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a form for handbook compliance will be inserted here

TO THE PARENTS OF MARSHALL ACADEMY

Mission Statement

Motivating **A**cademic **R**esponsibility, **S**eeking **H**igh Achievement, and **A**mplifying
Leadership and **L**oyalty

Vision Statement

MA

Morally and Academically

Our goal as a college preparatory school is to build lifelong learners equipped with twenty-first century skills, and to produce morally and socially responsible citizens.

History

Marshall Academy was the first private school in the state of Mississippi to receive a charter. In 1965 this charter was granted as a “non-profit school association, known as Marshall County Educational Foundation, Inc.”, with twenty-three families comprising the original membership in 1968. The Foundation began its first school year on September 3, 1968, with an enrollment of 150 students in grades one through eight. Temporary facilities were leased from the First Baptist, First Methodist, and the Christ Episcopal Churches in Holly Springs. While the Foundation was still in its stages of infancy, it assumed the name “Marshall Academy” and became an accredited private school. In 1969, grades ten through twelve were added, along with a kindergarten for pre-school children.

The Board of Directors is most grateful to the people who have given so generously of their time, money, and talents. We are looking forward to the future with the hope and expectation of great things to come.

Philosophy

The philosophy of Marshall Academy is to provide a setting that enables students to develop the skills and abilities necessary for functioning in an ever-changing society. We believe that our school should endeavor to develop creativity, independence, responsibility, and respect for authority, property, and the rights of others.

We strive to make the individual student more aware of his/her potential. Each student should be led to accept responsibility for his/her own decisions, to choose the direction his/her education and life will take, and to develop the self-discipline needed to reach his/her individual goals.

Marshall Academy admits students of any race, color, nation or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or

ethnic origin in the administration of its admission policies, athletics, or other school-administered programs.

Foundation Membership

Applications for membership in the Marshall County Educational Foundation, Inc. are available in the school office. Cost of membership in the Foundation is \$50.00. If approved, membership entitles each member to one vote per family at the Annual Meeting, during which time the Board of Directors is elected for the following year. Anyone seeking election to the Board of Directors must be a member of the Foundation. The \$50.00 membership fee entitles the member to lifetime privileges.

The **STUDENT HANDBOOK** is designed to acquaint all of the students of Marshall Academy with school regulations and policies affecting them while attending school or any school sponsored function. The student and parents must realize that when an attempt is made to formalize certain policies of his nature, there is always the possibility of inadvertently omitting some regulations, and that additions and deletions are continuously being made. However, this booklet will provide students, parents, and teachers with the basic policies and regulations.

Setting goals is a major part of any person’s life; this is very true of Marshall Academy. Set your goals high and work hard to achieve these goals. Getting an education is a serious business, and to be successful, you will have to know what you plan to accomplish and give serious dedication to achieve these goals.

To assist you in developing your highest potential, the highest caliber of teachers, counselor and administrative staff is available to assist you, work with you, and guide you in your endeavor.

Treat your fellow students and faculty as you would like to be treated, with respect and dignity. Attending school is a privilege, and any privilege is accompanied by a corresponding responsibility. It is your responsibility to set a standard of excellence that will challenge all students who follow you.

To the “NEW” students at MA, we say “WELCOME”, and hope that you will soon become an integral part of the total school program. You will have the opportunity to participate in the many academic and extra-curricular activities at Marshall. I hope that each student will strive to achieve his/her best in all endeavors at M.A.; academically, spiritually and physically, with an attitude of positive anticipation.

We look forward to working with each of you to make this year at MA the best ever! Together (administration, faculty, students and parents) we can make Marshall Academy a place for all!!

Barrett Donahoe, Headmaster

ACCREDITATION

Marshall Academy is accredited by the Mississippi Association of Independent Schools (MAIS), the Southern Association of Colleges and Schools (SACS), and the Southern Association of Independent Schools (SAIS).

2015-2016 Daily Schedule

**MARSHALL ACADEMY
DAILY SCHEDULE
GRADES 7 - 12**

8:00 – 9:10	FIRST PERIOD
9:00 – 9:20	BREAK
9:25 – 10:15	SECOND PERIOD
10:20 – 11:10	THIRD PERIOD
11:15 – 12:05	FOURTH PERIOD
12:05 – 12:30	LUNCH (25 minutes)
12:35 – 1:25	FIFTH PERIOD
1:30 – 2:20	SIXTH PERIOD
2:25 – 3:15	SEVENTH PERIOD

**MARSHALL ACADEMY
FAULTY AND STAFF
2016-2017**

ADMINISTRATION AND OFFICE STAFF

Barrett Donahoe	Headmaster
Diane Greer	Elem Principal/ Counselor
Robin Seale	Secretary
Patty Lusby	Bookkeeper

**FACULTY
ELEMENTARY**

Susan Minor	Pre-Kindergarten
Mindy Gresham	Kindergarten
Reneé Tice	First Grade
Donna Allred	Second Grade
Gerri Camurati	Third Grade
Elsie Dixon	Fourth Grade
Jennifer Knox	Fifth Grade
Lauren Massey	Sixth Grade

HIGH SCHOOL

Jason Butler	Social Studies/English
Dianene Fant	Jr High Math
Ginny Martin	Science
Dwana McAlexander	Jr High English/Literature
Linda McKinney	Spanish/Social Studies
John Mungle	Health/ Athletics
Sam Pearson	Science/ Athletic Director
Sara Power	Librarian/ Speech
Susan Rodgers	Soc Studies/ PE/Athletic Director
Devon Thrash	Math/Athletics
Vicki Webb	English
Kay Wheeler	Business

1. The curriculum a student chooses must meet the approval of the parent, the counselor, the principal and the Headmaster.
2. All students will be required to take six major subjects each year. Twenty three academic credits will be required for graduation.
3. Physical Education, and Chorus are considered non-academic credits.
4. After the first week of school, no student schedule will be changed, except under extremely extenuating circumstances, and then only with the approval of the Headmaster and Guidance Counselor.

Courses Offered in Grades 7-8

English	Civics	Athletics/PE
Literature	American History	Art
Earth Science	Mathematics	Study Skills
Life Science	Pre Algebra	Keyboarding
Mississippi History	Algebra I	Computer
Accelerated Reading		Bible

Courses Offered in Grades 9-12

English Literature	Biology	Mississippi Studies
English Grammar	Anatomy & Physiology	Accelerated Reading
English I, II, III, IV	Chemistry	Advanced History
Honors English I, II, III IV	Physics	Southern Studies
Advanced Composition	Health	
Reading-Writing Workshop	Physical Science	
Speech	Spanish I, II	
Algebra I, II, III	Accounting	
Advanced Math	Business/Consumer Math	
Geometry	American Government	
World Geography	Calculus	
World History	Art	
American History	Sociology/Psychology	
Social Studies	Computer I & II	

UNITS REQUIRED FOR GRADUATION MARSHALL ACADEMY GRADUATION REQUIREMENTS

English	4 units
Mathematics	4 units (must inc. Algebra I, Geometry, Algebra II)
Science	4 units (must inc. Biology, Chemistry)
Social Studies	4 units (must inc. World History, Am. History, Am. Gov/Econ)
Computer	1 unit
Electives	5 units
Arts	1 unit
23 academic units	

Marshall Academy also offers the dual enrollment program with area colleges where students can receive college credit while in high school.

PROMOTION

In Grades 7 and 8, a student must pass four of the five core subjects to be promoted to the next grade. For any student who fails one subject, summer school is highly recommended. For a student who fails two or more subjects, summer school is required. Summer tutors (at student cost) will be Marshall Academy teachers. At the end of the summer session the student will be tested to determine if he or she should be promoted to the next grade level.

SECONDARY CLASSIFICATION OF STUDENTS

A student must have an average of 70 or above to receive credit for any secondary course. Students will be placed in grades, according to the number of major units of credit earned:

10th grade: 6 credits

11th grade: 12 credits

12th grade: 17 credits

The classification of senior does not automatically qualify a student as a candidate for graduation, nor does an academic classification ensure athletic eligibility.

SUMMER SCHOOL CREDITS

Summer School credits from any other school or program must be pre-approved by the administration of Marshall Academy. **VALEDICTORIAN AND SALUTATORIAN SELECTION**

The following criteria will be used in determining valedictorian, salutatorian and honor graduates:

To be considered for valedictorian, salutatorian or an honor graduate, a student must be enrolled in the highest honors program. The student must complete the first and second semesters of their junior and senior years at Marshall Academy to be considered for valedictorian or salutatorian.

The class rank will be based on final numerical grades in all high school credit subjects which award academic credit. The final rank is based on 8 semesters, beginning with the student's 9th grade year (8th grade subjects which award academic credit are included, as well**).

** all high school credit courses taken in the Middle School will be factored into the final average.

All Advanced Placement courses will be weighed at 1.10. The weighted grade is shown in the cumulative GPA and rank in the class. Honors courses will be weighted at 1.025.

GRADING SYSTEM

Nine-weeks: The marks for daily recitations, homework, projects, and tests are combined to determine each nine-weeks grade.

Semester: Each nine-week's grade counts 2/5 and the semester exam 1/5 of the semester grade. Each semester average counts 1/2 of the final grade.

A	100 – 90
B	89 – 80
C	79 – 70
F	Below 70

EXAMINATIONS AND EXEMPTIONS

Each student in grades 7 – 12 is required to take examinations for the completion of each semester. Students in 7 – 11 who have a 94 (or above) average **for the year** will be exempt from their **final exams** in that subject. (The only exemptions for first semester exams will be in courses lasting only one semester.) SENIORS MAY BE EXEMPTED FROM FINAL EXAMS WITH A 90 AVERAGE. No student will be allowed to be exempt from exams if they have served an in-school or out-of-school suspension.

REPORT CARDS AND PROGRESS REPORTS

At the end of each nine-weeks period, a report card will be sent home with the students to the parent or guardian. The report card should be promptly signed and returned to the pupil's first period teacher.

Marshall Academy currently utilizes STI, a web-based student data and information system, which allows parents to be kept informed of attendance, grading, and student progress. Families are assigned secure home/parent-portals to allow instant access to student schedules, grades, assignments and daily student progress. (Mid-term student progress reports may be accessed from parent/home portals). Please contact the Guidance Counselor for information on secure parent/home portals.

AWARDS

ACADEMY HONORS

The Academy Honors list consists of students in grades 7 – 12, who have a 94 average in each subject, with no unsatisfactory conduct (grade below a B) and no incomplete grades.

HONOR ROLL

The Honor Roll will consist of those students in grades 7 – 12, who have a 90 average or above, in all subjects combined. A pupil cannot be on the Honor Roll if he or she has any grade below 86, unsatisfactory conduct (grade below a B), or incomplete grades.

GUIDANCE SERVICES

Marshall Academy employs a full-time guidance counselor who maintains student records, works with the scheduling of students, supervises the junior high and high school achievement testing program, and provides academic, vocational and personal counseling.

PARENT TEACHER CONFERENCES

Parents are cordially invited to visit the school and talk with the administration at any time concerning the work of their child. Conferences with teachers may be arranged by calling the school office to schedule an appointment. Please make every effort not to call the teacher at his or her residence.

ATTENDANCE REGULATIONS

Regular and punctual attendance on the part of all students is necessary for success in school. Frequent absences affect scholarship, interest in school activities, and eventually attitude toward school. It is therefore important that pupils be in school and on time every day, and only in unavoidable cases should a student be taken out of school before the close of the school day.

Any student who misses more than 20 days a year, excused or unexcused, may not get credit for the course/grade. Students who miss class to represent MA in approved extra-curricular activities, such as athletic events and other functions, will not be penalized for their absence. **However, students will be responsible for completing all missed homework and class work.** Students who miss over 20 days will have to make up any missed days over the limit to receive credit for the course. These days will be made up with the headmaster or school approved teacher/administrator on days assigned by headmaster. Grades will not be issued until required days are made up.

Excused Absences

Absences should meet one of the following conditions:

1. Illness or doctor and dental appointments (only after all efforts have been made to schedule appointments of this type after school) *** physician's or dentist's note will be required
2. Emergencies and special circumstances, which must be cleared with the administration

Students granted a special permission absence must pick up a Planned Absence Form to be approved and signed by the office and each of that student's teachers. It is the responsibility of the student to obtain these signatures and then to return the form to the office.

No student will be permitted to take part in any extra-curricular event, competition, or practice if he/she is absent more than one-half of the school day from classes that day. Pupils who are

habitually unable to attend school of the day following an extra-curricular event will, for the sake of their health, be dropped from the event.

STEPS TO FOLLOW WHEN ABSENT:

1. Have a parent or guardian phone the school and inform the office of your absence between 7:45am and 8:30am on the day of the absence.
2. Have a parent or guardian write an excuse giving your name, the date, days of absence, reason for absence, and parent's signature.
3. Present your excuses to the office upon your return to school
4. Ask all teachers for make-up assignments. Assignments that are not made-up will be reflected in your grade. (It is the student's responsibility to see that make-up work is completed.)

ASSIGNMENTS AND MAKE-UP WORK

If your child is absent and you want someone to pick up assignments, please call the office by 8:30am in order for your request to be put on the daily bulletin. Assignments will be ready to be picked up after 2:00pm. All class work and homework missed as a result of an absence must be made up or it will be recorded as a "0" by the teacher. Students are responsible for making arrangements with the teacher to make up this work, it is not the responsibility of the teacher. All work missed for a one-day absence will be due within two school days following the absence. For absences of two or more days, all succeeding work will be due within a one-week period. Prolonged illness or other providential reasons will constitute exceptions to this rule, upon approval of the teachers and the administration. **All assignments for student activity absences (class trips, athletics, etc) will be due on the following school day, unless prior arrangements are made with teachers.**

Steps to Follow to Check Out of School

1. Any student planning to leave school before the end of the day must present a note, signed by his/her parent or guardian, to the office by 8:00am. The note should contain specific information about leaving.
2. All students who leave early must be signed out in the school office by a parent or a designated adult who has authority to do so.
3. STUDENTS ARE NOT ALLOWED TO LEAVE SCHOOL WITHOUT PERMISSION AND WITHOUT BEING SIGNED OUT BY PROPER AUTHORITY.
4. If you are ill and need to check out, come to the office and a parent or guardian will be notified and arrangements made.

MARSHALL ACADEMY 2016-2017 TARDY POLICY

1. Students arriving at school late must report to the main school office to sign in and get a tardy slip. Students will not be allowed to enter class without a tardy slip. Faculty members will notify the office when students are tardy to class during the school day.

2. For any class missed in entirety, a parent note must be brought the following day.
3. Accumulation of 4 tardies will result in detention. No extra-curricular activities will be allowed until after detention is served.
4. Failure to report to detention will result in a one day in school suspension.

MARSHALL ACADEMY DISCIPLINE POLICY 2016-2017 GRADES 7 - 12 (and elementary, where applicable)

Marshall Academy is an institution based on respect for its members. Every student is expected to conduct himself in a thoughtful, responsible manner at all times. The administration, faculty, and staff will insist on good behavior from all students. Violation of school regulations and disruptive behaviors negatively affect our school environment. In that good discipline is a necessary prerequisite to a sound education, discipline procedures will be utilized to help to insure that students correct inappropriate behaviors.

In every discipline case, the student will receive appropriate counseling and encouragement to improve behavior. Discipline will be handled by faculty members, with extreme cases being referred to members of the school administration. Written disciplinary reports may be used to report inappropriate behavior or violation of school regulations to parents. Detention, which takes priority over any other activity, will be held at 7:15 am, as needed. In-school and/or overnight suspension will also be held on an as-needed basis. Corporal punishment will be administered at the discretion of the Headmaster. At the discretion of the Headmaster, out-of-school suspension may be given, depending on the severity of the misconduct.

The following will not be permitted:

- Constant class disruption
- Inappropriate behavior in the halls, classrooms, cafeteria, or any other area of the campus (including vehicles) This includes unacceptable language.
- Continual harassment towards another student
- Blatant misuse of or damage to school property or equipment (any damage will require restitution)
- Violation of dress code
- Inappropriate display of affection
- Skipping class or leaving campus without permission
- Having any form of alcohol, tobacco, or controlled substance on school grounds or at school-sponsored events
- Profanity or disrespect towards faculty or staff
- Cheating
- Fighting
- Any other behavior, not listed, which endangers students and/or faculty of Marshall Academy

- 1 warning
- 2 write-off
- 3 detention
- 4 overnight suspension
- 5 ISS
- 6 OSS

Disrespect towards staff/students (Per year)

- 1 detention
- 2 3 days detention
- 3 1 day ISS
- 4 3 days ISS
- 5 OSS

Tardy Policy (per 9 weeks)

- 1 detention
- 2 detention/must call parents
- 3 ISS
- 4 OSS

Cell phone infraction (per semester)

- 1 warning
- 2 phone taken for day
- 3 parent pick-up phone
- 4 detention
- 5 ISS

Dress Code infraction (per semester)

- 1 write-off
- 2 offense – detention
- 3 days detention
- 4 ISS
- 5 OSS

Shaving infraction (per semester)

- 1 must shave before entering class
- 2 detention
- 3 3 days detention/ must call parent
- 4 ISS
- 5 OSS

Skipping class (per year)

- 1 detention
- 2 ISS/ parent conference
- 3 3 days ISS
- 4 OSS
- 5 3 days OSS

- 1 detention, "0" on work
- 2 ISS/ parent conference
- 3 3 days ISS
- 4 OSS
- 5 3 days OSS

Profanity (per semester)

- 1 write-off/parent contact
- 2 detention
- 3 overnight suspension
- 4 ISS
- 5 OSS

AUTOMATIC ONE DAY IN SCHOOL SUSPENSION

- Skipping class or leaving campus without permission
- Having any form of alcohol or tobacco on school grounds or at school sponsored events

AUTOMATIC EXPULSION

- Having any form of controlled substance or any type weapon on campus or at a school-sponsored event
- Deliberate, indecent exposure

POSSESSION OF DRUGS OR WEAPONS

Marshall Academy has adopted a zero tolerance policy concerning possession or distribution of any type of unlawful controlled substance on school premises or any school-sponsored activity away from school. In addition, Marshall Academy has a zero tolerance policy concerning any form of weapon on school grounds (including weapons in vehicles) before, during or after school. This policy is in accordance with the laws of the State of Mississippi concerning school violence. Weapons defined as hand-guns, rifles, or any type knives, or any object that the school deems inappropriate. No student is to have any weapon in his/her possession during school hours or at any type of school activity. Failure to adhere to this policy will result in immediate expulsion from Marshall Academy. MA Emergency and Crisis Management Plans are available in the school office.

PARENTAL SUPERVISION AND RESPONSIBILITY

Only students involved in supervised after school activities are to be on campus after 3:20 pm, unless accompanied by a parent or guardian. Parents will be held responsible for any damage to school property when children are unattended on school grounds after hours.

**MEDICAL
Immunizations**

The Mississippi Legislature has made it mandatory for all students attending school to be vaccinated. No student will be allowed to attend school without a Mississippi Compliance Form. A list of immunization requirements may be obtained from school office or local health department.

Head Lice Policy

The head lice policy from the Mississippi Department of Health is as follows: (Marshall Academy will adhere to their policy)

HANDLING OF INFESTED CHILDREN:

Removal: An infested child will be removed from the classroom and the parent or guardian called to take the child home for treatment. Care must be taken not to embarrass the child and to assure that no stigma is attached to him/her. Under no circumstances will a student return to school on the same day that the parent is notified and sent home because of infestation of head lice. Kindergarten students at Marshall should take home for treatment all clothing, nap mats, etc. used at school.

Treatment: Several effective products for the treatment of head lice are available. The parents of all infested students need to notify the school as to the product used, and send proof of purchase to the school when your child returns. Usually a second treatment is needed in 7-10 days after the first treatment. Notification of this second treatment needs to be sent to the school also.

A complete Head Lice Policy is available for review in the school office.

**ALL OUT
NON-SMOKING POLICY**

Marshall Academy has been designated as a “smoke-free facility during school hours of 7:45am until 3:30pm every day, Monday-Friday”. Also, there is to be NO SMOKING WITHIN 100 FEET OF ANY ATHLETIC PLAYING AREA AT ALL TIMES.

There will be designated smoking areas established for smoking at all football, basketball, baseball, soccer, softball, tennis and golf events. ANYONE VIOLATING THIS POLICY CAN BE ASKED TO LEAVE THE MARSHALL ACADEMY CAMPUS.

PROVISION OF MEDICATION

Non-prescription drugs such as Tylenol, antacids and Benadryl will be administered by the school office with parental permission. Parents should

complete the medical portion of the student information form at registration and inform our staff of any medical problems or prescribed medications. Our staff will dispense medications upon request from the parent or guardian. Parents are responsible for providing prescription medications and proper dosage requirements.

Prescription medications must be sent in the original container with proper information on the label. Written instructions must accompany the container.

A letter from the child’s doctor must be on file for all prescription medications, which are to be administered on a daily basis.

**GENERAL INFORMATION
ADMISSION/RE-ADMISSION POLICY**

Admission to Marshall Academy will be based on a personal interview with the student(s), his/her parents, the results of an entrance test or valid transcript from another school, and study of whether the student is in good standing academically and socially with their previous school. The first semester after acceptance will be a probationary period.

All new students in grades 1-12 may be administered an achievement test, to determine the educational level of each student. Primarily the test results could be used to gather diagnostic information to better plan for the student’s instructional needs. In cases of extremely low test scores, some tests results may be used to determine grade placement.

**MARSHALL ACADEMY
DRESS CODE POLICY**

Dress Code General

1st period teachers will be responsible for checking students’ dress and determining compliance. Those students not in compliance with the dress code will be sent to the office.

- Any student not dressed within the guidelines of the school dress code will receive a discipline referral, and may be asked to leave class until dress code compliance is reached. Any class missed due to a dress code violation will result in an unexcused absence.
- Sweatshirts, that can be purchased from the Marshall Academy Sports Boosters, may be worn on designated days, and heavy outerwear as outlined in the section below.
- The required uniform must be worn in its entirety, including belts, except on days that are set by the administration. (Note: belts are not required for elementary students)

- Boys must be clean-shaven (no beards or mustaches). Hair should be out of the eyes in the front, and should not extend past the area of the neck normally covered by a shirt collar. Ponytails, dreadlocks, or any unusual style designed, in the opinion of the administration, to distract or draw attention will not be allowed. Earrings will not be permitted for boys. Side-burns may not be any longer than the bottom of the ear lobe.
- Girls may wear earrings on the ears only. Earrings that are designed, in the opinion of the administration, to distract or draw attention, will not be permitted.
- Visible tattoos and out-of-the-ordinary body jewelry are prohibited. If a question should arise in regard as to what may be considered out-of-the-ordinary, the decision of the administration will be final.
- Sweatshirts may be worn if they are Marshall Academy issued or sold by the Marshall Sports Boosters or our uniform provider. An approved school uniform shirt must be worn under the sweatshirt.
- Jeans and t-shirt days will be approved and announced by the administration.
- Shoes or sandals may be worn, and lace-up shoes must be tied.

GIRLS REGULAR UNIFORM DRESS

Tops:

- White, blue or red long sleeve or short sleeve pique polo, White uniform blouse, long sleeve or short sleeve
- Undergarments must be white and not show through the white shirts.

Bottoms:

- Khaki skirt, skort, or jumper
 Khaki flat-front pant
 Plaid kick pleat skirt
- skirts must be no more than 2" above the knee
 - skorts must be no more than 3" above the knee

Accessories:

- Hosiery: white, black or navy knee-hi socks
 Crew socks or no-show socks
 White, navy or black leggings or tights (no lace)
 School tie for girls for dress days

BOYS REGULAR UNIFORM DRESS

Shirts:

- White, blue or red long sleeve or short sleeve pique polo
 White, long-sleeve, oxford cloth button down shirt
- Shirts may be fashionably untucked
 - Undershirts must be white

Bottoms:

- Khaki flat-front pant
 Khaki flat-front shorts

Accessories:

- Socks: crew or no-show socks
 Belts
 School necktie for dress days

OUTERWEAR FOR BOYS AND GIRLS

Any jackets worn in the building during the school day must be the approved uniform Marshall outerwear with the MA logo. On extremely cold days, another overcoat may be worn to school but cannot be worn in the classroom, it should be stored in lockers.

Any deviation from the regular school uniform due to an athletic or other extra-curricular event must be requested in writing for approval by the headmaster prior to the event.

STUDENT DRIVERS

Unlicensed drivers will not be allowed to drive on the Marshall Academy campus. All students who drive (or park) on campus must be licensed drivers. A copy of the student drivers license must be on file at the school.

VISITORS

Parents or other visitors are always welcome at Marshall Academy! We ask that you check in with the office when you arrive at school to prevent interrupting classes. Please enter through the front doors of the school.

PARENTAL/ STUDENT CONDUCT POLICY

Threatening communications towards students, staff, board members, or administration will not be tolerated at Marshall Academy, either by in-person contact or through social media. Derogatory comments concerning Marshall Academy on social media outlets will not be allowed as well. Conduct of this nature could result in expulsion or permanent banning from all campus event

EXTRA-CURRICULAR ACTIVITIES

Marshall Academy extra-curricular activities, on or off campus, must be approved by the Headmaster. With WRITTEN PARENTAL PERMISSION, a student may ride home with his/her parents or designated adult, when approved by a coach or the administration. Student accounts must be current and in good standing for the student to participate in extra-curricular activities.

LIBRARIES

The Marshall Academy libraries serve students K3-12. Students are encouraged to make effective use of books and other resource materials for both course requirements and for recreational reading. Check out procedures and fines are posted in the library.

LUNCH

All students at Marshall Academy are required to each lunch in the school cafeteria and remain there during the entire lunch period. Students who bring their lunch or do not eat lunch must report to the cafeteria. We ask that parents refrain from delivering lunches from outside vendors. **No food or drink is to be taken from the cafeteria during lunch or break.**

MOTOR VEHICLES

Students who are licensed drivers are allowed to drive on campus as long as they observe the necessary precautions for safe driving, including a 10 mph speed limit on campus. Students must register their vehicles, purchase student parking permits and park in the designated student parking area. Marshall Academy will not be responsible for non-licensed drivers. No one will be allowed to stay in parked vehicles on campus.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held at regular intervals throughout the school year. Teachers will escort their classes to an area of safety through a designated exit(s), or in the case of a tornado drill, to the hallway. Classes will remain in those locations until they are notified to return to their classrooms.

TEXTBOOKS

Textbooks will be issued to students by their subject teachers. In the event that a student loses or damages a textbook, that student shall be held responsible for payment for the book.

DELIVERY OF FLOWERS OR GIFTS

The administration discourages the practice of delivering flowers, balloons, and gifts to school. In the best interest of all concerned, classes will not be interrupted to deliver gifts, flowers, etc. Students will be notified at the end of the day if they need to come by the office to pick up gifts, etc. The school would prefer that no deliveries be made before 1:00pm. On days when a large number of deliveries are made, items will be placed in the hallway outside the school office.

CELL PHONE POLICY

Students are NOT to use cell phones, pagers and/or any other electronic device during the school day, with the exception of tablets and/or laptop computers used for classroom/educational purposes. Students' cell phones, etc., must be put away and must not be used during school hours (7:55- 3:15), unless requested by the classroom teacher for instructional purposes. Students who violate the cell phone policy will be subject to procedures outlined in our discipline code. Marshall Academy will not be held liable for lost or damaged phones.

TECHNOLOGY

No student is to load software from home onto a school computer without expressed, written permission from administration. This offense may be punishable by suspension. Marshall Academy's zero tolerance policy includes inappropriate use of computer systems, both at school and home. Students who use the internet, any type of social media or other electronic devices to violate students, faculty or administration with threats of any kind, or for use in sending pornographic material may face immediate expulsion from Marshall Academy.

GUM CHEWING

Students caught gum-chewing will be issued a discipline referral and be assigned detention.

HALLS

Students arriving at school before 7:55 will report to the cafeteria. Students should be in the halls only while moving from one class to another, unless they have special permission or special duties that require them to be out of class. Students in the halls during class time must have a hall pass. Students are asked to keep noise levels in the halls at a minimum while changing classes.

CHEERLEADERS

Marshall Academy has both Junior High and Varsity cheerleading squads. The guidelines and rules for cheerleading are available for review in the school office.

ATHLETICS

Marshall Academy's athletic program for interscholastic competition for boys and girls in grades 7-12 includes the following sports: football, basketball, baseball, softball, track, soccer, golf and tennis. All students are encouraged to find a place in the school's athletic program and should consider themselves an important and necessary part of the activities program of our school. **Students must be both registered, and current with all financial accounts to be eligible for participation in athletic activities from, June 1 through May 31 of current school year.**

Athletic Rules and Regulations: Academy Conference:

The Academy Activities Conference sets certain standards regarding eligibility to participate in athletic competition between member schools. The rules and regulations are too numerous and lengthy to list in this handbook. A complete list is filed in the school office for review. The ones that students and parents should be most familiar with are listed below:

High School:

1. A student shall not have reached his/her 19th birthday before August 1 in the school year in which he/she wishes to participate.
2. Upon entering the 9th grade, a student will have 4 consecutive years of eligibility in interschool contests on the high school level.

Junior High:

1. A student shall not have reached his/her 16th birthday before August 1 in the school year in which he/she wished to participate.
2. Upon entering the 7th grade, a student will have 3 consecutive years of eligibility in interschool contests on the junior high level.

Athletic Eligibility: Absence from School

A student who is absent from school all day on the day of an interscholastic game will be ineligible to participate. A student must be present for ½ of the school day, or 4 hours, to be considered present for the day. A student present for less than 4 hours will be ineligible for extra-curricular activities for that day, unless given special consideration by the administration.

Athletic Eligibility: Grades

Athletes in grades 7-12 will abide by the following policy:

No athlete, manager or student statistician will be allowed to practice or participate in any sporting event if he/she fails two or more subjects. Grades will be checked each time progress reports (or report cards) are sent home. Following the progress report (or report card) dates, students who are failing two or more subjects will be placed on probation. At the end of the next report period, if a student on probation is failing two or more subjects, he or she will not be permitted to practice or play until the next report period.

To be eligible to participate in athletics first semester, a student must have accumulated four major units (credits) the previous year. (Summer school is considered an extension of the previous year). A student who is not eligible the first semester can become eligible second semester if he or she passes four major subjects the first semester.

PREGNANCY OR MARRIAGE

In our opinion, the environment that is most conducive to the school activities and educational curriculum of Marshall Academy is better maintained with students who are outside of the restrictions and obligations of marriage and

parenthood. These are certainly honorable and appropriate parts of adult life; however, we feel that students in our learning environment are growing up and should not be a part of these pressures.

In this respect, the policy of Marshall Academy is as follows: Marshall Academy has a policy against pregnancy or marriage of its students.

Students in any of the following categories will not be permitted to remain in school or to complete any further work or to re-enroll.

1. Students who are or have been pregnant
2. Known fathers of born or unborn children
3. Married students
4. Divorced students
5. Students of annulled marriage

Students in the above categories will be prohibited from receiving any awards or honors of any kind from Marshall Academy.

DRUG/ALCOHOL SCREENING

Students are subject to a random drug/alcohol screening at any time during the school year. A copy of the school's drug/alcohol screening policy is available for review in the school office.

SMOKING, DRUGS AND ALCOHOL

It is the policy of Marshall Academy that students shall not smoke, drink nor have tobacco, alcohol or illegal drugs **in their possession** while under the supervision of the school. This includes off-campus events sponsored by the school as well. Students in violation of this policy will be subject to disciplinary action to protect the best interests of all students and the school.

SEXUAL HARASSMENT

It is the intention of this school that no employee or student of the school be subject to sexual harassment and that the school's environment shall be free from sexual harassment of any kind. Complaints of violations of this policy should be made to the Headmaster. Should the complaints prove to be legitimate, the offending employee or student will be subject to disciplinary action, including involuntary termination of employment, or suspension or expulsion of the student.

SUSPENSION AND EXPULSION

When the best interest of the school makes it necessary, the Headmaster will suspend, expel or deny admission or re-admission of any student or prospective student.

WITHDRAWAL FROM SCHOOLS

If it becomes necessary for a student to withdraw from school, he/she should obtain a "withdrawal Form" from the office. The form is then taken to each teacher and to the administration for signatures and returned to the office, along with textbooks. No records will be sent to another school until the student obtains clearance through this procedure.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

Marshall Academy expects all students, faculty and staff to treat others with dignity and respect. No harassing or bullying behavior will be tolerated. A policy addressing anti-bully/anti-harassment is on file for review in the administrative offices.

MARSHALL ACADEMY ELEMENTARY

Dear Parents,

Welcome to Marshall Academy! We look forward to working with you and with your family toward making this school year a successful one of learning and growing together. One way that you can begin to ensure your child's success as a student is to help him or her understand the importance of the information that is offered in this handbook. Read it together with your children and discuss the rules, responsibilities and procedures that make our school a safe and positive place to learn. Please do not hesitate to call upon us if you have any questions or concerns.

Sincerely,

Diane Greer, Headmaster/ Guidance Counselor

ELEMENTARY GRADES K3 - 6

PROGRAM

Marshall Academy Elementary strives to provide an educational setting where children learn and grown in a balanced and nurturing environment. We believe that children should be valued and challenged to become responsible students who can achieve his or her own intellectual, emotional, spiritual and physical potential.

STANDARDS

Marshall Academy, founded in 1965, is accredited by the Southern Association of Colleges and Schools (SACS), the Southern Association of Independent Schools (SAIS), and the Mississippi Association of Independent Schools (MAIS), and complies with all of the standards put forth by each organization.

ADMISSIONS

Admission requirements and enrollment procedures for the elementary school are as follows:

1. A child should be 3 years old by September 1 to be admitted to the 3 year old Kindergarten class.
2. Children who are not yet 3 years old by September 1 may be admitted on a space available basis, but will not be allowed to advance to the 4 year old Kindergarten class until they reach an appropriate age.

3. All children enrolling in the elementary school at Marshall Academy must be potty trained.
4. A child must be 4 years old by September 1 to be admitted to the 4 year old Kindergarten class (5 years old for 5K, 6 years old for first grade, etc.)
5. Parents or legal guardians must provide a health compliance form, a certified birth certificate copy, and a copy of the child's social security card, in addition to the Marshall Academy enrollment forms.
6. Classes will be filled on a first-come/first-served basis according to the date of enrollment.
7. If the classes are filled, upon acceptance, the child's name will be put on a waiting list to fill vacancies as they occur.
8. All students in grades 2-6 who are applying for admission to Marshall Academy will be tested by the guidance counselor.

EXTENDED DAY PROGRAM

Marshall Academy operates an after school/extended day program for children in grades K4-4th. Hours for the program are 3:15 until 5:30pm. A "late fee" will be assessed if your child is left in the program past the regular closing time.

DROP -OFF AND PICK-UP OF CHILDREN

K3 - K5:

Please drop-off and pick-up your child at their building. Kindergarten parents: please remember that the lower elementary uses your same driveway, so try and keep "stopped time" to a minimum.

K3 - 3rd grades:

Please drop-off and pick-up your child at the lower elementary breezeway doors. Please make every attempt to keep "stopped time" to a minimum. This is not a conferencing time with your child's teachers. Should you have to park and come into the building, please pull to the far right side of the driveway. In the mornings, children should not arrive at school before 7:30am, and should go to their classrooms as they arrive. An elementary teacher will be on duty at the door for assistance. Children left at school after 3:25pm will be sent to the extended day program and their family charged.

4th - 6th grades:

Upper elementary students should enter through the main front doors or either breezeway and go directly to their classrooms. We ask that they not arrive before 7:30am. An elementary teacher will be on duty in the upper elementary hallway for assistance. **In the afternoon, upper elementary students should not exit through the high school breezeway doors (for traffic safety reasons).** We ask that you make every effort to pick them up at the front steps, where a teacher will be on duty until 3:15pm. After 3:25, they will be taken to the extended day program and their family charged.

Elementary school children who ride with high school students must be picked up from their teacher (or the duty teacher) and walked to the car. **No elementary student will be allowed to walk in the parking lot unattended.**

ATTENDANCE

Absences and tardies disrupt the educational process and students are expected to attend school daily and arrive on time. If your child arrives at school after 8:05am, he/she is considered tardy. Individual classroom teachers will keep up with tardies and absences and excessive numbers of either will be addressed.

The only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment or a family emergency. Upon returning to school, the student should bring a written excuse for being absent. It is the student's responsibility (or his/her parents') to see that all work missed during the absence is made up.

Permission to leave school for any reason should be secured from the principal. **Please do not go to your child's classroom to get your child.** Please stop in at the office and we will send for your child.

If a student becomes ill during the school day, he/she is to notify their teacher and they will be brought to the office for Tylenol, Tums or Benadryl (with signed parental permission). If a child has a temperature of 100 degrees or above, parents will be notified and he/she will be sent home.

A child who arrives at or checks out of school at 11:00am will be counted as present for one-half of the school day. Any student who is absent from school 25 days during any school year will be dropped from school enrollment for the remainder of the year. The only exceptions in this case will be extended illness, certified by a physician. All cases must be approved by the Headmaster.

ASSIGNMENTS FOR A CHILD WHO MISSES SCHOOL

Parents who need assignments for a sick child will need to call the school office by 8:30am. You should plan to pick up the assignments after 2:00pm in the school office. **We ask that parents not go to the classroom and interrupt a class.**

HEALTH INFORMATION

Any child who arrives at school and is noticeably ill with a rash or a fever of 100 degrees or above will not be allowed to remain at school. Should the child become ill during the school day, the parent(s) will be notified immediately. The child will be taken to the office and remain there until the parent or authorized person arrives to take him/her home.

Non-prescription medications (Tylenol, Tums and Benadryl) will be dispensed from the office with written parental permission. Prescription medications must be sent in the original container with proper information on the label. Written instructions must accompany the container. A letter from the child's doctor must be on file for all prescription medications, which are to be administered on a daily basis.

HEAD LICE POLICY

When a case of head lice is reported, either from the teacher or the parent, we will notify parents on the weekly announcements. If head lice are found at school, parents will be notified. Please refer to the HEAD LICE POLICY in the front section of the student handbook. A complete policy is available for review in the school office.

DRESS

Grades K5 – 6 will follow Marshall Academy's Uniform Policy.

FOOD SERVICES

Students may bring a snack for break time if applicable. A variety of lunch options are offered in the school cafeteria at Marshall Academy or students may bring their lunch from home. Parents are invited to eat lunch with their children. Please contact the school office that morning to make arrangements for your lunch. We ask that lunches not be delivered to the school from outside vendors.

GRADING POLICIES

Elementary grades will be based on the expectations and standards for performance indicated in the school curriculums. Classroom teachers will be responsible for measuring student achievement and performance in relation to the designated skills, instructional activities and grade level.

A reasonable amount of homework is expected of students at Marshall Academy. All homework is given as reinforcement, enrichment or preparation for classroom lessons and is an essential part of our academic process. Students are expected to complete daily assignments and homework and turn them in on a timely basis. Failure to do so will result in grade penalty. Grades 1-6 will have grades posted to the home/parent-portals of our student information program. Parents should contact the school office to set up usernames and passwords for these portals.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each nine-weeks grading period in grades K5 - 6. Progress reports are issued at the mid-point of each grading period in grades 1 - 6. Kindergarten report card grading is developmental and individual with each student. Grades 1-6 use the following grading scale:

100 – 90	A		Excellent	E
89 – 80	B		Satisfactory	S
79 - 70	C	or	Needs Improvement	N
< 70	F		Unsatisfactory	U

Report cards and progress reports should be promptly signed and returned to the student's homeroom teacher. At the end of the first nine-weeks grading period, parent/teacher conferences may be scheduled so that parents may come to school and pick up the first report card and talk with the teachers.

TESTING

Marshall Academy participates in standardized achievement testing each year. Results are sent home with the final report card, and a copy is placed in the students' cumulative folder.

COMMUNICATION

As the overall goal of Marshall Academy is to ensure the success of each student, a close teacher/parent relationship is encouraged. Parents are invited to schedule conferences with their child's teacher as needed. Please schedule appointments through the school office.

DISCIPLINE

Marshall Academy uses an assertive and positive approach to discipline. Rules, rewards and consequences are developed with the students' best interest in mind, and are posted in each classroom. Teachers are encouraged to handle minor disciplinary problems within their own classrooms. Major and/or repeated problems will be handled by the administration, with communication from the parents and families of the students. It is our policy to work with the students and their families with discipline problems until every effort for improvement has been exhausted.

RULES FOR THE HALLWAYS

Students should be in the halls only at the beginning and close of school and when changing classes (if applicable).

Running and shouting in the halls is never permitted.

Children going to and from lunch and activity periods must walk quietly.

Students are asked to be courteous at all times.

RULES FOR THE PLAYGROUNDS AND OUTSIDE

Children going to and from activity periods will walk quietly.

No child is to leave the playground area without permission.

There is to be no fighting, kicking, wrestling, nor tackling on the playground (or in the building).

Students will not throw rocks, sand, dirt, sticks, etc. on the playground.

Students should keep the playground free of trash.

Students may not play with baseballs or bats (only "soft" baseballs, tennis balls and softballs).

FIELD TRIPS

Field trips may be taken with the approval of the administration. Permission forms for the field trip must be signed and returned by parents or guardians. Cost for each field trip may include transportation costs, unless parents are used to transport students. Details and itineraries are sent home before each trip.

HOMEROOM MOTHERS/PARTIES

Each homeroom will be assigned a "homeroom mother" in conjunction with the Marshall Academy PTC. Homeroom moms will help with special school events and class parties. Classroom parties include: Halloween, Christmas, Valentine's Day and Field Day. (The Kindergarten classes have Easter Egg Hunts). A calendar of scheduled party dates will be given to each homeroom mother by the classroom teacher. Parents are encouraged to sign-up for their "party preferences" on the first day of school so that each mom assigned to help with a party may give her attention to the class, We ask that no non-student siblings be brought to school for school parties, nor accompany the class on field trips, so that the full attention of the parents will be with the class members.

AWARDS

At the end of the school year, an Elementary Awards program will be held to recognize outstanding effort and achievement. Special area awards will be given to reward enthusiasm, participation and effort.

***For additional information, please visit our school website at: www.marshallacademy.com

