

# Marshall Academy 2014 – 2015

## Parent/Student Handbook



# Marshall Academy

18203 Homer Rd • Marshall, MI 49068 (269) 781-6330 • (269) 781-8749 fax [www.marshallacademy.org](http://www.marshallacademy.org)

## MISSION STATEMENT

As members of the Marshall Academy community, we pledge our best efforts to create and maintain a disciplined learning environment based upon traditional moral values, while assuring mastery of the classic fundamentals of learning and challenging our students to excel in their given talents.

## Seven Universal Virtues

1. *Prudence*: good judgment, carefulness
2. *Temperance*: self-control
3. *Justice*: fairness
4. *Fortitude*: courage, endurance
5. *Faith*: allegiance, loyalty, belief
6. *Hope*: trust, reliance
7. *Charity*: love, kindness, benevolence

## Administration

Headmaster: Brent Swan

Administrative Assistant: Kristen McDowell

Office Phone: (269) 781-6330 Office Fax: (269) 781-8749

Office Hours: 7:45 a.m. - 3:45 p.m.

## Hours of Operation

K Prep - 7th Grades: 8:05 a.m. - 3:20 p.m.  
8<sup>th</sup>-12<sup>th</sup> Grades 8:00am-3:20pm

1/2 days = KG-12-excuse at 11:30am

## Board of Directors

Dave Twiss (President), Brenda Howrey (Vice President), Heather Weberling (Treasurer), Mary Kempinski (Secretary), Steve Anderson, Paul Spotts

[Boardofdirectors@marshallacademy.org](mailto:Boardofdirectors@marshallacademy.org)

## Documents

Copies of the Faculty Handbook, which details staff guidelines, and the Marshall Academy Policy Manual, which details the Academy's mission, philosophy, policies, and governance, are available for examination in the Academy office.

## School Delays and Closings

Please watch for unexpected delays or closings to be announced by **6:30 a.m. on TV channels: NBC 8 Wood TV, NBC 10 WILX, CBS 3 WMMT, 17 WXMI or on the radio: 98.5 fm, 103.3fm and 93.5 fm, 96.7fm.** School closings will also be posted on our website [www.marshallacademy.org](http://www.marshallacademy.org) and our Marshall Academy Facebook page <https://www.facebook.com/marshallacademygriffons>

**PLEASE DO NOT CALL TEACHERS OR THE ACADEMY.**

# Marshall Academy

## 2014-2015

### School Calendar

#### School Hours

Morning Kindergarten 8:05-Noon  
 Full Day Kindergarten – 7<sup>th</sup> Grade 8:05 a.m.-3:20 p.m.  
 8<sup>th</sup>-12<sup>th</sup> Grades 8:00 a.m. – 3:20 p.m.

#### Office Hours

269-781-6330  
 7:45 a.m. – 3:45 p.m.

Aug 25 – Aug 28	Professional Development all Staff
August 28	Open House 6-8 PM
August 29	Office Closed
September 2	First Day of School
October 31	End of First Marking Period- All students dismiss at 11:30 a.m.
November 5	Early Dismissal for Students 11:30 a.m. Parent/Teacher Conferences
November 6	Early Dismissal for Students 11:30 a.m. Parent/Teacher Conferences
November 7	No School
November 26-28	Thanksgiving Recess
Dec. 22-Jan 2	Winter Recess
January 5	School Resumes
January 21-23	High School Exams
January 23	End of Second Marking Period-All students dismiss at 11:30 a.m.
February 1-28	Open Enrollment for 2015-2016 school year
February 13	No School for students Professional development all staff
February 16	President's Day – No School
March 27	End of Third Marking Period- All students dismiss at 11:30 a.m. Records Day
April 1	Early Dismissal for Students 11:30 a.m. Parent Teacher Conferences
April 2	Early Dismissal for Students 11:30 a.m. Parent/Teacher Conferences
April 3	No School-Good Friday
April 6-April 10	Spring Break
April 13	School Resumes
May 25	Memorial Day – No School
May 27	Last day for seniors
May 28	Baccalaureate 7:00p.m.
May 30	Graduation 1:00p.m.
June 3,4, & 5	High School Exams
June 5	Last Day of School – All students dismiss at 11:30 a.m.
June 8 & 9	Professional Development-All teachers

## **The Marshall Academy Community**

Marshall Academy represents a partnership among the students, parents, faculty, administration and staff. These partners are united in their commitment to our common objectives and dedicated to the Academy's Mission Statement.

As role models and instructors, Marshall Academy teachers are valued by students and parents/guardians for their caring attitudes. Intelligence, effective teaching ability, loyalty, and responsibility are characteristics we require of the faculty. The bar is held equally high for the students of Marshall Academy.

Parents/guardians expect and appreciate direct and regular communication from the faculty and administration regarding their children. Reciprocally, Marshall Academy's parents/guardians should be receptive and responsive to the Academy's suggestions for helping students.

The Headmaster and Board of Directors promulgate the Mission Statement and standards defined in the Academy's handbooks and policy manual and oversee their implementation in the Academy. In their capacities as policy makers and leaders, these individuals advance the Academy's role as an institution committed to children.

At Marshall Academy, maintaining a morally disciplined learning environment is paramount. Traditional moral values are encouraged through the Seven Universal Virtues of Prudence, Temperance, Justice, Fortitude, Faith, Hope and Charity. We expect these virtues to be constantly valued and frequently exhibited.

By providing standards and examples of ethical and moral values by which one should live, we prepare students to accept the privileges and responsibilities of citizenship in our morally founded republic.

Every child is capable of achieving his or her potential to the fullest extent when afforded respect, fairness, kindness, loving discipline and appropriate instruction.

## **The Marshall Academy Parents Alliance (MAPA)**

All parents/guardians of Marshall Academy students automatically receive membership in the Parents Alliance, which exists to promote friendly relationships among parents/guardians, to acquaint them with the spirit of Marshall Academy, to obtain their cooperation with its objectives for the development of their children, and to initiate the parents' involvement in, and support for, projects and functions.

The Parents Alliance conducts its work under the direction and supervision of the Academy Headmaster, who is responsible for approving - in advance - all publications and events sponsored by the group.

## **Newsletters**

On Mondays, students are sent home with newsletters composed by their teachers. Newsletters may also be made available on the website in addition to or as an alternative to sending newsletters home. These contain valuable information for parents/guardians and an overview of the previous week's progress, as well as the plans for the upcoming week. Weekly, the office sends out a newsletter via email addressing a variety of topics including Academy events, curriculum and faculty information of note, as well as thoughts on education theory and practice relating to the Marshall Academy program. The Parents Alliance (MAPA) also publishes a newsletter.

## **Parent-Teacher Conferences**

Parent-teacher conferences are held twice yearly. These are established times when parents/guardians and teachers meet to discuss student progress. Both parents/guardians are expected to attend these important events. Parents/guardians and teachers, of course, are encouraged to schedule a conference whenever necessary. If you desire a conference, please telephone the Academy office for an appointment.

## **Marshall Academy Discipline Code and Policies**

Marshall Academy students, parents, and staff will remain

### **Respectful, Responsible, and Reasonable**

at all times while present at Marshall Academy. Members of the Marshall Academy community will demonstrate their respectfulness, responsibility, and reasonableness through the seven universal virtues which are:

### **Prudence, Temperance, Justice, Hope, Faith, Fortitude and Charity**

It is the responsibility of the Marshall Academy Staff to set the decorum standard each and every day.

Definitions:

Prudence- Good judgment, carefulness

Temperance- Self control

Justice- fairness

Hope- Trust, Reliance

Faith- Allegiance, loyalty, belief in things greater than yourself

Fortitude- Courage, endurance

Charity- love, kindness, benevolence

## **Behavior and Consequences**

There is an expectation at Marshall Academy for all students to uphold the discipline code and policies at all school sponsored activities. When a student has not lived up to that behavioral expectation, then appropriate consequences will be used by the staff and administration to help that student from making the same poor decision again. (See Disciplinary Action below for a detailed explanation) Students that do uphold Marshall Academy's discipline code and policies can expect to receive appropriate privileges and rewards for their prudence and temperance. (See Rewarding Good Behavior)

### **Disciplinary Action**

To assure that learning is not interrupted by behavioral disruptions, the Academy enforces a policy of loss of privileges, lunch and after-school detentions, suspensions and expulsions. The goal is to work with parents/guardians to reinforce and support agreed-upon standards of respect, responsibility and reasonableness which are an important aspect of children's education, and to prevent the loss of valuable instructional time. Disciplinary action will never be used to demean a child, but rather to admonish the behavior and diminish the likelihood of the behavior from occurring again. The maintenance of an orderly and harmonious classroom is essential to learning, and this discipline policy reflects the Marshall Academy educational philosophy.

Loss of privileges can include losing recess, free-time, classroom activities, classroom parties, attendance at a school event or field trips.

Detentions may be assigned as required to maintain decorum in the school. The administrative office will contact parents/guardians by phone or e-mail when a detention is issued before written notification is sent home. Thirty and sixty minute detention periods are held after school. The administrative office informs parents/guardians when a detention is required and the day it is to be served. Parents/ guardians are expected to arrange student transportation home. Detention time will be monitored by a staff member. Students are to arrive on time and to remain silent for the duration of the detention. Students may work independently on school work or silent read. A teacher, parent/guardian or the Headmaster may request a conference after the student has served a detention.

Suspensions are issued for the more serious or persistent offenses. The Headmaster will determine when and how long(as directed by the Marshall Academy Code of Conduct) a suspension is to be administered and whether the suspension will be in or out of school. Any suspension may be followed by a parent conference before the student will be allowed to return to classes. Suspended students will have an equal number of days as their suspension to complete missed class work (not to exceed 5 days). Any work not turned in by this time will be graded as a zero. Additionally, suspended students are not allowed on campus during the suspended period, except to stop at the office to pick-up class work. Standards for return will be drafted at the start of the suspension period, during a parent/guardian conference with the Headmaster and teacher.

Marshall Academy enrolls students judged to be civilized and cooperative. If a student cannot or will not abide by the foregoing rules, then that student may be expelled.

After consultation with parents, student, and involved faculty, the Headmaster may acknowledge that all other corrective avenues have been exhausted and recommend expulsion to the Board of Directors.

Infractions have been separated into two categories, major and minor. Infractions with the corresponding consequences are listed below.

### **Major Infractions and Consequences**

<b>VIOLATION</b>	<b>DEFINITION</b>	<b>Minimum Disciplinary Action (1-2 offenses)</b>	<b>Maximum Disciplinary Action (3+ offenses)</b>
1. Possession of dangerous weapons in a weapon-free school zone.	As defined by State or Federal Law	Up to Expulsion	Expulsion
2. Physical violence against any person.	The act of physically harming any person while on school grounds or at a school sponsored event.	Up to indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
3. Truancy	The willful absence from school without permission of parents	Parent conference	Referral to juvenile authorities
4. Use or possession of tobacco, E cigs, or matches/lighter	The act of possessing or using tobacco, matches or lighter	Up to 5 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
5. Possession/use of fireworks, explosives, or flammable materials or irritants	The act of possession, using or threatening to use fireworks, explosives, or other such items capable of	Up to 10 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities

	causing bodily harm or physical discomfort		
6. False fire alarm	The act of initiating a fire alarm or a report warning of a fire or other emergency without just cause	Up to 5 day suspension/ referral to civil authorities	Indefinite suspension and referral to school board for suspension or expulsion
7. Arson	The willful burning of or attempt to burn any property of Marshall Academy and/or its employees, students or visitors	Expulsion	Expulsion
8. Possession, use or intent to use illegal or dangerous weapons not included in Violation #1	The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily harm as stated in State or Federal statute, but not limited to it	Expulsion	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
9. Use, possession, sale or under the influence of alcohol	The act of possessing, consuming, selling or being under the influence of alcohol	Up to Expulsion	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
10. Use, possession, sale or under the influence of illegal drugs and/or drug paraphernalia	The possession, use, sale or being under the influence of stimulating, depressing or behavior-altering substances (without a prescription) or the possession of drug related paraphernalia	Up to Expulsion	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
11. Vandalism	The act of willfully abusing, destroying, damaging or tampering with property of the school and/or its employees, students or visitors	Up to a 5 day suspension/ restitution	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
12. Extortion	The act of verbally or by gesture threatening the well being, health or safety of any person for money, services or items of value	Up to 10 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
13. Stealing or possession of stolen property	The act of taking or acquiring the property of others without their consent	Up to 10 day suspension/ restitution	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
14. Bomb threat	The verbal or written act of threatening to place an explosive device or assisting in such an act	Up to indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
15. Conduct detrimental to the normal and safe operation of school business	Any willful act which results in the disruption of the normal and safe operation of school business (including during transportation to and from school sponsored activities)	Up to 3 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
16. Cheating or committing plagiarism	The deliberate act of dishonestly calling another person's work your own.	1 to 3 day suspension	Up to a 5 day suspension
17. Insubordination	Disrespect, harassment, bullying, hazing or the willful failure to comply with reasonable requests of authorized school personnel	Up to 5 day suspension	Up to 5 day suspension

18. Gross insubordination	Gross disrespect, gross harassment, bullying, hazing or the willful failure to comply with reasonable requests of authorized school personnel	Up to 10 day suspension	Indefinite suspension and referral to school board for suspension or expulsion
19. Profanity or obscenity	The act of using profane or obscene language in verbal or written form, in pictures or caricatures, or use of obscene gestures	1 day suspension	Up to 10 day suspension
20. Persistent disruption of the educational process	Any willful act or refusal to act that directly or indirectly results in the disruption of the normal educational process	1 day suspension	Up to 10 day suspension
21. Indecent behavior	Any willful act offending against the commonly recognized standards of propriety, health and safety	Up to 5 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
22. Racial or ethnic slurs	To insult, call derogatory names or verbally abuse a person because of race or ethnic origin	Up to 3 day suspension	Up to 10 day suspension/ parent conference
23. Fighting/assault	An act involving hostile bodily contact and the intent to cause physical harm either individually or in a group	Up to indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
24. Gambling	The act of betting money or other consideration on the outcome of a game, contest or other event	1 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
25. Throwing food	The act of throwing food or related items	Parent conference and restitution or repair and clean-up	Up to 3 day suspension
26. Skipping school	Unauthorized absence from class or school	Up to 1 day suspension	Up to 3 day suspension
27. Persistent violation of school rules	The repeated violation of one or more school rules	Up to 5 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
28. Persistent Dress Code violation	Improper attire according to the School Dress Code	Administrative conference/Up to 1 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
Sexual Harassment, Bullying, or Harrassment (See full policy on website)	To insult, call derogatory names, verbally or physically abuse of another person.	Up to 10 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities
30. Inappropriate behavior	Any behavior not described specifically in Violations 1-29 and which the Headmaster determines to be inappropriate	Administrative conference/Up to a 1 day suspension	Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities

## **Minor Infractions**

Some examples of minor infractions are:

- Disrupting class
- Not following classroom rules or procedures
- Roughhousing
- Being unprepared for class
- Being out of an assigned seat or in an area unnecessarily or without permission
- Showing disrespect to persons or property
- Incomplete homework (see homework policy below)
- Tardiness (three=1<sup>st</sup> infraction with an infraction for each tardy after)
- Lack of attentiveness, including sleeping or poor use of class time
- Any behavior deemed unacceptable by faculty
- Dress Code Violation
- Possession of electronic devices
- Personal Affection

## **Consequences for Minor Infractions**

Grades K-7

After a verbal reprimand, the infraction policy for grades K-7 will be as follows:

1<sup>st</sup> = Infraction Report (I.R.)

2<sup>nd</sup> = I.R. and lunch detention

3<sup>rd</sup> = I.R., 30 minute after school detention, and a parent conference

4<sup>th</sup> = I.R. and two 30 minute detentions

5<sup>th</sup> = I.R. and one full day suspension (in or out of school at Headmaster's discretion)

6<sup>th</sup> = I.R. and enrollment evaluation

Grades 8-12

After a verbal reprimand, the infraction policy for grades 8-12 will be as follows:

1<sup>st</sup> = Infraction Report (I.R.)

2<sup>nd</sup> = I.R. and 50 minute after school detention

3<sup>rd</sup> = I.R., two 50 minute after school detentions, and a parent conference

4<sup>th</sup> = I.R. and one full day suspension (in or out of school at Headmaster's discretion)

5<sup>th</sup> = I.R. and two full day suspensions (in or out of school at Headmaster's discretion)

6<sup>th</sup> = I.R. and enrollment evaluation

## **Dress Code Violation Policy**

Students that come to school out of uniform will be given a dress code violation form and sent to the office to call home. The student will remain in the office and report to in school detention until the proper uniform attire can be brought. Students that are found out of uniform during the course of the day will receive a dress code violation and will be required to change into the proper attire.

## **Electronic Device Policy**

Electronic devices are not permitted at Marshall Academy during school hours (cell phones, laser pens, Cd players, electronic games, I-pods, MP3 players, or toys). If it is necessary to have a cell phone while being transported to and/or from Marshall Academy, the phone must be turned off and kept off during the school day. **Electronic devices should not be seen from 8:00 AM – 3:20 PM without teacher direction or**

**consent. Students may not use phones or devices during lunch or between classes. If an electronic device is left on during the school day or seen by a staff member, the device will be confiscated. Phones and cameras are not permitted in locker rooms or bathrooms at any time.**

1<sup>st</sup> offense – parents will have to retrieve the device from the office. 2<sup>nd</sup> offense – the device will be locked in the office for 5 school days and a parent will have to retrieve it. 3<sup>rd</sup> and each additional offense – the device will be locked in the office for 10 school days and the parent will have to retrieve it. **Marshall Academy does have phones available for student use in the event of an emergency.** Any electronic device brought to school should be locked up. Students may store devices in the office for safe keeping. The school will not be responsible for lost or stolen devices.

### **Hallway Policy**

While passing in the hall students are expected to maintain a safe environment. Students are to refrain from running, jumping, loud and boisterous behavior, or physical contact with others.

### **Personal Affection**

Displays of affection will not be accepted at Marshall Academy. Students will be expected to maintain a reasonable distance from each other. Students will not hold each other, hold hands, sit on laps, kiss, or excessively hug while at school or school functions.

### **Lunch Time Behavior**

Politeness and civility are expected at lunch time. Lunch time is also reserved for polite conversation and social interaction. Students walk into the lunchroom, select a seat in an area designated for their grade, eat, pick up after themselves, and wait for announcements and dismissal by the lunchroom supervisor.

Parents/guardians are asked to provide a sack lunch of the student's preferred healthy foods. Good nutrition is essential to academic performance. Please select packaging that your child is capable of opening and include a spoon if needed. Please note, there is no microwave for student use at lunch time, please plan meals accordingly.

### **Elastic Clause**

Marshall Academy and the administration reserve the right to establish fair and reasonable rules and regulations for issues requiring actions that are not covered in this handbook. Matters omitted from this handbook should not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that might jeopardize the safety and welfare of Marshall Academy students or staff.

### **Homework Policy**

At Marshall Academy, we believe that homework is an important part of learning for students. Homework is designed to give students extra practice with concepts that have been learned in the classroom. We also encourage our parents the opportunity to stay involved with their child's learning by monitoring, checking, and assisting their child while completing their homework. In order to ensure that homework is being completed in a timely matter, the following policies have been established:

Students who do not complete homework shall receive a "Notice of Concern". This notice serves to inform parents/guardians of the issue. "Notices of Concern" will be reviewed and signed by parents/guardians and returned to school the following day. Parents/ guardians are requested to take to appropriate steps with their child to help them complete homework on time, as repeated violations of the homework policy may subject a student to dismissal from the Academy and/or failing grades. Students will begin each marking period with a clean slate. In an effort to build responsibility throughout their academic years the Academy will split its homework policy into grade-level sections.

## **Homework Lunch**

Students that have missing assignments will be assigned to a separate room to eat lunch and complete assignments. When assignments have been completed satisfactorily, students will be allowed to join their classmates in the lunchroom. Support staff will supervise these rooms and assist students as needed.

### **K- 2nd**

Each classroom teacher will form their own homework policy outlining steps to follow for missed homework with consequences and rewards. These policies will be communicated before school begins in the Fall.

### **3<sup>rd</sup>-5<sup>th</sup>**

Four missing assignments equal a minor infraction. Each subsequent missing assignment after the fourth equals a minor infraction. See the disciplinary procedures for further details on the process of minor infractions.

Students will have three days to turn in late work. All assignments received late will be marked down by 10%. Any work beyond three days will become a zero in the grade book. Classroom teachers may at their discretion allow one free pass per quarter as they deem fair for their students. Teachers have the discretion, on long-term and date sensitive assignments, to only award credit for on time work.

### **6<sup>th</sup>-7<sup>th</sup>**

Four missing assignments equal a minor infraction. Each subsequent missing assignment after the fourth equals a minor infraction. See the disciplinary procedures for further details on the process of minor infractions.

Students will have three days to turn in late work. All assignments received late will be marked down by 25%. Any work beyond three days late will not be accepted and become a zero in the grade book. Classroom teachers may at their discretion allow one free pass per quarter as they deem fair for their students. Teachers have the discretion, on long-term and date sensitive assignments, to only award credit for on time work.

### **8<sup>th</sup> - 12<sup>th</sup>**

Four infractions for incomplete homework equal a minor infraction. Each subsequent missing assignment after the fourth equals a minor infraction. See the disciplinary procedures for further details on the process of minor infractions.

Students will have one day to turn in late work. All assignments received late will be marked down by 50%. Any work beyond three days late will not be accepted and become a zero in the grade book. Classroom teachers may at their discretion allow one free pass per quarter as they deem fair for their students. Teachers have the discretion, on long-term and date sensitive assignments, to only award credit for on time work.

## **Homework**

It is the Academy's philosophy to require homework from students throughout the school year, four to five nights a week. Parents/guardians are requested to provide a consistently quiet space, away from the distractions of television, radio and family activity, where their child will be able to concentrate fully on homework assignments. Students are required to enter homework assignments in their assignment books each day. Teachers initial the assignment book each day to ensure that the student has accurately entered the assignments. Parents/guardians must sign the assignment book daily before the student returns to school.

Communication with the teacher should be included in the space provided, or on a separate note attached to

the book on that day's page. We expect regular written and verbal communication between parents/guardians and teachers.

Parents/guardians are expected to supervise homework sessions, encouraging their child and examining completed work. Parental involvement in education is indispensable, especially in identifying individual student difficulties. Please also remember that doing homework for your child conflicts with the purpose of homework. Please do not do your child's homework.

Teachers often assign homework to be completed over the course of several days. It is our belief that this assists students with time management and planning. Parents/guardians are advised to monitor assignments to prevent last-minute frustration.

Ordinarily, students spend the following amounts of time completing their homework assignments:

Kindergarten .....10-15 min.

Grades 1 & 2 .....20-35 min.

Grades 3 & 4 ..... 30-45 min.

Grades 5 & 6 ..... 40-60 min.

Grades 7 & 8 ..... 60-90 min.

High School.. ..... 90-120 min.

### **Student Success Plan**

Students at Marshall Academy are expected to maintain high academic standards for themselves throughout the entire school year. Academic standing will be evaluated weekly by the students homeroom teacher or advisor. If a student is failing any subject, then they are placed on a Student Success Plan until all grades are raised to passing. Homeroom teachers or advisors will check student's progress each Monday.

Consequences are as follows:

1. A conference including parents, student, teachers and the headmaster will be required for students that are on a success plan for three consecutive weeks. At that time, a plan for future academic success will be drafted.
2. The student will be required to use their planner in every class. The student will be required to record assignments, missing work and dates of upcoming tests and quizzes. Teacher's initials will be obtained at the end of each class, not at the end of the day. Advisors will check the student's planner each morning.
3. A student that is on a success plan that is also participating in a school sport or an after school activity may have some restrictions of participation.
4. Students on a success plan forfeit their right to special events(i.e. dances, social events) and field trips as designated by the school administration.

## Rewards for Good Behavior

### Honor Awards

Students may qualify for, and will be recognized on, the Academic Honor Roll at the end of each marking period. The “Wings of Virtue” (for consistently virtuous behavior), “Wings of Achievement” (for exceptional academic improvement), and “Academic Honor Roll Wings” (for superior grades) are awarded at the end of the school year at one of the opening ceremonies.

**Academic Honor Roll Wings Guidelines** are as follows:

**Kindergarten, 1st and 2nd Grade: ineligible.**

**3rd through 12th Grades:** must receive a 3.8 cumulative grade point average (GPA) and no mark less than “S” in effort and work habits in all content areas.

**Letter grades** will be assigned the following point values:

A+..... 4.33	A..... 4.0	A-..... 3.67
B+..... 3.33	B.....3.00	B-.....2.67
C+ .....2.33	C..... ..2.0	C- .....1.67

**Honor roll content areas** will be as follows:

**3rd - 6th Grades:** Math, Science, History, Geography, English, Reading and Spelling.

**4<sup>th</sup> - 6th Grades:** Vocabulary

**7th - 12th Grades:** All scheduled classes

**Honor Roll Guidelines** are based on a cumulative GPA.

Highest Honors - 4.0 or above

High Honors – 3.67 or above

Honors – 3.33 or above

### Attendance Policy

Regular attendance is important to a child’s success in school and establishes good work habits and self-discipline. Children are expected to be in class every day and to be on time. There are valid excuses for an absence such as personal illness, family emergencies, religious obligations and medical appointments that cannot be made outside school hours. When possible, parents/guardians must notify the school in writing or by phone prior to the absence for it to be excused. In the case of illness, please call the office by 8:45 a.m. on the day of the illness. A written excuse must be provided for each date of absence. Students are held responsible for completing all assignments during any absence. The same number of days, spent as absent, will be allowed to complete the work. **More than 5 absences in a marking period will be subject to question.** A parent/student conference will then be held with Administration and staff to discuss student attendance. Any attendance concerns will be referred to the County Truancy Support and will be subject to the County Truancy Plan.

A child who has had a proper night’s rest is better prepared to learn than one who is tired due to a late night. Establishing a regular bedtime helps students appreciate that school is an important endeavor and requires adequate rest.

If you must take your child out of school early, please inform the Academy office in writing, in advance. This includes all medical and dental appointments. Students who leave school early, for any reason, must be signed out by the parent, guardian or authorized person in the Academy office. Office staff will call for the student from the office so as not to disturb the class with unannounced visitors.

If the child returns to school, the parent/guardian must sign him or her in at the office.

### **High School Clause**

After 10 absences a semester (excused or unexcused) a student will lose credit unless time is made up. A student may appeal in writing to the administration for exceptions to the 10 day rule. Exceptions will only be made in cases where the absences were out of control of the student. The Headmaster will outline the appeal process to any parents and students requesting it.

Juniors and Seniors will be allowed two excused absences for college visits. Students must have written confirmation from the college or university that a formal visit has been scheduled and present that written confirmation to the office at least one week prior to the scheduled visit. If the notice is not given to the office and the teachers at least one week prior to the visit, no credit will be given for missed work.

### **Tardy and Absent Policy**

A tardy is defined as any student who is unprepared and/or late for class. Three tardies in any quarter are considered a minor infraction.

Tardies in self-contained classrooms:

Students who are not in their classrooms by 8:05 will be marked tardy. Any student who does not arrive by 8:30am for mornings and 1:00 pm for afternoons will be marked absent for that period of the day.

Tardies for students on an hourly schedule:

Students that are not in their seats and prepared to begin class at the beginning of the hour will be marked tardy. Discretion should be used by the teacher when issues concerning the welfare of the student are concerned. Students who are not prepared and ready in their classrooms 5 minutes after the start of class will be marked absent, any who arrive before the five minute cutoff will be considered tardy.

### **Homework for Absent Students**

Assignments for absent students can be picked up from the Marshall Academy office after 1:00 p.m. **Telephone by 8:45 a.m. to let us know you will be coming so we may have assignments ready when you arrive.**

### **Family Death or Terminal Illness**

If there is a death, terminal illness or a similar traumatic situation in your family which may affect the student's attendance, emotional well-being and/ or level of concentration, please notify the Academy office and/or your child's teacher.

### **Extended Family Vacations**

In order for the effectiveness and continuity of instruction to be maintained, children must be in attendance regularly and consistently throughout the school year. Parents/guardians are requested to schedule vacations and other trips at times that will not coincide with their children's school commitments. In the event that an unavoidable family situation requires that a child miss school, the parent or guardian should notify the Academy and their child's teacher at least two weeks before the planned absence. Assignments should be requested in advance, they are due on the day the student returns.

## Grading

Students in grades K-2 receive standards based grades. Teachers will give marks based on the level of mastery of standards taught in the respective grades. Students in grades 3-12 receive number/letter grades for all assignments. The grading scale is as follows:

### **3<sup>rd</sup>-7<sup>th</sup> Grades**

A+ .....	100%
A .....	99-93%
A-.....	92-90%
B+ .....	89-88%
B .....	87-83%
B-.....	82-80%
C+ .....	79-78%
C .....	77-73%
C-.....	72-70%
F .....	69% & below

### **8<sup>th</sup> -12<sup>th</sup> Grades**

A+ .....	100%
A.....	99-93%
A-.....	92-90%
B+.....	89-88%
B.....	87-83%
B-.....	82-80%
C+.....	79-78%
C.....	77-73%
C-.....	72-70%
D+.....	69-68%
D.....	67-63%
D-.....	62-60%
F(failing).....	59% & below

Final grades are computed by averaging first and second semester grades. **Students 3<sup>rd</sup>-8<sup>th</sup> who earn a final grade of “F” in any two content areas will be required to repeat the entire current grade level the following year.**

Grade point values for grades 9<sup>th</sup> – 12<sup>th</sup>:

A+.....	4.33	A.....	4.0	A-.....	3.67
B+.....	3.33	B.....	3.00	B-.....	2.67
C+ .....	2.33	C.....	2.0	C- .....	1.67
D+.....	1.33	D.....	1.0	D-.....	0.67

# Marshall Academy Uniform Policy

2014-2015

Uniforms are a fundamental part of school culture at Marshall Academy. Uniforms allow students to focus on their studies and be free of the peer pressure and embarrassment that can result from fashion competition. For this reason, our uniform policy will be strictly enforced. We do not require that clothing be purchased from a specific manufacturer; however, each student must adhere to the guidelines listed below. All attire is subject to the Headmaster's discretion.

Girls                                      Khaki and navy pants, shorts, skirts, skorts, or jumpers  
    White polo shirt  
    Navy polo shirt

Boys                                        Khaki and navy pants or shorts  
    White polo shirt  
    Navy polo shirt

## Shirts

Shirts must be at least 2-button polo shirts; long or short sleeved. Polo shirts with cap sleeves, manufacturer logos and/or embroidery are not acceptable. Polo shirts that do not have buttons are not acceptable. Only white undershirts may be worn under uniform shirts (long or short sleeved permitted). All shirts must be kept tucked in during the school day.

## Pants, Shorts, Skirts, Skorts, or Jumpers

Pants and shorts are to be khaki or "chino" style and must be fitted at the waist. **Jeans, denim, Capri pants, cargo pants, crop pants, etc. are not permitted.**

**Please note \* jean style pants are not acceptable\***. (dress pants have pockets on inside)

Shorts may not be worn from 11/1 through 3/31.

**Skirts, skorts, shorts, and jumpers must be no higher than 2 inches above the knee.**

## Sweaters

Plain navy or white sweater vests or sweaters may be worn. **Cardigans and pullover sweaters should be free of embellishments, logos, or prints. Sweaters must be one color, cotton or knit. No shrugs, bolos, ponchos, or sheer sweaters will be permitted.**

## Sweatshirts

Plain, navy (**zip-front only**) sweatshirts with or without the school logo and/or embroidery. Pull over sweatshirts are not permitted.

## Belts

Brown or black leather belts are to be worn with shorts or pants that have belt loops. Braided or plain belts are acceptable. No add-on belt buckles.

## Shoes (does not apply to Pre-school or DK)

Brown or black leather shoes are required. Simple shoes such as oxfords, loafers, tie shoes or Mary-Janes may be worn. **Clogs, sandals, canvas shoes, moccasins, construction boots, boots, shoe boots, platform shoes and shoes with heels or soles over 1 inch are not acceptable. Tennis Shoes may not constitute dress shoes even if plain black or brown leather.** Students must have a pair of non-marking athletic

shoes for gym and recess; it is preferred that a pair be kept at school. Athletic shoes are not permitted during the regular school day.

### Socks

Beige, navy, or white socks must be worn. Ankle socks are allowed with shorts.

White or navy tights or knee high socks must be worn with skirts, skorts, and jumpers. Plain nylons are not permitted.

### Earrings

**Girls may wear a maximum of two smaller sized earrings per ear in each lobe. Upper ear piercings are not permitted. Looped earrings should accommodate no more than a finger's circumference. Boys may not wear earrings. No gauges.**

### Monogramming/School Logo

The Marshall Academy logo and/or monogram may be added to the uniform shirt.

This is optional. The monogram is available through Lands' End (#0049557K to add monogram).

The logo and monogram are available at the following locations:

#### FUG

7950 Old US 27 South

Marshall, MI 49068

269-781-8036

[www.fugonline.com](http://www.fugonline.com)

You may find uniforms at the following stores:

JC Penney

Kohl's

Land's End/Sears

Old Navy

Target

Britches –n-Bows 1212 Wildwood Ave Suite A Jackson, MI 49202 517-945-2461

[kjilew@att.net](mailto:kjilew@att.net)

Online Stores:

[www.schoolbelles.com](http://www.schoolbelles.com)

[www.frenchtoast.com](http://www.frenchtoast.com)

## **Student Attire and Appearance**

Clean clothes must be worn daily. Clothing should be washed in like-color loads with white shirts kept white using bleach as needed. If fabrics are not wrinkle-free, they must be ironed. Shoes should be comfortable and well fitting and kept clean and/or polished. A neat and clean appearance is required for all students attending Marshall Academy. Marshall Academy's uniform policy was established to allow a consistently attractive and neat appearance for all students and to avoid peer pressure in matters of dress.

Chronic or notable offenders will be asked to call home to have parents/guardians bring appropriate attire. In addition, non-marring tennis shoes are required for gym class. Preferably, an extra pair of tennis shoes should remain at the Academy. Students should also have warm outerwear during the cold winter months between November 1 and Spring Break, as they may desire or be required to go outside.

The only acceptable emblem, lettering or patch on hats, coats, sweater or other clothing are the "Wings" awards and the Marshall Academy embroidery available through School Belles and Lands' End.

Students are to present a consistently neat, clean and well groomed appearance

### **Earrings**

Girls may wear a maximum of two smaller-sized earrings per ear each lobe. Upper ear piercings are not permitted. Looped earrings should accommodate no more than a finger's circumference. Boys may *not* wear earrings.

### **Hair Color**

Students should maintain simple and traditional hairstyles. Students who dye their hair must use a uniform, *natural* color. Subtle highlights are also permitted.

### **Tattoos and Body Piercings**

Tattoos and body piercings are *not* allowed at Marshall Academy High School. While at school, any tattoos must be completely covered and body piercings removed. Temporary tattoos are not permitted.

**Students should maintain simple and traditional hairstyles. Neither may students display makeup, tattoos, body piercings, or bandanas at school or school-sponsored events. Appropriateness of appearance will be determined at the discretion of the Marshall Academy Staff.**

### **Uniform and Appearance Infractions**

It is Marshall Academy's expectation that all students will be in uniform with proper appearance everyday. If a student is not in uniform, then the situation will be dealt with in the following manner:

The teacher will first ask the student to correct the uniform or his/her appearance. A verbal warning from the teacher will be issued. If a teacher has to ask the same student to correct their uniform or appearance again, a Notice of Concern will be sent home. Repeated violations will be considered a minor infraction and an infraction report will be issued with the appropriate consequence. (See consequences for minor infractions pg. 9)

## Arrival (KG-7<sup>th</sup> Grades)

In order to facilitate a safe and efficient start to the day, students should arrive between 7:50 and 8:00 a.m. You must drive past the porch entry area and drop children off at the farthest open space along the apron on the north side of the Academy labeled “Fire Lane”. Upon arrival, students should go directly to their classroom. **For safety purposes, the doors at the entrance will be locked at 8:10 a.m. If a student arrives after 8:10 a.m., the parent/guardian or adult transporting the student must park in the parking lot and enter the academy with the student to sign in at the office. For security reasons, if you need to bring something later such as forgotten lunch, you must drop it off in the office.**

**Please note:** the Academy does not provide before- or after-school child care or supervision. Doors are unlocked at 7:45 a.m. and all children **must** depart by 3:35 p.m. **Do not leave children unattended outside the school building. Any students left beyond this time will be sent to the Griffon Group after school care for a fee.**

If you are volunteering or would like to attend the opening ceremony, you must park in the parking lot north of the building. No parking is allowed on either side of the driveway that runs along the building, including the Fire Lane. The visitor’s parking near the front of the building is reserved for special visitors and handicapped individuals only.

The Opening Ceremony begins promptly at 8:10 a.m. Students arriving after 8:10 a.m. will need to enter at the Office Entrance and will stay in the hallway outside the office until Opening Ceremony has concluded. Students who arrive after 8:05 a.m. are considered tardy. Lunch detentions and/or after school detentions will be issued to students who have three or more unexcused tardies in one marking period.

## Departure

In order to ensure your child’s safety, avoid traffic backups onto Homer Road, and to promote everyone’s efficient time management, the following pickup procedures must be strictly enforced:

**Dismissal Time: KG-7<sup>th</sup>.....3:20 p.m. Morning KG ..... 12:00 p.m. 8<sup>th</sup>-12<sup>th</sup> .....3:20pm**

**Dismissal Procedure:** Please proceed once around the circle drive and then follow traffic monitor’s directions to the pickup area. **Your riders will wait for you at the grade level of the youngest rider in your car.** *If your child is to ride home with someone other than the regularly scheduled driver, please send a note to the office giving written permission for the student to leave school. Please include the other person’s name plus the make, model and color of the car.* Please also inform any new driver of the Academy’s arrival and dismissal procedures to avoid traffic confusion.

## School Volunteer Policy

Parents and Grandparents are encouraged to volunteer their time in and out of the classroom. Prior to volunteering, a packet needs to be completed in the office.

## School Visitors

Due to heightened security measures, **all visitors must receive a visitor pass from the office before entering the classroom area.** Visitors without a pass will be directed to the office by a staff member. **To avoid disruption of teacher instructions at the end of the day, parents/guardians should not enter the classroom or hallway prior to dismissal.** Students must remain in their classroom until the teacher dismisses the entire class.

## Pesticide Application

As part of the Academy's pest management system, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and/or building(s). In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please contact the office staff to obtain the necessary paperwork for the notification.

## Medication

**Michigan state-wide mandate** requires that we, as a school, dispense medication to your child only under the following regulation: we must have on file a "Standing PRN Order" from your doctor, stating which medications are prescribed for your child with complete dosage and identification information.

This information should appear on your doctor's letterhead or prescription pad. A medication form must also be completed by the parent/guardian. This form may be obtained from the Academy's office.

**This regulation also extends to over-the-counter medications, including all pain relievers and cough drops.** Your doctor must issue an "as needed" order indicating specific dosage for your child's age and weight. This is especially important if your child requires a dosage different from package recommendations.

## Illness

In order to reduce the spread of contagious diseases at Marshall Academy, please keep your child at home if he or she is contagious. Students with obviously contagious conditions, such as "pinkeye", will be sent home.

If a student becomes ill during school he or she should notify the teacher. The administrative staff will notify parents if it is necessary for the child to be sent home. Arrangements should be made to pick up the child within 30 minutes of notification.

Keeping ill children home until they are fully recovered ensures that they will be ready for the demanding work of school when they return, and reduces the spread of contagious diseases to other students. To reduce the risks of spreading germs and diseases, we encourage frequent hand washing here at the Academy.

## Immunizations

Students must be current with all immunizations required by law or have a signed waiver from the state of Michigan immunization requirements on file. If a student does not have the necessary shots or waivers, the Headmaster may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law.

## Telephone

Students must obtain permission from their teacher or the office to use school telephones. Students should use the Academy telephones only for matters of an important nature. **Cellular phone use is not permitted during regular school hours. Failure to abide by the policy will result in the loss of the phone until a parent/guardian meets with the teacher and/or Headmaster to retrieve the phone.**

## Snacking During School

No snacking (including gum chewing) will be allowed during the school day. However, at the teacher's or Headmaster's discretion, the entire class or Academy may have an occasional or regular planned snack time. Nutritionally healthy snacks are required.

## Recess

Students need and want a time during the day to engage in self-directed activity. Recess is provided for that breath of fresh air, a moment of solitude, a private conversation or an appropriate game. As in the classroom, the supervising teacher is the authority during recess. When playing games, students are encouraged to include anyone interested in participating. Games that are abusive or demean an individual are forbidden.

Grade levels are assigned a specific recess area. Students are to remain in their designated areas during that time. Students do not go outside for recess when the temperature and/or wind chill is 10 degrees or below. If your child is ill and needs to stay inside for recess, please send a note from his/her doctor. During the winter months, non-electronic board games and playing cards may be brought from home for use during inside recess (subject to teacher approval).

## Field Trips

Whenever students are traveling away from school, they are subject to the same rules, regulations, appropriate behavior and uniform attire observed on the Academy campus (unless approved by the Headmaster). As in the classroom, the teacher(s) will judge what is acceptable or unacceptable behavior.

Due to liability concerns and the need for drivers to supervise students, siblings will not be allowed to attend field trips. In addition, drivers must meet the requirements provided by the Marshall Academy Policy Manual. These requirements will be given to potential drivers prior to driving for school activities. If the driver information is not submitted to the office *1 week prior* to the field trip, he/she will not be permitted to drive students for the trip that day.

## Handling Concerns

Because of the public nature of e-mail, we do not recommend this mode communication for addressing concerns. Electronic communication sent to the Board of Directors, administration or teachers may be recognized as having been received, but will not be guaranteed consideration without verbal follow-up initiated by the sender.

Parents/guardians are more effective in handling concerns when they have a strategy rather than letting emotions get the best of them. With this in mind, here are ten simple steps we recommend for parents/guardians to follow when a problem arises at school:

**1. *Define and examine your concerns.***

Do your homework. It is critical to collect all the facts and articulate the problem clearly.

**2. *Develop possible solutions.***

This sets a positive tone indicating you want to work in partnership with the school to resolve the problem.

**3. *Prepare a written document.*** The document should contain a list of your issues, potential solutions and questions. The tone should reflect your desire to work positively with the school.

**4. *Meet with the teacher.*** Make an appointment with the teacher. Consider having your spouse accompany you for the support. Inform the teacher who to expect at the meeting.

**5. *Approach the meeting with a positive attitude.*** Leave your emotions outside the meeting room.

Negative behavior will discredit your message; your behavior must stay above reproach. Using your document as the basis for the meeting's agenda, keep an open mind and ask questions.

**6. *Define the next step.*** At the end of the meeting ask, "What is the next step?", "Who will be responsible for that step?", "When (a date) will the next step occur?". This increases the likelihood of a positive outcome. Leave a copy of your written document with the teacher.

7. **Document events.** Keep a record of all meetings and phone calls including dates and people involved, along with any written communications. Politely informing the school you are documenting the events lets the school know you are serious.
8. **Follow the chain of command.** If you and the teacher are unable to resolve the problem, go to the next link in the chain of command (teacher, Headmaster, and then only if all other avenues have been exhausted, to the Board of Directors). Use Steps 1-7 with each person on the chain. If brought to the Board of Directors, approach the President at least one week prior to the next board meeting.
9. **Consider all your educational options.** If no acceptable solution is reached after exhausting all of the above steps, look at the educational choices parents/guardians have in your area. Parents/guardians have more choices than ever before, including charter, traditional public, private and home schooling.
10. **Never forget, you are responsible for the education of your children.** You are the only constant influence in your children's education. There is no guarantee any educational system will ensure your children's educational success. Ultimately, it's your responsibility. Don't abdicate that responsibility to your children's school - - delegate and oversee it. Your children's future depends on it.

(Adapted from *Parent Power*, a publication of the Center for Education reform, Washington, D.C., [www.edreform.com](http://www.edreform.com))

## **Marshall Academy High School Addendum**

### **Marshall Academy Mission Statement**

As members of the Marshall Academy community, we pledge our best efforts to create and maintain a disciplined learning environment based upon traditional moral values, while assuring mastery of the classic fundamentals of learning and challenging our students to excel in their given talents.

It is our intention to:

- Provide high academic standards
- Create a disciplined learning climate
- Define behavioral expectations that will ensure a secure environment
- Foster the growth of personal responsibility

It must be emphasized that the above can only be achieved with the parental commitment to and support of the policies outlined in Marshall Academy Handbook.

### **Marshall Academy High School Examination Policy**

A clear exam policy is a critical component in the establishment of a high academic standard for the high school. In the long run, strict adherence to policies that maintain a credible academic standard in the eyes of the community is the best way to insure the high school's success. Some aspects of the policy may seem too rigorous at first, especially for students new to exams. (Ninth graders are typically surprised by the challenge of their first set of exams). Typically, students respond in a very positive fashion and performance improves with experience and more effective preparation.

1. Students will take exams in all courses for which credit is granted.

2. Each course will require the completion of 2 exams (one at the end of each semester).
3. Exams will be comprehensive, covering all content completed in that semester.
4. The exams will count for 20 percent of the grade in each semester. (Quarterly grades will account for the remainder of the grade).
5. All exams will be reviewed and approved by the Headmaster, prior to their administration.
6. Any absence from an exam not authorized by the Headmaster will result in the assignment of a grade of zero for that exam.
7. Any student found to be cheating on an exam will receive a grade of zero for that exam and may be subject to further consequences as outlined in the list of infractions.
8. Exam duration will be a minimum of 1.5 hours. (Specialty and elective courses may be shorter, as determined by the Headmaster and teacher).

### **Marshall Academy High School Appearance Policy**

In keeping with the precedent established in the grade school, and in conjunction with the uniform policy, Marshall Academy High School expects students to keep their appearance dignified and professional at all times. The high school will follow similar guidelines as the grade school with regard to student appearance, but with some minor changes. They are as follows:

#### Make-up

Girls may wear make-up on a privileged basis. Any make-up worn by girls must be conservative in amount and traditional in style. Excessive application of make-up, as determined by the Headmaster, will result in a loss of make-up privileges for those who abuse the policy.

#### Earrings

**Girls may wear a maximum of two smaller-sized earrings per ear lobe. Upper ear piercings are not permitted. Looped earrings should accommodate no more than a finger's circumference. Boys may *not* wear earrings.**

#### Hair Color

Students should maintain simple and traditional hairstyles. Students who dye their hair must use a uniform, *natural* color. Subtle highlights are also permitted.

#### Tattoos and Body Piercings

Tattoos and body piercings are *not* allowed at Marshall Academy High School. While at school, any tattoos must be completely covered and body piercings removed.

Appropriateness of appearance will be determined at the discretion of the Headmaster. It is Marshall Academy's expectations that all students will be in uniform with proper appearance everyday. ***If a student is not in uniform, the situation will be dealt with in the following manner.***

***The teacher will first ask the student to correct the uniform or his/her appearance.***

***Violations will be considered a minor infraction and an infraction report will be issued with the appropriate consequence. (See consequences for minor infractions pg 9).***

*If a student cannot correct their appearance, they will be asked to call home for appropriate attire and sent to the office. A change of attire will not be provide by the school..  
Students out of uniform will not be allowed to return to class until they are in proper uniform (this constitutes an In School Suspension).*

### **Marshall Academy High School Suspension Policy**

The high school suspension policy is as defined below:

- Suspension will be from all academic classes
- Suspension will be from all extracurricular activities
- Suspension will be from all campus activities
- Suspension will be from the Marshall Academy campus
- Suspension will be for the 24 hours of each day included in the term of the suspension

A suspended Marshall Academy 9<sup>th</sup> through 12<sup>th</sup> grade student will not be allowed to participate in any activities scheduled on the days included in the term of the suspension.

The term of the suspension will be defined by the Headmaster. The suspension will conclude with a meeting of the parent(s), student, faculty, committee member(s) and Headmaster to outline expectations for the remainder of the academic year.

### **Marshall Academy High School Driving Policy**

The high school committee recommends that driving privileges be given to students in grade nine and above who have parental permission to drive to the academy. Students with a driver's license in grades eight or below will not be allowed to drive to school.

As Marshall Academy maintains a closed campus policy, students should lock their vehicles when they arrive at school. Should students leave materials in their cars that are needed for class, only the office will be able to grant them permission to get the needed materials. Students will not be permitted to drive themselves or transport classmates to off campus school sponsored activities.

### **Marshall Academy High School Community Service**

Marshall Academy high school students will be required to complete 20 hours of community/school service as a graduation requirement.

**Marshall Academy High School  
Electronic Device Policy**

Electronic devices are not permitted at Marshall Academy during school hours, (beepers, laser pens, CD players, electronic games, walk-man, I-pods, MP3 players, or toys). If it is necessary to have a cellular phone while being transported to and/or from Marshall Academy, the phone must be turned off and kept off during the school day. If the phone is used or is left on during the school, the phone will be confiscated. 1<sup>st</sup> offense-parents will have to retrieve the phone from the office. 2<sup>nd</sup> offense-phone will be locked in the office for 5 school days and a parent will have to retrieve the device. 3<sup>rd</sup> and each additional offense-phone will be locked in the office for 10 school days and the parent will have to retrieve the device. Marshall Academy has phones available for student use in the event of an emergency. Any electronic device brought to school should be kept locked up. Students may store these items in the office for safe keeping.

**Marshall Academy High School  
Graduation Requirements**

Marshall Academy requires its high school students to successfully complete 21 credits of coursework to earn a diploma for graduation.

The following represent the subject area requirements needed to earn a diploma from Marshall Academy.

- English Language Arts-4 credits
- History-4 credits
- Science-3 credits
- Math-4 credits
- Foreign Language-2 credits
- Physical Education-2 credits
- Fine Arts (art/music)-2 credits

**Course Requirements**

**9<sup>th</sup> – (must take 6 classes)**

- English Language Arts
- History
- Science
- Math
- Foreign Language
- Physical Education
- Fine Arts (music/art)

**10<sup>th</sup> – (must take 6 classes)**

- English Language Arts
- History
- Science
- Math
- Foreign Language
- Physical Education
- Fine Arts (music/art)

**11<sup>th</sup> – (must take 6 classes)**

- English Language Arts
- History
- Science
- Math
- Elective-
  - Foreign Language
  - Physical Education
  - Fine Arts (art/music)
  - Other (to be determined)

**12<sup>th</sup> – (must take 6 classes)**

- English Language Arts
- History

Science or Math

Elective-

Foreign Language

Physical Education

Fine Arts (art/music)

Other (to be determined)

**Marshall Academy High School  
Grade Status**

0-5 credits .....Freshman

6-10 credits.....Sophomore

11-16 credits ..... Junior

16-24 credits..... Senior