

# Marshall Elementary School Student/Family Handbook 2024-25



"Be Respectful. Be Responsible. Be Safe."

**Kathy Needles, Principal**

**Administrative Assistant, Jessie Backes**

617 Madison St.

Marshall, WI 53559

(608) 655-4403

[www.marshallschools.org](http://www.marshallschools.org)



MARSHALL ELEMENTARY SCHOOL



MARSHALLWIELEM

<b>MARSHALL SCHOOL DISTRICT VISION STATEMENT</b>	<b>5</b>
<b>DAILY SCHEDULE</b>	<b>5</b>
<b>PARENT/STUDENT OFFICE INFORMATION</b>	<b>5</b>
Address, Telephone, and Email Changes	5
Address and School Contact Information	5
<b>ATTENDANCE</b>	<b>6</b>
Excused Absences	6
Unexcused Absences	7
Tardiness	7
Truant and Habitual Truant Defined	7
Parent Notification on Attendance	8
<b>DAILY STUDENT INFORMATION</b>	<b>8</b>
Articles Prohibited in School	8
Assemblies	9
Books	9
Change of Residence/Withdrawal From School	9
Class Placements	9
Communications	9
Computer Use and Access	10
Damaged or Lost School Property	10
Visitors & Doors	11
Field Trips	11
Grading System	11
Head Lice	11

<b>School Health Services</b>	<b>11</b>
Medication at School	12
Immunization Requirements	13
Physical Education Exclusions	14
Unreported Accidents Occurring at School or While Participating in School Events	14
<b>Homework</b>	<b>14</b>
<b>Inclement Weather</b>	<b>14</b>
<b>Lockers</b>	<b>15</b>
<b>Food Services</b>	<b>15</b>
Negative Meal Balances	15
<b>Parent Concerns</b>	<b>16</b>
<b>Family Involvement</b>	<b>16</b>
<b>Family Conferences</b>	<b>17</b>
<b>Photography Release</b>	<b>16</b>
<b>Playground</b>	<b>17</b>
Playground/Outdoor Supervision	17
Marshall Elementary Playground Rules	17
Weather Condition Rules	18
<b>Recess Participation</b>	<b>18</b>
<b>Standardized Assessments</b>	<b>19</b>
<b>Student Drop Off and Pick Up</b>	<b>19</b>
<b>Student Planners</b>	<b>20</b>
<b>Student Records</b>	<b>20</b>
<b>Animals/Pets in School</b>	<b>20</b>
<b>Telephone Use</b>	<b>20</b>
<b>Water Bottles</b>	<b>20</b>
<b>Wellness Policy</b>	<b>20</b>
<b>STUDENT DISCIPLINE</b>	<b>21</b>
<b>Board of Education Philosophy</b>	<b>21</b>

<b>Marshall Elementary Philosophy</b>	<b>22</b>
<b>School Expectations</b>	<b>22</b>
<b>Consequences for Violating Student Expectations</b>	<b>22</b>
<b>Corporal Punishment</b>	<b>22</b>
<b>DISCIPLINARY PROCEDURES</b>	<b>23</b>
<b>In-School Suspension or Temporary Removal From Class</b>	<b>23</b>
<b>Suspension from School</b>	<b>23</b>
<b>Expulsion</b>	<b>23</b>
<b>CODE OF CONDUCT – MINOR INCIDENTS</b>	<b>23</b>
<b>General Restorative Discipline Process for Minor Incidents</b>	<b>23</b>
<b>Bicycles/Skateboards/Rollerblades/Scooters</b>	<b>23</b>
<b>Candy and Soda</b>	<b>24</b>
<b>Cheating/Plagiarism</b>	<b>24</b>
<b>Computer Use</b>	<b>24</b>
<b>Electronic Equipment</b>	<b>24</b>
<b>Dress Code</b>	<b>24</b>
<b>Insubordination</b>	<b>25</b>
<b>Swearing/Profanity</b>	<b>25</b>
<b>Verbal Aggression</b>	<b>25</b>
<b>CODE OF CONDUCT – MAJOR INCIDENTS</b>	<b>25</b>
<b>General Restorative Process for Major Incidents</b>	<b>25</b>
<b>Bullying</b>	<b>26</b>
<b>Harassment</b>	<b>26</b>
<b>Dangerous Weapons and Firearms</b>	<b>26</b>

<b>Drug/Alcohol Use or Possession</b>	<b>27</b>
<b>Inappropriate Physical Contact</b>	<b>27</b>
<b>Fighting</b>	<b>27</b>
<b>Threats of Physical Harm and/or Damage to Property</b>	<b>28</b>
<b>Stealing</b>	<b>28</b>
<b>Use/Possession of Tobacco Products</b>	<b>28</b>
<b>Verbal Aggression Directed at School Personnel</b>	<b>28</b>
<b>SCHOOL BUS TRANSPORTATION - CODE OF CONDUCT</b>	<b>28</b>
<b>Guideline for Riding Alternative Transportation</b>	<b>29</b>
<b>MARSHALL PUBLIC SCHOOL DISTRICT POLICIES</b>	<b>29</b>
<b>Student Harassment and Non-Discrimination Policy</b>	<b>29</b>
<b>Anti-Retaliation Policy</b>	<b>30</b>
<b>STATE LAWS AND VILLAGE ORDINANCES</b>	<b>30</b>
<b>Alcohol and/or Drugs</b>	<b>30</b>
<b>Fighting/Disorderly Conduct</b>	<b>30</b>
<b>Fire Drills and Alarms</b>	<b>30</b>
<b>Possession of Weapons</b>	<b>31</b>
<b>Tobacco</b>	<b>31</b>
<b>Truancy</b>	<b>31</b>
<b>Vandalism</b>	<b>31</b>
<b>1:1 TEACHING AND LEARNING</b>	<b>31</b>
<b>SOCIAL MEDIA GUIDELINES</b>	<b>33</b>
<b>RECEIPT OF STUDENT HANDBOOK</b>	<b>35</b>

# MARSHALL SCHOOL DISTRICT VISION STATEMENT

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.

## DAILY SCHEDULE

The school day for elementary students is **8:00-3:20 p.m. Tuesday - Friday**

7:45-7:55-----BREAKFAST IS SERVED IN THE CAFETERIA

8:00-----SCHOOL DAY BEGINS

3:12-----BUS STUDENTS DISMISSED

3:20-----WALKING/PICK STUDENTS DISMISSED

3:20-----BUSSES DEPART

\*\* Monday Dismissal is at 2:10 for Bus Students & 2:15 for Pick Up/Walking Students

Breakfast will begin at 7:40 a.m. **Students are not to arrive before 7:40 a.m.** At 7:40 am, if students are eating breakfast, they will go to the cafeteria. Students will remain outside until 7:40 am.

## PARENT/STUDENT OFFICE INFORMATION

### Address, Telephone, and Email Changes

It is important that the school have the current home and business addresses and respective telephone numbers for both parents/guardians at all times. This information is especially important in case of an emergency. Please notify the elementary school administrative assistant immediately upon changing your address or telephone number. Email addresses are also an important way to provide access and outreach to parents.

### Address and School Contact Information

Marshall Elementary School  
617 Madison St.  
P.O. BOX 76  
Marshall WI, 53559

Phone: (608) 655-4403  
Fax: (608) 655-3425

Website address: [www.marshallschools.org](http://www.marshallschools.org)

## ATTENDANCE

We understand that there are various childhood diseases and other legitimate reasons for absences. However, we feel it is important to strive for a 94% attendance rate (attendance a minimum of 170 out of 180 school days). This goal was established because of a powerful link between academic success in school (learning) and attendance. It is essential for children to attend school regularly in order to obtain maximum benefit from public school education. It is the responsibility of the parent/guardian to have their children attend school regularly according to Wisconsin State Statute 118.15, 118.6, 118.163 and local ordinances.

**If a student in grades 3-6 is going to be absent or late, the parent or legal guardian should call the school (655-4403) or email [ElemAttendance@marshallschools.org](mailto:ElemAttendance@marshallschools.org), no later than 8:30 a.m. that day. (Voice mail messages may be left anytime.). If a phone call is not received, the school will call the parent or legal guardian at home or at work to find out why the student is absent.**

### Excused Absences

- **A child may not be excused by their parent or guardian for more than 5 days during a semester. Additional absences may be excused with a note from a doctor.**

The following absence types are considered excused, provided that the school has been contacted.

1. Students who are ill as determined by their parent/guardian provided that the parent/guardian contacts the school before 8:30 a.m. to explain the absence. If the absence extends to three or more days, the school reserves the right to require that the parent/guardian obtain a written statement from a physician or licensed practitioner describing the need for the student to be out of school and the specific dates the students should be considered medically unable to attend school.
2. Students with medical, dental, chiropractic, etc. appointments. When possible, these appointments should be made outside of school hours. If this is not possible, the parent must notify the office of the appointment by phone call or written notice indicating the time of the appointment and the time he/she needs to be excused from school. The student is required to check in and out with the office as he/she leaves for the appointment, and when he/she returns. You should bring in a medical excuse from your child's physician for these absences.
3. Students confronted with short-term family emergencies as properly verified by the parent/guardian. Students with personal emergencies shall be allowed to leave the building with a parent or guardian.
4. Contemplated Absences: Teachers should be consulted about make-up work in advance when there is a planned absence. Make-up work may involve increased homework, staying in at recess or staying after school until work is complete. The following contemplated absences will be considered excused,
  - Family Trips where the parent/guardian accompanies the student.
  - Court appearances (A note from the clerk of courts must be turned into the office upon return to the school to verify the absence.)
  - Funerals
  - Religious holidays

## **Unexcused Absences**

- Under Wisconsin Law, any person having control over a child between the ages of 6 and 18 must ensure the child attends school. A parent or guardian may excuse a child from school prior to an absence. **A child may not be excused for more than 10 days in a school year.** It is the policy of the school that work missed because of an unexcused absence or tardiness must be made up.
1. Any absence that does not comply with the excused attendance reasons shall be considered unexcused.
  2. If no contact is made (phone, note or email) from the parent/guardian regarding a student's absence, and the office is unable to reach the family, the absence will be considered *unexcused*.
  3. When a child is unexcused for the day, the parent/guardian is to be notified by the school attendance officer that the child is truant. ("Truancy" means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of the absence.) The parent is directed to return the child to school no later than the next day on which school is in session or to provide an excuse. This notice of truancy must be given before the end of the second school day after receiving a report of an unexcused absence. This may be done by telephone or with a personal visit.

## **Tardiness**

- A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian(s) by the classroom teacher and/or the principal. If it appears that the student is negligent, appropriate disciplinary action will be taken.

## **Truant and Habitual Truant Defined**

- A truant is a student who is absent from school without an acceptable excuse for part or all of a school day. A habitual truant is defined as a pupil who is absent without excuse for all or part of five or more school days during a semester or 90 day period, whether consecutive or not. The school reserves the right to recommend a Truancy Board Review for any student who accrues 10 or more absences in one semester.

**For more information on Wisconsin's Truancy Law or our district policy, please contact the principal.**



## Parent Notifications Related to Truancy

### Excused Absences

1. After 5 excused absences in 1 semester
  - a. Students with a history of truancy: Attendance Letter of Concern is sent home to parent/guardian. The letter may indicate that a physician's note be provided for further absences to be considered excused.
2. After 8 excused absences in one semester:
  - a. Students with no history of truancy without known legitimate reasons for absences: Attendance Letter of Concern is sent home to parent/guardian. The letter may indicate that a physician's note be provided for further absences to be considered excused.
  - b. Students with a history of truancy or no legitimate reasons for absences: School staff will schedule a meeting with the parent/guardian to discuss attendance concerns. If illness is the documented reason for absences, the school nurse should be included at the problem-solving meeting. An Attendance Letter Problem Solving Meeting Request will be mailed to the parent/guardian.
3. After 10 excused absences without pre-approved or documented medical excuse/reason:
  - a. Students with no history of truancy who have received a letter of concern and the problem has not been resolved and/or no legitimate reasons for absences are known: School staff will schedule a meeting with the parent/guardian to discuss attendance concerns. If illness is the documented reason for absences, the school nurse should be included in the problem-solving meeting. An Attendance Letter Problem Solving Meeting Request will be mailed to the parent/guardian.
  - b. Students whose parents have participated in a problem solving meeting at the school level will be referred to the Truancy Review Board if the problem has not resolved. A Truancy Review Board Referral will be mailed to the parent/guardian.

### Unexcused Absences

Any unexcused absence: Office or school staff will contact parents/guardians to inquire about the absence.

## DAILY STUDENT INFORMATION

### Articles Prohibited in School

**Electronic Devices:** The school cannot assume responsibility for damage or loss of personal items such as cell phones, electronic entertainment equipment, jewelry, sports equipment, toys and other items of value. **Personal electronic devices are prohibited from use once a student arrives at school. Once they have arrived at school, cell phones must be kept in a backpack or the office.** Misuse of electronic devices will result in consequences, which may include confiscating the device and requiring parents or guardians to pick up the device.

**Dangerous items:** Dangerous items such as guns, knives, or other weapons, matches, lighters, laser pointers, fireworks, air horns, aerosol spray, etc. are prohibited at school. When a student

brings something that is deemed dangerous to school, the dangerous item will be confiscated and the family will be contacted. A conference may be scheduled and the student may be subject to a loss of recess privileges or suspension. Students who bring weapons to school or use an object as a weapon may be suspended and recommended for expulsion, as provided in school board policy 443.81.

**Non-Nutritional Items:** Students are not allowed to bring non-nutritional items such as soda, candy, etc. to school with them. Students who bring soda/candy/gum to school may receive consequences as described in the Code of Conduct. Exception to this is during special celebrations (such as birthdays) with teacher permission.

### **Assemblies**

Assemblies, whether entertaining or educational, are a privilege and shall be treated as such. It is the responsibility of the student to be attentive and respectful. Classroom teachers and staff will supervise students during assemblies.

### **Books**

Students are responsible for the care of text and library books. Families can be billed for excessive damage to books or multiple misplaced books.

### **Change of Residence/Withdrawal From School**

Any student who is withdrawing from school or transferring to another school must have a parent or guardian notify the school office and follow the formal checkout procedure. Any accrued fees/fines, including lunch balances, must be paid.

### **Class Placements**

Placement Considerations: Much time, thought and collaboration go into creating class lists that are equitable in size and include students with a variety of ability levels, talents, behaviors, study skills, and special needs. Teaching teams attempt to build learning communities where children are exposed to a wide spectrum of talents, backgrounds and experiences so all class members expand horizons, develop strengths, and address weaknesses.

Confidential Issues: In a few circumstances, there is significant/confidential information that is critical to class placement. If such information is too sensitive to share during conferences, families may schedule a conference with the principal prior to the placement process with the assurance that the information will be used confidentially as one element of the placement process.

Teacher Assignment/Class Postings: Students will be notified of their teacher at school registration in August.

### **Communications**

Communication between school and home is the key to effective cooperation between families and school staff. A listing of staff names, phone extensions, and email addresses can be found on the district website.

Assignment Notebooks- Students in grades 3 and 4 are expected to use the school issued assignment notebook daily. This is a way for teachers to communicate daily with families, and

vice-versa. Students in grades 5 and 6 are expected to use Google Classroom to keep track of assignments.

Notes or letters- are sent home by teachers via email, SeeSaw or Google Classroom on a regular basis for the purpose of alerting parents of activities at school. Every child is given a “Tuesday Folder” that is sent home weekly. The “Tuesday Folder” is electronic unless paper copies are requested.

Newsletters- are sent home or electronically mailed by the classroom teacher weekly/monthly. Some teachers also publish their newsletters via a blog or web page.

Website: [www.marshallschools.org](http://www.marshallschools.org) for both district and school information

Facebook & Instagram: Marshall Elementary School’s Facebook page posts information regarding school events, activities, etc.

Phone Calls - are usually the most efficient means of communication in situations that should be dealt with immediately. Parents and staff are strongly encouraged to phone one another in cases of student academic or behavior problems and when reporting student achievement and success. All phone calls to teaching staff during the school day will be routed to voicemail to not interrupt instruction. If there is information that needs to be communicated to a teacher right away, parents can contact the office.

Personal Invitations: Personal invitations to parties (such as birthdays) and events should not be sent to school to be distributed to students during the school day.

### **Computer Use and Access**

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 administrator. Students are not allowed to work outside their assigned programs. This 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 Elementary School computers are required to abide by all laws regarding computer copyright. Misuse of any computer, such as using non-assigned software, illegal network access, entry of inappropriate or sexually related material, access of another student’s or administrative files, printing of non-school related materials, 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 Engineer.

### **Damaged or Lost School Property**

School books, computer equipment, and other school property destroyed, damaged or lost by students must be paid for. Books will be checked for damages at the close of the school year. The office will assess damages based on repair or replacement costs.

## **Visitors & Doors**

All persons who visit the Marshall Public Schools during the school day shall report to the respective school office upon arrival. Visitors should: 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 will be requested. Unauthorized visitors can be fined for trespassing and/or loitering under Marshall Village Ordinance.

## **Field Trips**

Field trips are correlated with our educational programming to support our academic and social goals. Field trips are an extension of the classroom and our Codes of Conduct are expected to be followed on all of our opportunities. Adequate preparations in the subject area and definite objectives are made before each trip including notes home and permission slip gathered. Walking field trips in the Marshall Community do not require a parent signature, however, the teachers will inform parents of these experiences ahead of time.

## **Grading System**

Teachers in grades 3,4,5, and 6 use rubrics for reporting student learning based on evidence of understanding.

## **Head Lice**

Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible. If a child is infected, the parent/guardian will be contacted, and the child will be sent home. Treatment of the student and environment will be explained to the parent/guardian. Families will be encouraged to remove all nits and casings after shampooing. The child will be readmitted to school only after written parent/guardian verification that the child has received appropriate treatment for lice and the student is inspected at school and found not to have live lice. Presence of live lice shall constitute exclusion and treatment shall be repeated. Excessive absence from school may result in referral for suspected truancy. You may contact the school nurse, at 655-4403 (ext. 1112) with further questions. Refer to School Policy: 453.31

## **School Health Services**

- Families are to complete the Student Annual Health Update during online enrollment at the beginning of each school year. Indicate on the Student Health Update any medical/health conditions that your child has that you want the school staff to be aware of. Parents/guardians are encouraged to call the school nurse with any student health changes that may occur during the school year.
- Health counseling is available by the school nurse and may be requested by parents, students or staff.
- Regular school attendance is encouraged for optimal school success. However if your child has a rash, fever, a significant cold with a hacking cough, vomiting or diarrhea, you are asked to keep them home from school and call your healthcare provider. In the event that your child is diagnosed with a communicable disease,

please notify the school immediately. Students may return to school when free of vomiting, diarrhea and fever (with no medication) for 24 hours.

- All injuries on school grounds must be reported immediately to the teacher in charge. In the event of a serious injury or illness, the building Medical Emergency Response Team is summoned. For minor first aid, the student should report to the office for assistance.
- If your child becomes ill or seriously injured at school, school personnel will try to notify parents/guardians by phone. In the event that parents/guardians cannot be reached by phone, the emergency contact listed by parents will be called. It is the parents/guardians responsibility to make arrangements to pick up the students. Students are not to leave school during the day without permission confirmed by the office staff. If you have questions regarding medication administration at school, immunization requirements or school health services, please contact the District Nurse, at the main office of your child's school.

### **Medication at School**

Medication should be administered at home whenever possible. If it is necessary for a student to take medication at school, please follow the district policy as follows (School District Policy: 453.4):

- Medication administration forms will need to be completed and turned into the school's main office for prescription medications.
- For the safety of our students, school staff will not be able to administer medication at school until all steps are completed
- Parents/guardians are responsible for restocking and safe delivery of medication to school. Parent/guardian will need to make arrangements for the removal of medication from school within two weeks of the end of the school year or school personnel will dispose of it. If medication is required during summer school, please make additional arrangements with the summer school coordinator.

### **Non-prescription Medication**

- Turn into the school's main office the Medication Administration form completed and signed by the parents authorizing school staff to administer medication.
- Medication must be in the original container. No envelopes or baggies will be accepted.
- Dose of medication cannot exceed the manufacturer's recommended dosage; otherwise a physician's signature will also be needed.
- All students are required to keep non-prescription medication in the school's main office. School staff will administer as prescribed.

### **Prescription Medication**

- Turn into the school's main office the Medication Administration form completed and signed **by both parent/guardian and physician/dentist** authorizing school staff to give medication.
- Students should not be in possession of prescription medication at any time, including for transport purposes.

- Medication must be in a labeled, original container containing the name and number of the pharmacy, student's name, name of physician/dentist, name of drug and dosage to be given.
- All students are required to keep prescription medication in the school's main office.
- Please note that no student will be allowed to self-administer any prescribed controlled substance while at school. Examples would be Ritalin, etc. These medications will need to be kept in the school's main office and dispensed by school staff as prescribed. Students may not share their prescription medication with other students.
- If there is a change/discontinuation in a prescription medication, parents must have written direction from the physician.

### **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 be called, and the student will be transported by them for further medical evaluation.

NOTE: While the schools will have stock epinephrine on hand, this does not mean students with known allergies do not need to provide their own supply of epinephrine. The stock epinephrine is to be used by the schools only in emergency situations. Students are still required to provide their own medications for known conditions.

For further questions, please contact the school nurse by calling the school office.

### **Immunization Requirements**

- The Wisconsin Student Immunization Law mandates that all children in grades K-12 have the following vaccinations: Students in grades ranging from Kindergarten to 12<sup>th</sup> grade must have: 4 DTP, 4 Polio, 3 Hepatitis B, 2 MMR and 1 Varicella vaccine or evidence of the disease. Your child must be compliant with his or her immunization or you must have a signed waiver (for personal, religious, or medical reasons) into the office by the 30<sup>th</sup> day of school. Immunization sheets are located in the school office.
- Meningitis disease, commonly known as bacterial meningitis, is a rare but potentially fatal infection that can occur among teenagers and college students. While meningococcal disease is rare and difficult to contract, it is very serious. There is now a vaccine that may help to prevent this infection. The meningococcal vaccine is recommended by the Centers for Disease Control for students living in dormitories, children ages 11-15 and those planning to attend college. Please contact your health care provider or public health department for vaccine information.
- Local health departments will give immunizations to **uninsured** students free of charge. If you would like to take part in these free immunizations, call Public Health **Madison and Dane County** at [\(608\) 266-4821](tel:6082664821).

### **Physical Education Exclusions**

- All students are required to participate in physical education classes unless they have a written, signed, and dated excuse from their physician. These excuses should state the length of time the child is to be excused and the reason for the excuse. All reasonable requests will be honored.

### **Unreported Accidents Occurring at School or While Participating in School Events**

- In cases where a child receives an injury during the school day or while participating in school-sponsored activities and the injury does not become evident until the child has left school or the school activity, the parent/guardian should contact the principal as soon as possible.

### **Homework**

Homework is assigned to students for the following purposes:

1. To provide students with an opportunity to practice instructional content.
2. To provide students with an opportunity to elaborate on content that has been introduced.
3. To begin the process of preparing students for future educational experiences that require daily homework.

The parent/guardian role in homework is to:

1. Help set up a consistent organized place for homework to be done.
2. Help your student establish a consistent schedule for completing homework.
3. Encourage, motivate, and prompt your student, but do not sit with them and do the homework with them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently not able to do the homework by themselves, please contact the teacher.
4. If your student is practicing a skill, ask them to tell you which steps are easy, which are difficult, or how they will improve. If your student is working on a project, ask them what knowledge they are applying in the project. If your student is unable to talk about the knowledge they are practicing or using, please call the teacher.

### **Inclement Weather**

On days when the weather conditions make it too dangerous to transport students or building failures make it unhealthy to have students in school, school will be delayed, canceled or dismissed early. The decision is made by the Superintendent of Schools and will be announced using the BrightArrow calling system, district website, and over the following radio and television stations:

WOLX - 94.9 FM  
WIBA –101.5 FM  
WSJY – 107.3 FM  
WMMM –105.5 FM  
WYZM – 105.1 FM  
WXRO –95.3 FM

WIBA - Madison 1310 AM  
WFAW – 940 AM  
WTSO – 1070 AM  
WBEV –1430 AM  
WTTN –1580 AM  
WMNI – 92.1 FM

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

If school is dismissed before the end of the day due to inclement weather, parents/guardians must make arrangements for the care of their student(s). During registration, parents/guardians will complete a Student Profile outlining specific pick-up arrangements for an emergency school closure situation. This information is used to get children to a safe place should school close early. Due to the large number of phone calls coming into the office on these days, students should not be expected to call home.

### **Lockers**

- School lockers are the property of the Board of Education and are provided for the convenience of students in 5th and 6th grade. Each student will be assigned a locker at the start of school. **Students should not share lockers with friends.** The school retains the right to conduct both announced and unannounced locker searches. Among the reasons for such searches are suspicion of concealing alcohol, drugs, materials of a disruptive nature, stolen property, weapons or other items, which pose a danger to health and/or safety. Discovery of illegal materials may result in suspension and/or referral to the appropriate authorities. If a student's locker is damaged in any way during the school year, report this damage to the office immediately. If damage is not reported, the student to whom the locker is assigned will be held accountable.

### **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 student 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 students 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 student's meal balance regularly (Infinite Campus portal).

### **Negative Meal Balances**

- The District recognizes that, at times, a student's meal account may have a negative balance. Efforts will be made to communicate with families regarding the status of their student's negative balance while maintaining confidentiality.
- The District will permit students to continue to consume school meals until their unpaid balance reaches -\$50. When a balance reaches -\$50, the student 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.



## **Parent/Guardian Concerns**

- Should a concern develop with regard to a particular situation at school, parents/guardians are encouraged to contact the classroom teacher to discuss and seek a resolution to the problem. Teachers will likewise contact home when they become aware of problems that require joint attention from school and home. The open communication process allows us to deal with problems in a positive way before they grow to uncomfortable proportions. If a problem cannot be resolved between the student, parent/guardian and classroom teacher, the principal should be contacted. For questions regarding school policy, parents/guardians should contact the principal.

## **Family Involvement**

Marshall Elementary School consistently works to enhance communication and develop stronger bonds between home and school. We feel that it is important for families to be partners with us in the process of educating our students. Family involvement and concern for our school's programs is critical in the process of continued program improvement. If you do want to volunteer at the Elementary School please fill out a "Volunteer Application" turned in about 1 month prior to volunteering or attending a field trip. A background check will be performed each year to ensure the safety of the students, and then a letter will be sent communicating approval of your volunteer application. The application can be found on the Marshall Schools website [www.marshallschools.org](http://www.marshallschools.org).

- Volunteers – Adults may work in the IMC as tutors with individuals or small groups of students. Adults may also volunteer to assist with school wide programs such as chaperoning field trips, etc.
- Family Attendance – Family attendance at conferences as well as school sponsored evening programs such as Open House, Fine Arts, Family Fun Nights, and music concerts is encouraged. Participation in these events is also a means of being involved and informed of the school's programs.

## **Family Conferences**

One essential way student progress is communicated is through Family Conferences. Conferences are scheduled in the fall and the spring and are generally 20 minutes in length. In the Spring, students lead their conferences in Student-Led Conferences with the support of our staff. Families are encouraged to communicate frequently with their child about school experiences and consult the teacher whenever they feel it is necessary. Virtual Options will be offered for conferences.

## **Photography Release**

Throughout the year, photographs may be taken of students recognized for achievements, student activities, and assemblies. Occasionally these photographs may be used in public materials, such as the local newspaper, web galleries, newsletters, etc. Any parent who does not want to have their child's image used in these ways must contact the main office and fill out the "Request to Withhold Directory Data/Information" per school board policy 347, Ex. A.

## **Playground**

At all times playground behavior must show a concern for other students' welfare. Students are expected to adhere to school-wide behavioral expectations on the playground. Playground supervisors are expected to be alert for any problems that may occur and to respond accordingly. Supervisors may involve classroom teachers or the principal. The number of supervisors will vary depending on the number of students on the playground. Homeroom playground equipment is to be cared for and shared by all students in a given classroom.

### **Playground/Outdoor Supervision**

1. Playground supervisors will be on duty from 7:45 a.m. until 7:55 a.m. when the students enter the building to begin classes.
2. Following the arrival of the buses, students will proceed to the playground and place their backpack in an area designated for their class/grade.

NOTE: Parents may send a note with their child allowing them to take their backpack to their hook if it contains items that are fragile or of value. This note should be given to the supervisor. All band instruments will be placed in the band room.

3. Students are not to be on school grounds prior to the designated and supervised period in the morning and following dismissal in the afternoon, unless participating in a teacher-supervised activity.
4. Students are not to be on the playground during a recess period until a supervisor is present.

### **Marshall Elementary Playground Rules**

#### **Consequences for Breaking Playground Rules:**

Step 1: Redirection/Re-Teach Expected Behavior

Step 2: Verbal warning letting student know what agreement they are breaking.

Step 3: Ask student to sit out and to interrupt inappropriate play (1-2 minutes).

Before the student returns to recess play time, ask student to tell what rule they must follow in order to play successfully.

**For *major* infractions, student will be referred to the principal for appropriate consequences. (See Page 26 for Major Infractions)**

#### **EQUIPMENT RULES:**

1. Slides are for going DOWN only.
2. Swings are for sitting on your bottom and swinging (no jumping from swing or doing acrobatics on swings).
3. Jump ropes are only for playing jump rope. (Do not tie people up with the jump ropes or use the ropes as a harness to play horsy).

#### **NON-ACCEPTABLE BEHAVIORS:**

1. Rough play such as tackling, pushing, kicking, tripping, and hitting will not be tolerated. King of the Hill is NOT allowed. Any child engaging in rough play will be subject to disciplinary consequences (see Code of Conduct).
2. No throwing snowballs or ice chunks.

3. Swearing, foul language, teasing, name-calling and put-downs will not be tolerated. Any child using non-acceptable language will be subject to disciplinary consequences (see Code of Conduct).
4. Students are not allowed to go back indoors for clothing or play equipment. (Bathroom use is allowed in an emergency).
5. Students are not allowed to block doorways and will be encouraged to play away from doors.
6. Going down the hill towards the high school and going into fields is not allowed.
7. When the whistle blows, all play must stop and students line up.

#### **WEATHER CONDITION RULES:**

1. Students must wear boots to walk in the snow and snowpants to play in the snow.
2. We encourage students to keep their skin covered during cold months to protect their skin.
3. Students must stay out of puddles. If a ball goes in a puddle, look for an adult or student with boots to go after the ball.
4. Students are asked to stay off the ice for the safety of all. Injuries can result as part of sliding.

#### **Recess Participation**

Recess breaks are provided at least once each day. Students are expected to go outdoors when weather permits unless they provide the school with one of the following:

1. A written doctor's excuse for that day or days specifying why the child should stay in from recess and the period of time the child will be unable to participate.
2. A note from the parent/guardian to the teacher specifically requesting that a child be kept in for recess on a specific date. Parents should relate specific details regarding the child's health condition. In situations in which the teacher is in doubt that there is a valid reason for the student to stay in for recess, the student will be asked to go outside and the teacher will contact home. **A request for more than two days should be covered by a doctor's excuse.**
3. Frequent ongoing or periodic health conditions, which necessitate a child to be indoors, should also be covered with a physician's note. These health concerns should also be addressed on the child's health concern form.

During inclement weather (rain, unacceptable wind-chill, or extreme cold) all students will stay indoors. When temperature and wind combine for a wind-chill of zero or below, students will be kept inside for recess. **The need for proper seasonal outerwear cannot be stressed enough.**

## Standardized Assessments

### Marshall Elementary School

What Assessment?	Why?	How Often & When?	Grade Levels
Reading Benchmark Assessment	-common school wide assessment -assess fluency, decoding (MSV), short text comprehension, reading behaviors or other reading issues -group students with similar needs/levels & teach to needs	-Record students' most recent levels in Fall & Spring	K-6
"Any book" Assessment	-Informal beginning of the year assessment to determine if student maintained or lost levels over the summer. -assess fluency, decoding (MSV), short text comprehension, reading behaviors or other reading issues -group students with similar needs/levels & teach to those needs	Optional at the beginning of the year and anytime you want to check up on a student but do not want to use the formal schoolwide F&P kits.	K-6
STAR	-universal elementary assessment -one measure of reading growth -used for data team meetings to guide Rtl decisions -helps measure student growth -can be used to influence instruction & goal set	Fall, Winter & Spring	3-8
Forward Exam	-standardized -State Required -Grades 3-8 take Reading and Math -Grades 4, 8 also take Science and Social Studies -Grade 10 also takes Social Studies	Spring	3-8 & 10

## Student Drop Off and Pick Up

Please adhere to the safety of all children as you drop off and pick up your children by following these guidelines:

1. When dropping off/picking up a child, vehicles should form a line, beginning along the sidewalk area between the ELC and Elementary schools. **Vehicles should pull all the way forward to allow for as many vehicles as possible.**
2. Students should not be dropped off prior to 7:40am. Families should meet their child outside the school at 3:20PM.

3. Students are **NOT** allowed to walk through the main parking lot to meet a parent. Parents are required to park their vehicle and meet their child for safe pickup if you are not parked along the sidewalk..
4. Drivers should be watching for children continuously and exercise caution.
5. Students are expected to walk their bikes/scooters on the sidewalk while on school grounds.

### **Student Planners**

Elementary students in grades 3 and 4 will be expected to use a daily assignment planner. The student planner will be distributed to each student during the first week of school. Replacement planners will be available for a fee in the office throughout the year. It is the child, parent/guardian, and teacher's responsibility to utilize this learning tool.

### **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 parent/guardian 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.

### **Animals/Pets in School**

In general, student visits of a social nature and bringing family pets to school are not allowed.

**Per District Policy, all animals must be approved using this policy which can be obtained from the classroom teacher or office.** Pets must be leashed on school premises.

### **Telephone Use**

Parents and students are expected to make plans for after school the evening before. In an emergency, students may use the school phones to contact parents. All health concerns will be monitored in the office.

### **Water Bottles/Drinks**

Students are encouraged to bring water bottles to school. Water is allowed in classrooms and needed for students to stay hydrated. Juices and energy drinks are prohibited.

### **Wellness Policy**

The district-wide wellness policy (458.1) encourages all members of the school community to create an environment that supports lifelong healthy eating habits and physical activity. Staff wellness is an integral part of a healthy school environment and staff should serve as daily role models for healthy behaviors.

The Marshall Public School District aims to reduce student access to foods of minimal nutritional value. The District will encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a four-year plan that focuses on:

- o Reducing access to non-nutritional foods
- o Educating students about healthy foods
- o Selecting pricing that favors sales of healthy foods
- o Encouraging the use of non-food rewards and not withholding food or beverages (including food served through school meals) as a punishment
- o Limiting celebrations that involve food during the school day
- o Offering food and beverages sold at school-sponsored events outside of the school day that meet nutrition standards for meals or for foods and beverages sold individually.

In keeping with the wellness policy, we ask that treats provided from home be of a healthy nature with the exception of birthday celebrations. In addition, soda and candy are not to be brought to school from home.

## **STUDENT DISCIPLINE**

### **Board of Education Philosophy**

The Board, in support of the aims of public education, believes that the behavior of students attending the Marshall 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 has adopted the following discipline guidelines.

1. Each teacher shall analyze their own discipline cases and attempt to provide restorative, teachable opportunities to help students learn from mistakes. This could involve inclusion of parents/guardians and guidance personnel.
2. In the event the student does not respond to the restorative process, the teacher shall present the incident(s) to the administrator. The administrator will work with the student to offer additional opportunities to reflect and repair a situation. In severe cases, provided multiple restorative opportunities have failed, the administrator shall have the authority and support of the board to suspend a student from school.
3. Students who continue to cause discipline problems shall have their cases presented to the School Board, with the recommendation for expulsion.
4. 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, gender 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.

## Marshall Elementary Philosophy

At Marshall Elementary School, we believe that all children have the right to learn, and all teachers have the right to teach. We believe that this learning process can only occur in a safe and nurturing learning environment where students engage in behaviors that are **respectful, responsible, and safe**.

Classroom and school rules are outlined for each student and enforced consistently. These expectations are designed to help children become responsible for their behavior. This brings about a positive learning environment where students are able to benefit from instruction.

At our school, we are striving to assist students in becoming responsible decision-makers and reflective problem solvers. We assist children in learning to make behavioral choices that have a positive outcome. We specifically focus our support on the development of **respectful, responsible and safe behavior**.

## School Expectations

Students are expected to follow school-wide behavioral expectations of respectful, responsible, and safe, in classrooms, hallways, restrooms, lunchroom, playground, and at all school activities.

## 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. Marshall Elementary School uses a restorative approach to discipline. We see being a responsible citizen as part of our curriculum and use opportunities to teach children to make sound decisions.

## 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) following the district's Non-Violent Crisis Intervention protocol, which supports the de-escalation of situations, utilizing transport or restraint as a last resort:

- 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

In the event that a situation requires NVCI protocol and response, the parent(s) will be notified of the situation and will be provided with written documentation of the incident and the responses taken to ensure the safety of all children and staff.

# DISCIPLINARY PROCEDURES

## In-School Suspension or Temporary Removal From Class

The purpose of in-school suspension is to provide a positive alternative to the out-of-school suspension. We would utilize this approach if a student needs to reflect upon a behavior that was deemed unsafe.

When a student is assigned an in-school suspension, or in the event that a student is assigned to the office when removed from class, the student will participate in a conversation with the administrator. The student will begin a problem solving approach to reflect on the reason for being removed from class. We refer to this as a “restorative approach” to discipline. The student has a chance to restore that which was “broken”.

## Suspension from School

In extreme cases, students may need time to reflect outside of school.

When suspending a student from school, the principal will:

1. Give notification of the nature of the violation and the intended action.
2. Provide the student with the opportunity to tell their side of the story.
3. 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 student.
4. Arrange a conference with the parent(s)/guardian(s) prior to the student returning to school.

## Expulsion

By state statute, the school board may expel a student from school whenever it finds them guilty of repeated refusal or neglect to obey the rules, or finds that they have 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 their expulsion.

# CODE OF CONDUCT – MINOR INCIDENTS

## General Restorative Discipline Process for Minor Incidents:

**1<sup>st</sup> Incident:** Student conference with teacher/reteach expectations/verbal warning

**2<sup>nd</sup> Incident:** Meet with administrator or counselor during recess create a plan for future

**3<sup>rd</sup> Incident:** Meet with administrator or counselor during recesses to review plan & make adjustments

**Subsequent Incidents:** Parent/Guardian Conference

## Bicycles/Skateboards/Rollerblades/Scooters

Students must walk their bikes, scooters, et al on the sidewalks on school grounds. Students should not ride their bikes on school grounds and are to follow city bicycle riding and traffic rules. Bicyclists are to respect pedestrians when on sidewalks and when crossing at crosswalks. Students observed to be breaking bicycle rules will not be allowed to bring their bicycles to



school. Bicycles are to be parked in the bike racks located in the front of the building. Students are encouraged to register their bicycles with the police and have locks on their bikes. Bicycle riders are strongly encouraged to wear helmets.

Skateboards, scooters and rollerblades can be ridden to school but must be carried upon reaching school property. They must be carefully stored at school during the school hours and activities.

### **Candy and Soda**

Candy and soda are not allowed in school. A student who possesses candy or soda on school grounds will be asked to leave items in the office for pick up at the end of the day.

### **Cheating/Plagiarism**

Cheating is defined as using another's work, copying another's work, possession of "cheat sheets", or using another student's name on work. Plagiarism is defined as submitting work that is not yours and claiming it as your own. Any acts of cheating or plagiarism will be subject to consequences.

### **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 resources provided in their student menu. Resources will be assigned as needed by staff or network administrator. Students are not allowed to work outside their assigned resources. 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 Elementary School computers are required to abide by all laws regarding computer copyright. Misuse of any computer, such as using non-assigned software, illegal network access, entry of inappropriate or sexually related material, access of another student's or administrative files, printing of non-school related materials, 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 Engineer.

### **Electronic Equipment**

Students may use electronic devices with permission of the teacher. Students are expected to use their devices appropriately, especially cameras. No cameras/phones will be allowed on the playground, locker rooms or bathrooms. Headphones/earbuds must remain out of ears during class, and used only when given permission to use them. Students may have devices removed or confiscated if they are used to violate another student's privacy or are used to bully another person.

### **Dress Code**

- Students are expected to adhere to proper standards of attire at all times. Students are not allowed to wear clothing that is offensive, obscene, or disruptive to the school environment. Examples of inappropriate clothing include, but are not limited to: 1)

alcohol or drug-related clothing, 2) gang related clothing, 3) clothes that have implicit or explicit discriminatory or negative message regarding any race, religion, ethnicity, or gender, 4) clothes that have an implicit or explicit sexually suggestive message.

### **Insubordination**

- Insubordination is the act of outwardly defying a teacher, adult, or other authority figure that has tried to correct a student's behavior. 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.

### **Swearing/Profanity**

- School Policy: Profanity, vulgarity and indecent gestures are not acceptable. This includes both verbal and written communication.

### **Verbal Aggression**

- Name calling, insulting, starting rumors, telling others not to be friends with someone, or other words that cause hurt to one's feelings are acts of verbal aggression that will not be tolerated.

## **CODE OF CONDUCT – MAJOR INCIDENTS**

Major Incidents are serious offenses that have the potential for causing serious harm to the school or people within the school. Major infractions are characterized as actions that profoundly disrupt the school day, are overtly dangerous or create an unsafe environment, 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. The repeated occurrence of Major infractions can lead to severe consequences, including police involvement and the issuance of municipal citations by the school district, or to expulsion.

**The administrator reserves the right to modify and assign consequences in response to the situation, in order to make the consequences properly fit the infraction.**

### **General Restorative Process for Major Incidents:**

**1<sup>st</sup> incident:** Intervention provided by staff and/or conference with administrator. Consequence assigned. Parent/guardian contacted.

**2<sup>nd</sup> incident:** Intervention provided by staff and/or conference with administrator. Restorative contract reviewed and amended with additional consequence if warranted. Parent/Guardian conference requested.

**3<sup>rd</sup> incident:** Conference with administrator. Restorative contract reviewed and amended with additional consequence if warranted, including possible suspension. Parent/Guardian conference required.

## Bullying

Bullying includes aggressive behavior that is intentional and involves an **imbalance of power** between the bully and the bullied. It is **repeated over time** by either an individual or a group. Bullying takes many forms, including, but not limited to, physical assaults, verbal assaults, non-verbal or emotional threats. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Behaviors characterized as bullying may take place at school; during a school-sponsored activity; on school buses; or through the use of school equipment in the case of “cyber-bullying”. **Teasing/being unkind is not the same as bullying.**

Peer Conflict/Teasing/Being unkind	Bullying
<ul style="list-style-type: none"><li>• Equal power or friends</li><li>• Happens occasionally</li><li>• Accidental</li><li>• Not serious</li><li>• Equal Emotional Reaction</li><li>• Not seeking power or attention</li><li>• Not trying to take something</li><li>• Remorse - takes responsibility for actions</li><li>• Effort to solve problems</li></ul>	<ul style="list-style-type: none"><li>• Not friends</li><li>• Repeated Negative Actions</li><li>• Purposeful</li><li>• Serious with threat of physical or emotional harm</li><li>• Strong emotional reaction from victim/ little or no emotional reaction from bully</li><li>• Seeking power, control or material things</li><li>• Attempt to gain material things or power</li><li>• No remorse - blames victim</li><li>• No effort to solve problems</li></ul>

## Harassment

Marshall Elementary School students have the right to expect to attend school in an environment free of harassment. Harassment is defined as any 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. This may include, but is not limited to any blatant sexual overtures such as leering, pinching, patting, or displays of graphic or written material. This may also include, but is not limited to subtle verbal or physical actions like comments, innuendos, gestures, or actions that involve bullying and/or intimidation. **Students, age 12 or older, may be issued a municipal citation for harassment.**

## Dangerous Weapons and Firearms

Any illegal 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.

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. In the case of possession with intent to threaten or cause bodily

harm to others or to cause property damage, law enforcement officials will be notified. Parents/guardians will be notified and recommendations for suspension or expulsion reviewed.

### **Drug/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, possess or be under the influence of such substances on school grounds. This policy includes, but is not limited to, alcohol, cigarettes, and any other drug. (Please refer to the Medication 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 will take place:

1. Parent/guardian notified
2. Possible suspension or expulsion
3. Police Referral
4. Presentation of Student Support Programs Options
5. Reinstatement conference with student, parent/guardian and the principal (others may attend when deemed appropriate)
6. Co-curricular/athletic suspension (as applicable to school events)

### **Inappropriate Physical Contact**

Students are prohibited from using physical contact to resolve conflicts on school property (playground, classroom, hallways, lunchroom, etc.). School Policy states that 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, which includes horseplay (play fighting). The school will consider all parties who engage in pushing, hitting, slapping, kicking, tackling or grabbing to be responsible for their actions (including for the purpose of self-defense). This also includes using objects for aggressive purposes.

**The Marshall Police Department may also be called when appropriate. The school will consider all parties in a fight responsible for their actions. Students, age 12 or older, may be issued a municipal citation for disorderly conduct.**

### **Fighting**

School Policy: 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.

**1<sup>st</sup> violation:** Student(s) will engage in a restorative process. Appropriate consequence assigned which may include exclusion from recess for 1 day. Parent/guardian will be contacted.

**2<sup>nd</sup> violation:** Student(s) will review the commitments made during the restorative process. Appropriate consequence assigned which may include exclusion from recess for more than 1 day and/or in school suspension. Parent/guardian will be contacted.

**3<sup>rd</sup> violation:** Student(s) will review the commitments made during the restorative process. Appropriate consequences assigned which may include out of school suspension. Parent/guardian conference required.

**Subsequent Violations:** Modifications may be made to a student schedule if violations continue. Regularly scheduled family conferences would also be requested.

**The Marshall Police Department may also be called when appropriate. The school will consider all parties in a fight responsible for their actions. Students, age 12 or older, may be issued a municipal citation for disorderly conduct.**

### **Threats of Physical Harm and/or Damage to Property**

School Policy: Verbal or written threats of physical harm and/or damage to property are unacceptable and will result in referral to the Marshall Police Department.

### **Stealing**

Violating the rights of others by taking the property of another without permission will not be tolerated.

### **Use/Possession of Tobacco Products**

**1<sup>st</sup> violation:** Student will meet with the school social worker. Parent/guardian will be contacted. Possible suspension from co-curricular activities. Consequences assigned may include suspension.

**2<sup>nd</sup> violation:** Parent/guardian will be contacted. Student will be required to meet regularly with the school social worker. Consequences assigned may include suspension.

**3<sup>rd</sup> violation:** Parent/guardian will be contacted and a referral to a substance abuse program will be recommended. Consequences assigned may include suspension.

### **Verbal Aggression Directed at School Personnel**

Profanity, vulgarity, indecent gestures, and defiance is not acceptable.

**1<sup>st</sup> incident:** Student will be referred to the school counselor or the administrator. Consequence assigned may include loss of recess privileges. Restorative process will be completed with student. Parent/guardian will be notified.

**2<sup>nd</sup> incident:** Restorative process reviewed and amended if needed. Consequence assigned. Parent/guardian conference requested.

**3<sup>rd</sup> incident:** Restorative process reviewed and amended if needed. Consequences assigned may include suspension. Parent/guardian conference required.

## **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 the bus.”**

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

1. Students will follow the directives of the bus driver in a respectful fashion.
2. Students will remain seated until their destination is reached.
3. Any behavior that is potentially hazardous to any occupant of the bus will not be permitted.
  - a. Loud verbal behavior or improper language will not be permitted.

- b. Tampering with school bus property and/or the possessions of others will not be permitted.
- c. Physically aggressive behavior will not be permitted.
- d. Illegal substances and/or dangerous items will not be permitted on the bus.
- e. Igniting flammable materials will not be permitted on the bus.
- f. Throwing of any object on the bus will not be tolerated.

**1<sup>st</sup> CONDUCT REPORT** – Student meets with principal, parent/guardian notified.

**2<sup>nd</sup> CONDUCT REPORT** – Student meets with principal, parent/guardian notified, and the principal assigns a behavioral consequence. Bus plan is created which may include an assigned seat.

**3<sup>rd</sup> CONDUCT REPORT** – Student meets with principal, parent/guardian notified, student removed from the bus for up to three days.

**4<sup>th</sup> CONDUCT REPORT** – Student meets with principal, parent/guardian notified, student removed from the bus for up to five days. The parent/guardian must meet with the bus owner and principal before the child can resume riding.

**5<sup>th</sup> CONDUCT REPORT** -- Student meets with principal, parent/guardian notified, student removal from the bus for up to the remainder of the school year. The parent/guardian must meet with the bus owner and principal before the child can resume riding.

\*The bus owner/school administration reserves the right to modify and assign consequences in response to the situation, in order to make the consequences properly fit the infraction.

### **Guideline for Riding Alternative Transportation**

If a student has a need to ride a bus other than his normal bus or is not a regular rider on a bus they would like to ride, the parent must call GoRiteWay Bus Service (655-3862) at least one day in advance to make these arrangements. In some cases, the buses are at capacity and cannot take on extra riders.

\*A note needs to accompany the student to school with the parent/guardian signature indicating that a change in the end of the day plans have changed and be given to their teacher.

## **MARSHALL PUBLIC SCHOOL DISTRICT POLICIES**

### **Student Harassment and Non-Discrimination Policy**

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.

### **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.

## **STATE LAWS AND VILLAGE ORDINANCES**

### **Alcohol and/or Drugs**

Students found under the influence of using or in 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 161.4(4)

### **Fighting/Disorderly Conduct**

Fighting and disorderly conduct 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 SS947.01: 1) (Disorderly Conduct). Whoever, in 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 Wisconsin State Statute 941.12 and 941.13.

SS 941.12: 1) Whomever 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.  
SS941.13: 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 police officer, who is armed with a concealed and dangerous weapon is guilty of a Class A misdemeanor.

### **Tobacco**

Persons who use tobacco on school grounds are in violation 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 Statute 943.01, SS943.01: 1) Persons who intentionally cause damage to any physical property of another without consent are guilty of a Class A misdemeanor or Class A felony.

## **1:1 TEACHING AND LEARNING**

### **Information Technology Vision Statement**

Marshall Elementary School will develop informed, literate, critical thinking learners through the use of innovative and progressive technology and information learning tools by providing access to an individual computing device(s) to each student to be used for educational purposes.

### **Rules and Appropriate Usage**

The Marshall Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The 1:1 devices issued to students are the property of Marshall Public Schools. The distribution of a 1:1 device to a student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before being issued a 1:1 device for use at school and/or home, students and parents or guardians must sign an Acceptable Use Policy and the 1:1 Device Student Expectations form.



Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

#### USE OF EQUIPMENT: Hardware and Software

- Students must have a permission slip signed by a parent/guardian on file with the Marshall Elementary School to use a 1:1 device and to use district-owned devices to access the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Marshall Public Schools.
- Students may not destroy, deface, or alter any district-owned device.
- Students may not access, destroy, or alter files not belonging to the student.
- Students may not hide files or activity on the 1:1 device.

#### THE NETWORK

- Online time must be used wisely to allow equitable access for all users.
- Social Media may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in activities that are pornographic or drug related will result in automatic termination of your network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass security measures including filtered Internet sites.
- Possession of malicious software such as viruses, Trojan software, spyware, etc. while at school, on the District network, or transferring to the District network will be considered a violation.

#### PRIVACY

- It is a violation to share a password with anyone else or to access any account belonging to other students, faculty, or staff.
- It is a violation to access any accounts belonging to other students, faculty, or staff.

#### APPROPRIATE LANGUAGE

- The use of vulgar, suggestive, or otherwise inappropriate language is unacceptable.

#### MANAGEMENT

- Marshall Public Schools reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate. (Board

Policy #363.2: Acceptable Use of Technology and Communication Resources by Students)

### **Responsibilities**

By signing the Acceptable Use Policy students and parents or guardians agree to:

- Accept monitoring of student usage of the computer at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files stored locally on the computer or on school servers are not private.
- Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the school office for assistance.

### **Consequences for Breaches of the Acceptable Use Agreements**

In the event a student breaches any part of the Acceptable Use Policy there will be consequences imposed by the school per the student handbook. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding technology usage to a complete withdrawal of access to all computer technology.

## **SOCIAL 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, etc.).

To protect student privacy and ensure safety, the following guidelines are to be followed:

### **Teacher Responsibility**

- Ensure suggested sites are appropriate for elementary 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
- When creating student accounts, the teacher or student will provide the student's full first name and only the first letter of their last name.
- When asked to provide birth date information, accounts will be set up with January 1 of the student's birth year.

### **Student Responsibility**

- Students will not share personal, identifiable information. (i.e. Marshall Elementary 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.
- Parent/guardian will ensure the school account is used for school related purposes only. For private use, an alternate account is to be set up.
- Contact the teacher who has assigned the project if any questions or concerns arise.

## Receipt of 2024-25 Parent/Student Handbook

I hereby acknowledge that I have received a copy of the 2024-25 Parent/Student Handbook for Marshall Elementary School, which can be obtained at <http://www.marshallschools.org> or by contacting the office to receive a printed copy. I understand that the policies and practices contained herein guide my child's experiences while enrolled as a student at Marshall Elementary School and that the school will adhere to the enforcement of rules, practices and procedures outlined in this handbook. I understand that my child is responsible for knowing the contents as they pertain to their experience.

Student Name: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date Parent/Student Handbook was received: \_\_\_\_\_

Student Grade Level and Homeroom Teacher: \_\_\_\_\_

Please access our handbook on our website and/or request a printed copy from the building secretary. Sign and return receipt at registration or to your child's teacher no later than September 30, 2024.