

FAMILY HANDBOOK

2021-2022

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
p 218.727.7266
f 218.727.1569
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

Jamie Steckart.....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 WhittakerAssistant Principal
Julie LaFond Registrar/Student Services Coordinator

Counseling

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

Athletic Office

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
Christa Knudsen Director of Enrollment
Brianna Vander HeydenSpecial Events & Programs Manager
Holly Mirau Communications & Design
Jeana Marshak External Relations Assistant

Business Office

Missy Herold..... Chief Financial Officer
Susan Nystrom Controller
Holly Mattinen Payroll/Human Resources

Health Center

Allison Heeren School Nurse

Food Services

Dean Korach/Cheryl Plante.....Food Service Director

Operations Management

Brandon Hieb Facilities Director

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Revised on 10/4/2021

MISSION STATEMENT

The mission of Marshall School is to educate students to become global citizens who demonstrate strong academic habits, respect, compassion, integrity, self-discipline, and intellectual curiosity.

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 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 Virtual High School (VHS).

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, we emphasize person-to-person communication in all the work we do 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

School day: 8:15 a.m. - 3:05 p.m.
After School Program: 3:05 p.m. - 5:30 p.m.
Office Hours: 7:30 a.m. - 4:00 p.m.
Summer/Break Office Hours: 8:30 a.m. - 3:30 p.m.

Building Access

Students may arrive at school beginning at 7:00 am and 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. For school safety and security, all entrances are secured after 8:15 a.m. and students must be buzzed in by Main Office staff.

The school day ends at 3:05 p.m. All students in grades 4-6 remaining on campus after 3:15 p.m. must be supervised within the after school program.

Students in grades 7-12 who will remain at school after 3:15 pm 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 parents/guardians to ensure student attendance at school for a full day every day. While the school recognizes that this may not always be possible, it also recognizes that attendance in school is the first step in creating a successful learning experience for our students throughout the school.

Our approach to attendance is shaped by the following principles:

- **Student safety:** The school needs to know when students are at school and when they are not at school to account for them in case of emergency.
- **Academic success:** Presence in class is essential for generating the greatest learning possible for all students. The small size and multidimensional nature of Marshall classes means that every student's contributions are important for the entire class.
- **Community involvement:** Presence in assemblies, advisory, all-school events, and co-curricular activities is essential for shaping the shared experiences that nurture the growth of everyone in the community. The opportunities for learning and growing beyond the classroom are dependent on consistent student participation.
- **Communication:** The school can best serve every student when the school, students, and parents/guardians are communicating proactively with each other. Marshall wants to work with students and parents/guardians to identify and address issues of attendance before they become problematic.

Advance Notice

Parents/guardians should notify the school by 8:30 a.m. about all student lateness, absences, and early departures by emailing attendance@marshallschool.org or calling 218.727.7266 x199.

Absence

- The focus of concern will be on patterns of absence that inhibit academic and community participation and success. Skipping class at any time, however, will result in a significant disciplinary response, including loss of credit in the class(es) skipped.
- Once at school, a student must attend all scheduled classes and events during the school day unless there is a documented medical appointment, family emergency, or school activity.
- When a student is more than 20 minutes late to a class or school gathering, the student is considered absent.
- When a pattern of concern related to a student's absences has been established, the family will be invited to have a conversation with the Principal to discuss the challenges to consistent attendance and to create a plan for more consistent attendance.
- Normally, an Upper School student who accumulates 7 absences in a class for reasons other than illness during a semester may lose honors recommendations, be subject to pass/fail grading, or be in jeopardy of losing credit for the class. Students who lose credit for their classes will

be withdrawn, and the student will receive either a WP (Withdrawn Passing) or a WF (Withdrawn Failing), depending on academic standing at the time of withdrawal.

- The School will work with families whose children are absent with medically-necessitated absences or required quarantines. Due to COVID-19 pandemic, it is important for students to stay home when they are ill. Such absences will not count toward attendance limits.
- Students must be in attendance at school by 9:15 am and remain in school through the end of the school day or the student will not be permitted to participate in school activities that afternoon or evening.
 - Students with a medical appointment or family emergency will be able to participate in afternoon or evening activities.
 - The Principal will make exceptions for certain school-related functions that present extenuating circumstances.
 - Students who are ill or serving quarantine will not be able to participate in after school or evening activities.
- All students who are ill or who require the nurse's attention must sign in and out at the Nurse's Office. Students who require the nurse's attention for longer than 30 minutes or who leave school for illness will not be permitted to participate in afternoon or evening activities that day.
- Upon return from an unplanned absence from class, students are expected to make completion of missed work their top priority. Students should work with their teachers to create a plan for completing make up work. Generally, students have two days (48 hours) to make up work for each class missed; after two days (48 hours) for each class missed, they may not receive credit for that work. Due to the pandemic, students will have until the end of the current 6 week grading period to submit missing work.
- When a student is not in class, they should refer to their course pages in Schoology for up to date information about content, class activities, and assessments they missed. Students should communicate directly with their teachers regarding questions they have about the work they missed. Parents may also communicate directly with teachers should there be questions or concerns.
- Parents/guardians should contact the Student Services Coordinator in the Main Office at least 72 hours in advance of a planned absence so that their children can obtain a "purple sheet" to schedule make-up work with their teachers.
- Students anticipating an absence from school are responsible for the work they miss and are expected to submit all respective assignments upon their return. Students are expected to keep up with assigned work through Schoology and to communicate with their teachers via email. Depending on the nature of a particular assignment, there are circumstances where an assignment cannot be made up and the student may lose credit for the assignment. The two-day/48 hour make up time does not apply to planned absences.

Tardiness

Students signing in less than 15 minutes late to class or other school activity will be considered tardy. Signing in 15 or more minutes late will be considered an absence. In the Upper

School, a student who accumulates more than 5 tardies in a semester will be assigned to detention for each additional tardy.

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. Because COVID-19 includes many symptoms that are similar to other illnesses, families should contact their family's health care provider for evaluation and guidance.

All families must notify Marshall School by notifying healthcenter@marshallschool.org should they, their child, or any immediate household member test positive for COVID-19 or if they have had known exposure to someone who has tested positive or been diagnosed with COVID-19. All information provided to the school will be held in strictest confidence. The school will seek guidance from St. Louis County and/or the Minnesota Department of Health. Following MDH guidelines, students/families will be required to remain away from campus for the recommended period of time.

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 Student Accommodation Plan 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 posted on the School website and announced early in the morning on local radio and television stations. 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 call the school 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 extra curricular activities may be canceled when school has been closed due to inclement weather. Check the School website for announcements.

Marshall Open Campus

Open campus privileges are offered, with parent/guardian permission, to juniors and seniors at lunch, to seniors during their free periods, and to juniors during their assigned study halls. All students are expected to be on campus and in attendance during times when school-wide activities are scheduled, including advisory, Flex, 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 halls will be required to attend their assigned study hall.

With parent/guardian permission, juniors and seniors will be allowed to leave campus during lunch and their study hall(s) or free period(s). It is important for families to understand

that while students are required to sign out at the main office when they leave campus and sign back in when they arrive back to campus, they will not necessarily be supervised when driving and/or riding in vehicles with their classmates when they leave or arrive back to campus.

Open campus is a privilege, not a right. Students who fail to abide by local laws and health and safety guidelines or leave campus at a time when they are expected to be on campus 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 to students by the Student Success Team, but is often 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 or a member of the Student Success Team, which includes, the MAC Director, Middle and Upper School Counselors, Director of College Counseling, Assistant Principal, and Middle and Upper School Principals.

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 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 modifies 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 9th grade or up to 11th 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 VHS 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 (½ credit Visual Arts)
Computer Science	½
Electives	3
Community Service	10 hours per year

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.

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.

Grading and Course Levels

Letter grades A - F are used for most courses and are assigned according to the numeric grade 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 is computed for upper school students based on a 4.000 weighted and unweighted scale for all courses using the following chart:

Letter Grade	Numeric Grade	College Prep Points	Honors/AP Points
A	93-100 %	4.000	5.000
A-	90-92 %	3.670	4.670
B+	87-89 %	3.330	4.330
B	83-86 %	3.000	4.000
B-	80-82 %	2.670	3.670
C+	77-79 %	2.330	3.330
C	73-76 %	2.000	3.000
C-	70-72 %	1.670	2.670
D+	67-69 %	1.330	2.330
D	63-66 %	1.000	2.000
D-	60-62 %	0.670	1.670
F	0-59 %	0.000	0.000

Grades are calculated to the nearest whole number. The School's teacher grading software makes these calculations and rounds accordingly.

Grade Point Average Standards

- VHS 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 according to the following formulas:

Valedictorian:

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

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

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included in the valedictorian calculation; Fine arts courses are not included in the valedictorian calculation.

2 grades of F
3 grades of D+ or below

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 60% (D- or above) or higher.

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. Students are notified of their course recommendations through individual meetings with their teachers.

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.

Schoology is available 24/7 for student and parent/guardian access in order to provide continual communication about student grades. Report cards are emailed to families at the end of each semester.

Students who are not making progress in their academic coursework may be placed on Academic Warning or Academic Probation.

Academic Warning

A student may be placed on Academic Warning if the student earns two term grades of D+ or below in a single grading term. If after one term the student fails to improve and is still earning Academic Warning grades in any academic subjects, the student may be placed on Academic Probation.

Academic Probation

A student will be placed on Academic Probation if the student earns one or any of the following combinations of term grades:

Students are removed from Academic Probation after two consecutive terms of satisfactory grades.

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

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

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

- Participation in co-curricular activities will be determined by the Athletic Director and Middle School Principal according to athletic participation policies;
- Loss of lunch recess privileges;
- Assignment to lunch time study room.

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

- Loss of senior privileges;
- Loss of CT and/or open campus 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.

A student placed on Academic Warning or Academic Probation may be asked to meet with their respective division principals, 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 after two terms 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 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

The 2021-22 semester exam schedule is still under discussion and will be communicated with families after plans are finalized.

Schedule Changes

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

Upper School student schedules are created by a process that takes into consideration student registration, graduation requirements, school enrollment, and faculty staffing. Parent/guardian or student-requested schedule changes may be honored for academic reasons including course placement and recommendation (honors vs. college prep) and satisfaction of graduation requirements. The school reserves the right to change student schedules when section enrollment or staffing needs warrants such. Students may request schedule changes with no penalty within the first ten days 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. Semester-length courses may not be added after the 3rd week of the semester. Year-long courses may not be added after the first six weeks of the semester.

Students in "embedded" courses (Biology and English 9) must choose between the honors or college prep option during the first term.

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.

Graduation Recognition

At commencement, special recognition will be awarded to graduating seniors in the form of cords, based on the following criteria:

- **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 4th grade

Graduation honors will be calculated at the end of the first semester of senior year based only on full semester Marshall completed courses.

Advanced Placement (AP) Courses

A wide variety of AP/honors classes are offered at Marshall. Due to the extensive workload required in each AP course,

juniors and seniors 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 and VHS AP courses can take the respective AP exams. Prior to final enrollment in an AP course, students must pay an exam fee, around \$55, per AP course. Fee waivers 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. We believe students best acquire these through deep engagement, supported risk-taking, and student-driven inquiry. Offering courses grounded in our 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

Beginning their sophomore year, students who have earned a cumulative 3.50 GPA or higher by the end of first semester 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 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.

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 perspective, choice, 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.

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:

- 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, 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.

Technology

Technology has opened up new channels for students to bully or harass one another. When using the Internet 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 Internet 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 cleaning up 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.

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, 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 disks 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 use 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, Christa Knudsen, Tony Lockhart, Karen Snyder, Kevin Snyder, Jamie Steckart, 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 must actively proctor and remain attentive during tests and quizzes.
- Teachers are expected to specify whether an assignment is a group or individual assignment.
- Teachers must clearly articulate what materials and resources are acceptable for use on tests, quizzes, and/or assignments.
- Teachers must require an acknowledgement of the Honor Code on all work turned in for credit. The teacher may decide the format of the acknowledgement, but it should be one of the following:
 - A student will sign their name on the assignment, signifying that the work is pledged.
 - A student will write the phrase "I vow" or "I pledge" on the assignment.
 - Online assignments will include a checkbox that students will be required to check signifying that the work they complete online is pledged.
- 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 Assistant Principal 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.

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.

Each student is assigned a locker at the start of the school year. 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

In the Middle School, promoting an atmosphere of community and respect is important in our school. To that end, 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 leave cell phones and personal electronic devices in their lockers during 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, students will begin each period by placing their phone in the storage space each teacher indicates, and the phone will remain there the entire period unless the teacher explicitly directs students to use it for an academic purpose. Students should turn their cell phones and personal electronic devices off during assemblies or other structured activities. Phones used inappropriately may be confiscated and turned in to the Upper School Principal until the end of the school day. Chronic disruptions by cell phones or personal electronic devices may result in suspension of the use of a student's cell phone or personal electronic device in the building. The School reserves the right to confiscate cell phones for any period of time deemed necessary. Of course, all rules regarding Network Etiquette apply.

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 by 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 AND SAFETY

Masks: When entering the building, everyone (students, faculty/staff, and visitors) is required to wear a properly-fitting face covering that fully covers the nose and mouth. The school will have additional masks available for students who need an extra mask. Allowable types of face masks include

- Paper or disposable mask
- Cloth face mask
- Scarf
- Bandana
- Religious face covering

Hand washing: Students will be encouraged to wash their hands with soap and water regularly throughout the day. Hand sanitizer is available around the building and in classrooms. Students will be expected to use hand sanitizer when they enter the building.

CRISIS GO Check-in: Families are responsible for completing the CrisisGo Check-in form daily for each of their children. You will receive a text message prompting you to complete the check-in form.

Health Services

The Health Center is staffed by the school nurse from 7:45 a.m. through 3:00 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.

Students with COVID-19 symptoms may return to school according to MDH guidelines.

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 7-12 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.

COVID Travel Policy

Marshall will follow CDC recommendations and State of Minnesota requirements for travel. Marshall encourages/asks all families to review the CDC Policy on Travel prior to making travel decisions. Noncompliance with the CDC guidelines puts the community at higher risk for an outbreak of COVID-19, directly impacting learning and our ability to remain together. [CDC Travel During the COVID-19 Pandemic](#)

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. Busses will use flashers and stop signs when unloading. 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 4-6 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.

Evacuation of Building

In case of a situation where we need to evacuate the building, we will move students to the Mars Lakeview Arena located at the lower side of the school's parking lot.

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 visit the Marshall School website at www.marshallschool.org to keep updated with relevant information and events posted to the school calendar.

Academic reports are emailed at the end of each semester. Tuition statements are mailed monthly. 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 renew automatically 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 7:30 am - 4:30 pm 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

Marshall School believes that the educational benefits of technology outweigh the potential hazards of its misuse. In making decisions regarding the use of technology and student access to the internet, Marshall School considers its own stated educational mission, goals, and objectives.

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. 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.

G Suite for Education

At Marshall School, we use G Suite for Education to provide email addresses, G Suite tools, and online data storage to all of our students. Students will use their G Suite account to communicate with teachers and peers, complete individual or collaborate assignments, sign in to borrowed Chromebooks, and learn 21st-century digital citizenship skills by accessing Google's Core Services. (For more information about Core Services, please see gsuite.google.com/terms/user_features.html.) Please note that Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

When creating a student account, Marshall School may provide Google with certain personal information about the student, including, for example, their name, assigned school email address, and password. Google may also collect information directly from students (such as a profile picture) as well as incidental information transmitted during regular use and operation of the services. (For more information

about the G Suite for Education Privacy Center and Policies, please see google.com/edu/trust.)

3rd Party Apps / Single Sign On (SSO)

Additionally, Marshall School partners with a number of third party applications and services in order to provide students with a range of educational tools. Many of these services allow students to sign in to an account via their G Suite account (called single sign-on or SSO). When students use SSO to access these other tools, Marshall School can monitor their use and quickly troubleshoot any issues that arise. By using SSO when available, students have fewer passwords to remember and less instructional time is lost to forgotten passwords.

For our students to use these programs and services, certain personally identifying information such as the student's name and registered IDs must be provided to the web site operator. Some of the third party apps that your student may be asked to use in order to enhance their digital education include:

- Schoology (learning management system) schoolology.com/privacy
- Zoom (video conferencing) zoom.us/privacy
- TurnItIn (plagiarism checker) help.turnitin.com/Privacy_and_Security/Privacy_and_Security.htm
- Khan Academy (differentiated instruction delivery) khanacademy.org/about/privacy-policy
- Kami (pdf editor extension) kamiapp.com/terms-of-service/
- FlipGrid (educational video-sharing site) legal.flipgrid.com/privacy.html
- ArcGIS (geographic information system) esri.com/en-us/privacy/overview
- Typing.com (learn to type software) typing.com/privacypolicy
- NoodleTools (citation management software) noodletools.com/privacy
- rSchool (athletics management software) rschooltoday.com/policies.html
- ImPACT (athletics concussion software) impacttest.com/privacy-notice/
- FinalSite (website and eNotify software) finalsite.com/privacy-policy
- iCivics (gameified civics education) icivics.org/privacy-policy
- Notability (note taking iPad app) gingerlabs.com/pp.html
- Cialfo (College Counseling software) marshallschool.cialfo.co

Teachers may use a variety of digital tools to amplify the classroom learning of our students and may ask students to create their own login or utilize Google's SSO service to do so. As we prepare to be nimble and flexible with respect to the educational tools that we utilize, we will keep information on the various 3rd party tools and accounts that your student may be asked to use on the parent portal of the school website.

Parent 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 PowerSchool account to check your student's semester grades, your Schoology account to check your student's current grades and progress in classes, and your rSchool account to register your student for athletics.

Student Directory

The Marshall School Student Directory includes the addresses, telephone numbers, and parent email addresses for most students and is available for all Marshall families. It is published for use only by the school community for school-related business.

Development at Marshall School

Continuing a 100 year-old tradition, current Hilltoppers discover far more than a great education. Students find their voice, their place, and a community in which to grow. Whether working on a project or a play, joining the basketball or robotics team, every student benefits from teachers who challenge them in class and peers who encourage them outside of it. This extraordinary combination of a small, welcoming campus with an exceptional academic experience nurtures students' intellectual, emotional, and character development.

Students emerge as leaders and innovators providing solutions to complex issues. But continuing this vision requires the full support of our extended community in a variety of ways. One important way is with philanthropic support. All members of the Marshall community are asked to participate in the Marshall Annual Fund. For more information, please visit www.marshallschool.org/giving, or speak with any member of the Advancement staff.

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 playbill showing the student's role in a drama production, honor roll, or other recognition lists, graduation programs, and sports activity sheets. Directory information could also be disclosed to outside organizations without a parent's prior written consent, such as to companies that publish yearbooks.

In addition, two other federal laws require the School to provide military recruiters, upon request, with three directory information categories - name, address, and telephone listing - unless parents have advised the School that they do not want this information disclosed without their prior written consent.

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 School in writing by September 30, 2021. Please send the notification to Jamie Steckart, Head of School.

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)

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- E-mail 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
Soccer	VAR/JV	Boys/Girls	LSC
Volleyball	VAR/JV/FR/MS	Girls	LSC
Tennis	VAR/JV	Boys/Girls	LSC
Basketball	VAR/JV/FR/MS	Boys/Girls	LSC
Hockey	VAR/JV	Boys/Girls	LSC
Dance Team	VAR/JV	Girls	
Nordic Skiing	VAR/JV/MS	Boys/Girls	LSC
Alpine Skiing	VAR/JV	Boys/Girls	LSC
Baseball	VAR/JV/MS	Boys	LSC
Softball	VAR/JV	Girls	LSC
Track & Field	VAR/JV/MS	Boys/Girls	LSC
Golf	VAR/JV	Boys/Girls	LSC

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 upper school, students whose grades are within academic probation guidelines at the end of each grading term will need to sit out of competition (or co-curricular activity) until grades reach non-probation status. Grades are evaluated weekly and eligibility is determined at that time. If grades do not reach non-probation status, the student will be ineligible for competition for another week. During the ineligibility period, the student will be allowed to practice with the team.

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.

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 during the school day after 9:30, except for scheduled appointments and family emergencies, will not practice or play on 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 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 4th 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) on the day following a 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.

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. There is nothing more frightening for the coaching staff than when they believe they are missing one of their players on a road trip. We regularly conduct head counts prior to departure from campus, before leaving an opponent's facility, a restaurant or a hotel. Therefore, we insist that families wishing to take their children home following a game notify the coaching staff directly prior to taking their child. We do not release students 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. We believe 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, we ask parents/guardians 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

We ask for your cooperation and consideration in the distribution, care and return of all athletic equipment and uniforms issued during the season. 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 Annual Giving.

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, 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.

MSHSL COVID-19 NOTICE

The Marshall athletic program will follow the Center for Disease Control (CDC) and the Minnesota Department of Health (MDH) recommendations as communicated to the school through the Minnesota State High School League (MSHSL). In order to keep the Marshall School community safe, Marshall reserves the right to enact stricter guidelines for our Marshall student-athletes, coaches, and fans than what is recommended by these organizations.

Even with these measures, the MSHSL and Marshall School cannot guarantee that students or other individuals participating in organized athletics activities ("Participants") will not be exposed to COVID-19. Participants and their parents/legal guardians should consider the risks before participating in any MSHSL activities. It is a shared responsibility to protect everyone from COVID-19 and Participants should follow MDH/CDC guidance to reduce the risk of exposure, including but not limited to the following:

- Stay home when sick;
- Stay at least 3 feet from other people if you are in a public place;
- Avoid close contact with people who are sick;
- Always wash your hands after being in a public place;
- Always wash your hands after blowing your nose, coughing or sneezing;
- If soap and water are not available, use hand sanitizer that is at least 60% alcohol;

- Cover your mouth and nose when you cough or sneeze. Cough or sneeze into your elbow or tissue. Throw used tissue into the trash;
- Wear face coverings/masks that cover your nose and mouth and fit snugly against the sides of your face.

In recognizing the serious nature of the COVID-19 pandemic and the positive impact that participating in MSHSL fine arts activities and athletics has on student participants, it is imperative that students and families know and understand the following:

1. Participating in MSHSL activities is voluntary.
2. While participating in MSHSL activities, all laws as well as MSHSL and school rules, guidelines, and protocols related to COVID-19 must be followed.
3. Participants acknowledge the contagious nature of COVID-19, and the Participant understands that there is risk of injury and/or illness from participating in MSHSL activities, including the risk to have direct or indirect contact with individuals who have been exposed to and/or diagnosed with COVID-19.
4. Participant agrees that if he/she is exposed to, or infected by, COVID-19 during the period of participation, they will immediately cease participation and follow Minnesota Department of Health protocols for schools and activities and MSHSL guidelines for notification and return to participation.