teachers will be held to high expectations. Educational achievement is a collaborative process engaging students, families, teachers, administrators, board members, business partners, and the community. All families will experience two-way partnerships and effective communication. All students and staff have the right to safe physical, emotional, and social learning environments.			
Our Pillars of Excellence			
Educational Quality and Culture	Personnel Excellence	Family Partnerships and Communication	Business and Financial Performance

GRADING POLICY AND GRADUATION REQUIREMENTS

Grading Practices for Courses and Content Areas-

Students at the Marshall High School in select classes are graded using the Standards Based Grading system. Standards based grading moves away from averaging percentages from many assignments. Instead, we want our teachers to communicate learning expectations. The goal of creating this 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 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. In order for a student to obtain credit for the class they must have at least a 2 in all standards.

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. All student work is now considered data points and evidence of student learning.

Standards Based Assessment Guidelines

Standards Based Grading Rubric

The Purpose of Grading is to communicate the student's performance in relation to the learning goals and standards

Grade Scale

0= No Evidence No evidence of conceptual understanding.	1= Needs Improvement Evidence of minimal understanding, not grasping the concepts even with teacher assistance.	2= Basic Evidence shows growth; progressing toward the standard/s.	3= Proficient Evidence demonstrates understanding and application of the standard/s.	4= Exemplary Evidence demonstrates a deeper understanding of the standard/s.
--	--	---	---	---

Reporting Grades

Marshall High School will continue to use Standards Based Grading, Final semester grades will be determined by adding all of the priority standard scores together and dividing by the number of priority standards that were assessed in that grading period. That final grade will then be transferred to a letter grade. The value of the letter grade will then be used to determine a student's GPA. If a grade appears as missing in Infinite Campus the teacher can turn it into a zero after 7 days.

This is an example of how grades will be shown in Infinite Campus and how it will be changed to the standard 4.0 scale that most high Schools use to establish a Grade Point Average. This example has 4 standards that are graded. These standards are added together to determine a final score. That score (2.1) is then converted to a letter grade. In this case a 2.1 average is converted into the grade of "D." The letter grade is then converted into the value system used by colleges and universities. The GPA value for a D is 1 when determining a Grade Point Average.

Self Development and Reflection	2.0
21st Century soft skills	2.5
Career Readiness	2.0
Career Development	2.0
Semester	2.1

Determining a student's GPA

To determine a Student's GPA all the GPA values of all classes will be added up and divided by the number of classes that a student has taken in their high school career.

STANDOUT CRITERIA GRADING:

Students will receive a grade for STANDOUT Criteria in each class under the categories of Show Up, Do the Right Thing, and Put in the Work. The Standout Criteria are related to College/Career/Life Ready skills. The STANDOUT Criteria are separated from academic grades and are intended to help prepare students for workforce, career and college choices after high school. If a student is receiving a Developing in one of the STANDOUT Skills, it may impact their eligibility for athletic/co-curricular activities.

Criteria	1 - Developing	2 - Approaching	3 - Meeting	4 - Exceeding
Show Up	The student is developing consistency in being present, prepared, and engaged in class to support their learning and contribute positively to the classroom environment.	The student is gaining greater consistency in areas such as punctuality, preparedness, and engagement. With additional support and encouragement, they are working toward fully meeting classroom expectations.	The student is consistently present, on time, and actively engaged. Meets expectations for attendance, punctuality, and effort.	The student demonstrates exceptional responsibility in all aspects of their classroom participation, showing up on time, being prepared, and engaged. They consistently contribute to the learning environment by demonstrating exceptional commitment and setting an example for peers.

Criteria	1 - Developing	2 - Approaching	3 - Meeting	4 - Exceeding
Do the Right Thing	The student needs substantial coaching, support, and reminders to do the right thing.	The student generally does the right thing. The student is kind and respectful to all, is honest and takes accountability for their actions and behaviors, and is responsible by following expectations given their environment.	The student consistently does the right thing. The student is kind and respectful to all by including and standing up for others, is honest and takes accountability for their actions and behaviors, and is responsible by following expectations given their environment.	The student consistently does the right thing and encourages others to do the same. The student is kind and respectful to all by including and standing up for others, is honest and takes accountability for their actions and behaviors, and is responsible by following expectations given their environment.

Criteria	1 - Developing	2 - Approaching	3 - Meeting	4 - Exceeding
Put in the Work	The student is getting started. They need to focus on staying engaged and giving more consistent effort. They need to ask for help when needed and need to continue to improve their participation and work.	The student is on the right track! They need a bit more focus or participation, but they're making progress. They need to keep challenging themselves to stay engaged and push through challenges.	The student is doing a good job! They show solid effort, actively participate, and contribute in meaningful ways. Keep up the good work!	The student is fully engaged and put in their best effort in all aspects of their work and participation. They are leading by example and always striving to improve.

REQUIREMENTS FOR GRADUATION

Minimum requirements for graduation from Marshall High School are:

1. **ENGLISH** - 8 semesters--4 credits *English 9 (Freshman Year), English 10 (Sophomore Year), English 11 (junior year) are required classes to complete. 2 of the English credits must be English 9 and English 10. An AP English class can be taken in lieu of English 11.* Must take 1 full credit of English Senior year unless graduating early. Class of 27 and later
2. **SOCIAL STUDIES** - 6 semesters--3 credits- (1 credit American History, World History and .5 credit government class is required.)
3. **SCIENCE** - 6 semesters--3 credits (1 credit Science 9 and .5 credit Human Biology is required for class of 25) (1 Credit of Biology 9)
4. **MATHEMATICS** - 6 semesters--3 credits
5. **PHYSICAL EDUCATION** - 3 semesters--1.5 credits – Physical Education must be taken at least one semester in each of three out of the four years of high school. Students may not substitute varsity athletic competition in lieu of Physical Education.
6. **HEALTH** - 1 semester--.5 credits (Sophomore year)
7. **PERSONAL FINANCIAL LITERACY**- 1 semester--.5 credits (Junior year)

A TOTAL OF 25 CREDITS ARE REQUIRED FOR GRADUATION. Class of 2025 & 2026

A TOTAL OF 26 CREDITS ARE REQUIRED FOR GRADUATION. Class of 2027 & 2028

Transfer students may require more or less credits depending on the requirements of the other school(s) attended.

ACADEMIC RECOGNITIONS

It is important that students who make good choices, work hard, and excel are recognized and rewarded for their efforts. Below are some of the ways in which we strive to acknowledge these students.

ACADEMIC “M”:

Students will be awarded an academic letter for academic excellence. A student will earn one letter and continued success will result in the awarding of a pin and Certificate of Excellence. To earn this award a student must have a cumulative GPA of 3.67 or higher as computed at the end of the first semester every year.

Grade 9 - GPA of 3.67 or better at the end of *one* semester.

Grade 10 - Cumulative GPA of 3.67 or better at the end of *three* semesters.

Grade 11 - Cumulative GPA of 3.67 or better at the end of *five* semesters.

Grade 12 - Cumulative GPA of 3.67 or better at the end of seven semesters.

JUNIOR/SENIOR LUNCH PRIVILEGE:

All juniors and seniors have the privilege to leave for lunch provided their parent/guardian has signed the consent form and it is on file with the office. The Principal and/or Dean of Students can revoke a student's lunch privilege at any time and for any length of time they deem necessary if the student is not using the privilege appropriately. The privilege can also be revoked for other handbook violations. Behaviors that could lead to a loss of lunch privileges may include, but are not limited to:

-Accumulation of 3 or more tardies or unexcused absences following lunch

-Transporting students who do not have lunch privileges off school grounds during the lunch hour

-Erratic driving at any time in the school parking lot or in the community

-Failure to serve lunch detention(s)

-Any other behavior(s) deemed inappropriate by the Principal and/or Dean of Students

- STANDOUT score is below 2.75.

NATIONAL HONOR SOCIETY:

Juniors and Seniors can apply to join the National Honor Society Marshall Chapter if they have a minimum cumulative GPA of 3.5. See your counselor for more information.

TRANSFER STUDENTS:

We at Marshall feel that a student should not be penalized for transferring to our school. We will prorate credits from the previous school and work with the previous school to place the student appropriately.

LAUDE RECOGNITION SYSTEM:

Marshall High School has implemented a student achievement recognition system based on the Laude system. Students eligible for the Laude system will be recognized using the criteria described below:

MHS Laude Criteria

The purpose of the Laude System is to recognize students for the rigor of their academic program as well as their successes.

MHS Laude Criteria

Courses earning laude semester credits are identified by high school administration and staff. A review process is in place for course additions or eliminations. Courses earning laude semester credits are those that are most rigorous, have potential to earn college credit, or are a capstone for a career pathway. Students transferring into MHS will earn laude points for passing Advanced Placement (AP) courses in a prior high school.

Laude courses are identified in the MHS Course Handbook and will earn one MHS laude credit per semester of successful completion.

Laude Score: A student's laude score will be determined by multiplying the following two factors:

1. The student's cumulative GPA at the completion of the first semester of the senior year
2. The number of designated laude semester credits earned at the completion of the 2nd semester of the senior year.

**Students must have a minimum grade point of 3.300 to qualify.

There are three levels of designation; *summa cum laude*, *magna cum laude*, and *cum laude*.

The ranges for this recognition are as follows:

- **Summa Cum Laude:**
 - ≥60.6 MHS Laude Points
 - 3.3 - 4.0 GPA
 - ≥16 Laude semester credits
- **Magna Cum Laude:**
 - 44.4-60.59999 MHS Laude Points
 - 3.3 - 4.0 GPA
 - 12-18 Laude semester credits
- **Cum Laude:**
 - 27.2-43.999 MHS Laude Points
 - 3.3 - 4.0 GPA
 - 7-13 Laude semester credits

There may be some situations where students will be considered for laude recognition on an individual basis, such as students who take a semester or year abroad or who graduate early. Any requests for laude need to be addressed by early fall senior year. A laude team will review the requests.

Example: Student cumulative GPA through 1st semester of senior year= **3.685**

Courses taken during high school: (Laude Semester Credits): AP Biology (2), Pre-Calculus (2), AP Chemistry (2), AP Calculus (2), AP Language & Comp (2), Accounting (2), Human Anatomy (2), Spanish 3 (2), Spanish 4 (2) = **18** semester credits.

Calculation: $3.685 \text{ (GPA)} \times 18 \text{ (Laude semester credits)} = \mathbf{66.33}$ laude points with a designation of *Magna Cum Laude*

MHS LAUDE POINTS

Grade Point Average

Based at the end of the 7th semester

**Number
of
earned
Laude
semester
credits**

	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3
23	92	89.7	87.4	85.1	82.8	80.5	78.2	75.9
22	88	85.8	83.6	81.4	79.2	77	74.8	72.6
21	84	81.9	79.8	77.7	75.6	73.5	71.4	69.3
20	80	78	76	74	72	70	68	66
19	76	74.1	72.2	70.3	68.4	66.5	64.6	62.7
18	72	70.2	68.4	66.6	64.8	63	61.2	59.4
17	68	66.3	64.6	62.9	61.2	59.5	57.8	56.1
16	64	62.4	60.8	59.2	57.6	56	54.4	52.8
15	60	58.5	57	55.5	54	52.5	51	49.5
14	56	54.6	53.2	51.8	50.4	49	47.6	46.2
13	52	50.7	49.4	48.1	46.8	45.5	44.2	42.9
12	48	46.8	45.6	44.4	43.2	42	40.8	39.6
11	44	42.9	41.8	40.7	39.6	38.5	37.4	36.3
10	40	39	38	37	36	35	34	33
9	36	35.1	34.2	33.3	32.4	31.5	30.6	29.7
8	32	31.2	30.4	29.6	28.8	28	27.2	26.4
7	28	27.3	26.6	25.9	25.2	24.5	23.8	23.1
6	24	23.4	22.8	22.2	21.6	21	20.4	19.8
5	20	19.5	19	18.5	18	17.5	17	16.5
4	16	15.6	15.2	14.8	14.4	14	13.6	13.2
3	12	11.7	11.4	11.1	10.8	10.5	10.2	9.9
2	8	7.8	7.6	7.4	7.2	7	6.8	6.6
1	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3

Summa Cum Laude **Magna Cum Laude** **Cum Laude**

Courses for laude recognition by department

Art	Business & Marketing	English
	<i>Accounting 2</i>	<i>AP Language & Composition</i>
Global Language	Math	Science
	<i>Pre-Calculus</i>	AP Chemistry
<i>Spanish 4</i>	<i>AP Calculus AB</i>	<i>AP Biology</i>
<i>Spanish 5</i>	<i>AP Calculus BC</i>	<i>Anatomy & Physiology (1&2)</i>
	<i>AP Statistics</i>	<i>Environmental Sustainability</i>
Music	Social Studies	Technical Education
<i>Vocal Music-Completion of 4th year</i>	<i>Psychology 2</i>	Metals III
<i>Band- Completion of 4th full year</i>	American Military History	
	Economics	
	AP US History	
Agricultural Science	Family Consumer Science	Youth Apprenticeship
<i>Basic Veterinary Science 1& 2</i>	<i>Assistant Child Care</i>	<i>All Youth Apprenticeships (Up to 1 total point per semester)</i>
Other Courses		
<i>See MHS principal for approval</i>		
<p><i>Start College Now and Early College Credit Program Courses: Courses taken at Madison College through the Start College Now Program will be awarded laude status if they are college-transfer courses (course numbers begin with 200). Courses taken at other institutions (e.g., UW-Madison) will be awarded laude status if they are college credit bearing courses (course numbers begin with 100 or higher).</i></p>		

Students that have already completed courses that are no longer Laude moving forward will still count for the 25-26 school year.

COLLEGE CREDIT OPPORTUNITIES:

Early College Credit Program:

A high school student would be permitted to enroll in a UW System institution, or a private, non-profit institution of higher education, to take one or more nonsectarian courses, for which the student may earn high school credit, post-secondary credit, or both. The technical colleges are not part of ECCP. Under the ECCP, the cost of courses is shared among the institution of higher education (IHE), the school district, the state, and in some cases, the student's family.

Students may apply for permission to take courses at approved institutions of higher learning. Generally, the requested classes are beyond the most advanced courses offered at this school. Credit for those courses can be applied towards Marshall graduation requirements.

The student's tuition and fees paid by the Marshall school system provided that the student successfully completes the course with a "C" or better, and the requested course(s) meet certain criteria. If the student drops the course, fails to earn a "C" or better, or takes a course that is not properly approved, the student will be required to reimburse the district. Where applicable, student tuition and fees may be charged to the family. Students must apply to the school counselor, Nick Whalen by October 1, and March 1, for the respective spring and fall courses. It is highly recommended students speak w/the school counselor regarding this option.

The ECCP is new and has been modified by the legislature on more than one occasion. Please contact the School Counselor for the most up-to-date information regarding ECCP as well as an application form.

Start College Now program:

A high school student who has completed Grade 10 would be permitted to enroll in a WI Technical College to take one or more courses that are not offered at Marshall High School. Under the Start College Now Program, the cost of courses is paid by the school district. Students may apply for permission to take courses at approved institutions of higher learning. Generally, the requested classes are beyond the most advanced courses offered in high school. Credit for those courses can be applied towards Marshall graduation requirements.

The student's tuition and fees will be paid by the Marshall school system provided that the student successfully completes the course with a "C" or better, and the requested course(s) meet certain criteria. If the student drops the course, fails to earn a "C" or better, or takes a course that is not properly approved, the student will be required to reimburse the district. \

Students must apply to our school counselor by October 1, and March 1, for the respective spring and fall courses. It is highly recommended students speak w/the school counselor regarding this option.

The Start College Now Program is new and has been modified by the legislature on more than one occasion. Please contact our School Counselor for the most up-to-date information regarding ECCP as well as an application form.

Dual Credit Classes:

Marshall High School offers classes where students can get credits for high school credit and college credit. Students that take a dual credit class are not required to take the class for college credit. The grade that a student receives for the college class will not be the same grade as the college class as college classes do not use standards based grading. Please note that a college grade will not change and will always be on their college transcript. The college credit will be permanently on your college transcript.

Youth Apprenticeship Programs:

This is a rigorous paid work program designed for high school students who want to experience hands-on learning at the worksite in conjunction with classroom instruction. This one (or at times, two) year elective program combines academic and technical instruction with a related work experience. Students who successfully complete a Youth Apprenticeship receive a Certificate of Occupational Proficiency from the Department of Workforce Development. Marshall will work with students to procure employment, but employment is not guaranteed.. Marshall's YA Coordinator will help you find employers that accept YA Students in your field.

Guidelines:

Available to students in 12th grade (at times, 11th and 12th grade with teacher approval)

Job related to a determined career interest

Completion of Application by May 15th preceding work experience

Completion of Education/Training Agreement; includes meeting with parent and Student procurement of Work Permit

Students with GPA below 2.0 accepted only by teacher recommendation and administrative approval. Minimum of 450 hours of paid work experience per year with a goal of a minimum of 10-15 hours per week Students will receive a worksite grade based on a 4.0 scale

Students are required to take a concurrent class related to the Youth Apprenticeship

Unexcused absenteeism, high absenteeism of over 3 days per semester, dropping below a 'C' in the related class or on the semester worksite evaluation, are all grounds for termination from the Youth Apprenticeship program. This may result in an 'F' recorded for a grade on the transcript.

Monday Bell Schedule 25-26

	A Day	B Day	C Day
8:00 - 9:00	1	1	2
9:04- 9:11	Nutrition Break	Nutrition Break	Nutrition Break
9:15 - 10:15	2	3	3
10:19 - 10:37	Connections	Connections	Connections
10:37-11:07 L 11:07 - 12:07	Lunch/4	Lunch/4	Lunch/Full Year Elective
10:41 - 11:41 11:41-12:11 L	4/Lunch	4/Lunch	Full Year Elective/Lunch
12:11 - 1:11	5	5	6
1:15 - 2:15	6	7	7

Tuesday - Friday Bell Schedule

	A Day	B Day	C Day
8:00 - 9:08	1	1	2
9:12- 9:22	Nutrition Break	Nutrition Break	Nutrition Break
9:26- 10:36	2	3	3
10:40 - 11:23	Flex	Flex	Flex
11:23-11:53 11:53-1:01	Lunch/4	Lunch/4	Lunch/Full Year Elective
11:27 - 12:35 12:35 - 1:05	4/Lunch	4/Lunch	Full Year Elective/Lunch
1:05 - 2:13	5	5	6
2:17 - 3:25	6	7	7

PARENT/STUDENT/OFFICE INFORMATION

ADDRESS AND TELEPHONE NUMBER CHANGES:

It is important that the school have current home and business addresses and respective telephone numbers for both parents/guardians at all times. This information is critical in cases of emergency. Please notify the high school secretary immediately upon changing your address or telephone number.

ADDRESS, TELEPHONE NUMBER, FAX NUMBER, WEB ADDRESS OF SCHOOL:

MARSHALL HIGH SCHOOL
623 W. Madison Street, P.O. Box 76 Phone: (608) 655-1310
Marshall, WI 53559 Fax: (608) 655-3046
Web: www.marshallschools.org
Facebook: www.facebook.com/MHSCardinals
Twitter: @mhscardinals Instagram @marshallwihs

AGE OF MAJORITY:

Marshall High School recognizes that when a student reaches the age of majority (SS 990.01), they are afforded all the rights and privileges of adulthood. Eighteen-year-old students are subject to the same rules as other students except as enumerated below: Students who are eighteen years of age or older, still living at home, must still be excused by their families. However, an eighteen-year-old student may fill out paperwork to have on file in the office in order to be able to excuse themselves from school, consent to field trips, etc.

Any student not living with their families must still call in their absences. **If a student is out more than one day during the week, they must have a medical excuse.**

Eighteen-year-old students have the right to examine their records without parental approval.

BOOKS AND CHROMEBOOKS:

Students are responsible for their use of hard copy books and electronic devices that are owned by the school. Students will be billed for books and Chromebooks that are lost or damaged. Please see [Chromebook Handbook](#) (English) (Spanish) for more details.

CHANGE OF RESIDENCE/WITHDRAWAL FROM SCHOOL:

Any student who is withdrawing from school or transferring to another school must notify the school secretary and follow the formal checkout procedure.

CLOSED CAMPUS:

Marshall Public Schools 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 a.m. - 3:21 p.m.). Exceptions to the closed campus policy can occur during lunch (JR & SR only) with parent approval and meeting the expectations laid forth for those privileges. Students may not leave campus during Nutrition Break. **Students who leave campus, leave at their own risk!**

CLOSED CAMPUS RELATED ISSUES:

- The parking lot is off limits to students during the class day. It is the student’s responsibility to plan for what they need and utilize their locker to store belongings, unless they have a pass and/or escort from the office.
- Students who need to leave school during the day due to appointments or illness must have parental permission, then sign out and back in at the office. Failure to do this will be handled under the discipline policy.
- Students will not be allowed to leave school early for work purposes unless it is through a school approved program.
- Parents/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.

COMMUNICATION:

- Call/email the school as soon as you know your child will be absent.
- Contact a **teacher** when you have a question about classroom concerns or your child’s grade.
- Contact the **principal** when you have a question about school policies.
- Contact the **school counselor** for academic concerns, academic planning, course selection, scholarships and post-graduate requests.
- Contact the **athletic director/dean of students** for discipline related concerns and all athletics questions.
- Consult the **counselor** if you need to talk about personal concerns, including special education.

DANCES/SCHOOL ACTIVITIES:

In order to be eligible to attend school dances a student must meet the following requirements in the semester in which the dance is held: (School dress code and all school rules apply to dances.)

- No more than 2 behavioral referrals (this includes referrals for skipping class)
- No 0's in any assessed standards within 1 week of the event
- A student may file a written appeal with the Principal and Dean of Students if there are extenuating circumstances.
- MHS students must be regularly attending school and be in good standing academically to attend dances.
- Doors will be closed for admittance 60 minutes after the start of the dance.
- Any student who attends a school sponsored function under the influence of, and/or in possession of alcohol, tobacco and/or controlled substances will be subject to the same penalties as a regular school day incident which can include suspension and/or expulsion. Subsequent offenses will result in progressive discipline.
- Purses, bags, jackets, pockets, etc will be searched upon entry to ensure a safe and drug-free environment for all students.
- Students can also be referred to the police for additional charges.**
- Non-students of MHS, attending dances, must have a visitor's guest form pre-approved by the principal/dean of students. Visitor guest forms can be picked up in the office. MHS students are permitted to have up to one non-MHS student guest attend the dance. The guest must be at least a freshman in another district and may not be older than 20 years of age.
- School dress code and all school rules apply to dances.
- A student must have a 90% attendance rate in order to attend a dance. (Based on unexcused absences and tardies.)
- Students may serve on Homecoming Court one time during 9th -11th grade and may only repeat during their 12th grade.

DOORS:

Doors are open starting at 7:45 and after school. For safety purposes, the doors will be locked throughout the day. Any visitor should press the button to the right of the door to gain access to the school and then report directly to the office. If you see an exterior door is open, you need to shut the door and report it to the office. If you do not recognize the person coming in with you, you should not hold the door open for them.

Dropping a Class

Students may not drop a class after the first week of a semester. A drop after the first week will result in an F on your transcript unless there are extenuating circumstances.

DRESS CODE:

*Used and adapted from Oregon NOW, Student Model Dress Code:

Students Must Wear:

- Shirt.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)
- * High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering girls' bodies or promoting culturally-specific attire.

Students May Wear:

- Hats, including religious headwear
- Hoodie sweatshirts (overhead is allowed)
- Fitted pants, including leggings, yoga pants and "skinny jeans"
- Midriff baring shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including spaghetti straps, halter tops, and "tube" (strapless) tops
- Athletic attire

Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same. • Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear (visible waistbands or straps on undergarments worn under other clothing are not a violation)
- Bathing suits.
- Helmets or headgear that obscures the face (except as a religious observance).

BACKPACKS/PURSES:

There has been increasing concern in schools that backpacks/purses/bags can be used to conceal items that can cause harm to self and others. For this reason, these items are to be kept in your locker during the school day.

FIELD TRIPS:

Field trips are correlated with the educational program and are used to enrich a unit. Field trips are an extension of the classroom. They provide concrete, rather than abstract learning experiences for students. Adequate preparations in the subject area and definite objectives are made before each trip. Evaluation and review of the material seen on the field trip is made after the trip has been completed. No child is allowed to go on a trip without a signed permit from his/her parent or guardian. Safety rules are strictly enforced on these trips.

FEES:

A general fee is required of students in certain courses and must be paid by the end of the first week of school. Fees will be required in the following areas: The ability to pay should not defer a child from taking a class.

-Consumable Materials Fee: \$35.00 per student per year

-Class fees: 3D Art , Ceramics and Advanced Ceramics, Food Service, Independent Living, Metals 1,2 & 3, Foods 1 & 2, Construction 1, 2, & 3, Small Engines

-Parking Fee: \$50.00 per student per year

-Athletic Fee: \$60.00 per participant per year. (\$120.00 maximum per family, per year)

-Activity Fee: \$10.00 per participant per year. (\$20.00 maximum per family, per year)

Activities include: Drama, Forensics, FFA, Science Olympiad, FCCLA, Dance, HOSA

ALL fees must be paid prior to graduation practice. If a senior has outstanding fees, he/she will not be allowed to participate in the graduation ceremony.

FOOD AND BEVERAGES:

Food and Beverages are allowed in the classrooms at **teacher discretion**, including purchases from the vending machine. The vending machine or microwaves are not to be used during class time. **Students are responsible for all clean-up. Special exemptions for medical reasons, cited by parents and physicians, will be dealt with by the administration on an individual basis.**

FOOD DELIVERY:

With a goal of reducing interruption and distraction to the learning environment, the following limitations will be put on any food ordered during the school day. Orders may only be placed online during nutrition break each day. All orders must be paid for online at the time of the order. Deliveries will only be accessed during the lunch shift assigned to a student. If a delivery is made outside the lunch shift, the order will be in the office and can be picked up at the end of the day. Failure to follow these expectations will result in the loss of the privilege to order food, a lunch detention, and possibly the loss of lunch privileges. Please be courteous to the delivery staff by meeting them outside at the sidewalk.

LIBRARY:

The MHS 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. Library books may be checked out for 40 days and renewed twice as long as the book in hand. Fines for lost books will be issued near the end of the school year. Payment can be made via cash or check written to Marshall Public Schools. Students wishing to use the library during a study hall for reading or research may request a library pass from their instructor before the class period. NOTE: A student who willfully takes library materials without permission is in violation of SS 943.61."

LIBRARY DATABASES:

The MHS Library subscribes to online databases to give students current information available on numerous topics that can be accessed at school or at home. These databases can be found at the high school library website under the "Databases" tab. To access databases off-campus, please visit the library website or ask the library staff for the username and password.

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. The school retains the right to conduct both announced and unannounced locker searches. Students should not put anything in their locker or carry anything in their possession that does not adhere to Marshall Public Schools policies and procedures. Discovery of illegal materials may result in suspension or expulsion and/or referral to appropriate authorities. If your 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. **Do not share or switch lockers.**

PARKING AND AUTOMOBILES:

Students will be charged \$50 to use the front parking lot designated stalls per academic year. At no time between 7:15 am and 4:00 pm should they park anywhere else, including behind school, unless they have approval of a teacher. Students may also not park in the parking lot of Holy Trinity Lutheran Church unless the school has received permission from church administration that a student(s) is allowed to do so. Failure to comply may result in any or all of the following: revocation of parking privilege, referral to law enforcement for parking citation, vehicle towed out of the lot at the owner's expense, and/or other school consequence(s). **If you are driving to school, you must have the automobile registered in the office of the high school, you must display your registration sticker, and you must have paid for a parking stall.** Juniors and Seniors may "rent" and paint their spot. No one is allowed to park in a painted stall during the school day. Your spot is not reserved after school hours. Cars parked in a painted parking spot will be asked to move their vehicle.

Students who gather in the parking lot without cause and/or permission are subject to arrest and fine under the loitering law. Also, students displaying negligent operation of a vehicle on school grounds are subject to the penalties under **(SS 941.01) Negligent operation of vehicle.** (1) Whoever endangers another person's safety by a high degree of negligence in the operation of a vehicle not upon a highway as defined in SS 340.01, is guilty of a Class A misdemeanor.

Student's cars on school grounds are subject to search by school officials when there is a suspicion of alcohol, controlled substances, weapons, stolen materials, etc. Students reported for reckless driving may have their permit suspended or revoked. **Driving to school is a privilege that may be suspended or revoked at the discretion of the principal or his/her designee.**

PHOTOGRAPHY RELEASE

Throughout the year, photographs may be taken of student activities or assemblies. Occasionally, these photographs will be used in public materials, such as social media, web galleries, brochures, PowerPoint presentations, or newsletters. Any family who does not want to have their student's image used in these ways must contact the main office and fill out the Web Page Posting Notice form.

PRESCRIPTION MEDICATION AND OVER-THE-COUNTER MEDICATIONS:

§118.29 requires written permission from the parent/ guardian and prescribing physician before any authorized school personnel may issue a prescription medicine. Parental permission is required, and subject to school nurse approval, for the administration of over the counter medicine whether the medicine is kept in the office and administered by office staff or in the students possession. It is highly encouraged for medications to be kept locked in the office. 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.

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 parent/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 parents. 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 school nurse by calling the school office.

SCHOOL MEALS:

Marshall Public Schools participate in the National School Lunch and Breakfast programs. Breakfast and Lunch are offered at the High School on all school days. **An updated listing of lunch prices is available in the high school office and on the school website.** Students are expected to have money in their accounts. Money can be added directly to a student's account in Infinite Campus through the parent portal or a check can be sent to the High School office. Applications for free or reduced lunch may be picked up in any of our school offices or filled out online in the parent portal. **You must reapply each school year for the free and reduced lunch program.**

FOOD SERVICES

Applications for Free or Reduced meal benefits can be found online in your parent portal under the MORE tab then and then click on MEAL Benefits. Applications are also available at each school office. Remember, families must reapply for meal benefits each school year.

If your child has been approved for meal benefits but wishes to have an extra milk (in addition to the one that comes with the meal) each additional milk costs \$.50. Each milk also costs \$.50 for scholars eating a cold lunch and choosing to take a milk (since the full meal is not being taken).

Please remember to send checks payable to Marshall Public Schools for meal deposits or pay online through your parent portal. Please check your child's meal balance regularly (Infinite Campus portal).

NEGATIVE MEAL BALANCES

The District recognizes that, at times, a scholar’s meal account may have a negative balance. Efforts will be made to communicate with families regarding the status of their child’s negative balance while maintaining confidentiality. The District will permit scholars to continue to consume school meals until their unpaid balance reaches -\$50. When a balance reaches -\$50, the scholar will receive a free bag lunch (no free breakfast) for up to ten lunch meals. Families are encouraged to make an arrangement with our Business Office (608) 655-3466 to develop a payment plan.

SCHOOL NURSE:

Marshall Public Schools contracts 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 class period. If the student continues to feel ill, the secretary will contact the family. 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.

SPORTSMANSHIP:

All Marshall High School fans and/or competitors will:
Consider all opponents as guests and treat them with courtesy.
Positively acknowledge the opposing team as it is introduced.
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.
Remember that the school reputation depends upon your conduct.
Endeavor to make Marshall High 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 athletics 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 parents of minor pupils have the right upon request to be shown and/or provided a copy of the pupil’s records. The parent or 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 parent or guardian of the student.

STUDENT TRAVEL:

Students traveling to school activities must go as part of the group and return with the group. Families planning to transport their child from activities must communicate directly with the coach/advisor and follow procedures in the co-curricular handbook. Other situations require administrative approval at least 24 hours in advance.

NOTE: All school rules apply during student travel. A minimum of 30 students is needed to run a fan bus.

USE OF CANINE UNITS:

In order to maintain a drug free school environment, dogs that have been specially trained to detect odor of controlled substances will be used in the search of buildings and grounds at the discretion of the district administrator in conjunction with the building administrator and local law enforcement. 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.

MEDIA GUIDELINES:

EDUCATIONAL PURPOSE

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:

TEACHER RESPONSIBILITY

Ensure suggested sites are appropriate for high 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.

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 High 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.

PARENT/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.

ATTENDANCE:

Each student at Marshall High School is expected to be present for all classes and study halls, unless attendance is impossible due to illness or other excusable reason. Students who are unexcused will be dealt with by one or a combination of the following: classroom participation policy, regular school discipline or the truancy process (SS 118.15, 118.16, 118.163 and local ordinances).

NOTE:

1. Excused absences must be called in by 10:30 a.m. or a note sent the day of the absence. Late excuses, due to family emergencies 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 all parents regarding unexcused absences.
4. **State law provides that schools will have the final say on what is an excused absence. (SS 118.16 (2a)).**

The following reasons for absence are the only ones which are acceptable as excused:

- Illness on the part of the student. (Doctor's excuse may be required)
- Medical, eye, dental, and driver's exam appointments if properly prearranged.
- Death or serious illness in the immediate family.
- Family vacations, communicated to and acknowledged by the high school office one week in advance.
- Absence resulting from confidential problems or emergency situations, with requests submitted, explained, and approved.
- Approved campus visits (arranged with the guidance office), school trips and co-curricular activities.
- Varsity team members attending the state tournament in the sport in which they participated, with advanced approval one week in advance.
- Seniors will be allowed to have 2 Opportunity Days which would be excused absences for the purpose of college visits, youth apprenticeship or community service. Opportunity days must be approved in advance by the High School Administration.

EXCUSED ABSENCES:

Each student at Marshall High School is expected to be present for all classes unless attendance is impossible due to illness or other excusable reason. State law provides the school with the final say on what is an excused absence (SS 118.16 (2a)). Any student absent from classes is required to make-up all missed work. Teachers will set a time period for make-up work completion. Teachers should be consulted about make-up work when parents are going to keep a child out of school for more than one day. This should be done by a written request or telephone call to each teacher one week in advance. 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 child may not be excused for more than 10 days during the school year. Additional absences may be excused with a note from a doctor.

If a student is going to be absent, the parent or legal guardian should call the school (655-1310) as soon as possible and/or send an email to the high school office assistant Lea Braithwaite at lbraithwaite@marshallschools.org. If a call or email is not received, parents will receive a voice message through our Brightarrow Alert message system notifying them that their child is absent from school.

STUDENT MAKE-UP WORK AFTER ABSENCES:

Any student absent from classes is required to make up for all work missed. However, it is the responsibility of the student to see his/her teachers to obtain the work to be made up.

NOTE: Teachers will set a time period for make up work completion.

TARDINESS:

When a child arrives late to school or class, he/she is losing valuable instructional time. He/she may interrupt the classroom and may miss important explanations of the work to be done. Help your child to be on time. Students are expected to be in their classroom when the bell rings. Students that arrive more than 10 minutes late to any class will be marked as skipping (in the building but not in class) or unexcused (if they leave the building). Students with tardies will have consequences ranging from a warning to detentions. Excessive Tardiness/skipping will result in a loss of open campus and dance privileges. A student can not have more than 6 tardies to attend Co-curricular activities. Students can make up tardies through serving after school detentions.

Unexcused Absences

TRUANCY:

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 6 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." A student is considered habitually truant if they are absent without an acceptable excuse 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 the District Truancy Review Board
- referral to Dane County Human Services
- referral to Municipal Court
- referral to Circuit Court, which may result in the following:
 - court ordered community service
 - monetary fine for the student
 - monetary fine for the parent/guardian
 - suspension of driver's license
 - counseling

Students who are ill or truant are not allowed to attend extra-curricular activities(ie sporting events/concerts). Event supervisors may ask students to leave who are not in attendance on the day of an event.

COLLEGE VISITATION:

Campus visitation is an integral facet of the college selection process. Universities schedule special days for prospective students. These are the best times to visit because you will experience all aspects of college life at a particular school. Juniors/Seniors wishing to visit a campus should notify the school counselor of your intentions, inform your teachers that you will be gone and collect all assignments before you visit. Your work is expected to be done upon your return. If the student's guardian notify the school before the event it will be recorded as an absent exempt.

HIGH SCHOOL SPORTS AND CO-CURRICULAR ACTIVITIES

CO-CURRICULAR ACTIVITIES:

All students are obligated to the guidelines of the Marshall High 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.

Athletics	Co-Curricular Activities
Fall - Cross Country, Football and Volleyball	Art Club National Honor Society Athletic Excellence Battle of the Books <i>DECA</i> Drama/Musical E-Sports <i>FFA</i> <i>FCCLA</i> Forensics Homecoming/Prom Court <i>HOSA</i> Math Team P-7 Science Olympiad <i>SKILLSUSA</i> Social Justice Club Spirit Squad Student Council Tri-M
Winter - Girls and Boys Basketball and Wrestling	
Spring - Baseball, Softball and Track	
<p>** If you have questions about any sports or co-curricular activities, please stop in the office and see Athletic Director Mr. Kleinheinz (or leave a message with Athletic Office Secretary Mrs. Chadwick). Italicized clubs are considered CTSO.</p>	

STUDENT DISCIPLINE

The Board, 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 his/her own discipline cases and attempt to apply the appropriate restorative measures to the best of his/her ability. This would involve inclusion of parents and student services personnel.

In the event the problem(s) continue(s) or warrant(s) additional aid, the teacher shall present the discipline problem to the principal and/or dean of students. The principal and/or dean of students shall give careful and definite consideration to all offenses brought to his/her 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. Students who continue to cause discipline problems shall have their cases presented to the Board, with the recommendation for expulsion.

The Marshall School District shall not discriminate in standards or rules of behavior or disciplinary measures, race, national origin, ancestry, creed, pregnancy, marital or parental 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. School rules and policies apply to all school activities, on and off campus.

CONSEQUENCES FOR VIOLATING STUDENT EXPECTATIONS:

Consequences for violating student expectations, municipal or county ordinances, or state or federal law will be handled on an individual case by case basis using progressive discipline based on consistency and doing what is in the best interest of the individual and the entire school community. Specific consequences for the failure to adhere to the established expectations include, but are not limited to the following: student conference, detention, parent conference, in-school suspension, out-of-school suspension, removal of privileges, referral to law enforcement, and expulsion.

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.

DISCIPLINARY PROCEDURES

The purpose of imposing consequences is to provide guidance and to prevent the reoccurrence of a breach of the rules. Authentic restitution, before and after school detentions, noon hour detention, suspensions in school and out of school, police referrals, and expulsion are penalties that could be imposed. Marshall High School believes in restorative practices. We believe that discipline is an opportunity to teach students situational awareness. All consequences are in place for students who choose not to participate in restorative practices.

DETENTIONS:

Are defined as a student being detained on school days, which may be during the school day or before and/or after school. Before school detentions for violation of school rules are assigned by the Principal or Dean of Students from 7:20 – 7:50 a.m. After school detentions for violation of school rules are normally assigned by the Principal or Dean of Students from 3:25 - 3:55 p.m. There may be a lunchtime detention period, determined by the Principal or Dean of Students according to need. The student assigned to a detention is expected to work silently on class assignments. Detentions are to be served when assigned. This includes students who may otherwise be scheduled for athletic practices or contests. Failure to cooperate with detention assignments will result in ISS for the remainder of the day and possibly the following day.

IN-SCHOOL SUSPENSION/OR WHEN REMOVED FROM CLASS:

The student will:

- Work on school studies with the exception of lunch.
- The student shall serve the lunch period in the suspension room.
- Report to the assigned location immediately upon entering the school and stay there unless otherwise instructed to change locations
- Maintain the cleanliness of the facility.
- Not communicate with other students.
- Pick up assignments from teachers before school.
- Turn in all electronic devices to the office staff (permission may be granted for the student to use a computer)

SUSPENSION FROM SCHOOL:

When suspending a student from school, the Principal or Dean of Students will:

- Give oral and written notification of the nature of the violation and the intended action.
- Provide the student with the opportunity to tell his/her side of the incident.
- Contact the parent(s)/guardian(s) by telephone, if possible, and notify them of the decision to suspend the student and request that they come to school to pick up the suspended student.
- Attempt to arrange a conference with the parents or guardians if appropriate.
- Notify the parent(s) or guardian(s), in writing, of the facts and duration of the suspension.

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.

BICYCLES, SKATEBOARDS, HOVERBOARDS AND ROLLERBLADES:

These items are welcome to be used as transportation to and from school. While at school these items should be secured either in the bike rack or in a locker. Students should only use them for transportation and not entertainment on school grounds. If these items are misused, a student may no longer be allowed to bring them on school grounds.

COMPUTER USE:

The instructional computer network is designed to give all students access to computer programs necessary for instructional purposes. Students are limited to computer programs provided in their student menu. Programs will be assigned as needed by staff or network administrators. Students are not allowed to work outside their assigned programs. The operating system of the computer or network is off limits to students without written permission of the network administrator. Student directories shall contain only instructional related data files.

Students who use the High School computers are required to abide by all laws regarding computer copyright. Misuse of any computer, printing of non-school related material, using non-assigned software, illegal network access, entry of inappropriate or sexually related material, access of another student's or administrative files, or vandalism will be dealt with by the loss of computer access and possible legal action. If you are uncertain if your actions violate any of the above requirements, please consult with our Technology Coordinator. Students will be required to sign an Internet use Agreement as outlined in Board Policy Exhibit 363.3. Progressive discipline will be assigned on a case by case basis dependent on the severity of the infringement.

SWEARING/PROFANITY:

School Policy: Profanity, vulgarity and indecent gestures are out of place in school and won't be tolerated. This includes both verbal and written communication. Consequences range from Conference with students to out of school suspension.

ARTICLES PROHIBITED IN SCHOOL:

Problems arise each year because children bring to school articles, which are hazardous to the safety of others or interfere in some way with the learning environment. If items such as electronic devices, cell phones, squirt guns, Nerf guns, knives, matches, hard balls, etc. are brought to school as playthings, they may be confiscated. Parents are requested to help children understand the importance of maintaining a safe and quality learning environment.

BULLYING/VERBAL OR WRITTEN THREATS OF PHYSICAL HARM:

Bullying is a deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm and involves an imbalance of power between the bully and the bullied.

Verbal or written threats, whether perceived as joking or not, indicating physical harm and/or damage to property are unacceptable. Consequences range from conference with students to pre-expulsion contract. 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.

Any threats towards the staff or students at Marshall High School of physical violence will be referred to the police and may result in consideration for expulsion.

DAMAGE TO PROPERTY:

This would include the destruction of school and/or other's personal property. Based on the severity of the damage, consequences may vary. Consequences can include but are not limited to:

- Repair/replacement of the property
- Detention and/or suspension
- Financial restitution
- Referral to Marshall Police Department

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) Consequences range from Conference with students to pre-expulsion contract.

*All cases involving inappropriate images will be reviewed with the Marshall Police Department for potential further action

HATE SPEECH:

Any verbal or physical behavior, whether perceived as joking or not, 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 range from Conference with students to pre-expulsion contract.

*Cases of hate speech may be reviewed with the Marshall Police Department for potential further action.

FIGHTING/WRESTLING/PLAY FIGHTING:

School Policy: Students are not to engage in fighting/wrestling/playfighting. Consequences range from Conference with students to expulsion.

The Marshall Police Department will be contacted in all fighting situations. The school will consider all parties in a fight responsible for their actions.

HARASSMENT/SEXUAL HARASSMENT: Consequences range from Conference with students to pre-expulsion contract. Parent/guardian and the Marshall Police Department will be contacted.

VERBAL ABUSE DIRECTED AT SCHOOL PERSONNEL:

School Policy: Profanity, vulgarity, indecent gestures, or defiance of duly constituted authority are not tolerated. Consequences range from Conference with students to pre-expulsion contract.

*Police may be contacted based on the severity and/or chronicity of the verbal abuse

INSUBORDINATION:

Failure to follow any reasonable request issued by school personnel (includes administration, teachers, aides, secretaries, substitute teachers, student teachers, school guests, and custodians). Consequences range from Conference with students to pre-expulsion contract.

THEFT:

Theft is defined by:

- Temporarily or permanently taking property without the owner's consent
- Temporarily or permanently possessing property without the owner's consent
- Assisting in or being a party of knowledge to taking/possession of property without owner's consent

Consequences can include any or all of the following:

- Written apology to the victim
- 1-3 day suspension
- Restitution
- Referral to law enforcement

*For multiple theft referrals a student can be recommended for expulsion

Parent(s)/Guardian(s) will be notified in all cases of theft.

DRUG/TOBACCO/ALCOHOL USE OR POSSESSION:

The school strives to protect students from harmful drugs and chemicals and from those who sell or dispense these substances. 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, electronic cigarettes, vaping devices, 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).

Should students be found in violation of this policy, the following actions can take place:

- Parent/guardian notification
- All contraband will be confiscated and turned over to the police or disposed of, even if the student is 18 years of age.
- Possible suspension or expulsion
- Police Referral
- Presentation of Student Support Program Options
- Reinstatement conference with student, parent/guardian and the principal (others may attend when deemed appropriate)
- Co-curricular/Athletic suspension

If students or parents have concerns about a student's use of illegal substances and want support from school personnel or resources, they should contact the school immediately. Students proactively seeking help for substance abuse are not subject to the same disciplinary measures. Our primary goal is to support and educate students towards success in life.

DANGEROUS WEAPONS IN SCHOOL:

Any weapon (firearm, explosives, 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 objects possessed with 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 is also prohibited. Students violating this policy will be subject to disciplinary action, possible suspension and/or recommendation for expulsion. Law enforcement will be consulted in all cases of dangerous weapon(s) on school grounds and further legal action

may occur. Parents/guardians will be notified and recommendations for suspension or expulsion reviewed. Weapons under control of certified law enforcement personnel are permitted.

STUDENT HARASSMENT AND NON-DISCRIMINATION:

It is the policy of the Marshall School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefit of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex (which includes gender identity, gender expression, transgender status, and gender non-conforming behaviors), race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (color), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Marshall School District.

ANTI-RETALIATION POLICY:

The Marshall Public Schools strictly prohibits retaliation against any individual by an employee or student because that individual has opposed any act or practice made unlawful under federal and state laws prohibiting discrimination on the basis of sex (which includes gender identity, gender expression, transgender status, and gender non-conforming behaviors), race, color, national origin, or qualifying disability, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under these laws. Further, employees and students are prohibited from coercing, intimidating, threatening, discriminating or interfering with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by federal and state anti-discrimination laws.

Anyone who violates this policy may be subject to disciplinary action, including the suspension or expulsion of students and suspension or termination of employees.

SCHOOL BUS TRANSPORTATION-CODE OF CONDUCT:

The Marshall School District follows the policy established by the Department of Public Instruction which states in part, parents 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 along with all school rules and policies listed herein:

- 1) Students will follow the directives of the bus driver in a respectful fashion.
- 2) Students will promptly sit in their seats and remain seated until their destination is reached.
- 3) 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.
- 4) School bus property and the possessions of others must not be tampered with.
- 5) Physically aggressive behavior will not be tolerated.
- 6) Illegal substances and/or dangerous items will not be carried on the bus.
- 7) Flammable materials will not be ignited on the bus.
- 8) Throwing any object on the bus is not permitted.
- 9) Any behavior, which is potentially hazardous to the occupants of the bus, will not be tolerated.

GO RITEWAY BUS SERVICE STUDENT RIDING POLICY:

- | | |
|---------------------|--|
| 1st Conduct Report: | Student meets with administration - parents notified. |
| 2nd Conduct Report: | Parents notified to meet with administration – removed from the bus for three days. |
| 3rd Conduct Report: | Removed from bus for five days - parents meet with bus owner and principal before the child can resume riding. |
| 4th Conduct Report: | Removal from the bus for the remainder of the year. |

If you have any questions regarding the above policy, please contact Go Riteway at 655-3862.

ACADEMIC INTEGRITY POLICY

Academic Integrity is:

- Completing and submitting work that is entirely your own, including words, thoughts, ideas, concepts, images and data, and properly giving credit when you use other's words, thoughts, ideas, concepts, images or data in your work. Maintaining academic integrity also means not plagiarizing or cheating when completing your work. In addition, students are expected to maintain the security of their work so that other students may not access and use their work in an inappropriate manner.

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.

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, sharing your work for others to copy or edit, or turning in someone else's work as your own or using AI based answers.
- Using fake or fabricated quotes, references, or data in your work.
- Copying someone else's formative or summative assessments.
- Using online translators for world language classes.

Consequences for Plagiarism and/or Academic Dishonesty:

- Parents will be notified of the academic misconduct by either the teacher or the principal.
- A student's academic misconduct will be confidentially communicated to all of his/her teachers.
- Students will be required to do another assignment/exam submitting their own original work in order to provide accurate evidence of achievement.
- The student must complete the exam/assignment on his or her own time (outside regular class time) by a deadline determined by the teacher.
- All extracurricular involvement will be suspended until this sanction is lifted at the discretion of the principal.
- Probation—The probation period will last the remainder of the school year. If a student is discovered cheating and/or plagiarizing a second time during this period further sanctions will be applied. For offenses in the last month or two of the school year, probation will be extended for returning students for a period of time into the next school year.
- In addition to the above sanctions, the principal has the authority to impose one or more of the following sanctions: suspension and expulsion.

Appeal Process:

Any student has the right to appeal the charges and/or sanctions determined by the teacher and principal or Dean of Students within one week. The student will meet with the teacher in whose class the offense occurred, principal, Dean of Students, school counselor, and student's parents.

With any infraction, the Principal and/or Dean of Students has the discretion to assign the consequences of a 2nd or 3rd violation on the first offense of such an infraction if the incident severely endangers other students or staff, or if the incident provides a significant disruption to building operations and/or the learning environment. The Principal and/or Dean of Students also has the discretion to explore restorative consequences in addition to and/or in lieu of any consequences listed herein.

PERSONAL ELECTRONIC EQUIPMENT

While the district recognizes the potential educational value that personal devices provide, we continue to see the draw away from academics to personal entertainment and communication on these devices which is having a negative impact on student learning. Students are provided Chromebooks and internet access by the school for all learning purposes. Smartphones and other personal devices need to be stored in a backpack or bag prior to entering any classroom. These devices should be silenced, out of sight, and not disrupt the learning environment. At no time should these devices pose a distraction to the student or others in the classroom. Students will be expected to put their phones in a caddy in the classroom when they enter or keep their cell phones in their backpack. Any teacher that sees a phone out during class time without permission must collect the phone and turn it into the office. Students may only use a personal device when specifically requested by a teacher. For instance, a teacher may suggest that students take a photo of their project in mid-progress to show how far they have come and reflect on their work.] Any student choosing to be late to class to finish personal use of a cell phone will also be asked to turn in their cell phone to the teacher.

Failure to follow these guidelines will result in the follow consequences per semester:

1st violation - Confiscation of the equipment until the end of the school day and turned into the office.

2nd violation - Confiscation of the equipment until the end of the school day with a parent or guardian being required to pick up the equipment in the office.

3rd violation - Confiscation of the equipment with a parent or guardian being required to come to school to pick up the equipment in the office. Meeting with parents and students along with the Principal and/or Dean of Students.

4th violation - Confiscation of the equipment and student will be placed on a behavior contract.

Failure to relinquish electronic devices upon a single request will be considered insubordination and will require an in-school suspension for the remainder of the day and/or a portion of the following day. The suspension will begin when the electronic device is given to building staff. Please note, staff members and administrators may search or otherwise look into an electronic device without parent 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 the administration.

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 along with their associated social media:

WOLX - 94.9 FM	WIBA - 1310 AM	WMHX - 105.1 FM
WIBA - 101.5 FM	WFAW - 940 AM	WXXM - 92.1 FM
WSJY - 107.3 FM	WTSO - 1070 AM	WMAD - 96.3 FM
WMMM - 105.5 FM	WBEV - 1430 AM	WZEE - 104.1 FM
WXRO - 95.3 FM	WTTN - 1580 AM	
WISC - Channel 3	WKOW - Channel 27	WMTV - Channel 15

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

BrightArrow

The Marshall Public School will use BrightArrow, a service that will contact parents via phone, cell phone, and/or email,

regarding school closings, delays, or other situations or needs. Information will also be shared with parent(s)/guardian(s) via Facebook, the Building Activities Calendar, and the Marshall High School Website.

SCHOOL SONG

***WE'RE LOYAL TO YOU, MARSHALL HIGH!
WE'RE CARDINAL AND WHITE, MARSHALL HIGH!
WE'LL BACK YOU TO THE STAND
AGAINST THE BEST IN THE LAND,
FOR WE KNOW YOU CAN STAND,
MARSHALL HIGH , RAH! RAH!
SO CRACK OUT THAT BALL, MARSHALL HIGH!
WE'RE BACKING YOU ALL, MARSHALL HIGH !
OUR TEAM IS OUR FAME PROTECTOR!
ON TEAM! FOR WE EXPECT A VICTORY FROM YOU,
MARSHALL HIGH!
ILLINOIS LOYALTY***

STATE LAWS AND VILLAGE ORDINANCES

ALCOHOL AND/OR DRUGS:

Students found under the influence of using, or possession of these materials, are in violation of and subject to Wisconsin State Statute 161 and 125.07, Marshall Village Ordinance and Chapter 298 of Wisconsin Law (Expulsion).

NOTE Student found with look-alike drugs is in violation of Wisconsin State Statute 161.41 (4)

FIGHTING/DISORDERLY BEHAVIOR:

Is dealt with under Wisconsin State Statute 940.19 (1)(Battery) Whoever causes bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of that person so harmed is guilty of a Class A misdemeanor. **and/or** SS 947.01: 1) (Disorderly Conduct) Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly behavior is subject to a Class B misdemeanor.

FIRE DRILLS AND ALARMS:

Fire drills are important to the safety of all staff and students, as are the fire alarms and fire extinguishers. Persons who interfere with or tamper with these safety devices are in violation of WI State Statutes 941.12 and 941.13.

SS 941.12:

1) whoever intentionally interferes with the proper functioning of a fire alarm system or the efforts of firefighters to extinguish a fire is guilty of a Class E felony.

2) Whoever interferes with, tampers with, or removes without authorization, any fire extinguisher, fire hose, or other fire fighting equipment, is guilty of a Class A misdemeanor.

SS 941.13:

1)Whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, is guilty of a Class A misdemeanor.

POSSESSION OF WEAPONS:

Persons, except a peace officer, who are in violation of this policy, are subject to Board Policies and Wisconsin State Statute 941.

SS 941.23:

Any person, except a peace officer, who is armed with a concealed and dangerous weapon is guilty of a Class A misdemeanor.

TOBACCO:

Persons who use or possess tobacco and/or nicotine-based paraphernalia, along with any vaping products/devices on school grounds are in violation of and subject to Wisconsin State Statute 120.12 (19 and 101.23)

TRUANCY:

Students found to be "Habitual Truants" are in violation and subject to Wisconsin State Statute 118.16, Marshall Village Ordinance and Dane County Ordinance.

VANDALISM:

A person who willfully and maliciously damages school property will pay for the cost of replacement and/or repair of the property and could face charges under Wisconsin State Statutes persons who intentionally cause damage to any physical property of another, without consent is guilty of a Class A misdemeanor or Class A felony.