

Marshall Academy 2018 – 2019

Parent/Student Handbook



Marshall Academy

18203 Homer Rd • Marshall, MI 49068 (269) 781-6330 • (269) 781-8749 fax 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

Director: Noah Wilson

Administrative Assistant: Kristen McDowell

Front Desk Secretary: Shannon Kever

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

Office Hours: 7:45 a.m. - 4:00 p.m.

Hours of Operation

8:00 AM - 3:20 PM

1/2 days = All excuse at 11:30am

Board of Directors

Mary Kempinski (President), Carrie Knobloch (Vice President),
Heather Weberling (Treasurer), Christine Brundage (Secretary), Patti Cornwell, Laura Koziarski, Lonnie
Newland

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, **along with the Dress Code Policy, Homework Policy, and Bus Policy.**

School Delays and Closings

Unexpected delays or closings are announced by 6:30 a.m. on TV channels: NBC 8 Wood TV, NBC 10 WILX, 17 WXMI or on the radio: 98.5 FM. School closings will also be posted on the Marshall Academy website www.marshallacademy.org and Facebook page <https://www.facebook.com/marshallacademygriffons>
PLEASE DO NOT CALL TEACHERS OR THE ACADEMY.

Marshall Academy Beliefs Statement

Marshall Academy educates children to become successful, productive, and independent members of a free society. Stressing solid preparation in the fundamental academic skills of reading and phonics, writing, and computation, the curriculum incorporates the best of the Western tradition and modern innovation in a creative, values-centered approach. Each student receives personalized instruction from teachers dedicated to the well-rounded development of the young. Marshall Academy emphasizes the dignity and self-respect which results from a child's academic accomplishment, right behavior, and proper regard for others. When Academy students come to school, they come to important, rigorous work in a well-structured and caring environment. Both their conduct and dress must support the school's seriousness of purpose.

Marshall Academy represents a unique partnership among the students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in our mission and standards. As role models and instructors, Marshall Academy teachers will be valued by students and parents for their caring attitudes. Intelligence, creative teaching ability, loyalty, and responsibility are characteristics we require of the faculty. Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, Marshall Academy's parents should be responsive to teacher suggestions for helping students. The director, along with the board of directors, verifies and endorses the Mission Statement and oversees its implementation in the school. In their capacities as policy makers and community leaders, these administrators advance the Academy's role as an institution committed to children. At Marshall Academy we are committed to the philosophy of educating the individual child by helping each student acquire knowledge. By providing standards of ethical and moral values by which one may live, we are preparing students to accept the privileges and responsibilities of citizenship in a democratic, moral society. 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 Community

The Marshall Academy community is a partnership of the students, parents, faculty, administration, and staff. All are dedicated and committed to the Academy's Mission Statement. Every student is capable of achieving his or her potential when afforded respect, fairness, kindness, loving discipline, and appropriate instruction.

Parents/guardians expect and appreciate direct and regular communication from the faculty, staff and administration about their children. In return, Marshall Academy's parents/guardians should be receptive and responsive to the Academy's suggestions for helping students. Together the parents, students, and staff will build a community of belonging and excellence. As role models, Marshall Academy teachers are valued by students and parents/guardians for their caring attitudes, intelligence, effective teaching ability, loyalty, and responsibility.

The Director and Board of Directors promote and carry out the Mission Statement and standards defined in the Academy's handbooks and policy manual. As policy makers and leaders, they 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. These virtues are continually modeled and reinforced. By providing standards and examples of ethical and moral values by which one should live, students accept the privileges and responsibilities of citizenship in our morally founded republic.

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 Director, who is responsible for approving - in advance - all publications and events sponsored by the group.

Newsletters

- Classroom newsletters.
 - Sent home on Mondays.
 - May also be made available on the website as an alternative.
 - Newsletters contain information including the previous week's progress and plans for the upcoming week.
- Office newsletters.
 - Sent home on Tuesdays through email.
 - Includes Academy events, curriculum and faculty information of note, as well as thoughts on education theory and practice relating to the Marshall Academy program.
- MAPA publishes a newsletter as well.

Parent-Teacher Conferences

Parent-teacher conferences are held twice yearly to discuss student progress. Parents/guardians are expected to attend these important events. Parents/guardians and teachers are encouraged to schedule a conference whenever necessary. If you desire a conference, please telephone the Academy office for an appointment outside of regularly-scheduled parent-teacher conferences. We believe in the partnership of parents and teachers, while also needing to preserve academic instruction and minimize classroom disruptions from unannounced visits.

Handling Concerns

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

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, Director, 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.

Marshall Academy Academic Achievements

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:

3rd-7th 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

8th -12th 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 3rd-8th who earn a final grade of "F" in any two content areas may be required to repeat the entire current grade level the following year.**

Honor Awards

Students may qualify for 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.

Academic Honor Roll Wings Guidelines are as follows:

Kindergarten, 1st and 2nd Grade: ineligible; standards-based report cards.

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+..... 4.0	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

Honor roll content areas will be as follows:

3rd - 7th Grades: Math, Science, History, English, Reading (3-6) and Spelling (3-5)

8th - 12th Grades: All scheduled classes

Honor Roll Guidelines are based on a cumulative GPA.
Summa Cum Laude (Highest Honors) - 4.0 or above
Magna Cum Laude (High Honors) – 3.67 or above
Cum Laude (Honors) – 3.33 or above

Code of Conduct

The Marshall Academy staff will set the decorum standard every day. Marshall Academy students will be encouraged through the seven universal virtues which are:

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

In a combined effort to address disruptive behaviors to prevent the loss of valuable instructional time, Marshall Academy encourages parents to work with the staff and students to demonstrate and teach school-wide expectations.

The Code of Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct: “At school,” meaning in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises; when a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or Academy staff; and when a student is using school telecommunications networks, accounts, or other Academy services.

Student Rights and Responsibilities

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the director.

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health, and welfare of all members of the school community. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community.

Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom or safety of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom, but educators must prioritize keeping students engaged in learning as much as possible. All students should recognize the consequences of their language, manners, and actions toward each other, school staff, and volunteers. Students need to understand that they benefit from orderly school operations and, as members of the school community, acknowledge their responsibility to promote a mutually respectful learning environment and support the reduction of any disruption to learning. The following pages list actions that can cause disruptions and, therefore, require some action to address the harm they cause. Whenever possible, the action to address this misconduct should include steps to heal the harm and restore the community members affected.

Marshall Academy Discipline Policy

The maintenance of an orderly and harmonious classroom is essential to learning and this policy reflects the Marshall Academy educational philosophy. There is an expectation at Marshall Academy for all students to adhere to classroom rules and uphold the behaviors outlined in the Marshall Academy handbook. The Academy enforces a policy of in-class consequences, loss of privileges, community restorative services, suspensions and expulsions. It is the responsibility of the Director to maintain a safe learning environment.

The Academy will follow a three-tiered system to address discipline issues:

Tier One: Every teacher at Marshall Academy will utilize a school-wide intervention and consequence protocol to address minor classroom infractions, such as:

- Disrupting class
- Not following classroom rules or procedures
- Roughhousing
- Being unprepared for class
- Being out of an assigned seat
- Showing disrespect to persons or property
- Tardiness
- Lack of attentiveness, including sleeping or poor use of class time
- Possession of electronic devices
- Personal affection
- Inappropriate uniform and grooming: A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others.
- Profanity

Tier one infractions will result in interventions and restorative practices put into place to modify the behavior. Upon the third infraction after interventions have been tried a student will receive a consequence. Six infractions results in an office referral (white slip).

Tier Two: The A Student Support Team will address repeated Tier 1 infractions or concerns referred by faculty and provide additional supports to teachers in and out of the classroom. If after two rounds of interventions there is little or no growth to correct the behavior, the team may refer the student to Tier Three or a Board disciplinary hearing.

Examples of tier two interventions and additional supports include: check-in/check-out systems, alternative recess, one-on-one conferencing, self-monitoring sheets, loss of priveleges and passing periods, alternative scheduling, etc.

Tier Three: A student may be referred to the Director by ~~the~~ a Support Team if other interventions and behavioral supports are unsuccessful. Behaviors that pose a safety concern and/or threat will be reported to the Director immediately. When determining the discipline response, the Director will consider student's age, disciplinary history, disability, seriousness of behavior, whether the behavior posed a safety risk, have restorative practices been utilized and whether a lesser intervention would address the behavior. The following behaviors are grounds for immediate referral to the Director for possible suspension:

- **Insubordination/Unruly Conduct:** A student will not willfully ignore or refuse to comply with directions or instructions given by school authorities.
- **Fighting** (does not include play/rough housing): A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.
- **Physical Assault:** A student will not physically assault another person. If a student enrolled in grade six (6) or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days [MCL 380.1310(1)]. If a student enrolled in grade six (6) or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5) [MCL 380.1311a(1)]. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence [MCL 380.1310(3)(b), MCL 380.1311a(12)(b)].
- **Posing threats (physically or emotionally) to teacher/staff/student:** A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.
- **Bullying:** A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school. Refer to "Marshall Academy Harassment and Bullying Prevention Policy" for more details.

- **Cheating/Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.
- **Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.
- **Fraud:** A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
- **Gambling:** A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
- **Gang Activity:** A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. Gang activity includes any one of the following: Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang; using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang; gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs; and recruiting student(s) for gangs.
- **Harassment/Intimidation:** A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.
- **Hazing:** The act of hazing is a crime in Michigan and will not be tolerated at Marshall Academy. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
- **Improper, Negligent, or Reckless Operation of a Motor Vehicle:** A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on school property.
- **Theft or Possession of Stolen Property:** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.

- **Leaving School Without Permission:** A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- **Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration.
- **Profanity and/or Obscenity Toward Students:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any other student. This includes racial slurs.
- **Profanity and/or Obscenity Toward Staff:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers. This includes racial slurs.
- **Sexual Harassment (Level 1):** A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.
- **Sexual Harassment (Level 2):** A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.
- **Technology Abuse:** A student will not violate the district's technology agreement.
- **Defacement of Property:** A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.
- **Destruction of Property:** A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.
- **Fireworks:** A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers on school property or any school-related event.
- **Intentional possession of Alcohol, Drugs, Weapons and/or Tobacco**
- **Use/influence of alcohol, drugs, tobacco, e-smoking devices on school grounds/bus/field trip or during school functions**
- **False Fire Alarm or Bomb Report; Tampering with Fire Alarm System:** Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.
- **Bomb threat:** If a student enrolled in grade six (6) or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board

or its designee shall suspend or expel the student from for a period of time as determined at the discretion of the school board, or its designee [MCL 380.1311a(2)].

- **Sexual acts or provocative behavior in or on school property:** Including, but not limited to, dancing, gestures, and attire.
- **Weapons - Dangerous Instruments:** A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.
- **Weapon Look-A-Likes:** A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like or replica weapon except with the prior approval of a teacher or an administrator for appropriate educational use.
- **Conduct that threatens school safety not described above.**
- **Instigating and/or contributing to any of the above behaviors.**

Infraction	Definition	Step 1	Step 2	Step 3
Bullying	Verbal Assault	ISS/OSS	Progressive Discipline	Board Hearing
	Physical Assault	Up to 5 days OSS	Progressive Discipline	Board Hearing
Bulk Violations	Repeated violations of the code of conduct, excessive referrals, or severely offensive behaviors.	ISS/OSS	Progressive Discipline	Board Hearing
Fighting	Any student who has an opportunity to walk away from a potential fight and chooses not to do so.	1-5 days OSS	Progressive Discipline	Board Hearing

The terms of suspension will be defined by the Director. The suspension will conclude with a meeting of the parent(s), student, faculty, and Director to outline expectations for the remainder of the academic year. A suspended Marshall Academy student will not be allowed on campus or to participate in any activities scheduled on the days included in the term of the suspension, including extra-curricular activities.

Students serving in-school suspension (ISS) will remain in ISS until all expectations are met. This includes classwork, tests, and restorative projects completed to the satisfaction of the assigning staff member.

Expulsion:

If a student does not abide by the foregoing rules, then that student may be expelled. After consultation with parents, student, and involved faculty, the Director may acknowledge that all other corrective avenues have been exhausted and recommend expulsion to the Board of Directors. When determining a referral for expulsion, the Director will consider seven factors before making a recommendation: student's age, disciplinary history, disability, seriousness of behavior, whether the behavior posed a safety risk, have restorative practices been utilized and whether a lesser intervention would address the behavior. The Michigan recommended worksheet will be followed when expelling a student for possession of a firearm in a weapon-free school zone. The Marshall Academy Board of Directors is the only body able to expel a student from the Academy. The Marshall Academy Board of Directors will hold a disciplinary hearing for possession of a dangerous weapon, arson, and criminal sexual conduct. An expelled student may request reinstatement from the Marshall Academy Board of Directors.

Weapons, Arson, or Criminal Sexual Conduct Expulsion:

For students in grades six (6) and above, school districts are required to expel students who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct in a school building or on school grounds. The law allows for possible reinstatement [MCL 380.1311]. A student who possesses a weapon in a weapon-free school zone or commits arson or criminal sexual conduct at school or on school grounds is expelled from all Michigan public schools. The term "criminal sexual conduct" is defined in the Michigan Penal Code, 1931, PA 328 MCL 750.520. It refers to sections which describe various levels of sexual penetration, sexual conduct, and assault with intent to commit criminal sexual conduct [MCL 750.520b, 520c, 520d, 520e, 520g]. The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of "firearm" in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines "firearm" as: Any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive. The frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

Dangerous Weapon Exceptions: School boards are not required to expel a student if the student can establish in a clear and convincing manner at least one of the following:

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

Weapon-Free School Zone and School Property Definition: “Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property [MCL 750.237a]. “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school [MCL 750.237a].

Reporting Requirements: If a dangerous weapon is found in the possession of a student while the student is attending school or a school activity, or while the student is en route to or from school on a school bus, the director, or his or her designee, shall immediately report that finding to the student’s parent/guardian and the local law enforcement agency [MCL 380.1313(1)].

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. The school reserves the right to contact the authorities (law enforcement) in any situation.

Electronic Device Policy

Electronic devices (cell phones, laser pens, Cd players, electronic games, I-pods, MP3 players, or toys) are not permitted at Marshall Academy during school hours. 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 for an expressed academic purpose and prior notification to the Director of the teacher’s plan to use technology. Phones may also not be in use during breakfast. 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.**

- 1st offense – the device will be confiscated and locked in the office until the end of the day. The device will be released to the student and the offense will be logged.
- 2nd offense – the device will be confiscated and locked in the office. A parent or guardian must retrieve the device; it will not be released to a student or sibling. The offense will be logged.
- 3rd and each additional offense – the device will be locked in the office until a parent or guardian can retrieve it, and the offense will be logged. There will be a discussion with parents/guardians about the appropriateness of the student bringing an electronic device to school and whether other measures need to be taken.

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. The school will not be responsible for lost or stolen devices.

Lockers

Lockers Are School Property: All lockers assigned to students are the property of Marshall Academy. At no time does the school relinquish its exclusive control of its lockers. The director or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the director or his/her designee.

Legitimate Use of School Lockers: The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the director or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, unless assigned a locker partner, nor divulge locker combinations to other students, unless authorized by the director or his/her designee.

Search of Locker Contents: Random searches of school lockers and their contents may have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the director or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or student consent. The director or his/her designee shall not be obligated to but may request the assistance of a law enforcement officer in conducting a locker search. The director or his/her designee shall supervise the search. In the course of a locker search, the director or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

Seizure: When conducting locker searches, the director or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the director or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the director or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the director or his/her designee of items removed from the locker.

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. Passing in the elementary hall should always be silent.

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.

Cafeteria and Recess Expectations

Politeness and civility are expected at lunch time. Students walk into the cafeteria, 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. Good nutrition is essential to academic performance; no pop will be allowed with lunch or snack. -Please note, there is no microwave for student use at lunch time; please plan meals accordingly. No pop is allowed during lunch or snack. Students may not share food. Parents wishing to eat lunch with their student are asked to wait in the office area until lunch time so as not to interrupt classroom instruction.

Students need a time during the day to engage in self-directed activity. As expected 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 to specific recess areas. 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).

Toys

Students should not bring toys to school. They are distractions and often the toys brought to school are dangerous looking in nature and create a sense of alarm. Toys will be confiscated until the end of the day. The Academy will not be responsible for lost, broken, or stolen items.

Closed Campus

Marshall Academy has a closed campus. Students may not leave during the school day on non-approved, unofficial school business. Additionally, students may not order food for delivery during school hours. Parents/guardians who deliver food must leave it at the front desk to be delivered to students (no pop will be given to students during the school day). Parents wishing to eat lunch with their student are asked to wait in the office area until lunch time so as not to interrupt instruction.

Bus Transportation Policy

Please remember that bus transportation is a privilege and a serious matter for all students. The safety of Marshall Academy students is our number one responsibility. All rules stipulated in the Student Handbook apply to the transportation expectations. It is the school's right to determine consequences for behaviors that intentionally or unintentionally put students at risk. See **Bus Policy** for more information.

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. 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. 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.
- Please call the office by 8:45 a.m. on the day of the illness.
- A written note from a doctor must be provided for each date of absence for the absence to be excused. A parental note is required for all other absences for school records. Please see the Attendance Code handout for more details.
- 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.
- Assignments for absent students can be picked up from the Marshall Academy office after 3:00 p.m. if you **telephone by 8:45 a.m. to let us know you will be coming so we may have assignments ready when you arrive.**

Excessive Absences

More than 5 absences in a marking period will be subject to question. A parent/student conference may 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.

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 the control of the student. The Director will outline the appeal process to any parents and students requesting it.

Signing In/Out

- Students who leave school early, for any reason, must be signed out by the parent, guardian or authorized person in the Academy office.
- 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.
- Office staff will call for the student from the office so as not to disturb the class with unannounced visitors.
- If the student returns to school, the parent/guardian must sign him or her in at the office.

College Visits

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.

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 Tier 1 infraction.

Tardies in K-7:

- Students who are not in their classrooms by 8:00 will be marked tardy.
- Any student who does not arrive by 8:45am for mornings will be marked absent for the morning.
- Any student who does not arrive by 12:45 pm for afternoons will be marked absent for the afternoon.

Tardies 8th - 12th:

- 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 and present for instruction 5 minutes after the start of class will be marked absent.

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 student's teacher.

Extended Family Vacations

In order for the effectiveness and continuity of instruction to be maintained, students 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 student's school commitments.

In the event that an unavoidable family situation requires that a student miss school, the parent or guardian should notify the Academy and their student'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.

Arrival (KG-6th 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. Parents should not be visiting classrooms unannounced. We want to work with parents and be open, however, we must preserve classroom instruction and keep safety as a priority.**

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 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.

Opening Ceremony begins promptly at 8:15 a.m. Students arriving after 8:15 a.m. will need to enter at the Office Entrance and will stay in the hallway outside the office until Opening Ceremony has concluded.

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: 3:20 p.m.

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/guardians 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. Those helping with a classroom celebration need not fill out a packet. Volunteers must abide by Marshall Academy's electronic device policy (no phones out during school hours and instruction), follow a standard of dress that is appropriate in a school setting, remain quiet in the hallways, and schedule times with teachers to avoid interruption of instruction and teacher work time.

School Deliveries

If items such as balloons, flowers, or gifts are delivered to the school for a student, the front office will verify that the person sending the gift is on the student's family or emergency contact list before the item is delivered. If the sender is not on the student's family or emergency contact list, the parents will be notified before the item is delivered to the student. Students may not order food to be delivered during the academic day. See "Closed Campus".

School Visitors

- **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.
- Any student visits must be pre-arranged with the Director. Minors must be accompanied by an adult.
- Visitors must abide by Marshall Academy's electronic device policy (no phones out during school hours and instruction), follow a standard of dress that is appropriate in a school setting, remain quiet in the hallways, and schedule visits with teachers to avoid interruption of instruction and teacher work time.
- Parents wishing to eat lunch with their student are asked to wait in the office area until lunch time so as not to interrupt instruction.

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 student 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 student's age and weight. This is especially important if your student requires a dosage different from package recommendations.
- Any medication found on students will be confiscated and not returned (including, but not limited to, Ibuprofen, Tylenol, Benadryl cream, and cough drops).

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. 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. 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. Students presenting a fever (100 degrees or more) will be kept away from their peers and must be picked up. Students should not return/attend school until they are fever-free for 24 hours without fever reducing medicine, or have been on an antibiotic for 24 hours.

Immunizations

Students must be current with all immunizations required by law or have a State of Michigan signed waiver on file. If a student does not have the necessary shots or waivers, the Director 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. See Electronic Device section.**

Snacking During School

No snacking (including gum chewing) will be allowed during the school day outside of class-scheduled snacks or prearranged times. No pop is allowed during snack or lunch. Nutritionally healthy snacks are required. Water is the only drink allowed in classrooms (no carbonated, flavored, or infused water). Students are not to share food.

Field Trips

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

The administrative team and classroom teacher will collaborate to determine whether students with multiple infractions may attend field trips.

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.

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 ensure success. Some aspects of the policy may seem too rigorous at first, especially for students new to exams. (Ninth graders are often 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 Director, prior to their administration.
6. Any absence from an exam not authorized by the teacher or the Director 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.

8. Exam duration will be a minimum of 1.5 hours. (Specialty and elective courses may be shorter, as determined by the Director and teacher).

Marshall Academy High School - Driving Policy

Driving privileges may be given to students in grade nine and above who have parental permission to drive to the Academy. Students with driver's licenses 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. Students are to park along the row facing the playground.

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 as well as 20 hours of community/school service.

Marshall Academy High School Grade Status

0-5 creditsFreshman
6-10 credits.....Sophomore
11-16 credits Junior
16-24 credits..... Senior

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 (Or 1 credit and a CTE credit)
- Physical Education-2 credits (Or 1 credit and a varsity sport)
- Fine Arts (art/music)-2 credits

Students must always maintain a full schedule. The Director will recommend and schedule courses that challenge students to better prepare them for college and career success.