

2022 – 2023
Marshall Middle School
Student Handbook



Marshall Middle School

Improving Tomorrow by Inspiring Today!



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[Marshall Middle School](#)

Tara Egnatuk, Principal
Joel Jolink, Assistant Principal
Katelyn Beurer, Dean of Students

To the students:

On behalf of the faculty, we would like to welcome you to Marshall Middle School for the 2022-2023 school year. Our school has an exciting feel and we are excited to move through this year together. Each year we expect excellence from our students, and this year is no exception.

Marshall has a history of fine academic and extracurricular accomplishments. We expect you to rise to the challenge and meet the goals that have been set before you, and to carry on the tradition of making MMS even better than when you arrived. You can benefit from everything MMS has to offer by being actively involved in the learning environment in your classes and in the extracurricular programs offered throughout the year.

The adults in this building are here to make your Middle School experience as safe and successful as possible. Should you encounter difficulties, seek out a counselor, principal, or teacher, and we will do our best to help you. We expect you to challenge yourself to move to new levels of accomplishment, but we want you to know that we are here to support you in your efforts.

Sincerely,

Marshall Middle School Administration

BUILDING SECURITY – All visitors must sign-in on the kiosk and report to the main office upon entering the building during regular school hours. All visitors will be buzzed in and must sign in and receive proper identification (ID badge). This includes but is not limited to parents, former students, agency workers, itinerant staff, substitute personnel, delivery workers, etc. During lunch periods, access to the cafeteria is limited to staff and students only. Parking lots and the interior of the buildings are under video surveillance. When classes or regularly scheduled activities are not in session, the building is locked and an alarm system is activated.

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MARSHALL PUBLIC SCHOOLS VISION STATEMENT

The Marshall Public Schools vision for our students is to prepare our graduates to be productive citizens by demonstrating that they are:

- Self – directed **Learners** who exhibit positive self – esteem, are self – confident and self – motivated.
- Complex **Thinkers** who are creative, independent, think critically and use a range of skills to solve problems in a variety of contexts.
- Quality **Producers** who have a high work ethic and display a knowledge of resources and technologies.
- Collaborative **Workers** who use effective communication, organizational and cooperative skills, and who can accept diversity with flexibility and empathy.
- Community **Contributors** who show a local / global awareness and an understanding of democracy resulting in productive contributions to society.

MIDDLE SCHOOL MISSION STATEMENT

IMPROVING TOMORROW BY INSPIRING TODAY!

MIDDLE SCHOOL ADMINISTRATION

Principal	Tara Egnatuk
Assistant Principal	Joel Jolink
Dean of Students	Katelyn Beurer

GENERAL INFORMATION

This handbook contains Marshall Middle School’s rules and regulations. Each student will receive a copy and is responsible for its entire contents. Failure to read this handbook is an unacceptable reason for not following the rules. If you have any questions, please discuss them with the principal, assistant principal, a teacher, parent, or counselor.

The building administration has been given the authority by the Superintendent and Board of Education to make decisions on all items not covered in the handbook and to enforce appropriate consequences when deemed necessary by the building administration.

Marshall Middle School...

Believes successful schools for adolescents are characterized by a culture that includes:

1. **Educators who value working with this age group and are prepared to do so.** Effective middle level educators understand the developmental uniqueness of each age group, the curriculum they teach, and effective learning and assessment strategies for the transition between elementary and High School. They need specific teacher preparation before entering the classroom and continuous professional development as they pursue their careers.
2. **Courageous, collaborative, innovative, and supportive administrative leadership.** Middle level leaders

understand adolescents, the society, and the theory and practice of middle level education. As the prime determiner of the school culture, the principal influences student achievement and teacher effectiveness by advocating, nurturing, and sustaining an effective instructional program which is backed by research of multiple sources. Decisions and actions need to be timely and with input from those it will affect whenever possible. An effective system of communication is vital to leadership.

3. **A shared vision that guides decisions.** All decisions made about the school should be guided by a shared vision and the mission statement derived from it. This vision should be the filter through which decisions are screened.
4. **An inviting, supportive, and safe environment.** A successful school is an inviting, supportive, and physically and emotionally safe place, a positive community that promotes in-depth learning and enhances students' physical, intellectual and emotional well-being. In such a school, human relationships are paramount. Clear behavioral expectations and consistent follow through help create this environment.
5. **High expectations for every member of the learning community.** Administrators, educators, students and parents hold themselves and each other to high expectations. Such confidence promotes positive attitudes and behaviors and motivates students to tackle challenging learning activities. Successful schools use rigorous and differentiated instruction to challenge students in order to allow all to meet the requirements. Expectations are clearly presented and handled with firmness, fairness, and consistency. Leaders and staff members strive to be good role models and welcome opportunities for reflection.
6. **Students and teachers engaged in active lifelong learning.** The most successful learning strategies are ones that are interactive and involve each student personally. When students routinely assume the role of teacher, and teachers demonstrate that they are still learners, a genuine learning community is present.
7. **An adult advocate for every student.** Academic success and personal growth increase when young adolescents' affective needs are met. All adults in successful middle level schools are advocates, advisors, and mentors. Students and teachers need opportunities to build smaller learning communities which provide a sense of identity and belonging.
8. **School-initiated family and community partnerships.** Successful Middle Schools promote family involvement and take the initiative to develop needed home-school bonds. The involvement of family is linked to higher levels of student achievement and improved student behavior. Positive interactions between the students and the community are achieved by both sides connecting and supporting each other. Positive communication of school events needs to be publicized.

Therefore, successful schools for young adolescents provide

1. **A school board adopted curriculum that is relevant, challenging, integrative, and exploratory.** An effective curriculum is based on criteria of high quality and includes learning activities that create opportunities for students to pose and answer questions that are important to them. Such a curriculum provides direction for what young adolescents should know and be able to do and helps them achieve the attitudes and behaviors needed for a full, productive, and satisfying life.
2. **Multiple learning and teaching approaches that respond to their diversity.** Since young adolescents learn best through engagement and interaction, learning strategies involve students in dialogue with teachers and with one another. Teaching approaches should strive to enhance and accommodate the diverse skills, abilities, and prior knowledge of young adolescents, and draw upon students' individual learning styles.
3. **Assessment and evaluation programs that promote quality learning.** Continuous, authentic, and appropriate assessment and evaluation measures provide evidence about every student's learning progress. Academic grades alone are inadequate expressions for assessing the many goals of middle level education.
4. **Organizational structures that support meaningful relationships and learning.** The interdisciplinary

team of teachers working with a common group of students is the building block for a strong learning community with its sense of family, where students and teachers know one another well, feel safe and supported, and are encouraged to take intellectual risks. Smaller class sizes can contribute to a more successful learning environment.

5. **School-wide efforts and policies that foster health, wellness, and safety.** A school that fosters physical and psychological safety strives to build resilience in young people by maintaining an environment in which peaceful and safe interactions are expected and supported by written policies, scheduled professional development, consistent student supervision before, during and after school, and student-focused activities.
6. **Multifaceted guidance and appropriate support services.** Developmentally responsive middle level schools provide both teachers and specialized professionals who are readily available to offer the assistance many students need in their lives both in and out of school.

Order of Communication with Teachers

In order to contact and communicate with teachers please follow these steps:

1. Parent should first contact the teacher to ask for clarification or to express concern (If you leave a message with the office secretaries or on the teacher's voice mail, the teacher will contact you during his/her planning period, after school, or within 48 hours).
2. After step one has been followed, should the parent feel that his/her concern or complaint has not been resolved, he/she – may then address the concern or complaint with the Middle School administration.
3. After step two has been followed, should the parent feel that his/her concern or complaint has not been resolved, he/she may bring the concern to the Superintendent of Schools.

COMPUTER INTERNET/WEBPAGE INFORMATION

Permission forms for those students who wish to use the Marshall Public Schools computer network to access the Internet will be available at registration. A usage agreement will accompany the permission form. This agreement must be read and accepted before the permission form is signed by a parent or guardian and returned to the Middle School office. Only students who have a signed agreement form on file will be allowed to use the Internet at school. In addition, as the Marshall Public Schools' web page develops, staff members may desire to publish students' artwork or writing samples or to post photos showing groups of students involved in a class project or extracurricular activity. In order to place a student's work or photo on the web page, a parent or guardian must sign a form granting permission to do so. This permission form will be available at registration.

CONFLICTS IN ACTIVITIES

Students have a responsibility to do everything they can to avoid continuous conflicts. This includes being cautious about belonging to too many activities where due pro conflicts are bound to occur. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

Faculty sponsors should schedule events on the Community Calendar (kept both in the central administration office and the building principal's office) to avoid conflicts. **When conflicts do arise, the sponsors should get together and work out a solution so that the student is not placed in the middle.**

If a solution cannot be found, the principal will make the decision based on the following:

- The relative importance of each event.
- The importance of each event to the student.
- The relative contribution the student can make to each event.
- How long each event has been scheduled.
- Discussion of the conflict with the parents or legal guardian.

Once the decision has been made and the student has followed that decision, he or she is not to be penalized in any way by the faculty sponsor. If it becomes obvious that the student cannot fulfill his/her obligation to a school activity, he/she should withdraw from that activity.

DIRECTORY INFORMATION

Each fall the schools compile directory information on the students. This includes such things as name, age, grade, date of birth, place of birth and address. This information is used for such things as athletic eligibility, job application and college entrance. All items to be used in the directory information are read at a public Board of Education meeting. The policy of the Board of Education as it relates to directory information on students is as follows: No employee of the school may furnish lists of names and addresses of pupils to anyone other than school officials. The superintendent of schools may authorize the release of the list of names of the senior class to local schools and colleges, to military authorities, and other appropriate persons or agencies. If a parent objects to this information being released, an opt out form can be secured from the principal's office. Opt out requests must be made annually by September 30.

EQUALITY

Applicants for admission and/or employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Marshall Public Schools are hereby notified that this institution does not discriminate on the basis of race, color, age, national origin, sex, religion, or handicap in admissions or access to treatment or employment in its programs and activities. Any person having inquiries concerning the Marshall Public Schools compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact:

Superintendent
100 East Green Street, Marshall, MI 49068
(269 781-1250 + 1106)

who has been designated by the Marshall Public Schools to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX and Section 504.

In compliance with the non-discrimination regulations of the Vocational Education Division of the Michigan Department of Education, notice is hereby given that Marshall Public Schools, Calhoun County, Michigan does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, marital status, or handicap in offering vocational education and applied technology opportunities to students of the school district. For more information contact the Office of the Superintendent.

EXTRACURRICULAR ACTIVITIES

Marshall Middle School provides extensive extracurricular activities in the belief that these activities increase students' interest and pride in their school and aid in the development of personality and character as well as the ability to get along with peers. Disciplinary action resulting in suspension from school will affect extracurricular activities for the same period of time. This includes practice and contests in athletics, debate and forensics, band, orchestra, vocal music, and/or any other school club or school-sponsored activity. Students suspended/expelled from school may not attend or participate in any school district activity on campus or away from campus.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act, parents of students in the Marshall Public Schools are hereby notified of the following rights. No Child Left Behind requires charter schools, academies, and public school districts to transfer the disciplinary records of any student with respect to suspensions and expulsions, to any private or public school to which that student is enrolling.

As a parent you may:

- Upon request, inspect and review your student's educational records.
- Challenge any of said records.
- Obtain, at reasonable cost, copies of said records.

If you desire additional information, contact the Middle School Principal's Office.

FIRE DISASTER AND LOCK DOWN DRILLS

State law requires that fire, disaster, and lock down drills be held for your protection. Each classroom has a posted route to be followed for fire drills and information about the portion of the building to be used as a shelter area for disaster and lock down drills. Familiarize yourself with the routes and areas to be used by your classrooms. It is imperative that there be silence during these drills so that any necessary changes in routing, building evacuation, or shelter areas can be clearly heard by the students and staff.

SEVERE WEATHER

The following procedures will be implemented whenever the school receives notification from the sheriff's department of possible severe weather:

TORNADO WATCH

- Buildings are notified of a possible storm.
- Parents or legal guardians may pick up their student or students if they so desire. The parent or guardian must notify the principal's office or the assistant principal's office and meet their student or students there.

TORNADO WARNING

- Students will go immediately to their designated shelter areas. Attendance will be taken.
- Students will remain in the shelter area until the warning ends.
- Parents or legal guardians may pick up students, but the students must be signed out before leaving the shelter area.

TORNADO STRIKE/EXPLOSION/GAS

- Students will assemble in undamaged areas or outside the building. Roll will be taken immediately.
- Responsible adults will keep a list of persons going into emergency vehicles.
- Parents or guardians may take students only after clearing with the person in charge.

FREEDOM OF SPEECH AND ASSEMBLY

Freedom of speech and assembly is a constitutional guarantee, but this guarantee must not infringe on the rights of others.

- Students are entitled to express verbally their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves.
- The use of obscenities or personal attacks is prohibited.
- All student meetings in school buildings or on school grounds may function only as part of the formal education process or as authorized by the principal.
- Students shall have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which are deemed inappropriate is prohibited.

FREEDOM TO PUBLISH

Freedom to publish is guaranteed only when it is responsible and does not interfere with the rights of others.

- Students are entitled to express in writing their personal opinions. Such written opinion must be signed by the author. The distribution of such material may not interfere with or disrupt the educational process.
- Students who edit, publish, or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.
- Libel, obscenity and personal attacks are prohibited in all publications.
- The distribution of unlawful or unauthorized material by students in school buildings or on school grounds is prohibited.

INFORMATION – WHOM SHALL I CALL?

Please do not hesitate to contact the school if you have a question or concern. It is our feeling that any question you have is important. We continually work to improve the communication between parents and Marshall Middle School staff. Another way we have tried to better communicate is by having our own web page. Our web page is https://www.marshall.k12.mi.us/marshallmiddleschool_home.aspx.

Following is a list of phone numbers to help you:

Principal 781-1251x1101	Assistant Principal 781-1251x1103
Middle School Office 781-1251x1100	Attendance Reporting 781-1251x1102 (24 hours a day)
Health Para 781-1251x1111	Guidance Office 781-1251x1100
Athletic Office 781-1314	Athletic Scheduling/Information gomarshallredhawks.com

INHALERS/EPI PENS

In order for students to carry an inhaler or Epi Pen on their person, office personnel must have written instructions from the student's physician and written authorization from a parent. Staff members must be notified when students are carrying inhalers or Epi Pens.

LOCKERS

Lockers will be addressed on a year to year basis. If lockers are utilized, lockers are assigned for the student's convenience. Students are to use their assigned lockers. Students are responsible for the maintenance of any locker assigned to them, including gym lockers. Cost of repair to lockers due to student negligence will be borne by the student. It is the students' responsibility to make sure all their belongings are securely locked in their lockers. Students are cautioned not to bring large amounts of money, Ipods, cell phones, cameras, or any other item they would not like to lose to school. If students wear jewelry, glasses, or watches, they are to keep track of them at all times. *Students*, not the school, are responsible for their property. Should this type of property be lost or stolen, school personnel will not become involved in getting the property back.

MEDICINES AND PRESCRIBED DRUGS

The administration of medication by school personnel shall be authorized and performed only in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by school personnel who are specifically authorized to do so by the building principal or his/her designated representative. This authorization shall be issued only in compliance with the following conditions:

- Medication must be brought in by a parent/guardian in a clearly marked container prepared by a pharmacist, doctor, or pharmaceutical company.
- The Medication Administration Authorization form (which can be obtained in the Attendance Office) must be signed by the student's parent or guardian. All prescription medications, over the counter medications, treatments and limited activity orders must have written instructions signed by the student's physician as well as the parent and must include:
 1. The child's name
 2. The name of the medication
 3. The purpose of the medication
 4. The time to be administered
 5. The dosage
 6. The possible side effects
 7. The termination date for administering the medication
- The office of the assistant principal or other designated school district employee will:
 1. Inform appropriate school personnel of the medication
 2. Keep a record of the administration of the medication
 3. Keep the medication in a locked cabinet
 4. Return unused medication to the parent/guardian only.
 5. The parent or guardian of the child assumes the responsibility to notify the building principal or his/her designated representative of any change in the child's health or change in the medication. A record shall be maintained which indicates the time/date of medication, the amount of medication given and adult witness present. This form shall be signed by the adult in charge.

PARENT TEACHER CONFERENCES

To hold classroom interruptions to a minimum and prevent incidents of a disruptive nature, no non-school person will be allowed to go to a classroom unless accompanied by an adult employee.

Every effort will be made to arrange meetings with classroom teachers when they are available. If it is necessary to meet with an instructor during class time, arrangements will be made to cover the instructor's class.

Insofar as possible, any conference between a parent or guardian and an instructor that is at the parent's request will be conducted in the presence of a third party, counselor, administrator, department head or other staff member. No instructor will allow a discussion with a parent or guardian to take place in the classroom while class is in session.

There will be scheduled conferences for parents after the first marking period of each semester.

PARENTAL RIGHTS/ACADEMIC RIGHTS:

It is assumed that both parents have the right to be involved in their child's education and to receive student and school-related information. If parents do not reside together, it is important that yearly enrollment information lists both parents' addresses and phone numbers to ensure on-going communication regarding their child. It is the assumption of Marshall Public Schools that both parents have custody rights unless current written documentation that prohibits or restricts rights is given to the building administrator.

If you have a concern about a student's report of a classroom situation, please contact the teacher FIRST to clarify the question or concern. (If you leave a message with the office secretaries the teacher will contact you during his/her planning period, after school, or within 48 hours).

PARENT INVOLVEMENT

Marshall Middle School acknowledges that research, and practical experience indicates parent involvement benefits students and schools. Student benefits include improved grades; better attendance, and positive attitudes toward school; and fewer disciplinary actions. Parents can become more involved by attending parent teacher conferences, sporting events, drama productions, and music/band concerts; as well as volunteering their time to help tutor students, organize events/activities, or participate on district or building committees. For more information contact the building principal.

PASSES

HALL PASSES - Students must have a hall pass to be in the hall during class time. Travel from one classroom to another, to the bathroom, to get a drink, to the office, or other destination in the building requires a written hall pass from the faculty or staff initiating the travel. Students may be questioned by school personnel and returned to class if they do not have a proper hall pass. Students discovered in the hall without a proper pass may be subject to disciplinary action.

RELEASING STUDENTS

Students may only be released from school to those adults listed on the enrollment forms unless the school is notified by the parent allowing another adult to pick up a student.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Marshall Public Schools recognize the following:

Right - The most important right that students have is the right to a free public education.

Responsibility - Students have the responsibility to come to school regularly, to be on time and be prepared to learn.

Right - Students have the right to be safe at school.

Responsibility - Students have the responsibility not to act in a way, which threatens, scares, or injures others.

Right - Students have the right to a clean building.

Responsibility - Students have the responsibility not to litter or deface school property.

Right - Students have the right to get help from a counselor, teacher, or administrator.

Responsibility - Students have the responsibility to respect each other and staff members.

SCHOOL CLOSING INFORMATION

MPS uses an automated messaging system to notify parents and guardians in the event of school closings, early dismissals and any other important school related information. It is vital that parents/guardians keep contact information up-to-date with their school buildings. For school closing information due to inclement weather, please listen to one of the following radio stations: WNWN FM 98.5, WKFT FM103, or WBCK AM 930 or watch Channel 3, 8, or 41. Generally, school closing information is announced after 6am.

PHONE USE

Students are asked not to use the phones in the offices unless it is an emergency and permission has been obtained.

VACATIONS

Family vacations taken during the school year are discouraged. The Middle School principal retains the right to deny vacation time if the student in question is doing failing work in any class.

Parents or guardians wishing to remove their children from school for a family vacation must comply with the following procedures:

- Notify the Middle School attendance secretary, in writing, of the family vacation plans including a departure and return date. This must be done two weeks prior to the date of departure unless there is an emergency involved.
- Students must consult with their teachers regarding assignments prior to the vacation. This should be done before or after school or during the student's Advisory period – not during the regular class period.
- The parents are asked to realize it is not the responsibility of the teacher to tutor the child with regard to the work missed upon his/her return to school.

Following the vacation the teacher should be contacted by a parent or guardian so that the parent knows exactly what the circumstances are with regard to whether or not the student has completed all of the work missed.

[EXTENDED ABSENCE/VACATION NOTIFICATION FORM](#)

ATHLETICS

FALL:

Girls: volleyball, cross-country

Boys: cross-country,

WINTER:

Girls & Boys: basketball,

SPRING

Girls & Boys: tennis, track

For schedules and information: gomarshallredhawks.com

Follow on Twitter: [@MMSRedhawks](https://twitter.com/MMSRedhawks)

PAY TO PARTICIPATE Marshall Public Schools has a pay to participate fee of \$35 per sport for all Middle School athletics and certain extracurricular activities. A \$200 family maximum will be applied between Middle School and High School athletics.

TRAINING RULES

The following rules apply to all students participating in athletics at Marshall Middle School. It is expected that these rules will be followed during the entire year (12 months).

1. The coaches of the individual sports prescribe regular hours, conduct, practice and game attendance.
PENALTY: Penalties for violations of the above will be governed by the in-season coaches.
2. The use, sale or possession of alcohol, tobacco, vape products, controlled substances, look-alikes, and uncontrolled substances used or sold as controlled substances are prohibited.
FIRST OFFENSE: Athletes who have failed to act in accordance with rule #2 will be subject to a penalty of dismissal from the squad for a period of 50% of the season if the violation occurs in or out of season. Fifty percent of the season is defined as half of the scheduled contests and can be carried to next sport of competition. (In the event the violation occurs at the end of a season the student may try-out for a team but will still have to serve the remaining portion of the suspension.)
SECOND OFFENSE: Athletes who have failed to act in accordance with Rule #2 for a second offense, during one calendar year from their first offense, will be subject to a minimum penalty of dismissal (for the remainder of the current season) and the equivalent of our entire season, during their next season of competition.

THIRD AND FOURTH OFFENSE: Athletes who fail to act in accordance with Rule #2 and commit a third violation during one calendar year from their 1st offense will not compete in MMS athletics for one entire school year. If a 4th violation occurs anytime during the athletes' suspension they will no longer be allowed to compete in the Marshall athletic program.

ELIGIBILITY FOR ATHLETICS

- Any student participating in athletics at Marshall Middle School may not be failing more than one class during the course of a semester.
- Eligibility will be checked by coaches and confirmed with teachers throughout each athletic sport season.
- If the athlete is failing more than one class, he/she is automatically ineligible until he/she has achieved a cumulative passing grade.

DAILY ATHLETIC ATTENDANCE POLICY

Athletes must be present in all afternoon classes in order to participate in either a practice or an interscholastic contest. The only exceptions to this rule are doctor's appointments, school-sponsored activities, or permission from the athletic director.

ATHLETIC PUNCH PASSES

Athletic Punch Passes are available for purchase in the High School athletic office and at all home High School athletic admission gates. Punch passes provide students and adults a substantial savings from regular admission prices.

ATHLETIC PARTICIPATION

Before any athlete may participate in either a practice or an interscholastic event, the following items must be on file in the athletic director's office:

- Current physical card – The card must be completely filled out after April 15 of the previous school year
- Insurance form or waiver
- Emergency Information Sheet
- Uniform Care Agreement

Students on out-of-school suspension are ineligible to participate and attend extracurricular activities during suspension.

If out of school suspension days straddle a weekend, vacation days, or snow days, students are ineligible to attend or participate in any extracurricular activities or events during those days off.

LOCKER ROOM THEFT

Any athlete stealing another athlete's personal items out of the locker rooms (either Marshall's or opponents) will be subject to the following discipline:

- 1st offense: athletic suspension for one semester
- 2nd offense: athletic suspension for one year
- 3rd offense: athletic suspension for remainder of MMS career

SERVICES FOR STUDENTS

COUNSELING AND GUIDANCE SERVICES

Purpose Statement:

Marshall Middle School counselors are highly educated, professionally certified individuals who help students succeed in school and plan their career. An integral part of the total education system, school counselors help students form healthy goals, mindsets and behaviors. With the aid of a school counselor, students learn to develop effective collaboration and cooperation skills, to practice perseverance, to develop time management and study skills, and to learn self-motivation and self-direction habits.

Referral - School counselors are available to students on an individual basis by self referral, teacher or parent referral and group/classroom settings.

Confidentiality - The information a student discloses is confidential and will not be discussed with others without consent, except as required by law.

School counselors help all students:

- apply academic achievement strategies
- manage emotions and apply interpersonal skills
- plan for postsecondary options (higher education, military, work force)

School counseling duties include providing:

- individual student academic planning and goal setting
- school counseling classroom lessons based on student success standards
- short-term counseling to students and families
- referrals for long-term support
- collaboration with families/teachers/ administrators/ community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings
- data analysis to identify student issues, needs and challenges n acting as a systems change agent to improve equity and access, achievement and opportunities for all students

COURSE/CLASS INFORMATION

GRADING

Each course grade will be determined by 40% (class assignments, participation, and effort) and 60% (assessment).

SCHOOL WIDE GRADING SCALE:

Mark	Minimum Percent
A	92.5
A-	89.5
B+	86.5
B	82.5
B-	79.5
C+	76.5
C	72.5
C-	69.5
D+	66.5
D	62.5
D-	59.5
E	0.0

HOMEWORK Homework is encouraged when it is needed to supplement or strengthen regular class work. All students benefit from a certain amount of systematic study.

The amount of home study necessary may vary from class to class depending on the style and nature of the class. Homework is a part of the student's grade, and the student will be held responsible for turning it into the teacher. Each teacher will post a formal procedure on homework in the classroom.

SUBSTITUTE TEACHERS The substitute teacher who is hired on a daily basis to replace an absent classroom teacher has the same responsibilities and authority as the regular classroom teacher.

ADVISORY

This class provides instructional time during which students may seek individual help, complete homework assignments, make up work including tests, have pictures taken, use the LRC, attend assemblies, and participate in school-related activities. This also allows time for the Advisory teacher to become better acquainted with the students in his/her class and to work with them to improve academic progress and/or attendance. This is also a time when students may work on their EDP's, study, or work on community service activities.

ONLINE LEARNING PROGRAM AND DUAL ENROLLMENT

MMS provides online learning and dual enrollment opportunities for our students. We adhere to Michigan's 21f legislation, as well as other corresponding state guidelines. Please see your guidance counselor for information and the mandatory paperwork.

FEES FOR LOST BOOKS/EQUIPMENT/OTHER FINANCIAL OBLIGATIONS

All textbooks/library books/class materials/sporting equipment/musical instruments, and technology issued to you by Marshall Middle School Faculty are the property of Marshall Public Schools. It is the

student's responsibility to carefully track computers, textbooks, library books and all other class materials/sporting equipment or musical instruments that you are issued.

Failure to return any school property you are issued at the end of the course or sporting season will result in fines owed by the student. Also, if students commit to contributing monetarily towards special supplies for classes, or who commit to go on a significant field trip will be expected to fulfill that commitment. This fee will follow the student to High School where their consequence may include not being able to participate in commencement. In order to be granted your High School diploma, it is your responsibility to return any outstanding property you were issued, pay the corresponding replacement fee and any outstanding fees.

RECOMMENDED COURSE LOAD All students are required to take six (6) classes plus one (1) advisory. If there are extenuating circumstances involving a physical, psychological or major life function that has a direct limiting effect on a student's ability to successfully fulfill the required course load, the parent must submit a written request with appropriate documentation that the student be placed on a reduced schedule. The student's counselor and the building principal will review the request and approve or deny it. Under this provision, the student's schedule can only be reduced by twenty percent of the total contact time required by the State Department of Education. Requests requiring more than the twenty-percent reduction will be forwarded to the Marshall Public Schools Board of Education for their consideration

REPEATING GRADES

Marshall Middle School students may repeat a grade upon request from parents or guardians. The student's counselor and the building principal will review the request and approve or deny it. See your guidance counselor for more information.

TRANSFERRING TO ANOTHER SCHOOL

When a written request for transference of a student's records to another public or private school is received by Marshall Public Schools, all records, including disciplinary records with respect to expulsions and suspensions of the student, will be transferred within 30 days after receipt of request.

INSURANCE

Insurance against physical injury is available to students at cost. It is available in two forms:

- Twenty-four (24) hour coverage.
- Coverage from the time students leave for school until they return home in the afternoon.

This insurance is entirely voluntary and is offered only as a service to students. An insurance waiver for students participating in our formal athletic program is mandatory if the insurance offered through the school is not taken. This is handled by the Athletic Department. Students injured at school are not covered by insurance carried by the school.

LEARNING RESOURCE CENTER (LRC)

Circulation of Materials

Fiction, Non Fiction, Biographies, Story Collections, and Graphic Novels) may be checked out for two weeks.

Reference Books may be reviewed in the LRC only.

Students with overdue materials out will not be allowed to check out other materials until overdue materials have been returned.

LRC Fine Policy

Students are responsible for the materials they check out – this includes: condition and return of materials and any fines or fees for materials.

Students will not be required to pay fines greater than the replacement cost of the material.

If a book or other material is lost or destroyed, the student will be required to pay the replacement amount. Payment will be based on the current replacement costs with the following minimums:

Hardcover books -- \$10.00

Paperbacks -- \$5.00

WORK PERMITS

Michigan law controls what type of work can be done by young people under eighteen (18) years of age.

The type of work, the amount of weight that is allowed to be lifted, the number of hours worked per day and week, as well as the type of business establishment allowed for employment are all controlled. The

school acts as an official agent in helping students obtain a work permit. Students may get applications for work permits in the guidance office. Since the student and the prospective employer must fill out the

forms, it is usually impossible for a student to complete the required work in one day. Proof of age will be required. If a student changes jobs, a new work permit listing the new employer must be obtained.

The school has the right to revoke the work permit if it deems the student's schoolwork is being adversely affected or if it is apparent that the job has been misrepresented.

STUDENT CODE OF CONDUCT

STUDENTS ARE EXPECTED TO BE RESPECTFUL AT ALL TIMES. Faculty and staff at Marshall Middle School receive administrative support in the matter of discipline, whether in the classroom, around the building or at school activities. Teachers are expected to maintain good discipline and may use all reasonable methods to achieve it. Faculty and staff have the responsibility of requiring correct conduct from all students.

To ensure a climate for learning, the following rules and procedures are in effect at Marshall Middle School:

ASSAULTS AGAINST STAFF AND STUDENTS

- **PHYSICAL ASSAULTS:**

The Board shall permanently expel a student in grade six or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B), against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

- **VERBAL THREATS (Written or Spoken):**

Any student in grade six or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or a contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, "verbal assault" shall be defined as "...any willful verbal/written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

- **VERBAL THREATS COMMITTED AGAINST OTHER STUDENTS**

Any student in grade six or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against another student shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a

case-by-case basis. The purpose of this policy, “verbal assault” shall be defined as “...any willful verbal/written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.”

- **PHYSICAL ASSAULTS COMMITTED AGAINST OTHER STUDENTS:**

The Board shall expel a student in grade six or above for up to 180 days if the student commits a physical assault, as defined by MCL 380:1310(3)(B)1, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

Reinstatement – The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student may petition the Board for reinstatement. The Board will provide all due process rights to reinstatement as outlined in state law.

Application to Student with Disabilities – This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation – The student handbook/code of conduct shall specify procedures for dealing with expulsions authorized by this policy. Regulations ensuring due process to all students before an expulsion is imposed shall be included therein as well.

The regulations shall include procedures for reporting violations of this policy to the Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies and specifics for the reinstatement of students.

ATTENDANCE POLICY

Compulsory State of Michigan law requires daily attendance of all students enrolled in Michigan Public Schools. Students must attend regularly scheduled classes unless officially (validly/lawfully) excused. When students arrive at school they are considered in attendance and must attend their scheduled classes.

Middle School Attendance Policy

Student achievement is directly related to consistent school attendance. Each day of school is unique and important academically and socially. It is well established that students with good attendance records generally achieve higher grades, enjoy school more, are consistently employable, and generally are better prepared to meet the challenges of our complex society.

In accordance with state law each student’s achievement is made a matter of record and is permanently placed on each student’s transcript. Employers and institutions of higher education often consider this record of equal importance with academic grades. Good attendance at work is expected and rewarded in the adult world and is a desired objective to be attained by students at Marshall Middle School.

Student Responsibilities

- It is the student’s responsibility to be in class, on time and prepared.
- When absent, students are required to request make-up work at appropriate times. (i.e. advisory, before and after school, etc.) Students are required to complete work in accordance to the MMS handbook.
- It is the student’s responsibility to verify that an absence has been excused.
- It is the responsibility of students who are 10 or more minutes late for class to get an admit slip from the main office before going to class.

Parent/Guardian Responsibilities

- The Michigan School Code states that it is the responsibility of parents/guardians to see that their children between the ages of six (6) and sixteen (16) are in regular attendance to school.
- Parent/Guardians are responsible to report attendance in the following way:

Absence Reporting Procedure

- Parents/Guardians may send a note to the attendance office or may call in by 9:00 a.m. to the main office to report an absence 24 hours a day at 781-1291. An absence will be considered unexcused if the attendance office has not received a call or a note from the parent/guardian within two days following the absence. The attendance office may verify written and telephoned explanations.
- It is the parents/guardian's responsibility to make sure that the student is on time and present in school.

Types of Absence

There are many different reasons for absences and we will designate these absences as they are submitted. The following lists define Valid and Invalid reasons for absences as defined by the State of Michigan:

<u>Valid/Lawful School Absences</u>	<u>Invalid/Unlawful School Absences</u>
● Illness with doctor's excuse	● Overslept/Too Tired
● Doctor's appt. with doctor's excuse/slip	● Missed bus or suspended from bus
● Religious Holidays	● Child not immunized
● Extreme Family emergencies	● Needed student to help at home
● Travel/Vacation (w/2 wk prior approval)	● Weather
	● Travel/Vacation (w/out 2 wk prior approval)

Definition of Absence

When a student misses ten (10) minutes or more of any class, he or she is considered absent for the period.

Explained Absence

Explained absences are absences that are explained by the parent so that the school knows where your student is. Explained absences differ from excused absences for legal reasons. An explained absence can become excused when proper legal documentation is provided. If a parent does not meet the 2 week prior approval for a vacation then the absences will be considered explained and not excused.

Excused Absence

Excused absences are those absences which are **explained by the parent with proper legal documentation provided to the Middle School office (or administration) at Marshall Middle School.**

Excused absences include the following:

- Illness. The student may be asked to submit a note obtained from a doctor when a total of five (5) days accumulated absence has been reached.
- Death in the immediate family
- School-sponsored activity or field trip. Absences from class due to school related functions such as field trips, athletic events, performances, etc. will be counted as "non-chargeable" absences. In addition, senior students will be allowed two (2) school days for college visitations as school sponsored absences. While there will be a twelve (12) hour limit for these absences, additional hours may be granted with an administrator's approval.
- Permit to leave school. Must be approved by parent and school administrator.
- Conference with counselor or administrator.
- Approved family vacations. Request forms for family vacations must be completed through the Middle School office at least two (2) weeks in advance of the vacation. The parent will have the

- opportunity to study the recommendations prior to the final signing of the request.
- Any absence not mentioned above which is deemed necessary and mutually agreed to be excused by the parent and administrator.

Unexcused Absences

- Unexcused absences are those absences which are not covered by the excused absence list and/or those deemed unexcused by the administrator.
- When a student has received five (5) unexcused absences in a class, the parent will be notified.
- Any unexcused absences may result in detention, in-school suspension, progressive out-of-school suspension, and/or expulsion.

Process for Appeal of an Unexcused Absence

If the student and/or parents wish to appeal any unexcused/unexplained absence, they must contact the office to request the appeal within three (3) school days of the date of the absence. To appeal the decision of the Assistant Principal, the student and/or parents shall contact the office and request an appointment within three (3) school days of the Assistant Principal's decision.

Making Up Work Missed During Absences

Students will be given one (1) day for each day absent to make up assignments. Students are expected to meet with their teachers upon return from an absence to get their work and for needed clarification.

TARDINESS

Being on-time is an important habit to form in order to succeed in life. It is also important to maintain an undistracted learning environment for staff and students alike.

- Students are tardy to a class when they have missed less than ten (10) minutes of a class period.
- Tardiness due to a late bus is non-chargeable.
- Students who are tardy due to detainment by a staff member or administrator should be excused upon presentation of a signed excuse by the staff member or administrator.

Unexcused Tardy #1: **Conference with teacher or administrator**

Unexcused Tardy #2-4: **Lunch detention each occurrence**

Unexcused Tardy #5-7: **Administrator conference and after school detention per occurrence**

Unexcused Tardy # 8+: **Parent meeting, in-school suspension, and/or referral to the Calhoun County Intermediate School District Truancy Office**

BOOK BAGS

Students may carry a bookbag/backpack from class to class with only school-related items (ie. Chromebook, charger, headphones, books, etc.). This policy may be changed in the 21/22 school year per administrative declaration. If this policy needs to change our former policy will be used (see below)

Former Policy:

Bookbags, backpacks, purses, duffel bags, synch sacs, etc. are not permitted inside classrooms. Students may bring these items to and from school but they must be placed in the student's locker during the school day. Bags are not to be carried in the halls or to and from classes during the school day. Students are permitted to carry a form fitting case for their electronic device (laptop, iPad, etc.) or a small case/bag for medical items (epi-pens, diabetic supplies, etc.) with administrative approval. Students in violation of this policy will be subject to disciplinary consequences.

CELL PHONES

It is a violation of school policy for a student to use a cellular phone during school hours. Cell phones and other electronic devices may be used in the classroom, only with the permission of the teacher and under the direct guidance of the teacher as it pertains to the lesson being taught. The unauthorized use of a cell phone or any other electronic device to film, record, take pictures, etc. of any student or staff member is prohibited. **Use of any electronic device in locker rooms or changing areas is strictly prohibited.** Possessing, taking, disseminating, transferring or sharing nude, obscene, pornographic, lewd or otherwise illegal images, whether by electronic data transfers or otherwise, (texting, sexting, emailing, etc.) is prohibited and may constitute a crime under state and/or federal law. Any student found guilty of such an offense will be subject to disciplinary consequences under this Code of Conduct and will be reported to the appropriate law enforcement agency. Students are not permitted to access or communicate via social networking sites (Facebook, Twitter, etc.) at any time during the school day. Unauthorized and/or inappropriate use of a cell phone or any other electronic device will result in confiscation by staff and will result in the consequences listed below. Failure to turn over a device when asked by a staff member will be considered insubordination.

First offense: phone is confiscated by staff member, **phones will be returned to students after school hours on the day confiscated.**

Second offense: phone is confiscated by a staff member, **phone will only be returned to a parent, parents must come into the school to retrieve the phone.**

Third offense: **phone must be dropped off upon arrival at school in the office for 5 school days. Student is allowed to retrieve phone at the end of each day.** Continued offenses will result in progressive discipline.

CHEATING/PLAGIARISM

Cheating/plagiarism in the learning environment means taking or helping someone to take unearned credit for school work. Examples of cheating/plagiarism include but not limited to:

- Copying another student's answers or work.
- Accessing or entering information under another student's account.
- Using unauthorized notes on tests and/or quizzes.
- Submitting work done by another as your own.
- Doing assignments for someone else.
- Giving answers to someone else.
- Changing answers after test and/or quiz review.
- Using another person's hard drive, USB port, or other media device without the approval of the instructor.
- Gaining an unfair advantage by looking at another student's test/quiz or soliciting help during a test/quiz

Cheating/Plagiarism is dishonest. Receiving credit dishonestly is unfair to the majority of students who earn their grades. Consequences for cheating/plagiarism on any work will be as follows:

- First occurrence in any class: Zero credit for the work, principal and parents notified.
- Second occurrence in any class: Zero credit for the work, principal and parents notified, up to a three (3)-day suspension.
- Third occurrence in any class: Zero credit for the work, principal and parents notified, up to a five (5)-day suspension.

Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement including Internet sources. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

CRIMINAL ACTS

The following activities are among those defined as criminal under the laws of the State of Michigan. Commission of these acts in relation to the school operation, as well as other acts listed under the Michigan Criminal Code; will result in an immediate 10 day suspension and referral to the Board of Education for expulsion.

- Arson – The intentional setting of fire.
- Assault – Physical threats of violence to persons.
- Explosives (Possession or use of) – Explosives are not permitted on school property or at school-sponsored events.
- Extortion, Blackmail or Coercion – Obtaining money or property by violence or threat of violence or causing someone to do something by force or threat of force.
- Felony – Any student convicted of a crime which statute provides greater punishment than for a misdemeanor, in relation to the school operation, will be referred for expulsion.
- Firearms – Possession of firearms on school property is prohibited. (Exception: carried by law enforcement officials.)
- Offensive weapons – Knives, martial arts paraphernalia, nunchucks, as determined by state law, are not allowed at school or at school-sponsored events.
- Robbery – Stealing from an individual by force or threat of force.
- Sale, Use or Possession of Alcoholic Beverages or Illegal Drugs – The school official in charge will immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian.
- Unlawful Interference with School Authorities – Interfering with administrators, teachers, or other school employees by force or violence.

DISPLAYS OF AFFECTION

Student demonstrations of affection towards each other are personal and not meant for public display. This includes kissing, touching, petting, suggestively dancing or any other contact that may be considered sexual in nature during the school day or any school related function. Such behavior may result in suspension from school.

DISRUPTIVE CONDUCT

Conduct that materially and substantially interferes with the educational process is prohibited. A suspension of up to ten (10) days could occur.

DRESS CODE - Students must be neat and clean at all times. Their dress and appearance must not present health and safety problems or cause disruption to the learning environment of the school. Students' dress that is determined to be disruptive or distracting is considered inappropriate. Inappropriate dress will include but will not be limited to the following conditions:

- Suggestive or double-meaning clothing at school and school related functions.
- Undergarments, with the exception of the shoulder straps, should be covered.
- Shorts and skirts should cover to mid-thigh, free of rips in the upper thigh.
- Shirt bottoms should come to the lowest rib or longer and should cover the chest and back.
- Leggings, jeggings, yoga pants, tights, etc. are permitted to be worn during the regular school day but be free of rips/tears above mid-thigh.

FALSE ALARMS

Students who accidentally trip a fire alarm should report immediately to a teacher or the building principal. Students found guilty of deliberately sending a false alarm are subject to arrest by the fire marshal plus a five (5) day suspension from school for the first occurrence. A second occurrence will result in a ten (10) day suspension and a recommendation to the Board of Education for expulsion of the student.

FIGHTING

Fighting on school property or during a school-sponsored activity is prohibited. Fighting is defined as uninvited, unfriendly physical contact.

- First occurrence: Students may be suspended from one (1) to five (5) days depending on the circumstances, severity of the fight, involvement, and previously recorded handbook violations.
- Second occurrence: The student may be suspended for up to ten (10) days and a recommendation may be sent to the Board of Education asking for the student's expulsion from school.
- Any student that uses an electronic device to record a fight can be subject to the same disciplinary action as students involved in the altercation. Publishing a fight to others may constitute a more severe penalty.

FIREWORKS

Fireworks or smoke bombs are not to be possessed on school property or any school related activity. Students found possessing or using fireworks on school property will face suspension and referral to the Marshall Police Department.

HARASSMENT/BULLYING

We recognize that the causes of harassment/bullying are varied. Home and/or environment, individual temperament, and social context are factors that contribute to harassment/bullying. Harassment will not be tolerated.

“Bullying” is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual or group). Bullying occurs when there is an imbalance of power and control; a more dominant student, or a group of students, repeatedly focuses on another individual and uses negative and hurtful words or actions intentionally to exclude the “victim” from engaging with others or accessing resources or activities available to all or to limit a student's ability to function normally in the learning environment.

Bullying is **NOT** when two or more students of equal power have disagreements or treat each other poorly based on a single incident or circumstance. Conflicts between peers occur regularly as students develop appropriate ways to communicate and learn to problem-solve. A disagreement, even when stated in an inappropriate and aggressive manner, is not bullying.

Again:

- Bullying is intentionally hurtful and malicious.
- Repeatedly directed at a student over time.
- Perpetrated by another student or group of students that have an imbalance of power or dominance over the “victim.”

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **Physical** – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- **Verbal** – taunting, malicious teasing, insulting, name calling, making threats.
- **Psychological** – Spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Prohibited bullying may also involve the use of information and communication technologies such as e-mail, cell phone, and text messages, instant messaging, defamatory personal web sites, and defamatory online polling web sites, to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others.

“**Harassment**” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

HEADWEAR

Headwear that covers the entire head is not to be worn in the building unless approved by Middle School Administration. Hats and hoods should be removed upon entering the school building.

INSUBORDINATION

Insubordination is defined as a student’s failure to take direction from school personnel when the given instruction is reasonable and/or complies with school policy. See examples below.

- Failure of the student to report to the office immediately when asked to do so by school personnel.
- Failure of the student to accurately identify himself/herself when asked to do so by school personnel at school or at school-sponsored events.
- Failure of the student to accept comments and direction as set forth by board policy from any school employee. A student may question but will never resort to profanity to make a point.

Students who are insubordinate will face in-school or progressive suspension.

LARCENY-THEFT

A student who steals from another person or from the school or who has stolen goods on his/her person or in his/her locker, may be suspended and restitution must be made.

- First offense: 1-5 day suspension and restitution made by either returning stolen items/money or restitution equivalent to the value of the items stolen, possible police contact made.
- Second offense: up to a 10 day suspension, recommendation to Board of Education for expulsion, police contact, and restitution made as stated above.

LUNCH PERIOD

The Middle School lunch period is 30 minutes long. In order to rotate students through the lunch line/cafeteria, ½ of the students are outside for recess for the first ½ of lunch and the other ½ is eating. The groups switch at the half-way point.

PLAY FIGHTING/ HORSE PLAY

Marshall Middle School students are not permitted to hit, push, slap, ect. in a playful manner. This oftentimes leads to one of the parties involved becoming agitated.

- 1st offense: student receives a formal write up, parent and administration are notified
- 2nd offense: student receives 2nd formal write up, parent and administration are notified, 1 hour after school detention.
- 3rd offense: student receives 3rd formal write up, parent and administration are notified, 1 day OSS or parent attends school with student for the day. Parent meeting at end of day.
- 4th offense: student receives 4th formal write up, parent and administration are notified, 3 days OSS

POSTERS

Posters or signs in hallways and lockers other than those supporting student groups must be approved by the Principal. Any posters or signs placed by students without prior authorization will be taken down immediately.

RESTORATIVE JUSTICE

Marshall Middle School will consider the use of restorative justice whenever appropriate. Restorative practices are defined as “practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct.”

SCHOOL BUS RULES AND REGULATIONS

1. Marshall Public Schools in compliance with the Safety Rules will set bus stops and regulations established by the Michigan Department of Education and the Marshall Public Schools. The following general guidelines will be followed:
 - Behavior at the bus stop will be treated the same as if on the bus or at school.
 - Bus stops generally will be established for students living in excess of one and one-half miles from their neighborhood school.
 - Walking distance to a bus stop shall be up to one mile for Middle School and High School students and one-half mile for elementary students.
 - There will be no more than four bus stops scheduled in any one mile and generally less than four.
 - Kindergarten students who are eligible for bus service shall be picked up and dropped off at home when possible and legal.
2. Bus stops and routes are subject to change when conditions warrant.
3. All bus passengers riding any bus to and from Marshall schools or any school activity must abide by the rules, regulations and laws set forth by the State of Michigan and the Marshall Public Schools.
4. The parents or legal guardian are responsible for getting the students to and from the bus stop in a safe manner and for their conduct while at the bus stop.
5. School buses will not be scheduled to travel or stop on private roads.
6. Marshall Public Schools does not have to furnish bus transportation to any student. It is a privilege to ride the school bus. Students do not have to ride the bus on any given day (due to fog, snow, ice, etc.) but, if school is in session, it is up to the parent or guardian to get them to school.
7. Pick up and drop off at a student’s baby-sitter’s house will only be made when the residence is on a regularly scheduled bus route and when possible within the school’s guidelines.
8. A shuttle bus to the Middle School will be scheduled for Middle School students who live south of a line from the east city limits along Spruce Street; west to Sycamore Street; north to West Michigan Avenue; and west to West Drive. Students who qualify for the shuttle bus must obtain a shuttle pass from the school bus garage through the Middle School attendance office. All regular school bus rules apply to the shuttle bus route. Shuttle bus stops are located at the old Calhoun County Courthouse parking lot and at the B. E. Henry Building.
9. Any vandalism to the bus such as cutting seats, etc. could result in criminal charges. Malicious destruction of seats will lead to an automatic suspension from riding the bus until such time as a one hundred twenty-five (\$125.00) fine is paid for the new seat cover.

10. There is an automatic suspension from riding the bus for fighting, tobacco use (smoking, chewing, vaping, etc.), and the throwing of any item from inside the bus. The suspension will be up to five days.
11. Bus students are to be standing at their bus stop waiting for the bus if they are riding. Please allow five minutes either way of your scheduled time for the bus to arrive.

The following are the rules and regulations for Marshall Public Schools:

- Students shall comply promptly with suggestions of bus drivers.
- When necessary, students will sit three in a seat.
- Students shall wait until the bus has come to a complete stop before attempting to enter or leave the school bus.
- Students shall not board the bus until the driver is in the bus, and then shall enter in an orderly fashion. Students shall cross the road in front of the bus – never behind the bus.
- Students shall keep hands, arms, head, and feet inside the bus at all times.
- Students shall avoid loud, boisterous or profane language and indecent conduct of any kind.
- Students shall not eat or drink on the bus. Glass items of any kind are prohibited.
- Students shall not be destructive.
- Students must stay in their seats.
- The bus driver is authorized to assign seats, and to change them at any given time.
 - Student conduct shall be the same as it would be in a classroom.
 - All rules applying to students while at school or a school-sponsored activity (i.e. use/possession of tobacco, vaping products, fighting, possession of weapons, damage of property, etc.) are in effect while on a school bus.
 - Persons other than regular student riders or district employees are not allowed on a bus without prior permission from the transportation office.
 - Failure to obey any of the above regulations may result in suspension of the student's bus riding privileges.
 - Each Marshall Public School bus is equipped with audio-video surveillance equipment to insure the safety of passengers and the driver. These tapes may be used to verify students demonstrating unsafe behavior, vandalism, or violation of school bus rules.
 - Middle School and High School students will only be allowed to ride the late bus home when they have been working with school staff. Under no circumstance will students be allowed to ride the late bus without a pass from a teacher or the office.

SEXUAL HARASSMENT

DEFINITION: Sexual Harassment is making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, and otherwise creating an intimidating, hostile, or offensive educational learning environment.

Sexual harassment of students by other students or by employees of the Marshall School District is unlawful under both Michigan and federal law and is contrary to the commitment of this district to provide a stable learning environment. Marshall Public Schools will not tolerate any sexual harassment of students. It is the policy of this school district that all contact between students, teachers, other adult employees of this district, and persons engaged as volunteers or contractors for the district be in keeping with respect for the individual student, be of a nature which does not make the student feel uncomfortable, and be conducive to creating a stable learning environment.

If a student has concerns about the nature of any conduct or physical contact by an adult employee of this district or by another student, the student should immediately report this concern to the student's principal or counselor, as well as discussing this concern with the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if a student, or termination from employment if an employee.

The right to confidentiality, both of the complainant and of the accused will be respected consistent with the district's legal obligations and the necessity to investigate allegations of misconduct. It should be understood that the district is required by law to report suspected cases of child abuse to the Department of Social Services.

SKATEBOARDS/ROLLERBLADES

Because of Marshall Public Schools' concern about the safety and welfare of students on school grounds, skateboarding/rollerblading will not be allowed.

STUDENT DISCIPLINE MATRIX

Misconduct

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Disrespectful Behavior	Exhibiting lack of respect; rude and discourteous behavior.	Warning	1 hour of ISS	1 day ISS	Progressive Discipline
Failure to follow teacher directive	A student does not comply with a teacher's request or direction.	Warning	1 hour of ISS	1 day ISS	Progressive Discipline
Failure to identify self	Refusal to state one's name when requested by an adult or stating a false identification.	Warning	1 hour of ISS	1 day ISS	Progressive Discipline
Profanity	Use of offensive language, obscenities or racial slurs.	Warning	1 hour of ISS	1 day ISS	Progressive Discipline
Unsafe behavior	Any behavior that could intentionally or unintentionally harm someone.	Warning	1 hour of ISS	1 day ISS	Progressive Discipline
Harassment	Behavior that is unwelcome and personally offensive, which fails to respect the rights of others.	Warning	1 hour of ISS	1 day ISS	Progressive Discipline

Procedural Misconduct

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
False notes/calls	Related to excusing an absence or tardy. This also refers to any type of parent note requiring a signature.	1 day of ISS	O.S.S.	O.S.S. or meeting with parent.	Progressive Discipline
Hall pass violation	Student in the hallway without a hall pass.	Warning	Progressive Discipline	Progressive Discipline	Progressive Discipline
Public display of affection	Inappropriate kissing or extreme physical contact.	Warning	1 hour of ISS	1 day ISS	Progressive Discipline
Skipping class	Not attending class without permission from the teacher or office. Leaving class once it has begun, without permission.	1 hr. ISS	Progressive Discipline	Progressive Discipline	Progressive discipline/ Behavior contract
Tardiness	A student not in the room ready to begin when the class is scheduled to start.	Teacher Warning	Teacher Warning & Parent Contact	1 hour of ISS OR lunch detention	Progressive discipline
Cell Phones	Cell phones must be unused, unseen & unheard by staff during school hours.	Taken & given back at the end of the day.	Parent must pick up phone.	Student must leave phone in office during school hrs for 1 week.	Progressive discipline to include a minimum of 1 day ISS.
Dress code violation	Students must follow dress code as defined in student handbook.	Warning and change into appropriate clothing.	Change clothes & 1 hour of ISS.	Change clothes & 1 day ISS	Parent Meeting and progressive discipline.

Gross Misconduct

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Bullying *	Verbal Assault	1 day ISS	Progressive Discipline	Progressive Discipline	Progressive discipline
	Physical Assault	5-10 days OSS	10 - 180 days OSS		
Insubordination	Refusal to follow directions from MMS Staff.	ISS/OSS	Progressive Discipline	Progressive Discipline	Progressive Discipline
Gross Disrespect	Repeated violations of a code of conduct, excessive referrals, or severely rude or offensive behavior.	ISS/OSS	Progressive Discipline	Progressive Discipline	3 days OSS + probationary contract, meeting with parent.
Fighting	Any student who has an opportunity to walk away from a potential fight and chooses to participate.	1-5 days OSS	5-10 days OSS	10-180 days OSS	Expulsion of student

*** Involves making intimidating or threatening verbal insults against another person, attacking a student who does not wish to become involved in combat or is unable to defend him or herself.**

****Students with an IEP will be evaluated on a case by case basis.**

SUBSTANCE ABUSE

The use, under the influence, sale, or possession of alcohol/narcotics on or before the following school activities is prohibited:

1. School day in buildings
2. While on school grounds
3. During school sponsored activities

SUBSTANCE USE/POSSESSION

- First occurrence: Parents or guardian and police will be notified via phone and in writing. Students who are in violation of this rule will be suspended a mandatory five (5) days out of school **and referred to substance abuse counselor.**
- Second occurrence: Parents or guardian and police will be notified via phone and in writing. The student will be suspended for ten (10) days and may result in action of the Board of Education on an expulsion hearing.

SUBSTANCE DISTRIBUTION AND/OR SELLING

Students who distribute and/or sell any alcohol, drugs (prescription or non prescription), or controlled substances during the time stated above will be subject to an immediate 10 day suspension and potential referral to the Board of Education for expulsion. The police will be notified.

Look alike and uncontrolled substances, including non-alcoholic beer, possessed, used or sold on school property or at a school sponsored event are in violation of school policy. Over the counter remedies such as NyQuil must be delivered to the attendance office or to the school nurse accompanied by a note from the parent or guardian giving permission and directions to administer. Drug paraphernalia found in a student's possession (including locker) will be confiscated by a school official. Parents will be notified and the items will be turned over to the police. The student may face suspension.

TOBACCO/VAPE USE

The use or possession of tobacco products or paraphernalia such as vape products, lighters, matches, etc. on school property or at school sponsored activities is prohibited. The use and / or possession of tobacco will result in the following consequences:

- First occurrence: The student will be given a three (3) day Out-Of-School Suspension.
- Second occurrence: A five (5) day out-of-school suspension will be given. All continued violations are covered under the Progressive Suspension Policy.
- Police will be notified

TRESPASSING/LOITERING – This is defined as being present in an unauthorized place or refusing to leave when ordered to do so. Students will be subject to suspension. (See Marshall City Ordinance No. 133.03 and 134.01)

VANDALISM

Vandalism is defined as the willful or malicious destruction or defacement of public or private property. Any student found guilty of vandalizing school property, the property of any school employee, or the property of another student will result in the following punishment.

- First occurrence: Notification of police and parents or guardian via phone and in writing. The student will be suspended for one to five (1-5) days depending on the severity of the vandalism.
- Second occurrence: Notification of police and parent or guardian via phone and in writing. Student suspended for ten (10) days pending board action on an expulsion recommendation.
- Restitution will be sought in all instances.

VISITORS (Student)

Students will not be allowed to bring visitors to their classes unless approved by administration.

WEAPONS (WEAPON FREE SCHOOL)

The Marshall Public School District has been designated as a "Weapon Free School Zone."

The Board of Education of Marshall Public Schools, as mandated by state and federal laws, has instructed building level principals to issue the following information to all parents and guardians of school-age students.

The Board of Education of Marshall Public Schools (or the Superintendent, a Principal, or other District official as may be designated by the Board) shall expel a pupil from attending school in the School District for a minimum of one (1) full year if the pupil possesses a weapon* in a weapon-free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- The object or instrument possessed by the pupil 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 pupil.
- The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or police authorities.

“Weapon” or “dangerous weapon” includes but are not limited to: a firearm: gun/revolver, air soft gun/rifle; pistol; dagger, dirk; stiletto; knife, pocket knife opened by a mechanical device; or objects possessed that could cause bodily harm. Examples: steel spheres, clubs, chains, iron bars, brass knuckles, etc. Furthermore, “firearm” means (A) a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including explosives, incendiaries, poison gas, or any weapon which will or may readily be converted to expel a projectile by the action of an explosive or other propellant. For the purposes of application and enforcement of this policy, a BB gun is considered to be a “Firearm”. Additionally, if an appeal is desired, forms for a petition for reinstatement will be available in the Marshall Public Schools Administrative Offices.

DISCIPLINE CODE

A committee of students, teachers, administrators, parents, and a school board representative wrote the following disciplinary code. It was adopted by the board of education as a policy of the Marshall School District.

COOPERATING WITH LAW ENFORCEMENT OFFICIALS

It shall be the policy of the Marshall School District that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district’s administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

There may be an employee/police officer on-site during different periods of the school day. This person’s duties will include:

- Checking for improperly parked cars and authorizing removal of improperly parked cars at the owner’s expense.
- Checking passes of students leaving school.
- Enforcement of handbook policies as they relate to student behavior on school property.
- Aiding the principals when asked in search and seizure activities of a student’s person or personal property.

DUE PROCESS An individual’s right to due process is protected by law. If a concern should arise in regard to a certain discipline action taken by the school, the individual is afforded an opportunity to have this discipline action reviewed in light of due process.

U.S. Supreme Court has ruled that a student’s due process rights are met if:

- The student was told of the charges against him/her;
- The student had the opportunity to respond to the charges; and
- The disciplinary action is based on the appropriateness of the sanction imposed by a discipline authority.

An appeal hearing is granted only if a student/parent/guardian believes the disciplinary action taken was inconsistent with what is expressed in this handbook. Appeals are heard when there is a disagreement concerning the correct application of rules and regulations set forth in this handbook. The judgment of a teacher or administrator regarding whether a student did or did not commit the action in question is not subject to appeal. The right to appeal should follow the appropriate chain of command beginning with the teacher, assistant principal, principal and finally the superintendent.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers and student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities may conduct periodic general inspection of lockers and desks for any reason, at any time, without notice, without student consent and without a search warrant.

Students are permitted to park on school premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If a properly conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities for ultimate disposition.

REMAINING AFTER SCHOOL

Students remaining after school for extracurricular, sports, or otherwise are to be under the direct supervision of an adult or they are to be in an area designated by administration. Violation of this policy could result in disciplinary action.

Any teacher or school official has the right to detain a student after the regular school day for disciplinary purposes. Students that fail to stay after school when directed to do so by the classroom teacher will face disciplinary action. Detention after school may be delayed to allow the student to make arrangements for fulfilling the detention assignment.

SUSPENSIONS

Suspension is the exclusion of a student from a class or classes for a period of from one (1) to ten (10) days for a violation of the rules contained in this handbook. A school administrator will take action utilizing the Suspension Procedure.

School administrators are authorized by the Board of Education to suspend a student for committing a violation of the student handbook. However, suspensions and expulsions for longer than ten (10) student attendance days may be imposed only by action of the Board of Education.

In recognition of the negative impact on a student's education, we view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort; except where these disciplines are required by law (Policy 5610.01). We will utilize restorative practices in addition to, or as an alternative to, suspension or expulsion which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that are initiated by the victim, are approved by the victim's parent or legal guardian (or if the victim is at least fifteen 15, by the victim), are attended voluntarily by the victim and supporters of the victim and offender, and would provide an opportunity for the offender to accept personal responsibility

for the harm caused to those affected and to participate in the setting of consequences to repair the harm. The selected consequences and time limits for their completion will be incorporated into an agreement signed by all conference participants.

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the ability of other students to learn.

- Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who orders the suspension.
- Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes in the school building for the balance of that school day (unless the suspension is extended for a longer period of time by a building administrator).
 - Any student suspended from the same class, subject, or activity for ten accumulative or consecutive school days during the school year shall be given a formal procedural Board hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspension of ten days or more.

SUSPENSION PROCEDURES

Suspension days and classroom dismissals will be counted as "non-chargeable" absences. An exception to this policy is the Calhoun Area Career Center. The CACC provides an extension to the Marshall Middle School curriculum. The policies established in the CACC handbook apply when a Marshall Middle School Student is in attendance at the CACC facility. Suspended students will be expected to make up all work missed. For make-up work procedures see item 6.

The following procedural guidelines will govern the suspension process:

1. The student shall be informed of the specific charges that could be the basis for disciplinary action to be taken.
2. The student will have the right to present the school administrator with any relevant information which will support the student's defense.
3. If the student is suspended by the school administrator, the administrator will:
 - The parents/guardians will be notified (as soon as possible) of the suspension, in writing and if possible orally. The reasons for the suspension and the steps necessary to effect the student's return shall be given to the parents/guardians, student, and teachers.
 - Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parent or guardian is in disagreement with the disciplinary action, see the due process section of this handbook for appeal process.
5. All correspondence regarding out of school suspension will be sent to the parent or guardian by certified mail.
6. Homework will be provided and credit will be given for all work if it is turned in within two (2) days of the student's return to class. Homework assignments may be obtained by calling the attendance office. Teachers will be given twenty-four (24) hours to prepare the assignments after which a parent may pick up the assignments at the attendance office between the hours of 7:30a.m. and 3:00p.m. When necessary, suspended students who have made prior arrangements may pick up their assignments.
7. Suspensions that are not of mandated length may be progressive per similar occurrence, up to and including expulsion.
8. Suspensions are accumulated on a per year basis
9. Students on out-of-school suspension are ineligible to participate or attend any extracurricular activities during the suspension.

10. Suspensions interrupted by snow days, vacations, breaks in school calendar, excused or unexcused absences, bereavement, etc. do not count as days served.

IN-SCHOOL SUSPENSION REGULATIONS

In-school suspension is an alternative to out-of-school suspension. Students in violation of major handbook rules will not be offered ISS as an alternative to suspension. Major handbook rules are designated as criminal acts, fighting, substance abuse/possession, pulling false alarms and vandalism.

The In-School Suspension classroom rules are as follows:

- Students will report to In-School Suspension at the start of the school day and will not be dismissed until the official end of the school day.
- Students must be working at all times on assigned work. A student may read a book or magazine only after all teacher assigned work is completed and handed in to the ISS Supervisor.
- Students must bring all needed books and materials in the morning.
- Students must stay in their assigned seats.
- Students may only talk if given permission by the ISS Supervisor.
- Students will be allowed no visitors while in ISS.
- Students who do not have teacher-assigned work to do may be assigned work by the ISS Supervisor. This work must be completed and turned into the ISS Supervisor by the end of the school day.
- Students will have an opportunity to purchase lunch in the cafeteria.
- Students are not permitted to sleep.
- Students are not permitted to use individual listening or viewing devices unless they are needed to complete teacher assigned work.
- Students are not allowed to eat or drink except during the designated lunch period.
- Students are not permitted to leave the room without permission from the ISS Supervisor.
- Students who are given a discipline referral for violating any of the above rules will be given an out of school suspension for the remainder of the day. Students will then be required to return to ISS (upon their first day back at school) to serve a full day of ISS for the day they were suspended. No time in the ISS room is counted on a day the student is given out of school suspension for violating the rules of the ISS room.

In order to be released from In School Suspension three (3) criteria must be met. These include:

1. Serve the amount of time assigned to the ISS room (out of school suspension time does not count toward time assigned to ISS).
2. Complete all work assigned by the classroom teachers and hand it in to the ISS Supervisor at the end of the school day and / or have remained on task all day.
3. Follow all of the ISS classroom rules and complete the ISS curriculum.

EXPULSIONS

Expulsion -- The exclusion of a student from classes for the balance of a semester, a school year, or permanently for violation of the rules contained in this handbook rests solely with the Board of Education. Recommendations for expulsion will follow the expulsion procedures:

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian. Included within the notice shall be a statement of the time and place for the hearing and that time shall be reasonable for all parties involved.
2. It is recommended that a parent or guardian be present for the expulsion hearing.

3. The student, parent or guardian may be represented by legal counsel.
4. The student shall be given an opportunity to present evidence. The student should be allowed to offer the testimony of other witnesses who may present evidence.
5. The student shall be allowed to observe all evidence produced. In addition, the student shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely on the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion.
9. The findings of the hearing authority shall be put in writing and sent to the student and the student's parent/guardian.
10. The student and parents/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.
11. All correspondence regarding expulsion will be sent to the parent or guardian by certified mail.
12. Expelled students shall not participate or attend MMS extracurricular activities on campus or away from campus where MMS teams/students are participating.

DISCLAIMER School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.