

# FAMILY HANDBOOK

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2024-2025

Marshall School

**Marshall School Song**  
(Notre Dame Fight Song)

Cheer, cheer, we'll raise up the cry.  
Stand up for Marshall  
Show off our pride.  
Send a rousing cheer on high  
Shake down the thunder from the sky.  
What though the odds be great or small  
The Marshall School will win over all  
While her loyal fans are shouting,  
Shouting for victory.  
(repeat)  
T-O-P-P-E-R-S  
FIGHT TEAM FIGHT  
ALL RIGHT!!

**Marshall School**  
1215 Rice Lake Road  
Duluth, MN 55811  
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[www.marshallschool.org](http://www.marshallschool.org)

*The policies and regulations described in this handbook will apply to this academic year,  
and will govern the administration of attendance, academics, athletics and discipline.*

**MARSHALL SCHOOL OFFICES and STAFF**

All offices can be reached through the reception desk by calling 218.727.7266.

**Head of School Office**

Anthony Pisapia ..... Head of School  
Rosemary Milczark..... Executive Assistant to the Head of School

**Main Office**

Karen Snyder .....Associate Head of School/Middle School Principal  
Heather Fishel..... Upper School Principal  
Matt Whittaker..... Forest School Principal  
Julie LaFond ..... Registrar/Student Services Coordinator  
Crystal Westberg..... Athletics and Development Assistant

**Admissions/Main Office**

Derek Perkins..... Director of Enrollment  
Jeana Marshak..... Associate Enrollment Director

**Counseling**

Katie Voller-Berdan .....Director of College Counseling  
Darcy McAuliffe ..... College Counseling Coordinator  
Jessica Saxton..... Upper School Counselor  
Mark Rowekamp..... K-12 Counselor

**Athletics**

Kevin Snyder..... Athletic Director

**International Programs**

Bettina Keppers.....Director of Residential Life

**Technology/Library**

Tony Lockhart ..... Director of Technology  
Ben Gagne ..... Technology Specialist  
Amanda Houle..... Librarian

**External Relations**

Jennifer Berry ..... Director of Advancement  
Jess Chenevert..... Special Events & Alumni Manager  
Kelly Schamberger..... Marketing & Communications Manager  
Kim Kosmatka ..... Social Media & Visual Content Specialist

**Business Office**

Missy Herold ..... Chief Financial Officer  
Dasia Kuehl ..... Accountant  
Holly Mattinen..... Payroll/Human Resources

**Health Center**

Paige Dougherty ..... School Nurse

**Food Services**

Adam Wooster..... Food Service Manager

**Operations**

Doug Wolff .....Facilities Manager

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Revised on 9/10/2024

## MISSION STATEMENT

*Inspiring lifelong learners to embrace challenge and create positive change.*

## CORE VALUES

### *Strong Academic Habits*

Marshall is dedicated to teaching academic habits which will sustain lifelong learning in students. Learning how to learn - whether it be taking notes, studying, or writing - prepares students for success in college and in life. Our teachers nurture confident and critical thinkers who have mastered academic skills and competencies across a variety of disciplines.

### *Respect*

Marshall offers a safe and inclusive school community where individuals are expected to respect themselves, each other, and their environment. Through personal relationships with diverse groups and individuals, students learn to understand themselves and others and work effectively as part of a team.

### *Compassion*

Marshall believes that the development of compassion - and the desire to make a positive difference in the lives of others - is essential to being a productive member of a community. Through the study of multiple viewpoints and the act of service, students develop empathy for those around them.

### *Integrity*

Marshall encourages all members of its community to hold themselves to the highest code of conduct. Led by a commitment to the common good, we strive to do what is right - even when nobody is looking.

### *Self-Discipline*

Hard work and self-discipline are essential components for success. Marshall challenges students to develop a strong work ethic and the internal motivation to persevere through times of challenge.

### *Intellectual Curiosity*

Marshall encourages students' natural inquisitiveness and wonder about the world. Asking questions and taking risks is as important as searching for the right answer. With the desire and courage to move confidently into the future, students can adapt to an ever-changing future in pursuit of their dreams.

## STATEMENT OF COMMUNITY

*The Marshall School community shares responsibility for the safety, inclusion, and well-being of all members. We nurture and protect an environment that is accepting and empowering of individual voices, life experiences, and perspectives. We commit to learning and growing through our daily actions and interactions. We seek always to value, respect, and uplift those around us.*

## PORTRAIT OF A HILLTOPPER

These outcomes form the foundational expectations that Marshall expects for all students. They are intended to be appropriately embedded in the teaching and learning experiences at all levels.

*Marshall graduates will be ...*

### *Effective Communicators*

- Students develop effective writing strategies, focused speaking techniques and active listening through curricular and extra-curricular activities.
- Multiple opportunities to interact with people representing ideologies other than their own make graduates open to and appreciative of other points of view.
- The comprehensive program of academic and social opportunities at Marshall places a strong emphasis on developing strong interpersonal skills.
- Experience with and instruction in a variety of technologies make students proficient in communicating via current and emerging technologies.

### *Critical Thinkers and Problem Solvers*

- Students recognize and adapt to different thinking styles.
- Students learn to systematically analyze problems.
- Students are able to present ideas clearly and concisely.
- Students transform personal creativity into practical solutions.

### *Engaged and Ethical Citizens*

- International classmates, opportunities for study abroad, a curriculum which emphasizes global awareness all make graduates uniquely equipped to live in and understand today's world.
- The Marshall community has well-articulated expectations regarding personal integrity and self-discipline.
- Students understand their responsibilities as caretakers on individual, community, and global levels.
- Personal and global events are noted and discussed - in good *and* bad times- instilling in students an understanding of the situations of others.
- Opportunities to take initiative and expectations to meet obligations help students internalize a sense of personal responsibility.

### *Curious and Creative*

- Students are encouraged through a philosophy of participation. They learn to set goals as a team and to maximize the special skills of each team member.
- Students are free to develop their own personal interests within a community which places value on self-expression and participation. Students are encouraged to step outside their personal comfort zones - to try a new class, club, or activity.
- Students and their families promote a culture and appreciation of study and learning. The Marshall School community - families and students - strongly support and promote it.

### *Balanced and Resilient*

- One-to-one and small-group encounters within the community offer students a variety of opportunities to practice and establish self-advocacy skills.
- Through a comprehensive program offering significant investigation, support, and opportunity, students enjoy a well-balanced experience at Marshall.
- Marshall students develop sound judgment skills by making choices, experimenting with new ideas or

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activities, discussing complex life topics, and experiencing success and failure - always within a safe and caring environment.

- Students are intentionally offered opportunities to learn about different religions and to reflect on their own beliefs.

### Accreditation and Memberships

Marshall is accredited by the Independent Schools Association of the Central States (ISACS). Marshall also holds memberships in the National Association of Independent Schools (NAIS), Minnesota Association of Independent Schools (MAIS), and Global Online Academy (GOA).

### Governance

Strategic planning, major policy decisions, financial oversight and facilities management of the school are entrusted to the Marshall Board of Trustees. Board members include community leaders, parents/guardians, alumni, and friends of the School.

### History

Marshall School was founded in 1904 by the Catholic Diocese of Duluth as Duluth Cathedral. Between 1904 and 1971, the School was dedicated to academic achievement, character development, community service and Judeo-Christian values. The School moved to its present campus in 1963 and became an independent, all-faith school in 1971 under the governance of a lay Board of Trustees. The "Cathedral" name was retained for fifteen years during which time students of all faiths were enrolled. In 1987, the School's name was changed to The Marshall School to highlight its independent status and to honor the Albert Morley Marshall family, whose vision and resources over three generations enhanced the quality of education and of life in Duluth. The purchase of the Marshall campus in December of 1995 fulfilled a 1971 vision that ensures the future of an independent college-preparatory school in Duluth.

### Communication

Communication among students, parents/guardians, teachers or advisors, and administrators is an essential ingredient in any healthy school community. While this handbook is intended as a general guide for a variety of routine school procedures and issues, it is by no means exhaustive. For that reason, and because schools and relationships are characterized by the complexities of human nature, development, and individuality, person-to-person communication is emphasized in all the work done at school.

When a question or concern arises, the School strongly encourages that the parties directly involved begin a conversation. Generally, it is helpful to begin with information gathering and sharing. Subsequent conversations can be used to generate solutions to problems or conflicts.

We offer the following suggestions for communicating openly and effectively:

- Initially, students and parents/guardians should address classroom or academic concerns to teachers. Similarly, we expect that teachers will engage students and parents/guardians in conversations about questions or concerns.

- Subsequently, students and parents/guardians may choose to bring questions or concerns to the attention of the Middle School or Upper School Principal. The administrator will address questions and concerns in order to clarify policy or facilitate more communication and solutions to problems.
- In some situations, further communication involving the Head of School will be appropriate in order to clarify policy or create a resolution to a difficult situation.

An open spirit of communication can create solutions for almost any scenario.

### Parent/Guardian Responsibility

Marshall School believes that positive parental involvement is essential to the fulfillment of the School's mission. However, while the School acknowledges parental responsibility and involvement, Marshall School reserves the right to deny student admission or discontinue enrollment in the event that a parent/guardian/family member exhibits behavior that is not supportive of the School's mission including discourteous, disruptive, hostile or divisive behaviors. The decision of Marshall School in these regards shall be final.

## DAILY POLICIES AND PROCEDURES

### School Hours and Office Hours

Forest School Day: 8:00 a.m. - 2:45 p.m.  
Middle School Day: 8:15 a.m. - 3:00 p.m.  
Upper School Day: 8:50 a.m. - 3:00 p.m.  
After School Program: 2:45 p.m. - 5:00 p.m.  
Office Hours: 7:00 a.m. - 4:00 p.m.  
Summer/Break Office Hours: 8:30 a.m. - 3:30 p.m.

### Building Access

For school safety and security, all entrances are secured after 8:15 a.m. and students and visitors must be buzzed in by Main Office staff. Student visitors are not allowed during the school day unless they are participating in the enrollment process.

*Forest School* drop off is between 7:45 a.m. to 8:00 a.m. Students may not be dropped off before 7:45 a.m. The Forest School day ends at 2:45 p.m.

*Middle and Upper School* students may arrive at school beginning at 7:00 a.m. and enter at the Main Entrance. Students should report to the library from 7:00 - 7:30 a.m. The academic wings will open at 7:30 a.m. Students arriving after the start of school should sign in at the Main Office. The school day ends at 3:00 p.m.

All students in grades K-6 remaining on campus after 2:45 p.m. for Forest School students and after 3:15 p.m. for Middle School students must be supervised within the After School Program.

Students in grades 7-12 who will remain at school after 3:15 p.m. but who will not participate in athletics or other adult-supervised after school activities will be required to be in the front portion of the building.

### Attendance

Marshall seeks a partnership with students and their families to ensure attendance at school for a full day every day.

Attendance at school is essential for generating the greatest learning possible for all students and correlates directly with academic progress and achievement. The small size and multidimensional nature of Marshall classes means that every student's contributions are important for the entire class.

#### *Absence Notification*

Parents/guardians should notify the school by 9:00 a.m. about all student lateness, absences, and early departures by submitting a student absence report on the Veracross Parent Portal. If no reason for the absence is given, the absence is considered unexcused.

#### *Absences*

**Forest School** students who miss the whole day are considered absent.

**Middle and Upper School** students are expected to attend all scheduled classes and events during the school day unless there is a documented medical appointment, family emergency, or school-sanctioned activity.

Upon return from an absence, middle and upper school students have two days (48 hours) to make up work for each class missed. Students should refer to Schoology for information about what was missed in class and communicate directly with their teachers.

**In the Middle and Upper School**, seven (7) absences from any one class during a semester may result in a student being subject to pass/fail grading or lose credit for the class. Students who lose credit for a class will be withdrawn, and the student will receive either a WP (withdrawn passing) or WF (withdrawn failing) depending on their academic standing at the time of the withdrawal. School-sanctioned absences do not count toward this total.

#### *Planned Absences*

Scheduling family vacations or trips when school is in session is strongly discouraged. Such absences may have a negative impact on learning and academic progress, and teachers cannot be expected to provide extra instruction for topics covered during the absence. Students are expected to keep up with assigned work and submit it upon return. The two-day make-up rule does not apply to planned absences for middle and upper school students, and work must be submitted the day the student returns to school.

A maximum of two (2) days per school year may be considered school-sanctioned for college visits for upper school students who are in 11<sup>th</sup> or 12<sup>th</sup> grade.

#### *Unexcused Absences*

**In the Middle and Upper Schools**, unexcused absences will result in loss of privileges and/or detention for each class missed. Students in the upper school may lose academic credit in the class(es) missed.

#### *Tardiness*

**In the Forest School**, a student is considered tardy when they arrive at school after 8:00 a.m.

**In the Middle School**, students who are less than 20 minutes late to class or other school activity will be considered tardy. Signing in 20 or more minutes late will be considered an

absence. Excessive tardies (6+) will result in loss of privileges, detention, or community service.

**In the Upper School**, students signing in less than 20 minutes late to class or other school activity will be considered tardy. Arriving 20 or more minutes late will be considered an absence. A student who accumulates more than 5 tardies in a semester will be assigned to after school detention for each additional tardy.

#### *Athletics and Co-curricular Participation*

Students who miss any part of the school day (class or Crew) may not practice or participate in competitions or performances unless they have a documented medical appointment or family emergency. Students arriving at school late or leaving for a medical appointment should bring documentation to the main office in order to participate in that day's athletics or co-curricular activities.

Students who arrive back at school after 11:00 pm from a competition the night before must arrive at school by 9:10 am in order to participate in that day's athletics or co-curricular activities.

The Principal may make exceptions for certain school-related functions that present extenuating circumstances.

#### **Procedure for Arriving Late and Leaving Early**

If a student arrives late or needs to leave school during the day, the School requires prior notification from a parent or legal guardian. All students must sign in/out in the Main Office. Only the permission of a parent/guardian or administrator will be considered acceptable.

#### **Illness Policy**

**Students who are ill must stay home.** Students with a fever, diarrhea or vomiting must stay home until they are symptom free for at least 24 hours **without** medication. Families should contact their family's health care provider for evaluation and guidance.

#### **Special Enrollment Policy**

Special Enrollment Policy may be granted for students who have extenuating circumstances requiring leave from school. Conditions of the special enrollment, the terms of re-entry and progress towards anticipated graduation will be approved by and discussed with the division principal.

#### **Medical Leave Policy**

A student's mental or physical health may require an extended absence from school. Given the unique nature of prolonged absences, the school will coordinate plans with families individually. At the same time, the minimum guidelines will apply:

- The family will provide the school with recommended academic and attendance accommodations from the treating physician.
- During a leave of less than three weeks, a student is encouraged to complete as much work as possible during the leave. The school may determine accommodations in consultation with the physician's recommendations.
- During a leave of three weeks or more, the school will determine academic modifications, including pass/fail grading and schedule changes. An extended absence may affect progression to the following year's course.

- In all cases, the school reserves the right to determine the ability to support a student returning from medical leave.

### Concussion Policy

The purpose of the Concussion Policy is to ensure students who are suffering from a concussion receive the accommodations they need to be successful in the classroom during the healing process.

Procedures for students with diagnosed concussions:

- The family will provide the School with recommended academic and attendance accommodations from the treating physician.
- The division principal will review the accommodations with the student before resuming classes and will communicate the accommodations to parents/guardians and to the student's teachers.
- The counselor will meet with the student weekly until the student is symptom free.
- The School will consider academic modifications such as pass/fail grading or a change to the student's schedule if the student requires academic accommodations for longer than three weeks.
- A student may not participate in physical education classes, athletic practices or contests, or co-curricular activities until the student can attend classes and complete all academic work without accommodations, even if the treating physician lifts physical restrictions.
- The School recommends that the student's participation in physical activities outside of Marshall School be limited.
- The School requires a physician's clearance for reintegration into physical education classes, athletic practices and contests, and co-curricular activities.

### School Closings Due to Inclement Weather

If school has been canceled or the start time delayed due to bad weather, it will be shared with families via text, posted on the School website and Schoology, and announced on local media. When bad weather requires closing of the school prior to the end of the school day, the safety of students will be the highest priority in arranging transportation home. Families are asked to use their best judgment during bad weather conditions. If road conditions at the student's home prevent safe travel to school, families should keep their student home regardless of school being open for classes. Parents/guardians are expected to report student absences under these circumstances. Classes will resume according to the next scheduled day; the last day of the marking period would be the exception. Those classes would be held when school resumes.

Athletic practices, games, rehearsals, plays, and co-curricular activities will be canceled when school has been closed due to inclement weather.

### Marshall Upper School Open Campus

Open campus privileges are available to juniors and seniors for lunch, study halls, and free periods for students who have parent/guardian permission to leave campus. All students are expected to be on campus and in attendance during times when school-wide activities are scheduled, including Crew, assemblies, convocations, etc.

Campus will remain closed to all ninth and tenth graders throughout the school day. Juniors who do not leave campus during their study hall are required to attend their assigned study hall.

Open campus is a privilege, not a right. When a student signs out at the main office, they are expected to leave campus and are no longer under the supervision of the school. Students are expected to drive safely, abide by local laws, be good representatives of Marshall School in the community, and return to school on time. Students failing to do so may have this privilege revoked at any time.

### ACADEMIC LIFE

It is the goal of Marshall School that graduates will be effective communicators, critical thinkers, problem solvers, engaged and ethical citizens, curious, creative, balanced, and resilient. These qualities form the foundational expectations that Marshall expects from all students. They are intended to be appropriately embedded in the teaching and learning experiences at all levels.

Students are provided many opportunities for support during their time at Marshall School. This support is in place for the social, emotional, and academic well-being of students. Support is provided by numerous people in the Marshall community, including teachers, support staff, counselors, and/or administrators. Parents/guardians or students looking for support may contact any trusted adult in the Marshall community.

### Marshall Academic Commons (the MAC)

Marshall students are bright, inquisitive, and motivated, and Marshall School believes that providing resources for students to reach their greatest potential is its primary call to action. The Marshall Academic Commons is a resource for middle and upper school students that houses dedicated and trained learning specialists to help all students make progress on their individual learning journey. Whether a student finds a math problem challenging and wants further explanation, or desires to go beyond the ordinary classroom lesson to learn a new concept, the MAC provides students a place to grow as learners.

### Accommodations for Students

Marshall School follows the suggested guidelines outlined in the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The guidelines are provided to ensure that each student requesting accommodations is treated consistently and fairly.

- A qualified professional must perform a complete psycho-educational evaluation. The name, title, and evaluator's credentials should be included in the documentation.
- A complete psycho-educational evaluation includes a battery of assessments that help to determine the individual's intellectual ability, achievement levels in reading, mathematics, oral and written language, and informational processing skills. The purpose of the evaluation is to ascertain a student's learning style, strengths, weaknesses and needs.
- The report should include a summary of the student's diagnostic interview and specific recommendations.



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- A release must be signed authorizing the evaluator to communicate with school personnel on behalf of the student's educational needs.
- Marshall School offers a standard set of accommodations for students with diagnosed learning differences. In conjunction with a completed psycho-educational evaluation, the Middle School or Upper School Principal, counselor, and teachers will collaborate to identify alternative interventions or accommodations, as supported by test scores, recommendations for accommodations, and the diagnosis.
- For a social emotional diagnosis, such as Generalized Anxiety, a therapist must provide a written statement on a biennial basis that updates the student's diagnosis and confirms or modified previously recommended accommodations.
- The report needs to be current with updates every three years.
- The student's parents/guardians shall be involved in the evaluation process.

Official college examination entrance testing accommodations for students with school accommodations must be arranged with the Director of College Counseling by the month of May prior to the beginning of junior year.

- Psychoeducational testing should be completed by a licensed medical professional in the summer prior to 9<sup>th</sup> grade or up to 11<sup>th</sup> grade fall enrollment.
- Documentation must be updated three years prior to taking any of the aforementioned exams.
- Any type of accommodation given by Marshall School for school accommodation plans cannot be granted for the PSAT, SAT and/or ACT unless formally approved by the testing agencies.
- The application process requires submitting an application for accommodations, copies of medical professional's diagnosis, copies of psycho-educational testing results, and a copy of Marshall's accommodation plan for the student.
- Once the application is submitted, the process takes an average of six weeks for review and decision.

### Graduation Requirements

All students must successfully complete 5.5 credits yearly and a total of 22 credits in grades 9-12 in order to graduate. Classes that are not scheduled as part of a regular class period may not be counted as part of the 5.5 credits, with the exception of GOA courses. All courses required for graduation must be taken at Marshall School unless there are unavoidable reasons to do otherwise.

English	4
Social Studies	4 ½
World Language	2 (same language in Upper School)
Mathematics	3
Science	3
PE/Health	1
Fine Arts	1
Computer Science	½
Electives	3
Community Service	10 hours per year

The World Language requirement is not required for non-native English speakers. As such, two additional credits of electives are required, for a total of five electives.

Students who do not fulfill their graduation requirements will not receive a Marshall diploma. Upon successful completion of the course or courses in question offered by a recognized agency for course make-up, a Marshall diploma will be awarded.

Because of Marshall School's partnership with Global Online Academy (GOA), students enrolling in a summer course through GOA will have their course and grade added to their Marshall School transcript and will receive credit for the course. Grades will be calculated into the student's GPA.

### Transcripts

The official Marshall transcript contains semester grades and records credits earned in grades 9-12 for courses taken at Marshall School. Students may request an unofficial transcript from the Registrar or the College Counseling Office. Transcripts may be held for families whose financial obligations to the school are not in good standing.

### High School Standing and Graduation

In addition to graduation credit requirements, students must complete four years of high school in grades 9-12 in order to earn a Marshall School diploma. Credits completed prior to the start of grade 9 do not count toward fulfilling high school credit or graduation requirements.

### Grading and Course Levels

Letter grades A - F are used for most middle and upper school courses and are assigned according to the proficiency grade scale as listed in the chart below. The Upper School consists of two types of courses: College Preparatory Courses and Honors/Advanced Placement Courses. Grade point average (GPA) is computed for upper school students based on a 4.000 weighted and unweighted scale for all courses using the following chart:

Letter Grade	Proficiency Grade Scale	College Prep GPA Points	Honors/AP GPA Points
A	3.26 - 4.0	4.000	5.000
A-	3.0 - 3.25	3.670	4.670
B+	2.84 - 2.99	3.330	4.330
B	2.67 - 2.83	3.000	4.000
B-	2.5 - 2.66	2.670	3.670
C+	2.34 - 2.49	2.330	3.330
C	2.34 - 2.49	2.000	3.000
C-	2.0 - 2.16	1.670	2.670
D+	1.76 - 1.99	1.330	2.330
D	1.26 - 1.75	1.000	2.000
D-	1.0 - 1.25	0.670	1.670
F	Below 1.00	0.000	0.000

### Grade Point Average Standards

- GOA courses are included in GPA calculations.
- Courses that are graded on a pass/fail basis are not included in GPA calculations.
- Only core classes (English, Math, Social Studies, Science, and World Language) are eligible for weighted grades.

### Academic Distinction

Marshall does not rank students based on GPA or any other academic scale. Academic distinction will be calculated using unweighted GPAs using the formulas below. The Class of 2026 is the last class for which a valedictorian will be named.

Valedictorian (not calculated for the Class of 2027 and beyond):

$$\frac{1}{2} \left[ \frac{\text{MarshallGPA}}{4.0} + \frac{\text{HonorsTakenatMarshall}}{\text{HonorsAvailatMarshall}} \right] * 100 = \text{Percentile}$$

Local Scholarship Eligibility:

$$\frac{1}{3} \left[ \frac{\text{HonorsTakenatMarshall}}{\text{HonorsAvailatMarshall}} + \frac{\text{ACT/SAT}}{36/2400} + \frac{\text{MarshallGPA}}{4.0} \right] * 100 = \text{Percentile}$$

Courses taken at other schools will not be used in grade or academic distinction computation. Only core courses are included in the honors courses portion of the valedictorian calculation; Fine arts courses are not included in the honors portion of the valedictorian calculation.

Some scholarship committees have specific criteria used to identify scholarship awardees. These criteria may be used when determining qualified students.

### Incomplete Work

Incomplete grades are given only to students who have been prevented by a doctor-documented injury or illness from completing all work in a particular course or on the recommendation of the instructor. Other students anticipating a need for receiving an incomplete must request special consideration at least one week before the end of the term. Incompletes will only be given approval by the division principal. Incomplete work must be made up within one week after the end of a marking period. After this time, all incomplete work is changed to a final letter grade. Incomplete work after this time will be recorded as a zero.

### Progress to Next Course

Credit is awarded by the semester and when a student earns a semester grade of D- or above.

*In the Upper School*, a student who does not earn passing credit in a course may be required to retake the same class during the next school year or through other educational agencies with prior approval from the Upper School Principal and the department. If a student fails a class and is required or elects to repeat a class, the original grade will remain on their transcript as an accurate historical record.

Students are recommended for courses by their current teacher(s) in each department. A course recommendation is given based on grades, maturity, work ethic, and other traits determined by the department.

### Policy for Advancing Coursework

Marshall School supports students who would like to advance their study of coursework throughout the summer months and at other times of the year. Students may do so informally through academic camps, college and university programs, etc., or formally by enrolling in academic programs through

course enrollment. In all cases, the cost of these programs is the responsibility of the student and their family.

This coursework is considered for enrichment purposes only and may not be used in place of Marshall's graduation requirements or required courses. Course work for core classes not taken at Marshall is not included on the Marshall transcript and does not count for Marshall credit but may be used to advance a student's course placement in a higher level class at Marshall with prior approval from the school.

Students wishing to take course work over the summer months that would impact their course placement for the next school year must receive prior approval from the school. In order to demonstrate successful completion of a course to advance course placement, the student will need to provide a transcript from an approved program or institution showing a final grade equivalent to at least a B- or 80% to demonstrate proficiency in the associated coursework. Marshall will not award course credit nor place the course title or grade on the student's Marshall School transcript, but will include the course work in supplemental materials sent with college applications. Enrollment in the next level course is not guaranteed and is subject to seat availability.

### Academic Support

Marshall School strives to provide students with a challenging academic environment as well as academic support. Students are expected to take their academic progress seriously and put an appropriate amount of effort into their coursework.

Schoolology is available 24/7 for student and parent/guardian access in order to provide continual communication about student grades. Progress reports are available at the mid-semester, and report cards are available through the parent and student portals at the end of each semester.

### Academic Probation

A student is placed on Academic Probation when they are not making satisfactory progress in their academic studies.

*In the Middle School*, a student is placed on Academic Probation if the student earns one or any of the following combinations of term grades:

- 2 grades of F
- 3 grades of D+ or below

*In the Upper School*, a student is placed on Academic Probation if they earn a GPA lower than 2.0 or is failing any class at the end of any grading term.

Students are removed from Academic Probation when final semester grades are satisfactory and above the Academic Probation level.

A student on Academic Probation may be required to access the following academic support:

- Required help from classroom teachers;
- Supervised study hall(s);
- Tutoring;
- Study skills sessions;
- Meeting with learning specialists in the MAC;
- Meet with the school counselor.

The following sanctions may apply to a *middle school student* on Academic Probation:

- Participation in co-curricular activities will be determined by the Athletic Director and Middle School Principal according to athletic participation policies;
- Assignment to iTime study room.
- Required meetings with the learning specialist.

The following sanctions may apply to an *upper school student* on Academic Probation:

- Loss of privileges;
- Participation in co-curricular activities will be determined by the Athletic Director and Upper School Principal, according to athletic participation policies.
- Required meetings with the learning specialist.

*In the Upper School*, students must be passing all classes and maintain the equivalent of a 2.0 GPA at the end of each mid-semester and semester grading term in order to remain eligible for athletic and co-curricular competition.

A student placed on Academic Probation may be asked to meet with their respective division principal, their parents/guardians, advisor, counselor, and/or classroom teachers to discuss academic support.

#### **Academic Dismissal**

If a student on Academic Probation fails to bring their grades to satisfactory levels and is not making satisfactory progress, the student may be subject to non-renewal of contract for enrollment and/or dismissal. The division principal, in consultation with the student's teachers, will make a recommendation to the Head of School. Re-enrollment contracts for students on Academic Probation may be held pending a year-end academic evaluation.

#### **Withdrawal**

Students who withdraw from Marshall School before the end of the semester will have a W with no grades and no credit earned placed on their transcript for the semester from which they withdraw.

#### **Tests**

Students who have three or more tests scheduled in one day may bring this matter to the attention of the teacher and/or principal. The matter will be resolved by the teachers who may postpone the test for the individual student or for the entire class. Tests are defined as covering cumulative material of two or more weeks.

#### **Semester Exams**

In the upper school, students will take a timed, cumulative semester exam or complete a semester project that will count for 15% of the semester grade for freshmen and sophomores and 20% of the semester grade for juniors and seniors. *Attendance at final exam periods is required. Students must take exams as scheduled.*

#### **Schedule Changes**

The school reserves the right to change student schedules when section enrollment or staffing needs warrants such.

*Middle School* student schedule changes may occur at any time with the approval of the Middle School Principal.

*Upper School* student schedule changes may be honored for academic reasons including course placement, recommendation (honors vs. college prep), and satisfaction of graduation requirements. Students may request schedule changes with no penalty within the first week of the semester. Dropped courses will not be recorded on grade reports or transcripts during this period.

Courses dropped at other times require parent/guardian permission and will be recorded on the student's transcript with a 'W' and grade at time of withdrawal. Dropped courses will not be calculated into cumulative GPA, and no credit will be awarded. Permanent transcripts will be adjusted to reflect changes in credit. Seniors must report schedule changes to colleges to which they've applied and are advised that changes in their academic plans will be communicated to colleges and universities, and could affect admissions decisions. Students will earn grades for added courses based on the class work completed beginning on the course enrollment date. Additional make up work may be required for a student to become on track with the rest of the class. Courses may not be added after the 3<sup>rd</sup> week of the semester.

#### **Upper School Honor Roll/Merit Roll**

Honor Roll and Merit Roll is a way to commend students who have accomplished distinguished work in their courses. Courses that do not count for GPA calculations will not be used in honor/merit roll calculations.

- **Honor Roll:** 3.670 - 4.000 GPA and no grade below a B-.
- **Merit Roll:** 3.000 - 3.669 GPA and no grade below a C.
- **Academic Letter:** Students who maintain a 3.670 GPA each semester over three consecutive semesters with no grade below a B- in each of those semesters.

#### **Graduation Recognition**

At commencement, special recognition will be awarded to graduating seniors in the form of cords, with GPAs calculated at the end of the first semester of senior year based only on full semester Marshall completed courses:

- **Gold Cord:** Highest Honors with 3.670 - 4.000 GPA
- **White Cord:** Honors with 3.330 to 3.669 GPA
- **Legacy Cord:** Continuous Marshall enrollment since the first possible year of attendance. (Grade 4 for Class of 2030/2031, Grade 3 for Class of 2032, Grade 2 for Class of 2033, Grade 1 for Class of 2034, and Kindergarten for Class of 2035 and beyond.)

#### **Advanced Placement (AP) Courses**

Marshall offers a wide variety of AP/honors classes. Due to the extensive workload required in each AP course, students are encouraged to take no more than 2-3 AP courses. Taking the AP exam in May is a requirement for AP courses. Only students enrolled in Marshall AP courses can take the respective AP exams. Prior to final enrollment in an AP course, students must pay an exam fee, around \$60, per AP course. Reduced fees are available for students with financial need.

#### **College in the Schools (CITS)**

Marshall School partners with the University of Minnesota Duluth to offer College in the Schools (CITS), a concurrent enrollment program in which students take college-level courses taught by qualified Marshall School teachers at Marshall. With a passing grade at the end of the school year, students earn University of Minnesota college credit. Families

are required to pay a course fee of about \$90 per CITS course. Reduced fees are available for students with financial need.

### **iTerm**

iTerm offers a flexible environment focused on innovative development of the skills, knowledge, and habits that encourage lifelong learning. Students best acquire these through deep engagement, supported risk-taking, and student-driven inquiry. Offering courses grounded in teachers' passions increases the potential spark of curiosity and fosters student-teacher relationship building. iTerm takes place upon students return from the winter holiday break. It is required for all students, graded on a pass/fail basis, and is included on the Marshall transcript. Students who do not meet the attendance requirements for iTerm will have NC (no credit) noted on their Marshall transcript.

### **National Honor Society**

Students who have earned a cumulative 3.50 GPA or higher by the end of first semester of 10<sup>th</sup> grade will be invited to apply for membership in the Marshall Chapter of the National Honor Society. Eligible sophomores and juniors are notified after first semester grades are reviewed. The application process is announced in the spring before induction. Community service is required, as is participation in the NHS induction ceremony. Renewal of NHS membership is based on maintaining a cumulative GPA of 3.50 or higher and continued participation in NHS activities.

### **National Art Honor Society**

Students in grades 10-12 who have earned a cumulative 3.000 GPA and a 3.500 Art GPA become eligible to apply for the National Art Honor Society (NAHS) during their sophomore year or after successfully passing one Marshall art course. NAHS is a program that inspires and recognizes students who have demonstrated outstanding art ability. According to the NAHS mission, the program "strives to aid members in working toward the attainment of the highest standards in art areas, and to bring art education to the attention of the school and community."

## **COMMUNITY EXPECTATIONS**

### **Atmosphere and Community**

Creating a feeling of emotional and physical safety and maintaining a positive environment for learning is a commitment we share as members of our school community. Students who threaten the emotional and/or physical safety of other members of the Marshall community are not welcome in our school. This includes disrespectful, bullying, and harassing behavior. The school creates policies and procedures to help all members of the community meet these expectations.

Students are expected to make good decisions about their behavior. The best environment for learning is one where students fulfill the moral character component of our school's mission, which sets the expectations for students to be respectful, compassionate, self-disciplined, and to demonstrate integrity. Students are expected to cooperate with investigations of policy and rule violations by being honest. If it is discovered that a student has lied during the course of a disciplinary action, it will be considered an additional violation and subject to additional disciplinary

action. The school reserves the right to take disciplinary action on policy infractions that occur off campus.

*In the Forest School*, staff approach behavioral issues in a caring, positive, and supportive manner to encourage learning and growth. Forest School educators work with their Crew to instill specific protocols for restoration and healing when conflicts arise. Staff members intervene, however, to restore situations where physical and/or emotional safety are threatened. A Forest School educator will contact parents/guardians when concerning behavior arises.

*In the Middle School*, we believe students learn best when they have a vested interest in what they are learning. We also place a high value on the academic environment necessary for growth and discourse, and we believe that all students have a role in creating and maintaining this academic environment. Our job as teachers of discipline, therefore, is to guide students in understanding the multiple perspectives, choices, and consequences for their decisions and actions. Through teaching students to own responsibility for actions that harm our community and providing consequences with empathy that naturally follow students' actions, we seek to share the thinking and practice necessary for students to develop new habits for success.

*In the Upper School*, the objective of the discipline policy is to build and sustain a strong community by holding students to high standards of conduct. While the school believes that consequences for misconduct are important, the school believes that the most important part of effective discipline is the communication about the conduct between faculty, administrators, parents/guardians, and students. Ultimately, the school seeks to ensure that students will consistently contribute to the community in positive and constructive ways.

### *Minor Offenses*

Minor offenses deviate from the School's mission and are dealt with first by faculty members. Responses to minor offenses may include, but are not limited to, verbal warnings. Parents/guardians may be notified of minor offenses by phone or email. Consequences for minor offenses may include but are not limited to an apology to community members involved, loss of privileges and/or free time, loss of credit for class assessments, and/or prohibition of co-curricular participation.

Minor offenses include, but are not limited to, the following:

- Disrespect for self, others, and/or property;
- Self-discipline;
- Dress code violations;
- Unauthorized digital device use;
- Repeated tardiness;
- Minor classroom disturbances;
- Inappropriate language use;
- Improper parking lot use;
- Littering;
- Improper use of technology;
- Leaving campus without permission;
- Other attendance issues.

### **Major Offenses**

Behaviors that could cause harm to a student or to other members of the Marshall community are considered major offenses. Students who commit major offenses face serious disciplinary consequences including suspension and/or dismissal. Parents/guardians will be called if a student is involved in a serious disciplinary matter. The School reserves the right to involve local law enforcement officials and file charges against students.

Major offenses include, but are not limited to, the following:

- Multiple or repeated behaviors outlined in the “Minor Offenses” section showing a lack of cooperation with the School’s program;
- Theft;
- Possession, use, solicitation, distribution, exchange, or sale of illegal drugs, drug paraphernalia, alcohol, nicotine, tobacco or tobacco-like substances, and electronic smoking or vaping devices or paraphernalia at any time on campus or at any school activity;
- Possession of dangerous substances or articles or possession of weapons of any kind, including “look alike” weapons;
- A violation of the Honor Code;
- Offenses against others (assault, fighting, harassment, bullying, intimidation, etc.) or property (graffiti, vandalism, etc.);
- Unsportsmanlike behavior while participating in or as a spectator of an athletic event;
- Making a threat of harm against any member of the Marshall community.

**Loss of privilege** is an initial response to many policy infractions. Students will be instructed by a teacher or an administrator as to the exact loss of privileges. A student who fails to behave in an accountable and responsible manner during a period of reduced privilege or probation may face more serious consequences.

**Suspension** is the most serious disciplinary consequence short of dismissal from the school. A suspension is an actual separation from school life for a period of time determined by school officials. A suspension is intended to create time for reflection on membership in the school community, with due consideration to the mission of the school and the student’s role in upholding that mission. A suspension may be served in-school with restricted participation in school life, or out of school, without any contact with school life. Students may not participate in extracurricular activities or trips during a suspension.

During a suspension, students are expected to complete and turn in all work including homework, projects, and tests. Teachers are not expected to give any additional aid with make-up tasks, beyond providing basic information about assignments.

**Dismissal** (or expulsion) from the school is the most severe of disciplinary consequences. Dismissed students lose the privilege of attending Marshall School as a member of the student body. A dismissal may result when a student threatens the safety of any member of the Marshall community, violates school policy on multiple occasions, or when student behavior is counter to the school’s stated

mission, and the integrity of that mission is threatened. A student who has been dismissed from school may not return to campus until their class has graduated or with permission from the Head of School. A dismissal will be noted on a student’s permanent transcript. Final grades that were in progress at the time of the dismissal will be reported on the transcript as NC (no credit awarded).

### **Technology**

When using technology outside of school in ways that may impact the school community, students are expected to demonstrate the same courtesy and respect towards members of the community that they are expected to show at school. The School reserves the right to take disciplinary action in cases where out-of-school technology use has an impact on the school community or learning environment.

### **Social Media**

The School respects the importance of social media sites to students who use them as a means of communicating with friends. Nonetheless, students must understand the public nature of these sites, and the responsibility and accountability that they, as site managers, must assume. Students must understand that their names and sites are linked with Marshall School, and as a result, the school may monitor the content of these sites because of the impact this can have on school accountability, public image, and student safety.

Should the school become aware that a student has inappropriate material on their social media site, the school will contact the parents/guardians and ask for their help in removal of the inappropriate material from the site. It is also possible that the school may respond internally to the online material by limiting student access, or by pursuing disciplinary action. The School also reserves the right to include local law enforcement.

### **Audio and Video Recording Devices**

Students may not photograph, videotape, digitally record or by any other means use a device to secretly view or record another student, teacher, or school employee without that person’s consent. Additionally, students are prohibited from disclosing, displaying, or distributing a photo or recording made in violation of this policy. Violations of this policy are violations of personal privacy and are subject to school discipline.

### **Fighting**

Fighting is strictly prohibited and is considered a serious offense. Students involved in a fight could face suspension or dismissal. Students may also be expected to attend problem resolution meetings with the school counselor.

### **Weapons and Endangerment Policy**

The School will always strive to maintain a safe, orderly, and non-threatening environment. Any behavior which endangers the health and safety of others will have serious consequences. Student possession of any object or implement that poses a threat or risk of physical harm to others will not be tolerated, and will be considered a major offense subject to suspension or expulsion. This policy includes, but is not limited to, guns, knives, incendiaries, pepper spray, or other potentially harmful paraphernalia. Verbal or written expression of intent to use such objects, or similar expression

of intent to harm, will be considered as egregious offenses subject to suspension or expulsion. Because safety is a high priority, all threats will be taken seriously and steps will be taken to ensure the safety of all members of our school community.

#### **Vandalism and Littering**

Students who are caught vandalizing the building or damaging property will be required to pay for the damage and will be subject to disciplinary response appropriate to the gravity of the offense. Students caught littering may be required to perform community service after school, before school or on a Saturday.

#### **Search and Seizure**

To protect the safety and welfare of students and school personnel, the School has the right to perform unannounced searches and to seize contraband. School staff may search a student's cell phone, pockets, purse, backpack, gym bag or other personal property; student lockers, school computers, computer files, networks, and drives or other school property; and/or student automobiles parked on school property. The searches may be performed at any time without notice, without student or parental consent, and without a search warrant.

The possession of contraband, including but not limited to weapons, controlled substances, drugs, alcohol, and cigarettes, is prohibited on school property and at school-sponsored activities. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by school staff. Storage, return, or destruction of such items shall be at the discretion of the Middle School or Upper School Principal or Head of School.

#### **Alcohol/Controlled Substances**

The possession, use, solicitation, distribution, exchange, or sale of illegal drugs or alcohol at any time on campus or at any school activity elsewhere is strictly forbidden. The possession of drug or alcohol paraphernalia is also strictly forbidden. Students may not promote illegal or illicit behavior at any time. Students should not arrive on campus or at school sponsored activities under the influence of drugs or alcohol. Any student showing evidence of these behaviors while under the authority of the school is subject to school discipline.

Discipline responses to drug or alcohol violations may include suspension or expulsion, depending of the gravity of the infraction, and the corresponding damage to trust and safety crucial to the School's mission. Because Marshall abides by the laws of the United States and the State of Minnesota, school officials reserve the right to involve law enforcement when such involvement is deemed necessary. In the case of students involved in extracurricular activities, the Minnesota State High School League rules will automatically apply.

- "Showing evidence of . . ." includes any behavior observed by an adult which is indicative of the use of alcohol or drugs.
- "Possession" includes participation in the use of, or being in the presence of the use or storage of alcohol or drugs.
- "Promoting" includes any participation in drug or alcohol related activity, as well as suggesting, encouraging, or advertising illicit or illegal behavior.

- "Drugs" includes all that is commonly understood in the context of the problem, such as federally controlled substances, narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, etc.
- "While under the authority of the school . . ." refers to any location on school property, any time school is in session, any school event regardless of location, and school transportation. In this context, activities sponsored by other schools are considered to be under the School's jurisdiction as well.

In keeping with the school's educational mission, the School will strive to assist students in their efforts to control alcohol or drug use. In most cases, the School will inform students and parents/guardians about alcohol or drug use concerns and/or allegations. Specific information may be fully investigated according to the terms of this handbook.

Counseling will be used in every appropriate instance, and every effort will be made to support students who are actively pursuing counseling solutions to drug or alcohol use problems. Confidentiality will be an important consideration in these situations.

#### **Smoking, Nicotine, Tobacco, and Vaping**

In accordance with state law, smoking, vaping, juuling, and the possession, use, solicitation, distribution, exchange, or sale of any nicotine or tobacco products or any electronic smoking or vaping device is prohibited on school grounds or at any school sponsored events. Violations of this policy are considered a major offense and are subject to school discipline.

#### **Out-of-School and Off-Campus Behavior**

Students should be aware that certain activities outside of school hours or off school property may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of cell phones, computers, or computer websites (personal, at home, or at school), which do, or could impact the welfare of any member of the school community or the reputation or functioning of the school.

#### **Policy Concerning Harassment, Intimidation, and Bullying**

Respect is a vital part of the School's mission statement. It is the School's belief that all students are entitled to work and study in school-related environments that are free from harassment, intimidation, and bullying. In keeping with this belief, harassment and/or bullying in any form will not be tolerated. Harassment is any behavior or pattern of conduct

that may reasonably be expected to denigrate, intimidate, or coerce another on the basis of religion, race, gender, gender identity, gender expression, color, national origin, age, disability, or sexual orientation. Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time, and where there is a real or perceived imbalance of power. Harassment, intimidation and bullying normally fall into three categories: physical, relational, and verbal. Any verbal, relational, or physical conduct that disparages or shows hostility toward a person because of one of the factors below and has the purposeful effect of creating an intimidating, hostile or offensive learning environment is not acceptable.

Harassment and/or bullying may include, but is not limited to, the following types of activities:

- Name calling
- Offensive joking
- Hazing
- Threats or intimidation of any kind, written, electronic or oral
- Threatening looks, gestures or actions
- Physical assault
- Extortion
- Teasing
- Putdowns
- Rumors
- False accusations
- Social isolation
- Cyber-bullying
- Wearing offensive, hostile, or intimidating clothing
- Retaliation towards the person making a complaint about harassment
- Uninvited pressure to participate in illicit activities, such as the use of alcohol, drugs, nicotine or tobacco products, display of offensive or demeaning materials.

Sexual harassment refers to behavior of a sexual nature that is offensive. It may include:

- Undesired physical contact
- Coerced sexual relations
- Physical assault, including rape
- Inappropriate personal comments or questions about clothing, physical appearance, and sexual activity or orientation
- Repeated requests for social engagements or subtle pressure for sexual activity
- Suggestive remarks
- Verbal abuse
- Leering, ogling of a person's body in any form
- Unnecessary touching such as pinching, fondling, etc.

#### *Student Behavioral Expectations*

Students are expected to treat others with kindness and respect and avoid all instances of harassment, intimidation, and bullying. It is expected that students conduct themselves in keeping with the School's core values of respect, compassion, integrity, and self-discipline. Students are expected to:

- Value student differences and treat others with respect.
- Not become involved in incidents of harassment, intimidation, and/or bullying.
- Be aware of the School's policies and support system.

- Report honestly and immediately all incidents of harassment, intimidation, and/or bullying to a faculty member.
- Support students who have been or are subjected to harassment, intimidation, and/or bullying.
- Work with other students and faculty to help the school deal with harassment, intimidation, and/or bullying.
- Be a good role model for younger students and support them if harassment, intimidation, and/or bullying occurs.

#### *What To Do About Harassment and Bullying*

If a student believes he or she has witnessed or has been subjected to harassment prohibited by this policy, the student should report the problem to a trusted faculty member, counselor or administrator. Administrators include: Jen Berry, Heather Fishel, Missy Herold, Tony Lockhart, Derek Perkins, Anthony Pisapia, Karen Snyder, Kevin Snyder, Katie Voller-Berdan, and Matt Whittaker.

Any reported incident of harassment and/or bullying will be investigated promptly. The confidentiality of everyone involved will be respected, to the extent consistent with identifying and resolving the problem. There will be no retaliation against a student for reporting what he or she, in good faith, believes is harassment.

#### *Consequences*

The above policy is not intended to interfere with normal, mutually welcomed social interactions inside and outside of school. It is an attempt to ensure that all people are treated with respect in the school, and not forced to tolerate conduct that is disrespectful and offensive to them.

Students found to have committed instances of harassment, however mild or serious, will be subject to formal consequences. These may include counseling, notification of parents/guardians, suspension, an MSHSL citation, and in the most severe cases, expulsion.

#### **Honor Code**

Marshall School is committed to an environment in which trust, civility, and the pursuit of knowledge can flourish. We believe that dishonesty, theft, and cheating compromise a student's academic achievement and this school community.

#### *Pledge Statement*

I vow to uphold and protect the integrity of Marshall School by being a respectful and honest student who refrains from lying, cheating, and stealing, not only academically but in the Marshall School community as a whole.

#### *Definitions*

**Stealing** includes, but is not limited to, the following:

- Taking someone else's property without their permission.
- Taking and using without giving credit someone else's thoughts or ideas (plagiarism).

**Cheating** includes, but is not limited to, the following:

- Homework
  - Taking, receiving, or giving answers on a homework assignment, no matter the size or scope of the assignment.

- Helping someone understand a concept or receiving help to learn a concept if the teacher has specified that the homework is to be done individually.
- Tests/Quizzes/Exams
  - Taking, receiving, or giving aid.
  - Attaining knowledge test content by communicating with someone who has already taken it.

**Lying** includes, but is not limited to, the following:

- Fabrication (making up) or falsification (falsely changing) of information.
- Forgery of a signature on school documents.
- Misrepresentation of the truth.

#### *Expectations*

**Students** are expected to avoid any form of cheating, lying, and/or stealing and encourage fellow students to behave similarly. This will embody honorable traits, such as integrity, honesty, respect and the other core values found in the Marshall School Mission Statement, with the knowledge that their actions directly reflect the Marshall School.

**Teachers** are expected to stress the importance and meaning of the Honor Code, while enforcing the Honor Code with fairness. Teachers must fully understand the Honor Code and are expected to enforce it in the following ways:

- Teachers actively proctor and remain attentive during tests and quizzes.
- Teachers specify whether an assignment is a group or individual assignment.
- Teachers articulate what materials and resources are acceptable for use on tests, quizzes, and/or assignments.
- Teachers have students acknowledge the Honor Code on work turned in for credit. The teacher may decide the format of the acknowledgement, including but not limited to:
  - A student signs their name on the assignment, signifying that the worked is pledged.
  - A student writes the phrase “I vow” or “I pledge” on the assignment.

When an honor violation takes place in a teacher’s class, the teacher must notify an administrator, who will begin an investigation and make a determination of guilt in consultation with the teacher.

**Parents/guardians**, as an essential part of the Marshall community, are expected to encourage honest academic and social behavior and foster intellectual, lifelong habits.

#### *Consequences*

The purpose of the Marshall Honor Code is to protect the integrity of the Marshall School mission. Violations are considered a serious breach of trust among members of the Marshall community. Upper school students who violate the Honor Code are subject to a hearing by the Honor Council, a group of upper school students who make recommendations for consequences to the Upper School Principal.

Consequences are determined and communicated by the division principal. Consequences for Honor Code violations are determined by the seriousness of the violation and include loss of school privileges, failure of assignments and/or marking periods, suspension, and/or dismissal from the school.

#### **Honor Council Hearing**

##### *Parents/guardians*

Parents/guardians will be notified of their child’s infraction and pending hearing. They will be updated on the process; however, they will not be present at the hearing (non-negotiable).

##### *Advocate*

The student will be given the option to choose an advocate who will be present during the hearing. The advocate will provide moral support as well as further insight into the student’s situation. The advocate must be a member of the Marshall School community, and may be a teacher, coach, advisor, administrator, or student.

##### *Student*

The student may choose whether or not to be present during the hearing; however, absence from the hearing does not give the student anonymity nor relieve them from responsibility for the incident or consequence. The student will be asked to leave the room while the advocate is speaking and while the council is making a decision.

##### *Administration*

The Honor Council advisor will direct the hearing. The administration will be responsible for investigating and determining guilt. The administration is solely responsible for making a final decision regarding the consequence based on the recommendations of the Honor Council, as well as notifying the student of said consequence.

##### *Honor Council*

The Honor Council is responsible for recommending consequences to Upper School Principal, and is not responsible for determining guilt. When possible, the council will meet within two school days of the determination of a hearing. The council will not hear cases with a possible outcome of expulsion.

##### *Confidentiality*

The members of the Honor Council are not permitted to share any information regarding cases or hearings outside of the council. Confidentiality is of the utmost importance.

#### **Plagiarism**

Plagiarism is defined as taking someone’s ideas or words from any source and presenting them as your own. Plagiarism includes taking ideas, phrases, sentences, paragraphs, and entire essays from any source—print or otherwise—and purposefully or accidentally neglecting to properly use quotations marks for word-for-word quotations, neglecting to use in-text citations for both quotations and paraphrases, neglecting to properly paraphrase, and neglecting to include a works cited page/bibliography that corresponds to the in-text citations. It is understood that plagiarism may also refer to using any other form of intellectual property (i.e. original art or music) without giving proper credit to the owner.

##### *Categories of Plagiarism*

###### *Category 1*

This category includes incorrect in-text citations, missing quotations marks, inadequate paraphrasing, and mistakes in works cited/bibliographic documentation due to carelessness, inexperience, or poor understanding of the rules regarding plagiarism. This category would include an occasional missing



in-text citation, missing quotation marks around cited word-for-word quotations, paraphrases that are too close to the original, and minor works cited/bibliography errors.

#### *Category 2*

This category includes use of some phrases or sentences without in-text citations, quotation marks, or a corresponding works cited/bibliography entry. Plagiarized passages make up less than 1/5 of the entire project.

#### *Category 3*

This category includes use of large sections of someone's work without using quotation marks or in-text citations, improper and/or un-cited paraphrases, and a lack of corresponding works cited/bibliographic entries. The majority of the work is the student's work, but significant sections are plagiarized. Plagiarized passages make up between 1/5 and 1/2 of the entire project. This category also includes fabricating sources.

#### *Category 4*

This category includes cases in which most of the project/essay is not the student's work. The student attempted to copy the ideas or words of someone else and pass it off as his or her own work. The student left off quotation marks, in-text citations, and the proper works cited/bibliographic information. This category also includes fabricating sources. Repeat offenses will be treated with increasing severity.

Plagiarism in Category 1 will be addressed in the classroom. The first incident will incur no punitive action. Subsequent incidents may be considered violations of the Honor Code. Plagiarism in Categories 2, 3, or 4 are considered violations of the Honor Code and will be brought to the attention of the appropriate division principal.

#### **Artificial Intelligence (AI) Policy**

Marshall is committed to fostering a culture of academic integrity, ethical conduct, and responsible digital citizenship among its students. By adhering to the guidelines outlined in this policy, students can harness the potential of AI technologies ethically and contribute positively to the academic community.

#### *Educational Use of AI*

- **Authorized Use Only**
  - Students may only use AI tools and technologies for academic purposes when explicitly authorized by the instructor.
  - Unauthorized use of AI tools, including but not limited to text generators, language models, and content creation software, is strictly prohibited.
- **Supervised Use**
  - The use of AI tools must be conducted under the direct supervision of the instructor or with prior approval from the instructor.
  - Students are prohibited from accessing or utilizing AI tools during examinations, quizzes, or any form of assessment without explicit permission.

#### *Academic Honesty and Plagiarism*

- Academic honesty is paramount in all assignments, projects, and assessments. Plagiarism, whether

intentional or unintentional, is a violation of academic integrity.

- If AI sources are allowed by the classroom teacher, students must properly cite and attribute any sources, including AI-generated content, used in their academic work.
- The use of AI to produce original work that is represented as one's own, without proper attribution, is considered a violation of the Marshall School Honor Code and will be subject to disciplinary action.

#### *Data Privacy and Security*

- Students are prohibited from sharing personal data or information.
- It is essential to use reputable AI platforms that prioritize data protection and adhere to privacy regulations.
- Students must respect the confidentiality of any data shared or generated by AI systems and use it only for academic purposes.

#### *Transparency and Accountability*

- Students are required to be transparent about the use of AI tools in their academic work, including acknowledging any assistance received from AI systems.
- It is the responsibility of students to ensure that any use of AI complies with the school and teacher's academic integrity policies and guidelines.
- Any ethical concerns or uncertainties regarding the use of AI should be discussed with teachers or academic advisors for guidance and clarification.
- As with any good research, information provided by AI should be verified for accuracy by additional sources and checked for bias.

#### *Prohibition of Deepfakes*

- Deepfake technology, which creates manipulated audio, video, or images that appear authentic, is strictly prohibited.
- Students are prohibited from using deepfake technology to falsify academic content, manipulate evidence, or deceive others in academic contexts.
- Any instances of deepfake usage or attempts to deceive will result in disciplinary action in accordance with Marshall's policies on academic integrity and misconduct.

#### **Dress Code**

The Marshall dress code is a reflection of the school's mission and values, and its intention is to maintain a safe and respectful learning environment that is free from hostility and intimidation. We support student self-expression through dress yet expect clothing to reflect an environment of respect for oneself and others. We believe students should be intentional and thoughtful about their dress and appearance, which is an important life skill that will serve students well beyond their time at Marshall School. We expect students to hold themselves to a high standard in our unique academic environment, and we believe that respectful student dress is a hallmark of an excellent learning environment. The partnership we share with parents/guardians and students is the foundation of our school culture. In choosing Marshall School, families seek to join a community that emphasizes respect and self-discipline. The dress code is our shared commitment to those values.

The guidelines for school dress are as follows:

- Tops must be opaque; cover undergarments, the midsection, and chest; contain no hostile or intimidating language that causes a disruption or makes others feel unsafe or uncomfortable, or promote illegal or inappropriate behavior. Backless and strapless tops are not appropriate for school.
- Bottoms must cover undergarments. Shorts and skirts must be a respectable length and allow for a full range of motion without requiring perpetual readjustment.
- Hats and other heads coverings, including hoods, may not be worn in the building during the school day. Head coverings dictated by religious observance may be worn.
- Students must wear appropriate physical education clothes and shoes to PE classes. Hard-soled shoes worn outside are not allowed on the gym floor.

### Lockers

A student's locker is the property of Marshall School and is at all times under the control of the school. School authorities may perform general inspections of lockers at any time without notice and without student consent.

Students may not change lockers without permission from the Main Office. All lockers have built-in locks, and doors must be closed at all times. Students are expected to keep their lockers locked at all times, and the school does not assume responsibility for lost or stolen articles.

Lockers may be decorated using easily removable tape that leaves no marks, like masking tape, but writing on lockers is unacceptable. Students are responsible for the locker they are assigned and may be fined at year-end for damage that is determined to be beyond normal wear and tear.

### Cellular Phones and Personal Electronic Devices

Promoting an atmosphere of community and respect is important in our school. Electronic devices and cell phones can interrupt and/or take away from the instructional environment in the classroom. Students who bring their personal electronic devices to school do so at their own risk. The school takes no responsibility for these items.

*In the Forest School*, students should keep their electronic devices at home. Students who wear smartwatches to school will be required to turn them in during their morning Crew time. Devices will be kept in a secure location within the Crew's classroom until the end of the day. Personal devices found in student possessions will be held by Forest School staff until the end of the day. Repeated occurrences will require parent/guardian pick up of device at the end of the day.

*In the Middle School*, the disruption and distraction of cell phones and personal electronic devices is unacceptable during the school day. Cell phones and personal electronic devices also bring into question academic honesty during tests and quizzes. Therefore, students must check in cellphones and other personal electronic devices, including smart watches, in their Crew leader's classroom where it will remain until the end of the school day. Cell phones and personal electronic devices found in a student's possession will be confiscated and parents/guardians notified. Parents/guardians may be required to personally pick up a child's cell phone or personal electronic device.

The School recognizes the need for parents/guardians to contact their children during after school hours. Because of this, we allow students to have their cell phones during after school hours.

Middle school students may have electronic readers at approved times during the school day.

*In the Upper School*, once the first warning bell of the school day rings for the upper school at 8:45 am, students' cell phones must be turned off or put on silent and stored in the student's locker for the entire school day, including lunch. Students may check their phones at their lockers between classes during the school day.

A student who "forgets" and has their phone outside of the area of their locker will have the phone collected by school staff to be picked up from the main office at the end of the school day. Consistent issues with cell phones or other personal electronic devices may result in the student's parent/guardian needing to pick up the device from the main office, and the student may be required to check their phone in the main office for the day or leave it at home.

If a student refuses to turn over their phone to a teacher or staff member, they will serve detention after school. Continued refusal could result in suspension from school.

Upper school students who bring their cell phones and personal electronic devices to school do so at their own risk. The school takes no responsibility for these items.

### Upper School Sponsored Events

School sponsored activities give students a safe place to enjoy time with friends and to enhance the high school experience. Activities are for all upper school students, while Morp and Prom are only for students in grades 10 through 12. Marshall students may invite one guest who is in grades 10-12 and is in good standing at their high school to Morp or Prom. Proof of age will be required for guests. Guests invited to Morp and Prom must complete, with the appropriate signatures, a Prom/Morp Guest Form, which can be picked up from the Main Office.

Students are expected to:

- Follow the rules set forth in the Family Handbook.
- Check purses, coats, and backpacks at the coat check area upon entering.
- Refrain from bringing any beverage containers (including water bottles). All beverage containers brought to the dance will be discarded upon the student entering.
- Enter the event during the announced check-in time. Other arrangements due to conflicts may be made prior to the end of the school day before the event with the Principal.
- Be respectful of teachers and other chaperones and other students.
- Not re-enter the event upon leaving. Students are expected to leave campus immediately after they leave the event.

## HEALTH, SAFETY and WELL-BEING

### Health Services

The Health Center is staffed by the school nurse from 7:45 a.m. through 3:15 p.m. while school is in session. The Health Center staff maintains the personal health information of students. Health information is shared on a “need-to-know” basis among the faculty and staff of the school and with medical service providers in an emergency. The Health Center staff makes every reasonable effort to maintain the privacy of the personal health information of its students.

The Health Center staff will evaluate the student’s symptoms to determine if they can return to class or will need to go home. Families will be notified to pick up their child.

### Medication

For the health and wellness of all students, the school nurse must be advised of all prescription drugs to be consumed during the school day. If a student needs to take medication during the school day, the guidelines below must be followed:

- The medication must be in the properly labeled pharmacy container.
- A written note from the parent/guardian giving school personnel authority to administer the medication in school must accompany the medication.
- If the medication is to be given for more than two weeks, a statement from the prescribing physician is required. The physician’s statement shall include the name of the medication, dose and time to be given at school, the reason the medication is prescribed, and any side effects to be aware of.
- Over-the-counter medication must be presented in the original labeled container as purchased from the pharmacy. Written permission and directions from the parent/guardian and physician are required.
- Students in grades 9-12 may self-administer Acetaminophen (Tylenol) or Ibuprofen (Advil) with parent/guardian permission.

Questions about the above guidelines should be directed to the school nurse. Any distribution of medication to other students will be handled as drug abuse. Where drug and alcohol dependence is suspected, a professional evaluation is required.

### Counseling Services

The School follows the rules governing school counselors in Minnesota public schools which allow counselors to meet with students without receiving prior parental consent. Should the counselor deem it necessary, parents/guardians will be alerted to any serious problem requiring referral for further assessment and/or treatment.

When student or community safety is in question, Marshall School reserves the right to require a psychological evaluation for a student’s re-admittance to the School.

### Safety and Security

Safety and security are the shared responsibility of everyone on the Marshall School campus. Staff and students alike are expected to report any situation which interferes with the safety of any member of the Marshall community.

### Parking

Students and parents/guardians will use the main parking lot. Students should not park in the parent/visitor section of the parking lot. Individuals who park in violation of parking regulations will typically receive a warning for a first offense and towing (at the owner’s expense) for a second offense. Cars parked in violation of fire lanes will be subject to immediate towing (no warning). Students may lose driving privileges as a consequence for inappropriate driving or parking lot behavior.

Students are permitted to park on Marshall School’s property as a matter of privilege, not a right. Any vehicle parked on school grounds may be searched without notice, without student or parental consent, and without a search warrant. School authorities may perform periodic patrols of the parking lots and conduct exterior inspections of student cars on school property. Interior searches of student cars can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a car at the time of the search will be cause for terminating the privilege of parking on school property.

### Traffic Drop-Off and Pick-Up

The following procedures should be followed for safely coordinating student drop-off and pick-up.

- Parents/guardians are encouraged to avoid the upper ramp and use the lower parking area for dropping off and picking up students.
- All traffic must stop for students in the crosswalks and at all posted stop signs. Students should only cross the roadway in the crosswalk area.
- The speed limit on the ramp and in the parking area is 5 mph. Drivers should use caution and be aware of pedestrian traffic. Cars may not park on any portion of the upper ramp. Cars should stop only long enough to allow passengers to load or unload and only at curbside. Students should exit the vehicle on the curb-side of the ramp.
- All busses will pick-up and drop-off students on the upper ramp. Busses at all times have the right of way. Cars will not be allowed to move ahead of a bus while unloading.
- Short-term parking is available for visitors and student pick up in the lower lot on the side of the main entrance.
- Traffic flow is one way only on the ramp.
- No cell phone use is permitted while on the ramp.

### Transportation

Under the Minnesota Fair Bus Act, transportation is provided at no cost to all Marshall students residing within the Duluth school district boundaries and outside of a two-mile limit. The Duluth school district governs the service. Students are reminded that having the opportunity to ride a school bus is a privilege that must be respected. Proper behavior while riding on a school bus is imperative for the ultimate safety of everyone. Bus safety instruction is provided annually for students in grades K-6 and distributed to students in grades 7-10. The school will forward a copy of misconduct reports received from the bus company to parents/guardians.

### Safety Drills

At the first sign of an actual or potentially life threatening or otherwise serious emergency, contact the nearest teacher, administrator or other school staff person to request assistance. If students should need emergency assistance and

they are unable to locate school personnel, they should call 911. Each year, the school participates in evacuation, lockdown, and severe weather drills.

#### **Photo and Social Media Policy**

Marshall School likes to celebrate the achievements of our students and the activities that occur at school. As a result, images of your student may appear on our website, social media, or in school publications. The School policy is that Forest School students are never identified by name, middle school students may only be identified by their first name, and upper school students may be identified by first and last name when appropriate, such as when they win an award or are named in the media. The photo permission form is included in your enrollment contact.

#### **Video Surveillance**

The function of surveillance cameras is to assist in protecting the safety and property of the school community. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal, criminal, or policy violations. There will be no audio associated with any camera.

### **GENERAL INFORMATION**

#### **Parent/Guardian Communication**

Marshall aims to keep parents/guardians informed about various aspects of school life. To meet this goal, weekly emails are sent, and parents/guardians are encouraged to keep updated with relevant information and events posted to the school calendar on the Veracross Parent Portal.

It is important that the School has current mailing and email addresses and phone numbers in order to maintain communication. Families requiring correspondence to parents/guardians at different addresses should notify the Main Office.

#### **Enrollment Contracts**

Enrollment contracts for Marshall School are offered each year for students who are in good academic, behavioral, and financial standing. Parents/guardians of students not meeting obligations in any one of these areas may have their enrollment reviewed, suspended, or stopped. The decision to issue and/or renew an enrollment contract is within the sole discretion of the School.

#### **Conferences**

Conferences are scheduled twice a year. Conferences are designed to provide parents/guardians the opportunity to check in with teachers on their child's progress. For concerns that require in-depth discussion, parents/guardians are encouraged to contact the school counselors to schedule a student team meeting with their child's teachers.

#### **Fred and Mary Lewis Library**

##### *Mission*

To ensure that all students and faculty at Marshall become effective, self-reliant, life-long users of information, ideas and technology within an environment where diversity, responsibility and teamwork are valued.

#### *Hours of Operation*

The Library will be staffed from 7:00 a.m. - 4:30 p.m. on days when school is in session.

#### *Student Conduct*

Students are expected to conduct themselves appropriately at all times while in the Library. Food and drink should be enjoyed prior to entering the Library. Marshall School's Responsible Use Policy for technology use will be enforced at all times. Any disciplinary problems will be dealt with according to the disciplinary guidelines.

#### *Lending Policy*

Books (fiction or non-fiction) may be checked out by students for 3 weeks and may be renewed once. Special arrangements may be made individually with the Librarian for an extended check out period. Magazines are for use in the Library; special arrangements can be made for class projects.

#### *Overdue Items*

Overdue notices will be emailed to students every Monday. Students with overdue items will not be allowed to check out additional materials. Parents/guardians will be notified if a student has overdue books at the end of each semester. Students are not charged fines for late items. Books are considered lost if they are not returned by the last day of school.

#### *Lost or Damaged Books*

If a book is returned with significant damage or is considered lost, the book must be paid for before the student may check out other items. Parents/guardians will be notified if a book is considered damaged or lost.

#### **Technology Policy**

##### *Internet Access*

Electronic information research skills are now fundamental to the education of our students and their college preparation. Access to the Internet enables students to explore thousands of resources while exchanging meaningful messages with people around the world. However, making network access available carries with it the potential that some network users will encounter sources that may be controversial or inappropriate. Because information on networks is transitory and so diverse, Marshall School cannot completely predict or control what users may or may not locate. Students should immediately report any inappropriate content to their teacher. Therefore, Marshall School expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access to online resources should either be structured in ways that point students to resources that have been evaluated prior to use or be prefaced with guidelines and frameworks for student evaluation of resources.

#### **Marshall School Responsible Use Of Technology Policy**

Marshall School expects that all students will behave with the same respect, compassion, integrity, and self-discipline in face-to-face as well as online and electronic environments. Marshall further expects all students to remember that:

- words are important, powerful, and persistent, whether in person or online;
- lying, cheating, and stealing are wrong, no matter how they are done;

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- students share in the responsibility for keeping Marshall's technology resources functioning properly by reporting issues or concerns immediately, following all guidelines and instructions for technology use, and using all school technology resources in a manner consistent with Marshall School's Mission Statement.

Students are personally responsible for their use of the computer network and for all materials they place on the network or access from the network.

The School reserves the right to access and monitor all messages and files on the network at any time.

Students have the responsibility to

- Use the network for educationally appropriate activities that are consistent with the philosophy of the school.
- Use only school purchased or distributed software on the network.
- Keep all educationally inappropriate materials or files harmful to the integrity of the network from entering the school.
- Report all issues or violations.
- Use personal in accordance with Marshall's Responsible Use Policy. Students may be asked to register their personal device with the technology department at any time. Additionally, students may need to be provided with login credentials and/or show that their device has appropriate anti-virus software in place.
- Limit printing to materials that are directly related to class assignments and projects.
- Not share private or confidential information.
- Use appropriate language. Don't be profane, rude, vulgar, threatening, or disrespectful.
- Remember that email is not guaranteed to be private. Don't write anything you would feel uncomfortable sharing in front of the entire school.

#### *Prohibited Activities*

- You may not attempt to gain unauthorized access to the Marshall computer network or any other computer system through the Marshall network or go beyond your authorized access. This includes attempting to log on through another person's account or access another person's files or using any username/password that is not specifically assigned to you.
- Do not change the internal settings (wallpaper, screensaver, etc.) of a school owned machine.
- You may not use the network to disrupt or destroy the property of anyone, including Marshall School, by spreading computer viruses or by any other means.
- You may not download programs or print information without the permission of your supervising teacher.
- The use of any type of 'Proxy software' or 'Proxy website' to circumvent the Marshall web-blocks will not be tolerated. The web-blocks are used to protect the safety of yourself and others.
- Do not share passwords, and do not use another person's account. If you need to have your passwords reset for any reason, please speak to a technology team member in the Library.
- Report security problems to a teacher.

- Harassment in any form will not be tolerated. No messages with derogatory or inflammatory remarks about an individual or groups' race, color, creed, gender, religion, national origin, marital status, physical attributes, sexual orientation, age, or disability will be tolerated.
- You must not plagiarize works you find on the Internet. Copying someone else's work and calling it your own is dishonest.
- You may not violate copyright laws, such as by copying software without the owner's permission or otherwise using an author's work without consent or proper citation.
- Transmitting or receiving any material in violation of the law is prohibited.
- You may not transmit or receive material that is threatening, obscene, abusive, sexually oriented, or racially offensive.

If you mistakenly access inappropriate material, you should immediately tell your teacher or another Marshall employee.

#### *Parent/Guardian Accounts*

As the parent or guardian of a Marshall student, you may be assigned accounts by the school in order to facilitate your student's education. You will have the opportunity to utilize your Veracross account to check your student's semester grades and to register your student for athletics, and your Schoology account to check your student's current grades and progress in classes.

- Parents/guardians will review the Marshall Responsible Use Policy and guidelines for use with their child.
- Parents/guardians acknowledge that they are aware that along with excellent resources, questionable material exists on the Internet, and it is the responsibility of students to avoid inappropriate materials.

#### **Student Directory**

The Marshall School Veracross directory includes the addresses, telephone numbers, and parent/guardian email addresses for most students and is available for all Marshall families. It is responsibility of the parent/guardian for updating their directory profile in Veracross.

#### **Development at Marshall School**

As an independent school, Marshall relies on our Hilltopper Community to support our students and faculty. Tuition dollars cover only 71% of the total cost to educate each student. Gifts made by current and former parents, alumni, friends, and families help to bridge the gap between the cost of education and tuition dollars.

In order to continue offering the opportunities and experiences that make a Marshall education so meaningful, all members of the Marshall community are asked to participate in the Marshall Annual Fund. For more information about giving opportunities, please visit [www.marshallschool.org/giving](http://www.marshallschool.org/giving), or speak with the Director of Advancement.

#### **Directory Information**

The primary purpose of directory information is to allow Marshall School to include this type of information in certain school publications. Examples of school publications are a

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playbill showing the student's role in a drama production, honor roll, or other recognition lists, graduation programs, and athletics rosters. Directory information could also be disclosed to outside organizations without a parent/guardian's prior written consent, such as to companies that publish the school yearbook and produce school photographs.

If you do not wish Marshall School to disclose directory information from your child's education records without your prior written consent, you must notify the Head of School in writing by September 30 of the current school year.

Marshall School has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of a member of any athletic team(s)
- School email address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- Most recent education agency or institution attended

## ATHLETICS

### Mission

As an important part of the Marshall educational experience, the athletic program supports the mission by providing a meaningful athletic experience for students, faculty, staff, parents/guardians, fans and the greater Marshall community.

### Philosophy

We believe all students deserve equal athletic opportunities.

- We encourage students to participate in athletics, and we highly recommend they participate in multiple sports.
- As a member of the Minnesota State High School League, we support the MSHSL philosophy of providing educational-based opportunities for students.
- While competing and winning are essential to the success of the athletic program, doing well in school and being a good role model ultimately defines who we are as Hilltoppers.
- We believe athletic competition contributes to a sense of community when shared with students, faculty, staff, parents/guardians, alumni, and the greater Marshall community.
- We strive to maintain a safe athletic environment for participants and spectators.
- We place students at a skill level where they have the best opportunity to learn and achieve success.
- We schedule a level of competition appropriate for each team.
- We employ coaches who show dignity and respect for the game, and are committed to making a positive difference in students' lives.

### Goals

- Create and maintain a safe athletic environment.

- Hire coaches who are knowledgeable, enthusiastic, and serve as positive role models. They are committed to the Marshall Mission Statement, including a commitment toward respect for the game and those play it; show compassion toward the opponents; demonstrate personal integrity; and are committed to student-athletes' academic achievements.
- Provide healthy opportunities for personal growth and expression. Winning with class and losing with dignity are all part of the learning process.
- Ensure that good sportsmanship is the ultimate goal of each student, coach and spectator.
- Schedule competition appropriate for each team.
- Place students at a skill level where they have the best opportunity to achieve success.
- Continually evaluate the athletic program to ensure we support the overall mission of the school.

### Marshall-Sponsored Sports

<u>SPORT</u>	<u>LEVELS</u>	<u>GENDER</u>	<u>CONFERENCE</u>
Cross Country	VAR/JV/MS	Boys/Girls	LSC
Football	VAR/JV	Boys	Two Harbors
Soccer	VAR/JV	Boys/Girls	LSC
Volleyball	VAR/JV/C	Girls	LSC
Tennis	VAR/JV	Boys/Girls	LSC
Swimming	VAR/JV	Girls	Two Harbors
Basketball	VAR/JV/C/MS	Boys/Girls	LSC
Hockey	VAR/JV	Boys	LSC
Hockey	VAR/JV	Girls	Two Harbors
Nordic Skiing	VAR/JV/MS	Boys/Girls	LSC
Alpine Skiing	VAR/JV	Boys/Girls	LSC
Baseball	VAR/JV	Boys	LSC
Softball	VAR/JV	Girls	LSC
Track & Field	VAR/JV/MS	Boys/Girls	LSC
Golf	VAR/JV	Boys/Girls	LSC
Lacrosse	VAR/JV	Boys/Girls	

### Player and Spectator Code of Conduct/Sportsmanship

Proper conduct and good sportsmanship are two of the highest values emphasized throughout the athletic program. They define the spirit of the Marshall athletic program.

#### Player Guidelines

Keep high school sports in perspective. Whether you compete and win or compete and lose, that outcome is simply a measure of your athletic skills on that particular day, in that single contest, against that one opponent. It is not a measure of your self worth. Don't get caught up in thinking you're all that when you win, and don't let anyone convince you that you are a failure when you lose. You define yourself by the effort you put forth, not by the sum of your wins and losses, and not by the words and actions of others.

#### Spectator Guidelines

- Respect the American flag and the National Anthem.
- Fans who use vulgar language, make obscene gestures or in some other way act inappropriately, as determined by Marshall School personnel, will be removed from the contest site if they do not cooperate with this behavior expectation. Examples include, but are not limited to, profanity, negative chants, booing, trash talk, name-calling, personal attacks or other acts of disrespect.
- Respect the game. Under no circumstances shall anyone other than the members of the team enter the playing surface while the contest is being played.

If a student is ejected from a contest or if a coach removes a student from a contest because of poor sportsmanship, the student will miss the next contest. If the student is ejected or removed a second time because of poor sportsmanship, they will be dropped from the team.

Spectators displaying poor sportsmanship will first receive a warning. Any other sportsmanship problems during the contest will result in removal of the spectator from the contest. A second removal from a contest means the spectator will no longer be welcome at another Marshall home contest during that season.

### **Participation Policies**

#### *Eligibility*

Only students who have current Marshall School enrollment contracts are eligible to participate on a Marshall athletic team, unless Marshall has a cooperative or continuation agreement with another school.

Marshall follows the eligibility guidelines of the MSHSL and reserves the right to have stricter academic and sportsmanship expectations and behavior sanctions in keeping with the school's mission.

When applying the MSHSL penalty, Marshall School athletics participants who are sanctioned for chemical eligibility violations will also be ineligible for participation in all team activities including, but not limited to, interscholastic contests, practices, jamborees, inter-school scrimmages, and previews during the penalty period.

*In the Middle School*, if a student is failing a class at any given time in a marking period, they may not be eligible for practice or competition until they bring their grade(s) up to a passing mark. The Athletic Director will consult with the Middle School Principal on matters of middle school student participation.

*In the Upper School*, students must be passing all classes and maintain the equivalent of a 2.0 GPA at the end of each mid-semester and semester grading term in order to remain eligible for athletic and co-curricular competition. Students not meeting this minimum will be ineligible for competition until grades meet this minimum. During the period of ineligibility, grades are re-evaluated biweekly and eligibility is determined at that time. During the ineligibility period, the student will be allowed to practice with the team.

The academic mission of the school needs to be respected at all times. Therefore, students are expected to attend their regularly scheduled classes in order to be able to practice or play on any given day. The Athletic Director may make exceptions in extenuating circumstances.

A student who is absent from any Crew or class period during the school day will not practice or play on that day. Only in the case of a documented medical appointment and/or family emergency will the student be able to practice or play that day. If an administrator feels a student's dismissal from class or school warrants missing a practice or game, the student will not practice or play.

#### *Try Outs/Practice*

Students must attend the opening days of practice because this is when tryouts occur at the junior varsity and varsity levels. Any exception needs prior approval by the head coach.

Winter and spring teams often practice and compete during vacation periods. Coaches inform students and parents/guardians about the expectations and training required to make the team at the junior varsity and varsity levels. Playing time and varsity letters can be affected when students miss practice and competitions during the season (first day of practice through the last day of competition).

#### *Squad Selection*

Playing for the Marshall Hilltoppers is a privilege. No student, regardless of grade level, is guaranteed a position - each student earns their place on a team. Squad selection is based on competitive, physical and emotional factors of each student. Sometimes the head coach and Athletic Director will advise parents/guardians and school staff of a student's place on a team.

#### *Playing Time*

Playing time is determined by the coaching staff. If your child has questions about their playing time, they are encouraged to use the following process:

- Step 1 - Parents/guardians should encourage their children to discuss the issue with their coach and allow them to work through the issue.
- Step 2 - If the child is not satisfied with their place on the team after speaking with the coach, parents/guardians may ask for a meeting with the coach. Parents/guardians are encouraged to have their child present at the meeting.
- Step 3 - If, after steps 1 and 2, questions still remain, the Athletic Director can be brought into the discussion.
- If parents/guardians have questions they should make an appointment to discuss them with coaches.

### **General Athletic Policies and Procedures**

#### *Marshall Coaches*

Great care is taken when selecting a Marshall coach. Ethical behavior, dignity, and respect for their sport and the students they coach are non-negotiable. We take a student-centered approach to coaching, striving to be positive role models looking to make a difference in students' lives

#### *Schedules and Postponements*

The Athletic Director and head coach schedule contests, practices and scrimmages. Family time, schoolwork and religious holidays are serious considerations when each schedule is prepared.

The home team, with the mutual consent of the visiting team, postpones all contests. Usually these postponements are not considered until noon on the day of the event. Check the website for information about postponements.

If school is cancelled, generally there are no practices or regular season contests on that day. Parents/guardians are not to schedule practices, captains' practices, or other team functions when school is cancelled due to inclement weather. If the school has determined it is not safe to travel to and from school, parents/guardians are strongly advised to abide

by this decision. If a team is involved in playoff competition, this policy may be waived, but only at the direction of the Athletic Director.

Captains' practices may occur before the official start date of the regular season. These practices are acceptable as long as they are advertised broadly and open to every student interested in participating in the sport. From June 1 - July 31 (except the week of the 4<sup>th</sup> of July), coaches with an MSHSL waiver may attend these practices. At other times of the school year, coaches are not allowed to attend practice or coach their team in any way. Please be aware that all school rules and athletic rules apply at these captains' practices.

Players are expected to attend every regularly scheduled practice and game. Sometimes there are exceptions to this rule. The Athletic Director and head coach will decide if an absence is excused.

#### *School Attendance Policy*

Students are expected to attend a full day of school (all classes and Crew) on the day following a co-curricular competition. If a student is marked absent from any class on the day following a competition, the student will not be allowed to practice or compete that day. Students arriving back to school after 11:00 p.m. following a competition must be in school by 9:10 a.m. the next day in order to practice or play that day.

#### *Exams and Athletic Contests*

Because of the importance of semester and final exams, the athletic director and head coaches do everything possible to keep those days free for studying. Every effort is made to avoid athletic contests on those days, and practices are kept to a minimum.

#### *Away Game Information*

The safety of our students is our first responsibility. The school provides transportation to away games; however, there are times when families are asked to provide their own transportation to an away contest, e.g., a weekend soccer match at Duluth Denfeld, or following a baseball game at Wade Stadium. In those cases, families who have completed the online Transportation Waiver form are permitted to transport their child and other students who also have completed the Waiver form to and from away contests. The form may also permit upperclassman who have a current driver's license to drive to and from "local" contests.

Families wishing to take their children home following a game must notify the coaching staff directly and in person prior to taking their child. Students will not be released to other family members without prior written notice from their parents/guardians.

#### *Student/Parents/Guardians Concerns*

Please use the following process when addressing any student or parent concerns regarding the Marshall athletic program. This process provides students with significant opportunities for growth as they learn to work their way through problems they may have.

- Students are encouraged to meet directly with their coach when problems arise. Parents/guardians should encourage their children to address problems on their own.

- Students may ask for help from the athletic director when preparing to meet with their coach.
- In general, parents/guardians are welcome to contact the athletic director to discuss concerns related to the athletic program. Because issues with students and their place on an athletic team can be complicated and sometimes confusing to those not directly familiar with the circumstances, parents/guardians are asked to follow the steps outlined above.

Emotions between parents/guardians and coaches can run high following contests. In those circumstances, parents/guardians and coaches are required to follow the 24-hour cooling off rule before scheduling a meeting.

#### *Coaches/Parents/Guardians Season Meeting*

At the beginning of each season, the athletic director will call an all parents/guardians meeting to discuss issues regarding the broader athletic community. Following the all parents/guardians meeting, breakout meetings by team are held to discuss issues directly related to their program.

#### *Medical Team*

Marshall School is fortunate to have a highly skilled medical staff supporting its athletic program. Essentia Health Sports Medicine provides a certified athletic trainer at most home athletic contests, and a team doctor is available for home varsity hockey games. There are times when more than one home contest is going on at the same time. In those cases, the athletic trainer will be on site at the contest where s/he may be most needed and will be available by cell phone if needed at another site. The athletic trainer also has office hours on most days during after school hours to care for injured athletes.

Before students can return to play, they must follow the policies in place between Essentia Health and Marshall School. Please contact the Athletic Director or Athletic Trainer with questions.

#### *Uniform and Equipment Purchases*

All uniforms and equipment are owned by Marshall School and issued to an athlete for their use during the season only. The care of uniforms and equipment is the responsibility of each athlete. A cleaned uniform should be returned to the head coach no later than two weeks after the season ends. No student will be allowed to participate in another sport until all uniforms and equipment are turned in.

Students/parents/guardians may be charged for uniforms and equipment not returned, or in some cases, transcripts will be withheld. At the end of each season, all athletic lockers must be emptied and cleaned.

#### *Spirit Gear*

Teams may wish to purchase a personal item, i.e., shirts, sweatshirts and jackets. This purchase must have the prior approval of the Athletic Director and the knowledge and understanding of the athletes and their parents/guardians. Wherever applicable, players purchase partial or complete practice uniforms at cost from the athletic department. At the advanced playing levels, these are used for practices and scrimmages. At the beginning levels, they are used for practices and games.



Absolutely no fundraising or team purchasing may be done without prior approval from the Athletic Director and Director of Advancement.

#### *Students Pursuing Athletics in College*

Marshall makes every effort to identify and help students who wish to pursue a college athletic career. However, the athletic department is not responsible for getting athletic scholarships or for showcasing one student over another.

Here are some suggestions for students who wish to increase their chances of competing in college athletics.

- The student, not a parent/guardian, should initiate contact with the school and the head coach. This shows maturity and interest on the part of the student.
- Get NCAA Clearinghouse forms from the NCAA eligibility center website if you want to participate in a NCAA Division I or II institution. Ask the college counseling office to send official transcripts to NCAA. Send your ACT or SAT score to NCAA from the testing agency.
- Keep your college counselor informed.
- NCAA only counts semester credits. Students must pass each semester of an NCAA required course. A student must repeat any semester course that is failed, even if the year-long grade is passing.
- Early in the summer, call colleges and get an application, a catalog, financial aid information and the name of the head coach.
- Prepare the athletic information. This should include:
  - An athletic resume—a sample is in the Athletic Office,
  - A Marshall School profile, and
  - A letter of recommendation from your head coach.
- Mail the athletic information packet to the college head coach.
- Attend summer camps, especially ones at the colleges you're interested in attending.
- By late summer write a follow up letter to the coach. Include a copy of your team's schedule.
- Send a highlight video. Call the college coach and ask if they prefer an individual video or a composite.

#### *Security & Safety*

The Athletic Director or designee is responsible for the security of the school and athletic complex during home contests.

The coaching staff is responsible for the security of their areas during practice. A coach needs to remain with the players until all students exit the locker rooms and leave for home after all practices and games.

#### **Varsity Letters**

The Athletic Office presents a varsity letter “M” to athletes who meet their team’s minimum requirements. Head coaches determine the criteria for earning a varsity letter.