

**Marshall Upper School
2006-2007 Handbook**

MARSHALL SCHOOL MISSION STATEMENT	4
Communication	5
ACCREDITATION	5
DAILY POLICIES AND PROCEDURES IN THE UPPER SCHOOL	6
School Hours.....	6
Attendance	6
Excused Absences	6
Non-sanctioned School Absence.....	6
Unexcused Absence.....	7
Detention.....	7
Course Credit.....	8
Tardiness §.....	8
Procedure for Leaving the School During the Day.....	8
Marshall Open Campus.....	8
ACADEMIC LIFE	9
Graduation Requirements.....	9
Marshall Transcripts.....	9
Grading and Course Levels.....	9
Grade Point Average Standards.....	10
Grade Computation and Class Rank.....	10
Incomplete Work.....	10
Repeated Courses	11
Homework Policy.....	11
Tests.....	11
Semester Exams	11
Independent Study Courses and Curriculum	11
Outside Academic Work.....	12
Post Secondary Option Philosophy Statement.....	12
Accommodations for Students with Learning Disabilities.....	12
ACADEMIC COMMUNICATIONS	13
Course Registration For Returning Students.....	13
Schedule Changes.....	13
Mid-Quarter Reports.....	14
Parent-Teacher Conferences.....	14
Informal Conferences	14
Classroom Visits and Meetings with Teachers.....	14
Academic Progress Notification.....	14
Academic Probation Policy.....	14
ACADEMIC RECOGNITION	16
Honor Roll/Merit Roll	16
Highest Honors and Honors	16
Marshall Service Unit.....	16

**Marshall Upper School
2006-2007 Handbook**

DEPARTMENT POLICIES	17
Religious and Ethical Studies in the Upper School	17
Math Department Course Promotion	17
College Counseling.....	18
TECHNOLOGY.....	19
Acceptable Use Policy for Computer Network Use.....	19
DISCIPLINE PHILOSOPHY AND PROCEDURES.....	22
Classroom Disruption	23
Disrespect.....	23
Fighting.....	24
Stealing.....	24
Vandalism.....	24
Alcohol/Controlled Substance.....	24
Smoking and Chewing Tobacco.....	25
Search and Seizure.....	25
Weapons and Endangerment Policy	26
Policy Concerning Harassment	26
What to Do About Harassment/Consequences.....	27
Academic Honesty.....	27
Dress Code.....	28
Lockers	29
Skateboards and In-Line Skates	29
Gym Use.....	30
Cell Phones and Pagers.....	30
CO-CURRICULAR ACTIVITIES, ATHLETICS AND STUDENT RESOURCES.....	31
Marshall School Athletics Statement.....	31
Academic Requirements for Co-curricular Activities.....	31
Athletics – Physical Examinations	31
Athletics – Letter Requirements.....	31
Formal Dances.....	31
M.O.R.E. The Marshall Outdoor Recreation and Education Program.....	32
National Honor Society.....	32
MARSHALL COMMUNITY GENERAL INFORMATION	33
Parent Information.....	33
Interfaith Services.....	33
Health Services.....	33
Medication	33
Parking.....	34
Transportation	34
Safety Drills	34
Lunch Program §.....	36
Marshall School Library Media Center.....	37

**Marshall Upper School
2006-2007 Handbook**

Snow Days	37
Lost and Found.....	37
DIRECTORY	38
Marshall Parent Organization (MPO).....	38
Parent-to-Parent.....	38
Admissions and Financial Aid §	38
Development Office.....	39
Board of Trustees	39
2006-2007 Board of Trustees §	39
2006-2007 Class Officers §	40
Upper School Schedule.....	41
2006-2007 Class Advisors	41
Marshall School Staff §	42
Marshall School Faculty §	43
2006-2007 School Calendar	44

§ Items marked with this symbol have been updated for the 06-07 school year.

**Marshall Upper School
2006-2007 Handbook**

MARSHALL SCHOOL MISSION STATEMENT

Marshall School is an independent college preparatory day school for students in grades five through twelve. A Marshall education encourages students to develop strong academic habits; an ethical framework for responsible decision-making; respect for self, for others and for property; and a commitment to bettering the world.

Philosophy

To ensure the success of its mission, Marshall School is committed to supporting and nurturing:

- Students as confident and independent thinkers with the skills needed to learn and to achieve--now, in college, and throughout their lives.
- Teachers whose enthusiasm and energy for their subject sparks young people to learn and whose sense of caring enriches the school.
- Parents in their partnership with the school and their children.
- Class sizes that permit active participation, frequent feedback, and engagement in the rigor of a liberal arts curriculum.
- An atmosphere where each individual sets challenging but attainable goals and where the exploration of new interests and talents is encouraged.
- An appreciation for each person's unique human qualities in a community which reflects kindness, integrity, and respect.

Goals

In keeping with the tenets of its philosophy, Marshall School has chosen to work toward the following goals:

- Well-educated graduates capable of succeeding in life.
- Mastery of academic skills and competencies in a variety of academic disciplines.
- Development of intellectual habits to sustain lifelong learning.
- Awareness of global interdependency and the obligations of citizenship.
- Appreciation for the ways that a healthy mind, body, and spirit work together in an educated and productive person.
- Development of a safe, and diverse school community where students can achieve personal and academic goals.
- The expectation that both receiving and giving are part of the human cycle and that the gift of education implies leadership in that cycle.

Approved by Marshall School
Board of Trustees on December 9, 1998

Marshall Upper School 2006-2007 Handbook

COMMUNICATION

Communication among students, parents, teachers, 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 should address classroom or academic concerns to teachers. Similarly, we expect that teachers will engage students and parents in conversations about questions or concerns.
- Subsequently, students and parents may choose to bring questions or concerns to the attention of the division director. The division director 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.

ACCREDITATION

Marshall is accredited by the Independent Schools Association of the Central States. Marshall also holds membership in the National Association of Independent Schools, the Association for Supervision and Curriculum Development, the National Middle School Association and the Minnesota Independent School Forum, Inc.

**Marshall Upper School
2006-2007 Handbook**

DAILY POLICIES AND PROCEDURES IN THE UPPER SCHOOL

School Hours

School day 8:05 a.m. – 3:05 p.m.

Attendance

The responsibility for the academic success and safety of our students is a priority. Therefore, it is imperative for students to attend all classes and other daily scheduled events unless they are at home ill. Attendance is taken at the beginning of every period to ensure that all students are present and accounted for.

Absences are understood according to the following definitions:

Excused Absences

Excused absences require advance notice by phone or parent note. Notice after the absence will result in an unexcused absence and the detention policy will be followed..

If a student is ill, parents should notify the school by noon each day that he/she is kept home. In general, we expect that excused absences will be related to illness, medical appointments, or family events.

Students who are absent for more than half a day from school are not eligible to participate in any extracurricular activity held the same day or evening of the absence.

Absences from class for the purpose of participating in a Marshall athletic competition or other school activity will be treated as excused absences. In general, students know well in advance of upcoming absences for school activities (athletics, academic competition, field trips, etc.). When students are absent from class for school activities, they are required to be prepared for the next day's class, including homework assignments, test preparation and written assignments.

In the event of an illness or unexpected family events, students are able to make up class work and homework. Two make-up days per day of absence is the usual arrangement; students and teachers should discuss the need for more time if the illness makes that necessary. A request for homework should be made by 8:00 a.m. Homework can be picked up in the Upper School Office between 3:15 p.m. and 4:30 p.m.

Non-sanctioned School Absence

The school strongly encourages parents to help ensure that their child will be in school when classes are in session. Non-sanctioned absences are absences that are with parental knowledge and approval but are not sanctioned by the school.

Marshall Upper School 2006-2007 Handbook

Since the school does not sanction these absences, the individual teacher will determine what work may or may not be made up. Parents should be aware that such absences could affect academic performance. Although these absences will be excused absences, a student must do the following before leaving:

- The student must bring a signed note from their parent to the Upper School Office one week prior to the absence,
- The student will be issued the non-sanctioned absence form (purple sheet) and is responsible for collecting all assignments from their teachers,
- Return the signature portion of the purple sheet to the upper school office, and keep the assignments portion of the purple sheet.

Unexcused Absence

Most absences that occur without advance warning will be understood as unexcused absences. Absences from class, assemblies, or other school events occurring during school hours without parental permission or the permission of a Marshall administrator are all unexcused. As a consequence for unexcused absences:

- Students will not receive credit for missed classroom assignments
- Students may make up major tests or projects, but will receive only passing credit (60%)
- Students will lose privileges, free time, or an equivalent
- Parents will be notified of all unexcused absences
- Students with repeated unexcused absences may lose course credit and jeopardize progress toward graduation

Detention

The Upper School Office will routinely screen student attendance records for issues that merit detention. In addition, teachers and staff may refer students to the Upper School Director for behavioral concerns.

- Students can expect one session of detention for each unexcused absence. Students and parents will be notified in writing when a student must serve a detention.
- An accumulation of three unexcused tardies will also result in detention. After two unexcused tardies, a written warning will be issued to parents and students informing them that the student has two unexcused tardies and that a third tardy will result in detention.
- Additional disciplinary consequences may apply depending on the situation. For example, dishonesty and unexcused absences may result in more than detention. In addition, students may expect detention as a possible consequence for other policy infractions referenced by the Student and Parent Handbook.
- Detention sessions will occur daily from 3:10 – 4:25 p.m.
- In most cases, students may not waive detention to attend extracurricular activities, including but not limited to, play practice, music events, or athletic team practices or

Marshall Upper School 2006-2007 Handbook

competitions. The Upper School Director, Athletic Director, and Student Activities Coordinator will discuss any exceptions and rule on them.

- Students who have repeatedly been assigned to detention, and whose behaviors have not changed, may face additional disciplinary consequences.

Course Credit

Students who miss 12 class days or the equivalent of twelve 45 min class sessions during a semester could lose credit for the class. In general, any pattern of excessive absences could affect academic performance, including the final grade or credit for a course. A medical waiver will be issued when a physician verifies that the absences were medically necessary. Students may miss class for academic reasons with the Director's permission.

Tardiness §

To promote an optimal learning environment in the classroom, we discourage disruptions caused by late arriving students. We understand that certain circumstances will necessitate that a student enter class after the class has started; however, in general, students are expected to arrive to class on time. Students arriving late to school must have a note from their parents excusing their late arrival. Students who are late because they were working with a teacher or administrator must have a note from the detaining teacher to be excused. A warning will be issued after the second unexcused tardy. A significant pattern of tardiness to a class will result in an academic penalty not to exceed one-third of the earned grade for the marking period (i.e., a B+ will be lowered to a B). Administration of this penalty is at the discretion of the teacher, whatever the nature of the latenesses accrued. A pattern of lateness may also result in a loss of open campus privileges and assignment to detention. In rare cases of chronic excused tardiness without a compelling explanation, the normal tardiness consequences will be followed after the fifth excused tardy.

Procedure for Leaving the School During the Day

If a student needs to leave school during the day, we require notification from a parent or legal guardian. The Upper School Office should be notified prior to departure if the student will begin the school day in school or upon the student's return if they are entering school late. All students must sign out in the Upper School Office. Signing out does not assure that the absence will be excused. Only the permission of a parent or administrator will be considered acceptable.

Marshall Open Campus

Presently, the Marshall campus is open for eleventh and twelfth grade students during the school's scheduled lunchtime. Ninth and tenth grade students do not have lunchtime open campus privileges. The campus is closed for ninth, tenth, and eleventh grade students at all other times. Seniors enjoy open campus privileges during unscheduled time. Such privileges may be revoked at any time. All students are expected to be on campus and in attendance during times when school-wide activities are scheduled. These activities include assemblies, community time, pep fests and speakers. Permission slips for open-campus privileges will be distributed at the beginning of the school year. Without such permission on file in the upper school office, it is assumed that parents have not granted permission for students to leave campus.

**Marshall Upper School
2006-2007 Handbook**

ACADEMIC LIFE

Graduation Requirements

For graduation, students need 22 credits, which will usually include courses taken after the successful completion of 8th grade.* Students must attempt 5 ½ credits per grade year. Physical education sports and some independent study courses will not qualify. In general, students may not drop courses if dropping the course would put them below 5 1/2 credits. These credit requirements include the following courses:

English	4
Social Studies	3 ½
Foreign Language	2
Mathematics	3
Science	3
Religion	2 (1/2 cr. per yr. 9-12)
Physical Education	2
Fine Arts	1
Computer Course	½
Marshall Service Unit	10 hours per year

* (Some 7th and 8th grade math and foreign language courses may be determined to satisfy graduation requirements, but will not be computed in the student's grade point average. Please see the US Director if you have questions.)

Marshall Transcripts

The official Marshall transcript differs from the report card that students receive at the end of each quarter. The transcript contains semester end grades, and records credits earned. The transcript does not contain quarter grades. The transcript does report PE sports credit where earned, but will not ordinarily indicate athletic participation.

Students may request an official transcript from the Upper School Office or the College Counseling Office.

Grading and Course Levels

Letter grades A – F are used for most courses. In addition to letter grades for each course, a student will receive a number of honor points depending on the level of difficulty or type of course. The course description booklet details each course and the corresponding credits, units or honor points.

5.000	Honors and Advanced Placement Courses
4.000	College Preparatory Course

Marshall Upper School 2006-2007 Handbook

Students may earn grades of A, B, C, D, or F at any of these levels. Honors points are assigned using the following chart:

Level	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Honors	5	4.670	4.330	4	3.670	3.330	3	2.670	2.330	2	1.670	0
Regular	4	3.670	3.330	3	2.670	2.330	2	1.670	1.330	1	.670	0

Grade Point Average Standards

This year we will continue to use Concert Band, Concert Choir, Concert Strings, Honors Band, Honors Choir, and Honors Strings in GPA calculations.

Courses that do not have a regular meeting time are not used in GPA calculations i.e. Jazz band, Chamber singers, Music Theory, etc...

Independent Study classes are not used in GPA calculations, unless they are in place of a regular class that cannot fit in a student's schedule.

Phys Ed/Health is used in GPA calculations because of the Health component of the class.

Other Phys Ed Courses are not used in GPA calculations i.e. Physical Education, Weight Training, PE Sports, or PE Ind. Study.

Grade Computation and Class Rank

Honor points and letter grades are used to determine class rank. Marshall does not report class rank to colleges unless parents or students request that we report class rank for them. Courses taken in the Middle School will satisfy Upper School graduation requirements, but the courses will not count toward the 22 credits needed for graduation. Middle School course grades will not be used to compute high school grade point averages.

With the exception of courses outlined in the section, "Grade Point Average Standards," all courses taken between grades 9-12 will be used to compute the high school grade point average and class rank. Courses taken at other schools will not be used in grade computation. All courses required for graduation must be taken at Marshall School unless there are unavoidable reasons to do otherwise. Students who take courses away from Marshall School that they want to include in their cumulative grade point average must have the approval of the Director of the Upper School.

Incomplete Work

It is expected that students will complete all work in a given course by the end of a marking period (quarter or semester). Grades of "incomplete" are given only to students who have been prevented by illness from completing all work in a particular course or on the recommendation of the instructor. Such incomplete work must be made up within two weeks after the end of a marking period. At the end of this two-week period, all incomplete work is changed to a final letter grade. If the incomplete work has not been made up the student will receive a final grade based on a failing grade for the work not completed.

Marshall Upper School 2006-2007 Handbook

Repeated Courses

If a student retakes a course because of course performance or failure, the second attempt will be listed on the transcript and the first attempt removed, unless the grade of the first attempt is higher. The second attempt must be completed successfully, or the grades from the first attempt will be returned to the transcript.

Homework Policy

For students in grades 9-12, meaningful homework is assigned in nearly every course on a daily basis. As a general rule, homework assignments in each course take students approximately 30 minutes to complete. Thus, the average student can expect to have a total of 2-3 hours of homework per day. Term papers, book reports and other long-range projects are assigned sufficiently in advance to allow the student to spread his/her effort over a longer period. Students are responsible for keeping track of assigned homework and should keep a notebook for the purpose of recording these assignments. In the event of a school activity or a non-sanctioned absence, students are responsible for making up class work and collecting any homework.

Tests

If a student has three or more tests scheduled in one day they may bring this matter to the attention of the teachers or Upper School Director. The matter will be resolved by the teachers who may postpone the test for the individual students or for the entire class. Tests are defined as covering cumulative material of two or more weeks.

Semester Exams

Marshall believes that comprehensive semester exams are essential to the educational development of its students. As a result, at the end of each semester, the students will take at least a 1-½ hour exam in each academic subject which will count no more than 1/3 and no less than 1/5 of the student's final semester grade. At the beginning of the second semester, seniors will be given information about senior projects, including project eligibility and requirements.

Independent Study Courses and Curriculum

Students may pursue directed independent study with a Marshall faculty member only with the approval of the teacher and the Upper School Director. Independent study should be used when a course is not offered, and the faculty member is willing to offer it as independent study, or when a student and faculty member agree that further study of a topic is not possible with available courses. Independent study will rarely be used to solve scheduling conflicts, except by faculty and Upper School Director approval.

Procedure:

In all independent study courses, the following paperwork must be completed:

- Proposal for Independent Study
- Syllabus
- Contract for Independent Study
- Evaluation of program

Marshall Upper School 2006-2007 Handbook

Copies of all steps will be kept by the supervising teacher, student, and the Upper School Director.

Outside Academic Work

Marshall transcripts will reflect academic coursework completed at Marshall while a Marshall student. Transfer work will be accepted as appropriate to our graduation requirements, but will not usually be included in the Marshall transcript.

Outside courses, including PSEO courses, Concordia Language Village courses, and other courses beyond the Marshall curriculum, may become part of the student file, and will be helpful in the college counseling process. Students are encouraged to submit such records, including formal recognition of community service, for inclusion in their academic file.

Post Secondary Option Philosophy Statement

For information on Marshall's guidelines regarding PSEO programs and eligibility, see Director of the Upper School, Dr. John Haire.

Accommodations for Students with Learning Disabilities

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 and weaknesses.
- The report should include a summary of the student's diagnostic interview and specific recommendations if a learning problem is detected.
- A release must be signed authorizing the evaluator to communicate with school personnel on behalf of the student's educational needs.
- Based on the psycho-educational evaluation, the upper school director, counselor and teachers will collaborate with each other to identify alternative strategies that may help the student achieve academic success.
- The report needs to be current with updates every three years.
- The student's parents shall be involved in this evaluation process.

**Marshall Upper School
2006-2007 Handbook**

ACADEMIC COMMUNICATIONS

Course Registration For Returning Students

Preliminary course registration is conducted for all students in March. Final registration is done in the spring, at which time each student and his/her parents can meet with the Upper School Director and/or the Counseling Department for the purpose of finalizing the student's course of study for the following year. Once a student's program has been determined, the student is expected to follow that program unless specific, valid reasons for course changes are presented. Any course changes must be made within the first ten class days of the semester. Course changes must be officially approved by the counselor and teachers involved. Students must carry 5 ½ credits per grade year. They may not drop courses if dropping the course would put them below 5½ credits.

Schedule Changes

Upper School student schedules are created by a process including student registration, graduation requirements, school enrollment, and faculty staffing. School personnel make an earnest effort to honor requests, but will not always be able to do so in the final creation of schedules.

We recognize that there will be times when students or parents may desire a change in a schedule. We will make these changes as is practically possible, given the student's overall schedule and academic plan, section enrollment, and staffing needs. Additionally, a teacher or department may also suggest changes in placement or course timing.

Students may request changes during the first ten school days of each semester through the Upper School counselors and the Upper School Director. Dropped courses will not be recorded on grade reports or transcripts during this period. Students may not ordinarily drop full year courses in the second semester without the permission of their teacher and the director of the upper school.

In the five school days preceding the end of the first quarter of a semester or full-year course, and in the five school days following the end of that quarter, students may withdraw from a course. A similar schedule applies to second semester courses.

At other times during the year, course changes will not ordinarily be allowed and students will complete the semester of instruction and the exam for the class. Students who withdraw from a course at one of these times may jeopardize progress toward a diploma. Seniors are advised that changes in their academic plans may be communicated to colleges and universities, and could affect admissions.

With respect to all changes, the signatures of the following people are required:

- A parent
- The teacher whose course is being dropped

Marshall Upper School 2006-2007 Handbook

- The Division Director
- The College Counselor (if the student is a senior)

Mid-Quarter Reports

Approximately four weeks into a grading period parents are ordinarily contacted by mail if their student is doing unsatisfactory work (C- or below) in a class, or if his/her behavior is inappropriate in class. Parents are encouraged to contact teachers at any time for a progress report.

Mid-term dates for the 2006-07 school year:

1st quarter – October 2

3rd quarter – February 27

2nd quarter – December 4

4th quarter – May 7

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year. Conferences are designed to provide parents the opportunity to check in with teachers on their child's progress. The length of the conference does not allow for in-depth analysis or for intervention planning. For concerns that require in-depth discussion, parents are encouraged to contact the upper school counselor to schedule a student team meeting with their child's teachers.

Informal Conferences

Informal conferences may take place throughout the school year. For minor problems such as failure to complete a number of homework assignments and poor performance on a series of quizzes, the teacher may call the parent to discuss ways of remedying the situation. For continued academic or disciplinary problems, a student team meeting is the most effective way to approach the situation. Parents should contact the upper school counselor to schedule a student team meeting.

Classroom Visits and Meetings with Teachers

We welcome parent involvement in the school. We ask parents to make prior arrangements with teachers and to check in at the upper school office upon their arrival.

Academic Progress Notification

If a student's average in a course falls to the "D" or "F" level at any time, teachers will ordinarily contact parents either by phone, or a documented correspondence (academic progress report, letter, etc.).

Academic Probation Policy

Warning

When a student receives two or more simultaneous quarter grades below a C-, or one F, the Upper School puts a notice of academic warning into a student's file and sends copies to the student's parents and teachers. For example, a student would receive an academic warning for

- Any report card with a D+ in one class and a D- in another;

Marshall Upper School 2006-2007 Handbook

- Any report card with an F;
- Academic dishonesty.

A follow-up meeting involving the teachers and a counselor occurs only at the request of the parents, except in cases of academic dishonesty, when the Upper School Director may call a meeting.

Probation

When a student receives two academic warnings within four consecutive quarters, the Upper School:

- Puts a notice of academic probation in the student's file and sends copies to the student's parents and teachers;
- Meets with the teachers to design a contract, one of the terms of which must be that the student stays off probation and earns no warnings during the next two quarters;
- Arranges and conducts a meeting with the student, parents, and teachers at which the student and parents sign the contract;
- Tracks the student's compliance via weekly reports during the next two quarters, meeting with the teachers at the end of each quarter to assess the student's compliance;
- Additionally, students may lose open campus privileges;
- Students may be assigned to study halls (including seniors).

The student, parents, and Upper School Director will discuss cases where a student fails to end a probationary status satisfactorily. The appropriateness of promotion to the next grade level and the practicability of earning a diploma will be central to these discussions.

**Marshall Upper School
2006-2007 Handbook**

ACADEMIC RECOGNITION

Honor Roll/Merit Roll

The purpose of the Honor Roll and Merit Roll is to commend students who have accomplished distinguished work in their courses. In recognition of this achievement, the names of those students achieving such excellence will be posted in the hall across from the Upper School Office.

- Honor Roll: A student must have a 3.670 or higher weighted grade point average and no grade below a B-.
- Merit Roll: A student must have a 3.000 or higher weighted grade point average and no grade below a C.
- Academic Letter: Students who maintain a 3.670 weighted grade point average each semester over three consecutive semesters will be eligible for an academic letter.

Highest Honors and Honors

At commencement, highest honors and honors recognition will be awarded to graduating seniors, based on the following criteria.

- Highest Honors: 4.000 or higher g.p.a on a scale using weighted grades
- Honors: 3.670 or higher g.p.a on a scale using weighted grades

Honors will be calculated at the end of the first semester of the senior year.

Marshall Service Unit

The Marshall Service Unit is an extra-curricular service requirement (10 hours completed each year) for all Upper School students attending Marshall School. The purpose of the requirement is to provide circumstances that will enable our students to learn the inherent value of our society's highest ideals: serving others and the community. This concept is put into practice through organizational participation or individual initiative. For fulfillment of the requirement, the definition of service is very broad and flexible to allow students to design an option well suited to them. Employment for pay is not included. We encourage individual creativity in selecting or suggesting opportunities for service. Students are required to complete a "Service Unit Verification Form" for each service project they complete. These forms are available in the Upper School office and from class advisors. The completed forms are turned in to the respective class advisors who record all service hours in a logbook.

**Marshall Upper School
2006-2007 Handbook**

DEPARTMENT POLICIES

Religious and Ethical Studies in the Upper School

The Religious and Ethical Studies Department strongly reflects the mission statement of Marshall School, which states that a Marshall education encourages students to develop "an ethical framework for responsible decision-making; respect for self, for others, and for property, and a commitment to bettering the world." This goal is accomplished through the academic investigation of the histories, ethical stances, dogmas, philosophies, religious practices, and contemporary issues of the human race, and by providing an opportunity to help students experience the positive effects of walking the paths of peace and justice through the Volunteer Outreach program.

Math Department Course Promotion

In keeping with our mission of college preparatory coursework, the math department offers the following guidelines for promotion from one math course to another.

For a student to proceed to the next level in mathematics at Marshall, he or she must meet one of the following criteria in their current mathematics course. The student must earn:

1. A minimum grade of "C-" for both semesters,
2. Or a "rising" average of "C-" or higher over both semesters (meaning the second semester average is higher than the first semester average),
3. Or grades of "C-" or higher on both semester exams.

Students who do not meet any of the above criteria have two possible courses of action.

1. The student may opt to retake the course.
2. The student may opt to pursue outside tutoring/study and attempt to pass the semester exams at a level of "C-" or higher. A student will be allowed two different opportunities to pass the semester exams. If the midyear exam needs to be retaken, the student will have the opportunity to retake it at the end of third quarter as well as once during the summer.

In the following situations the student will be required to retake the course in its entirety before continuing on in subsequent mathematics courses at Marshall.

1. If a grade of "F" is earned for the second semester or if the average of the two semesters is a failing average.
2. If a student who wishes to proceed to the next higher course in mathematics is required to do additional work/studying, and does not succeed in passing both semester exams at a level of "C-" or higher.

The dates of the retake exams will be set by the department and published before the close of the school year. The student will need to set up a test day with his or her mathematics teacher during the retest dates. If a student cannot pass both semester exams at a level of "C-" or higher by the August test date, he or she will be required to retake the course.

Marshall Upper School 2006-2007 Handbook

The grade the student earned for the course will not be altered by the results of the retake. The purpose of retaking the exams is to give the student an opportunity to prove that he or she has achieved a level of competency with the material that will allow him or her to succeed at the next level.

We will not accept course credit for a math course taken outside of Marshall for a student currently enrolled at Marshall. A student may take a course outside of Marshall to strengthen his or her understanding of the material to better prepare for the retake of the required exams. The outside course grade cannot act as a substitute to retaking the exam.

This policy will be in effect starting September 2003 for freshmen through junior students. Seniors and underclassmen, who will not be continuing on in our mathematics program, need only to attain a passing grade to attain credit for a course.

College Counseling

College counseling is a central focus for our students. Please contact the College Counseling office or admissions office for a College Handbook.

**Marshall Upper School
2006-2007 Handbook**

TECHNOLOGY

Acceptable Use Policy for Computer Network Use

The implementation of a comprehensive computer network, which includes Internet Access, at Marshall School provides an unlimited supply of resources for students and staff. Use of the network also places an enormous set of responsibilities on each user. The sections below are intended to make those responsibilities clear for all work on the Marshall School network.

Student Responsibilities

Students shall accept the responsibility for maintaining the integrity of the school's computer software, computer hardware, and electronic messaging system. Students are personally responsible for their use of the computer network and for all materials they place on the network or access from the network.

Students have the responsibility for:

- Using the network for educationally appropriate activities that are consistent with the philosophy of the school.
- Using only school purchased or distributed software on the network.
- Keeping all educationally inappropriate materials or files harmful to the integrity of the network from entering the school.
- Reporting all issues or violations.

Students also have the responsibility of following the printing guidelines below.

- Printing should be limited to materials that are directly related to class assignments and projects.
- The school will monitor all printing.
- Every student is allowed to print 200 pages free of charge each year.
- After a student has exhausted his or her free printing, they may purchase additional copies for \$.05 per copy. Additional copies may be purchased in blocks of 20 or more.

School Responsibilities

- The school will provide instruction in appropriate use of the network.
- The school will educate students about ethical use of the network and issues of personal safety and privacy.
- The school will take steps to discourage access to educationally inappropriate materials.
- The school will determine consequences for computer and network abuse. Consequences may include suspension of a student's account, financial retribution, suspension or expulsion, and possible legal action.

Marshall Upper School 2006-2007 Handbook

Parental Responsibilities

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

Student Guidelines for Computer Network Use

Educational Purpose

- Network use, including Internet access, is limited to educationally appropriate activities. Since our resources are limited, the following activities are listed in priority for use: class instruction, work on class assigned projects, independent research, and high-quality self-discovery activities.
- Commercial use or use of the network for solicitation is not allowed.

Personal Safety

- Use only your first name. Do not reveal your last name, address or phone number. Do not post personal information about yourself or other people.
- Promptly disclose to your teacher any message you receive, or material you access, that makes you feel uncomfortable.

Prohibited Activities

- You may not attempt to gain unauthorized access to the Marshall computer network or any other computer system through the Marshall network or go beyond your authorized access. This includes attempting to log on through another person's account or access another person's files. Do not change the internal settings (wallpaper, screensaver, etc.) of any machine.
- You may not use the network to disrupt or destroy the property of anyone, including Marshall School, by spreading computer viruses or by any other means.
- Do not download programs or print information without the permission of your supervising teacher.

System Security

- Do not share passwords or use any person's account but your own.
- Report security problems to a teacher.
- We may at any time access and monitor all messages and files on the network.

Appropriate Network Etiquette

- Be polite.
- Use appropriate language. Don't be profane, rude, vulgar, threatening or disrespectful.

Marshall Upper School 2006-2007 Handbook

- Remember e-mail is not guaranteed to be private. Don't write anything you would feel uncomfortable sharing in front of the entire school.
- Harassment in any form will not be tolerated. No messages with derogatory or inflammatory remarks about an individual or group's race, color, creed, gender, religion, national origin, marital status, physical attributes, sexual preferences, age, or disability will be tolerated.
- Do not post private information about another person, or repost a private message without permission.

Plagiarism and Copyright Infringement

- You must not plagiarize works you find on the Internet.
- You may not violate copyright laws, such as copying software without the owner's permission or otherwise using an author's work without consent or proper citation.

Inappropriate Access to Material

- Transmitting or receiving any material in violation of the law is prohibited
- You may not transmit or receive material that is threatening, obscene, abusive, sexually oriented, or racially offensive.

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

**Marshall Upper School
2006-2007 Handbook**

DISCIPLINE PHILOSOPHY AND PROCEDURES

Participation in school life is a privilege for Marshall students. As students make decisions about their behavior at school, they should consider the importance of their choices in upholding the school's policies and missions, and the reality that many freedoms and privileges are impossible without standards of behavior that encourage, safety, accountability, and full academic participation. Five words should serve as guides for behavior at Marshall.

Preparation: *As a member of the Marshall community, we should be prepared for classes and for activities by bringing the appropriate items and by preparing ourselves mentally to meet the tasks.*

Effort: *In all activities, we should give our best effort.*

Respect: *We must respect all members of the Marshall community, their property, their ideas and their cultural differences.*

Timeliness: *We should be on time for classes and activities. It is equally important that we come prepared to avoid wasting other's time.*

Service: *As members of this community, we have a responsibility to help one another in ways that benefit the individuals and the community.*

The relationship between the student and the instructor is crucial for maintaining these attitudes and valued behaviors. *At Marshall, it is our expectation that most disciplinary discussions will occur between students and teachers in a mutually respectful manner that offers specific solutions.* Serious or multiple disciplinary concerns should be fully documented by the instructor, and referred to the Upper School Director.

Principles consistent with the school's mission, and the aforementioned Upper School expectations, will guide the Director in making decisions about a variety of infractions. Discussions of suspensions and expulsions, which are temporary or permanent separations from the school, will occur at an administrative level, including at least three educators.

Communication is the heart of any successful resolution to a disciplinary situation. We encourage students to work proactively to resolve problems related to conduct, policies, and attendance. Students who actively seek an open, truthful, and immediate resolution to a problem will enjoy more of the privileges associated with being a Marshall student. To this end, the division director will always encourage the student to have the conversations necessary to preserve and improve trust between the student and other individuals who are affected by the disciplinary problem

Marshall Upper School 2006-2007 Handbook

Loss of privilege is an initial response to many policy infractions. Students will be instructed by the division director 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 will 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 assigned homework. Schoolwork completed during a suspension will receive no more than 60% credit. Teachers are not expected to give any additional aid with make-up tasks, beyond providing basic information about assignments.

Parents will be notified of a suspension by phone and letter. A conference between parents, the student, and the division director will follow major suspensions.

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.

Classroom Disruption

A lively, invigorating classroom is a healthy environment. Under no circumstances, however, should students or teachers tolerate a disruptive or chaotic classroom. Students who are shown to have engaged in or promoted a disruptive environment will be subject to discipline, which may include an academic penalty, removal from the class (on a temporary or permanent basis), and in severe cases, suspension from the school. Repeated instances could prompt a separation from the school.

Disrespect

Disrespect toward any member of the Marshall community is a serious offense and could result in suspension. Blatant and deliberate disrespect towards other students, adult members of the community, or visitors will not be tolerated. Students who knowingly and consciously belittle, humiliate and/or swear at other students may be suspended. Profanity is not acceptable in the classroom or in the hallways. Consequences will range from warnings to suspensions depending on the severity of the language used and frequency.

Marshall Upper School 2006-2007 Handbook

Fighting

Fighting is strictly prohibited and is considered a serious offense. Students involved in a fight could receive a one- to three-day suspension and be placed on probation. The length and terms of probation will be outlined in the probation letter. While on probation, students may not attend any extracurricular events including dances and other after school activities. Students may also be expected to attend problem resolution meetings with the school counselor.

Any behavior which endangers the health and safety of others will have serious consequences. Possession of a knife or other weapon capable of causing serious injury will result in the school taking action to protect the health and safety of all members of the school community. Consequences will range from suspension to 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.

Stealing

Students caught stealing could receive a one to three-day suspension and be placed on probation. The student's freedom will be restricted as much as possible while on probation. If the article stolen is of significant value the matter will be referred to the police, and the School will consider expulsion.

Vandalism

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 will be required to pick up litter after school, before school or on a Saturday.

Alcohol/Controlled Substance

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 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 on the gravity of the infraction, and the corresponding damage to trust and safety crucial to Marshall'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.

Marshall Upper School 2006-2007 Handbook

- “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 Marshall jurisdiction as well.

In keeping with the school’s educational mission, Marshall school will strive to assist students in their efforts to control alcohol or drug use. In most cases Marshall will inform students and parents about alcohol or drug use concerns and/or allegations. Specific information will 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 and Chewing Tobacco

In accordance with state law and a healthy campus environment, smoking and the use of chewing tobacco is prohibited on school grounds or at school sponsored events. Consequences for smoking or using other tobacco products are:

- 1st offense: Student will be required to write a 500-word essay on the health consequences of smoking and/or using other tobacco products.
- 2nd offense: Student will be required to volunteer 20 hours at the American Cancer Society, the American Lung Association, or other health care agency approved of by the Upper School Director.

Further offenses will result in additional consequences. In all cases, parents will be notified.

Search and Seizure

To protect the safety and welfare of students and school personnel, Marshall School has the right to perform unannounced searches and to seize contraband. School staff may search a student’s pockets, purse, backpack, gym bag or other personal property; student lockers or other school property; school computers, computer files, networks, and disks; and 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.

Marshall Upper School 2006-2007 Handbook

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 division directors or the head of school.

Weapons and Endangerment Policy

Marshall School will always strive to maintain a safe, orderly, and non-threatening environment. 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 as gross disrespect toward the school community. 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.

Policy Concerning Harassment

A vital part of Marshall's mission statement includes "respect for self, others, and property." In keeping with this belief, harassment 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, color, national origin, age, disability or sexual orientation. Any verbal or physical conduct that disparages or shows hostility toward a person because of one of these factors and has the effect of creating an intimidating, hostile or offensive learning environment is not acceptable at Marshall School. Harassment may include, but is not limited to, the following types of activities:

- Name calling
- Offensive joking
- Hazing
- Threats or intimidation of any kind
- Physical assault
- Retaliation towards the person making a complaint about harassment
- Uninvited pressure to participate in illicit activities, such as smoking tobacco, the use of alcohol or other drugs, 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

Marshall Upper School 2006-2007 Handbook

- Verbal abuse
- Leering, ogling of a person's body in any form
- Unnecessary touching such as pinching, fondling, etc.

What to Do About Harassment/Consequences

Unwelcome and offensive conduct often can be stopped by informing the harasser that his or her conduct is offensive, and by stating that it could be investigated.

If a student believes he or she has witnessed or has been subjected to harassment prohibited by this policy, the student must report the problem to the division director or any member of the Administrative Council. This council includes: Marlene David, Christa Knudsen, John Gustafson, Annie Hagen, John Haire, Dave Homstad, Tony Lockhart and Karen Snyder.

Any reported incident of harassment 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.

This 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, possible suspension, an MSHSL citation, and in the most severe cases, expulsion.

Academic Honesty

Honesty in academic matters is the foundation of an academic community. The Marshall community expects students to honor the highest ethical standards and resist cheating. Sometimes, the pressure to achieve optimal grades or escape the responsibility for preparing for exams, tests, or projects can cloud one's better judgment. Even so, it is the responsibility of the student to know and to work within the work guidelines prescribed by each teacher. If there is ever doubt as to what is appropriate, the student should consult with the teacher. Cheating includes but is not limited to:

- Intentionally using or giving unauthorized aid on any work for which a grade is given, for example, homework, tests, quizzes, exams, essays, term papers, lab reports, computer programs.
- Passing information, either general or specific, about a test or quiz to any student whom has not yet taken it.

Marshall Upper School 2006-2007 Handbook

- Taking someone's idea or words and presenting them as your own in a graded work (plagiarism). Failure to provide adequate documentation for research, including cited and un-cited sources, will be considered a serious breach of academic honesty.

Consequences for cheating may include loss of credit on all work in question and/or suspension. In certain cases, failure of the marking period will result. In all such instances, the school will contact the student's parent(s) to discuss the offense.

In cases of academic dishonesty, especially plagiarism, the teacher will meet with the student and discuss his or her concerns. In addition, the teacher will notify the parents of the event. Following the teacher meeting with the student, the teacher will meet with his or her Department Chairperson to discuss the incident. If the teacher is a department chairperson, he or she will select another member of his or her department for consultation. Together, they will review the issue and recommend consequences.

The Department Chair will meet with the Director of the Upper School to discuss their recommendations. When the teacher, the Department Chair, and the Director of the Upper School agree on the consequences, the Director of the Upper School will telephone the parents to discuss the incident and schedule a meeting with the Department Chair and the parents to review the consequences.

Repeated instances of academic dishonesty may lead to dismissal from the school.

Dress Code

In order to promote a respectful atmosphere for learning, students are asked to dress appropriately in a way that promotes community and respect. Clothing should not make other people uncomfortable or distract from their learning. Clothing should generally be neat, clean, and in good repair. T-shirts and sweatshirts are allowed; however, they must not contain offensive language or promote drugs, including alcohol and tobacco, or inappropriate behavior.

Guidelines for students:

- Shorts and skirts should be long enough to allow for sitting on the floor comfortably and without embarrassment. The hem of the garment should not be shorter than the fingertips when the wearer allows his or her arms to hang at the side.
- No under garment should be visible including bra straps and boxer shorts.
- Midsections should be covered at all times. Tops should be long enough to be tucked into pants or skirts.
- Backless tops, strapless tops, and tank tops should not be worn to school. Straps for tops should observe the "two finger width" rule; that is, wide enough to match the width of two fingers.

Marshall Upper School 2006-2007 Handbook

- Hats and other headwear (including stocking caps, bandanas, scarves, etc.) may be worn in public places such as hallways and outdoors. As a display of respect and proper etiquette, hats must be removed when entering classrooms, offices, auditorium and chapel gatherings. It is up to each individual teacher to determine if hats are to be removed in the classroom.
- Outdoor jackets should be stored inside lockers and cubbies when students are inside the building.

Students who are inappropriately dressed will be asked to change their clothing. In most cases, their parents will be notified. Subsequent violations of the dress code may result in additional consequences. We count on parental cooperation in maintaining proper dress code and appreciate the support.

For health and safety reasons, students must wear appropriate physical education clothes to PE classes. Students who fail to dress appropriately for PE class will not be allowed to participate in PE activities. To maintain a safe playing surface for all students, 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 Upper School student is assigned a locker at the start of the school year. All lockers have built-in locks and doors must be closed at all times. The school does not assume responsibility for lost or stolen articles.

For safety reasons and according to the fire marshal's directive, when students are not at their lockers, all materials must be stored within their lockers and not on the floor. School officials reserve the right to remove items that have been left on the floor. Locker doors should be closed when students are not at their lockers.

At the beginning of the year, students will be instructed on the proper use of their locker. 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.

Posting signs in lockers should be done in good taste and affixed with masking tape. Irresponsible or negligent use of lockers may result in the suspension of locker privileges.

Skateboards and In-Line Skates

The use of roller blades and skateboards is not permitted in the school without permission from school personnel.

**Marshall Upper School
2006-2007 Handbook**

Gym Use

For the safety of all students, teacher supervision is required to use the gym. Students are not allowed in the gym during the lunch period. No food or beverages are permitted in the gym at any time.

Cell Phones and Pagers

In order to avoid disrupting classes, students must turn off their cell phones and pagers when classes begin. If a student's cell phone or pagers disrupts the class, the teacher may confiscate the cell phone or pager and return it at the end of class. Teachers may elect to send a student's cell phone or pager to the Director of the Upper School, who will care for the item until the end of the school day. Chronic disruptions by cell phone or pager use may result in suspension of the use of a student's cell phone or pager in the building.

Students should turn their cell phones and pagers off during assemblies or other structured activities. Chronic disruptions during these activities will result in the suspension of a student's cell phone or pager use.

Cell phone or pager use in the hallway should follow appropriate guidelines for polite behavior.

**Marshall Upper School
2006-2007 Handbook**

CO-CURRICULAR ACTIVITIES, ATHLETICS AND STUDENT RESOURCES

Marshall School Athletics Statement

As an important part of the Marshall educational experience, the athletic program's purpose is to provide meaningful athletic experiences for student, coaches, spectators and officials. Individual and team sports enhance physical, mental and emotional development.

Academic Requirements for Co-curricular Activities

The following rules apply to all students participating in co-curricular activities. To determine eligibility, the coach/advisor will use quarter grades. A student who receives a mid-quarter deficiency for poor behavior or any grade below a "C" will be given a scholastic warning by the coach/advisor relative to the student's eligibility. If a student receives below a 1.70 grade point average and/or receives more than one course failure or is sanctioned in two or more disciplinary proceedings in a grading period, the student will not be eligible to compete in contests for two weeks. If at the end of this 2-week period the student attains at least a 1.70 grade point average and does not receive more than one failure, and is not further sanctioned in any disciplinary proceeding, the student will again be eligible to fully participate.

*No student may participate in any co-curricular activity, including music and drama, unless he/she has been in school for at least half of the school day. In the upper school, attendance in only one class will not usually be sufficient for co-curricular eligibility.

Athletics – Physical Examinations

Any student who intends to participate in high school interscholastic athletics must have on file with the school a record of a physical examination performed by a physician when the student enters 7th grade and again when the student enters 10th grade. Signature of the parent or guardian approving participation is also required.

Athletics – Letter Requirements

See Athletic Handbook for details.

Formal Dances

Formal dances are always an exciting "rite of passage" that students look forward to each year. The formal dances held annually by Marshall are MORP, which takes place in early November in the Marshall Chapel, and Prom, which takes place in May at an off campus location determined each year by the junior class student council members. All students who are currently in grades 10-12 are invited to attend these formal occasions.

Family members are invited to participate in portions of the evening at both formal events. You are invited to attend a Grand March at 8 pm where all students and their dates are announced and proceed through a processional. There is also time available between Grand March and the dance for pictures and visiting. The dances begin at 9 pm and end promptly at 12 midnight.

Marshall Upper School 2006-2007 Handbook

Students are welcome to invite guests from other schools to both MORP and Prom. Guests must presently be high school students in grades 10-12 and must be signed up to attend the dance by their Marshall host at least one week prior to the event. The Marshall student must fill out a parent/guardian contact information sheet for their guest to be kept by the head chaperone of the dance in case of an emergency.

All school policies are in effect for the duration of both formal events. Chaperones including the upper school director and other teachers will be present for all portions of both dances.

If you have any questions regarding formal events held by Marshall School, please contact John Haire, Upper School Director, or Heather Anderson, Student Life Coordinator

M.O.R.E. The Marshall Outdoor Recreation and Education Program.

Currently, ninth graders participate in a five-day, and seniors participate in a three-day, outdoor experience, utilizing sites such as Camp Widjiwagan in Ely and Camp Manitowish in Boulder Junction, WI. These trips are rich opportunities for young people to explore their northern ecological environment, demanding physical challenges, and the exciting camaraderie of their peers. Participation in these programs is strongly encouraged, as it is an important corollary to the learning that goes on in the classroom.

National Honor Society

Marshall hosts a local chapter of the NHS. Mary Moline is the advisor to this chapter. Information and requirements for membership are distributed to students annually, and may be viewed in a display outside of room D115.

**Marshall Upper School
2006-2007 Handbook**

MARSHALL COMMUNITY GENERAL INFORMATION

Parent Information

Marshall aims to keep parents informed about various aspects of school life. As a result, a monthly newsletter, *Marshall School News*, and a quarterly calendar are mailed home to all families. Reminders of special events (conferences, etc.) are mailed separately. Upper School *Parent Highlights* are e-mailed to parents weekly during the school year. Academic reports are mailed quarterly. Tuition statements are mailed monthly. It is important that the school has current addresses and phone numbers in order to maintain communication. Families requiring information sent to parents at different addresses should notify the Upper School Office.

Interfaith Services

Through the academic and interfaith programs at Marshall, each student is encouraged to accept the school's philosophy of helpfulness, honesty, and respect for self and others. Students are given the opportunity to attend regularly scheduled all-faith chapels. Chapels are presided over by the school chaplain and student volunteers who celebrate Marshall's commitment to peace and justice in prayer, music and inspired readings. Some chapels are all-school, others are exclusive to upper and middle school. Parents and staff are always welcome to attend and participate as fully as they would like.

Health Services

The Health Center is staffed by a licensed school nurse and a health educator from 8:00 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 outside medical service providers. The Health Center staff makes every reasonable effort to maintain the privacy of the personal health information of its students.

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 and physician are required.

Marshall Upper School 2006-2007 Handbook

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.

Parking

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.

Students and parents will use the main parking lot. Individuals who park in violation of parking regulations will typically receive a written warning for a first offense, a fine (\$25.00) for a second offense, or towing (at owner's expense). Cars parked in violation of fire lanes will be subject to immediate towing (no warning). Cars found parked on the upper ramp, lower circle, bus-parking area, or behind the school during school hours may be towed at the owner's expense or fined \$25.00. Suspicious cars may be subjected to towing, and the owner subject to a fine. For safety and liability reasons, Marshall reserves the right to enforce these regulations firmly.

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 right 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 5-10. The school will forward a copy of misconduct reports received from the bus company to parents.

Safety Drills

At the first sign of an actual or potential life threatening or otherwise serious emergency, contact the nearest teacher, administrator or other school staff person to request assistance. If you need emergency assistance and you are unable to locate school personnel, call 911.

Fire Drills

When the fire alarm sounds, teachers, students, administration, and staff must leave the building immediately.

If you are attending a regularly scheduled class:

- Exit the building with your teacher following the plan for fire drills.

Marshall Upper School 2006-2007 Handbook

- Move to assigned evacuation locations. If exit is blocked, use the next closest exit situated away from the emergency.
- When you arrive at your evacuation location, report to your teacher so he/she knows you have safely exited the building.
- If you were not with a teacher when the fire alarm sounded, report to the nearest teacher at the evacuation location.
- Wait for an administrator to notify you when it is safe to enter the building.
- In some cases, you may be instructed to move to the Mars–Lakeview Hockey Arena for your safety.
- Follow the administrator or teacher’s direction for the safest route to the Arena. Once in the arena, report to your teacher so he/she knows you have safely arrived at the Arena.
- Remain in the Mars–Lakeview Hockey Arena until otherwise notified.

If classes are not in session and the fire alarm rings:

- Exit the building using the closest available safe exit.
- Staying a safe distance from the building, proceed to the closest gathering point as indicated on the attached map.
- Once you have arrived at the closest gathering point, follow the instructions of the administrator on duty.
- In the event that an administrator does not reach your gathering point, follow the instructions of the teacher who takes charge of that area and proceed to the Mars–Lakeview Hockey Arena according to the instruction given.

Please note: In certain cases you may be advised by an administrator to ignore fire alarms. You should follow the evacuation procedures outlined above in response to a fire alarm unless an administrator specifically informs you that you are not to do so.

Lockdown in Classrooms

Three short bells will signal that there is a potential danger inside the building and that the building needs to be locked down.

If class is in session:

- Leave your desk and take position away from the door so that you are not visible to someone in the hallway.
- Do not leave the room.
- Remain in the room until an administrator informs you of the next actions or tells you when it is safe to resume classes.

If classes are not in session:

- Move to the nearest available classroom, gymnasium, library or computer laboratory. If an adult has not reached the room, shut the door, turn off the lights, and take a position away from the door so you are not visible to someone in the hallway.

Marshall Upper School 2006-2007 Handbook

- Do not leave the room.
- Remain in the room until an administrator informs you of the next actions or tells you when it is safe to leave the room.

Lockdown in Hallways

In some situations, the classrooms will not provide the best protection for students or adults in the building. In these cases, **five** short bells will indicate that there is potential danger outside the building and adults and students need to move to the hallways.

If classes are in session:

- Follow your teacher's instruction. Take a position with your back against the lockers or wall facing the interior of the building.
- Remain there until an administrator assigned to each section of the building informs you of the next required actions or when it is safe to return to normal activities.

If classes are not in session:

- Move to the nearest position in the hallways away from glass windows.
- Remain there until an administrator assigned to each section of the building informs you of the next required actions or when it is safe to return to normal activities.

Lunch Program §

Students may bring a brown bag lunch or buy any part of the hot lunch menu. Lunch and beverages are available to all at posted prices. Lunch is served in the cafeteria daily and students are expected to eat in the cafeteria unless teachers make arrangements for special activities.

With the aid of a computerized check out system, parents are asked to pay in advance for student lunches. Lunch checks should be separate from other payments to the school and a notation made on the check that it is for lunch. Families with more than one child in the school can send one check for all of their children.

Students may check the status of their account daily with the staff in dining services and should report low balances to their parents. Balances may not fall below \$2.85, or the 2006-2007 price for the daily special. Ala Carte items are also available. If the account runs below \$2.85, students will be offered a limited lunch until a deposit has been made into their lunch account.

Payments should be made out to Marshall School and sent to the attention of Business Office in the business office.

Lunch prices are posted in the cafeteria and on the monthly menu included in the school's mega mailing.

Marshall Upper School 2006-2007 Handbook

Marshall School Library Media Center

Hours: Monday-Friday 7:30 a.m. - 4:00 p.m.

Mission of the Marshall School Library Media Center

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.

Lending Policy

- Fiction: Three weeks
- Non-Fiction Three weeks
- Magazines: One week

Items can be renewed. Students cannot check out Reference Books. There is a copying machine in the library for student use. The cost is 10 cents per copy.

Overdue Books and Materials

Library borrowing privileges will be suspended for students with overdue books. At the end of the school year, items not returned will be considered lost and the student will be charged for its replacement value.

Library Computers

Students are bound by the "Acceptable Use Policy for Computer Network Use" as stated in this handbook. The Library Media Center enforces all guidelines in the Student and Parent Handbook.

Snow Days

If school has been canceled due to bad weather, it will be 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. Parents are asked to use their best judgment during bad weather conditions. If road conditions at the student's home prevent safe travel to school, parents should keep their student home regardless of school being open for classes. Parents are asked to call the school under these circumstances. All absences will be excused. In the upper school, classes will resume according to the next scheduled day; i.e., if snow cancels an "A" day, classes would resume with the scheduled "B" day. The last day of the marking period would be the exception. Those classes would be held when school resumes.

Lost and Found

All articles found in the school are to be turned in to the Middle School Office. Anyone who loses an article should claim it in the Middle School Office.

**Marshall Upper School
2006-2007 Handbook**

DIRECTORY

Marshall Parent Organization (MPO)

All parents are urged to actively support the school in accord with their time and talent. Active parent groups include the Performing Arts Boosters, Athletic Boosters, Parent Auction Committee, Academic Boosters, Admissions, Annual Fund, Faculty and Staff Support, Volunteers, Friends of the Library, and the Upper and Middle School Committees. Parents are called upon throughout the year to help with admissions, development, the library, and supervision of students on field trips and at dances and sporting events. Parents are also called upon to chair and serve on various committees. All parents are urged to attend the fall social sponsored by the MPO.

Parent-to-Parent

The Marshall School Parent Organization encourages parents to join each other in their initiative called Parent to Parent which encourages communication, support for each other in promoting age-appropriate social activities, and discourage illegal use and abuse of chemicals by their sons/daughters.

Members of Parent to Parent agree to:

- Communicate by telephone regarding activities of Marshall students.
- Always (and actively) support their sons'/daughters' parties.
- Have only chemical-free activities for their sons/daughters and their sons'/daughters' guests.
- Support established Marshall policies and state laws regarding the use of chemicals.

Membership information is distributed in the fall of each school year.

Admissions and Financial Aid [§]

Families wishing to have a child apply for admission to Marshall are encouraged to contact the Admissions Office to request an application. A completed application, transfer of records, admission test, and a students visit/interview, along with the appropriate fee, are required before an admission decision may be made.

Families interested in applying for financial aid must submit a completed application form along with the processing fee to School and Student Services for Financial Aid (SSS). A copy of the completed form must be submitted to Marshall School by the priority deadline of March 1, 2007. A copy of each parent's 2006 tax returns must also be submitted to the Admissions Office by April 1, 2007. Each parent, whether married, divorced, separated or never married, must complete the financial aid process. Only students enrolled at Marshall School are offered financial aid. Newly enrolled students to Marshall School will be offered financial aid after their enrollment contract is received. Please contact the Admissions Office for a full copy of the school's financial aid policy.

Marshall Upper School 2006-2007 Handbook

All Upper School students receiving financial aid receive work/study as part of their award package. This amount is credited to their monthly statement depending on the number of hours worked per month. At the beginning of each school year, students receiving work/study are required to attend a mandatory meeting. Students are asked when they are available to complete work and are matched with an assignment based on the information they provide. Students may opt out of completing work/study, only with a parent's written permission.

Development Office

Independent schools depend upon an active development program that supports current and new programs for students. The Development Office works with the MPO, Board of Trustees, and the faculty and staff in seeking funds for operational expenses not covered by tuition. The annual fund and auction depend on broad-based financial support from all constituencies including the business community and alumni. Contact John Gustafson for more information regarding development efforts and how you can become involved in this essential and rewarding work.

Board of Trustees

The major policy decisions, and financial and facilities management of the school are entrusted to the Marshall Board of Trustees. Board members include community leaders, parents, alumni, and friends of the school.

2006-2007 Board of Trustees

President, Brian Murphy '76
Vice Pres, Elizabeth Stauber-Johnson, Ph.D. '68

Secretary, Leonard A. Sarvela III '85
Treasurer, Jim Spreitzer '73

Frank C. Befera '84, Alumni Chair
Todd Campbell '79
Kim Chart '69
Kristina Fryberger D'Allaird '86
Brian F. Dalton
Terry C. Hallenbeck
Beth Kelly
Gale Kerns

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Melinda Machones
Eric Norberg
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Robert S. Mars, Jr.
Julia N. Marshall
John F. McGrath
Robert J. Rich '36
John M. Runquist

**Marshall Upper School
2006-2007 Handbook**

2006-2007 Class Officers §

Executive Board

President	James Wanta	Vice President	Patrick Streit
Secretary	Mac Rennan	Treasurer	John Lane
Jr. Co-Vice	Sai Konda		

Senior

President	TJ Urban	Vice President	Meaghan Glisczinski
Secretary	Lara Campbell	Treasurer	Misha Kahn

Junior

President	Hannah Grune	Vice-President	Donnie Kneepkens
Secretary	Laura Shearer	Treasurer	Blake Erickson

Sophomore

President	Brody Rennan	Vice President	Sara Behning
Secretary	Sarah Johnson	Treasurer	Mike Seiler

Freshman

President	TBD	Vice-President	TBD
Secretary	TBD	Treasurer	TBD

**Marshall Upper School
2006-2007 Handbook**

Upper School Schedule

	A days		B days	
8:05 – 9:35 (90 min.) 10 min. passing	Period 1a		Period 2b	
9:45 – 10:15 (30 min.) 5 min. passing	Community Time		Community Time	
10:20 – 11:05 (45min.) 5 min passing	Period 3 *Daily (45 Min.)	or Period 4a (95 min)	Period 3 *Daily (45 Min.)	or Period 6b (95 min)
11:10 – 11:55 (45 min)	Period 5 *Daily (45 min)		Period 5 *Daily (45 min)	
11:55 – 12:40 (45 min.) Bell 12:30	Lunch		Lunch	
12:40 – 1:25 (45 min.) 10 min. passing	Period 7 *Daily		Period 7 *Daily	
1:35 – 3:05 (90 min.)	Period 8a		Period 9b	

For the 2006-2007 school year we will be using an A-B schedule, without C days

2006-2007 Class Advisors

An essential role of the upper school grade level advisors is to work with the upper school director to create a healthy sense of community and identity within each grade level. The 2006-07 grade level advisors:

Student Council Heather Anderson
9th Grade Brandy Forsman
10th Grade Tina Alcalá

11th Grade Nate Mattson
12th Grade Lynn Fryberger

**Marshall Upper School
2006-2007 Handbook**

Marshall School Staff §

Head of School Office

Marlene M. David.....Head of School
Amber Kern.....Administrative Assistant

Upper School Office

John Haire.....Upper School Director
Julie LaFond.....Administrative Assistant

Middle School Office

Karen Snyder.....Middle School Director
Gwen Faith.....Administrative Assistant

College Guidance Office

Katie Voller-Berdan College Guidance Director
Jennifer Mass.....Administrative Assistant

Admissions Office and Public Relations

Christa Knudsen.....Admissions Director
Amy Geissler.....Administrative Assistant

Development Office

John Gustafson.....Development Director
Kim Holland.....Development Associate
Sarah Perry-Spears.....Alumni Director
Debora Joyce.....Administrative Assistant

Business Office

Annie Hagen.....Business Manager
Linda Gross.....Student Accounts
Jami Charon.....Accounts Payable
Holly Mattinen.....Payroll and Benefits
Marlene Havron.....Receptionist

Athletic Department

David Homstad.....Athletic Director
Peggy McGregor.....Administrative Assistant

Technology

Tony Lockhart.....Technology Director
Ben Gagne.....Technology Specialist

Library

Tere Dawson.....Librarian

Counseling

Mark Hughes.....US Counselor
Robin Florestano.....MS Counselor

Health Center

Dianne Kuiti.....Nurse
Laura Lembke.....Health Educator

Dining Services

Dean Korach.....Food Service Director
Denise Nelson.....Food Service Assistant
Jody Jezierski.....Food Service Assistant
Janice Martin.....Food Service Assistant

Operations Management

Joe Houle.....Operations Supervisor
Tim Britton.....Maintenance
Joe Burcar.....Custodian
Donald King.....Maintenance
Bruce Nemec.....Maintenance
Vinnie Ventling.....Custodian

**Marshall Upper School
2006-2007 Handbook**

Marshall School Faculty §

Tina Alcala	Religious/Ethical Studies	Dorothy Johns	English
Bill Alexander *	Band	Dave Johnson	5 th /6 th Grade
Chico Anderson *	Religious/Ethical Studies	Scott Kylander-Johnson	5 th /6 th Grade
Heather Anderson	Science	Heidi Labyad	French
Scott Arntson *	Math	Anita Larson *	Social Studies
Julie Ball	Social Studies	Tony Lockhart	Social Studies
John Bertucci	English	Marta Maddy	Religious/Ethical Studies
Wanda Birnbaum	5 th /6 th Grade	Nathan Mattson	English
Michelle Bonderer	Math	Greg Mirau *	PE/Health
Tom Buck *	Computer Science	Mary Moline *	Spanish
Karen Burmeister	Art	Susan Nygaard *	English
Anne Castle	Math	Miriam O'Brien	German
Michael Clabaugh	History and Religious/Ethical Studies	Nance O'Brien	Spanish
Tom Diener	Science	Lois O'Leary	After School Program
Lori Durant	English	Paul Pearson	Math
Tiffanie Ellis	PE/Health	Kristine Peterson	Band
Rojean Flaherty	5 th /6 th Grade	Lance Rhicard	English
Brandy Forsman	Science	Dave Risdon	Orchestra
Lynn Fryberger	Math	Terry Schoer	PE/Health
Don Gramke	Social Studies	Fred Sippel	Social Studies
Ann Grover	German	David Vosen	Science
Ken Hanson *	Art	Donna Walker	Math
Kathy Hermes	Science	Larry Weber	Science
Linda Herron	French	Mary Whitlock	Choir
		Barry Wolfe	Geography

* Head of the department

**Marshall Upper School
2006-2007 Handbook**

2006-2007 School Calendar

August 30	First Day of Classes
August 31	Yearbook Picture Day
September 4	Holiday – No Classes
September 11	9 th Grade to Widjiwagan and 12 th Grade to Manitowish
October 9 – October 13	Homecoming Week
October 18 – October 19	US & MS Conferences
October 18	Testing Day (ACT, PLAN, PSAT, DAT) 9 th , 10 th , and 11 th Grade
October 20	Professional Day (No Classes)
October 25	11 th Grade to National College Fair
November 3	End of 1 st Quarter
November 10	Professional Day (No Classes)
November 22 (noon) – November 24	Thanksgiving Break
December 22 – January 1	Winter Break
January 15	Holiday – No Classes
January 16 – January 19	Upper School Exams
February 19 – February 23	Mid-Winter Break
March 2	Professional Day (No Classes)
March 14 – March 15	US & MS Conferences
March 30	End of 3 rd Quarter
April 6 (noon) – April 13	Spring Break
May 28	Holiday – No Classes
June 4 – June 7	Upper School Exams
June 7	Last Day of School for Upper School Students
June 9	Baccalaureate
June 10	Graduation