

MARSHALL ACADEMY ELEMENTARY HANDBOOK

Mission Statement

Motivating Academic Responsibility, Seeking High Achievement, and Amplifying Leadership and Loyalty

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.

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 twentythree 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 preschool 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 4 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 this 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, counselors 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 extracurricular 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!!

PROGRAM

Marshall Academy Elementary strives to provide an educational setting where children learn and grow 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 Midsouth Association of Independent Schools (MAIS), and complies with all of the standards put forth by each organization.

Admission Policy

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. All children enrolling in the elementary school at Marshall Academy must be potty trained.
3. 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...)
4. 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.
5. Classes will be filled on a first come / first serve basis according to the date of enrollment.
6. Classes are filled, upon acceptance, the child's name will be put on a waiting list to fill vacancies as they occur.
7. All students in grades 2-6 who are applying for admission to Marshall Academy will be tested using the STAR test in reading and math by the guidance counselor. Students in grades K-1 will be given an oral skills test by the guidance counselor.

Marshall Academy Administration and Office Staff

Jason Taylor

Head of School

Harrison Nickel

High School Principal

Linda McKinney

Guidance Counselor

Susan Rodgers

Elementary Dean of Students

Lacy Tollison

Administrative Secretary

Patty Lusby

Bookkeeping

Marshall Academy Elementary Faculty and Staff

3 Year Old Kindergarten	Brandi Gray bgray@marshallacademy.com
4 Year Old Kindergarten	Susan Minor / Harriet Caldwell sminor@marshallacademy.com hcaldwell@marshallacademy.com
5 Year Old Kindergarten	Mindy Gresham/ Kim Johnston mgresham@marshallacademy.com kjohnston@marshallacademy.com
First Grade	Gerri Camurati gcamurati@marshallacademy.com
Second Grade	Jane Farris/ Carlie Cook jfarris@marshallacademy.com
Third Grade	Caitlyn Bray cbray@marshallacademy.com ccook@marshallacademy.com
Fourth Grade	Dianene Fant dfant@marshllacademy.com
Fifth Grade	Jennifer Knox jknnox@marshallacademy.com
Sixth Grade	Karen Churchill Kchurchill@marshallacademy.com
Dean of Students	Susan Rodgers srodgers@marshallacademy.com
Art, Computer, Library	Amanda McCord amccord@marshallacademy.com
Elementary Physical Education	Susan Rodgers Ben Durham bduram@marshallacademy.com
Elementary Dance	Lacy Tollison latollison@marshallacademy.com

School Hours

Elementary School Hours will be 8:00 - 2:35 each day.

DROP - OFF AND PICK UP TIMES AND DIRECTIONS

Morning drop off will be available beginning at 7:15 a.m. for all elementary students.

The drop off and pick up line for lower Elementary (K3-3rd) will be in the far right lane as you come into the school grounds then split once you reach the breezeway.

The drop off line and pick up line for Upper Elementary 4th, 5th and 6th grades will be in the left turn lane and down in front of the school. The exception to this will be during incimate weather in which case the High School breezeway will be used.

Dismissal after school will be at 2:35 for grades K 3-6th grades. Students not picked up by 3:00 will be sent to After -School care and charged accordingly.

After School Care

Call the School office for times and fees

ATTENDANCE POLICY - TARDIES AND ABSENCES

ATTENDANCE

Your child's success in school depends on having a solid educational background – one that can be attained only through regular school attendance. Children can copy notes and make up assignments, but they can never get back one of the most important aspects of learning: the discussions, the questions, the explanations by the teacher and the thinking that makes learning come alive. Therefore, regular attendance and punctuality is expected of all students. Teachers and students have the right not to have their instruction time interrupted by students who are tardy. Attendance and tardies can be checked on FACTS.

Tardies

Students arriving after 8:00 a.m. must report to the office to get a tardy pass before going into the classroom. Students arriving more than 20 minutes late will be automatically counted absent. **On the 4th tardy, a student's citizenship grade will be lowered by 1 letter in each class.**

Absences

Parents should call the Elementary Office before 8:30 a.m. stating the reason for your child's absence that day. All missed class work must be made up. If you would like to pick-up your child's work, you must request it at the time you call about the absence and the assignments and books will be ready for pick-up after 2:00 p.m. If you do not request the assignments and books, they will not be on the table. Teachers complete these tasks during their planning time and may not be available to prepare this information for you until school is out. Make-up work should be completed within the time frame of one day for each day missed.

Excused absences are given for school related activities, a planned absence (see below), illness of a student or serious illness in the immediate family, a death or funeral in the immediate family, or a documented court summons. Other absences may or may not be excused at the Principal's discretion.

In accordance with MAIS requirements, no student shall be promoted to the next grade whose absences exceed twenty (20) days during the school year unless the absences result from unusual circumstances or extended illness. Extended illness must be officially documented by a physician.

Make-Up Tests Policy and Time Period

A student is allowed numerous opportunities on 3 consecutive days to make up tests, beginning the day that he/she returns to school. Tests may be made up during activity time, recess, study hall or after school. Tests may not be made up during instructional time. Failure to take the assigned test in this time frame will result in a grade of zero (0). For special circumstances, permission must be received from the principal to make up a test after the allotted time.

Planned Absences

School vacations are planned at appropriate intervals throughout the school year and parents should strive to make family plans accordingly. It should be realized that teachers cannot realistically provide work in advance of planned absences that will adequately make up for the missed classroom instruction. Therefore, teachers will use their discretion in the matter of providing work requested by the parent to be completed during the period of absence. Parents who voluntarily take their children out of school have the responsibility to see that the student has completed ALL make-up assignments before returning to the classroom.

1. Written requests for a planned absence must be given to the principal or teacher at least one week before the date of the planned absence. This gives teachers an opportunity to prepare make-up work as early as possible.
2. On the day your child returns to school he or she is responsible for turning in ALL assignments given during the planned absence.
3. Teachers will schedule make-up tests once your child has returned to school.
4. The principal may make an exception to the above requirement in case of emergency.

Medical Appointments

It is highly recommended that all medical appointments be verified with written doctor's excuses.

HEALTH INFORMATION

PROVISION OF MEDICATION- Non-prescription drugs such as Tylenol, antacids, or 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.

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 will 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 an 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.

DRESS CODE

Kindergarten and Elementary students are required to dress in a manner that reflects modesty, Christian values, common sense, and neatness.

**The required uniform must be worn, except on days that are set by the administration.
(Note: belts are not required for elementary students)**

Girls Regular Uniform Dress

Tops:

White, blue or red long sleeve or short sleeve pique polo, White uniform blouse, long sleeve or short.

Undergarments must be white and not show through the white shirts

Bottoms:

Khaki skirt, skort or jumper

Plaid kick pleat skirt

-Skirts must be no more than 2" above the knee in length

-Skorts must be no more than 3" above the knee in length

Khaki flat-front pants. No joggers are allowed.

Accessories: Hosiery: white, black or navy knee-hi socks Crew socks or no-show socks White, navy or black leggings or tights (no lace)

Footwear:

Tennis shoes are highly recommended

Rubber slides/shower shoes/slippers are not permitted

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

- No Joggers or Carhartts will be allowed

Accessories:

Socks: crew or no-show socks

Footwear:

Tennis shoes are highly recommended

Rubber slides/shower shoes/slippers are not permitted

Dress Code General

- 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.

-Earrings will not be permitted for boys. Dreadlocks, male ponytails, or any unusual style or color, in the opinion of the administration, will not be allowed for any students.

. – 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 approved uniform providers, and must be of the approved colors (Red, White, Royal, Navy, Gray). An approved school uniform shirt must be worn under the sweatshirt and be visible.

-Hoods may not be worn in the building

-No caps, hats or beanies may be worn in the school building.

– Jeans and t-shirt days will be approved and announced by the administration. Jeans may not have holes or rips in them.

OUTERWEAR FOR BOYS AND GIRLS

Any jackets worn in the building during the school day must be the approved uniform Marshall outerwear. All outerwear must be approved colors (Red, White, Royal, Navy, Gray). Another overcoat may be worn to school but cannot be worn in the classroom and should be stored in lockers.

- Only approved uniform outerwear may be worn on the school campus during school hours.
- No joggers, or sweatpants may be worn to school.

ACADEMIC INFORMATION

Report Cards and Progress Reports

Report cards are issued at the end of each nine-weeks grading period in grades K5 - 6th. Kindergarten report card grading is developmental and individual with each student. The following grading scale is used

100-90	A	Excellent	E
89-80	B	Satisfactory	S
79-70	C	Needs improvement	N
Below 70	F	Unsatisfactory	U

A link for student's weekly progress, in grades 1-6, are emailed each Sunday at 5:00pm. Please make sure you have created a parent portal for our SIS FACTS system at www.factsmgt.com school code MAH-MS. Parents may schedule a parent / teacher conference at any time through the school office to discuss academic progress of their child.

Testing

Marshall Academy participates in the STAR testing program in grades 1-6. Students are assessed four times per year to measure their progress in Math and Reading.

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 program. Students are expected to complete daily assignments and homework and turn them in on a timely basis. Failure to do so will result in a grade penalty. Grades 1-6 will have grades posted to the parent portal of our student information system. Parents should set-up parent portals at www.factsmgt.com School Code MAH-MS to monitor the progress of their student(s).

Parent Teacher Conferences

Parents are cordially invited to visit the school and talk with the administration, upon making an appointment, concerning the work of their child. Conferences with administration and teachers may be arranged by calling the school office to schedule an appointment. Parents can also

communicate with teachers via email. Teacher email addresses can be found on the school website. Please make every effort not to call the teacher after school hours.

Promotion

In grades 1-6, a student must pass four of the five subjects to be promoted to the next grade. For any student who fails one subject, summer school or extended school year is highly recommended. For a student who fails two or more subjects, summer school or extended school year is required.

Weekly Progress Reports

Marshall Academy currently utilizes FACTS, a web-based student data and information system, which allows parents to be informed of attendance, grading, and student progress. Families need to set up a parent portal at www.factsmgt.com School code MAH-MS to allow instant access to student schedules, grades, assignments, and daily / weekly student progress. Weekly progress reports are emailed to parent's email for grades 1-6 every Sunday @5:00 pm.

A Honor Roll

A Honor Roll consists of those students in grades 1-6 who have an A in each subject at the end of a 9 weeks grading period.

A-B Honor Roll

A-B Honor Roll consists of those students in grades 1-6 who have an A or B in each subject at the end of a 9 weeks grading period.

Students of the Month

Each month a lower elementary, upper elementary, junior high, and high school student will be selected as a student of the month by the teachers and administrators. These students will be recognized by the guidance office.

CONDUCT AND DISCIPLINE

We believe that discipline is the basis of learning. Discipline is necessary to create and preserve the safe and orderly conditions essential for every student's educational success. Children learn and grow best in a safe and cooperative environment. The administration expects all students to conduct themselves in accordance with accepted standards of

behavior in order to create the best possible learning environment.

As representatives of our school, we believe that Marshall Academy students are responsible for exhibiting self-discipline in all situations. They are expected to conduct themselves at school and at all school functions in ways befitting a school seeking to establish Christian standards of learning and living. Our students' actions should reflect favorably on our school at all times. Academic honesty as well as moral integrity is expected of every student at Marshall Academy. We believe children must learn to take responsibility for their actions and all of us together – parents, teachers, and staff – have the responsibility to teach students to be accountable for their actions. Your support and encouragement at home will be of great benefit to your child's progress in this area.

General Policies

Severe Disruptions and Behaviors

If a student causes a severe disruption (ex. fighting, hiding from the teacher, etc.), engages in any form of vandalism (ex. writing on walls, floors, etc.), or "bullies" other students, the student will immediately be carried to the principal's office. The severity of the infraction will determine the type of disciplinary action administered by the principal (see list "Types of Disciplinary Action").

Gum

Marshall Academy students are not to chew any form of gum during school hours.

Cheating

Students determined by their teacher(s) to be cheating on a test, classwork, or homework will be given a zero on the assignment and their parents will be notified. They will receive ISS (In-School Suspension). Repeated violations will be dealt with more severely, and parents or guardians will be required to meet with school officials to determine whether or not the student will receive expulsion.

Examples of behaviors considered as cheating by Marshall Academy:

- Lending or copying another's homework in or out of class
- Giving or receiving answers to quizzes and tests
- Entering an academic testing situation with an unfair advantage
- Plagiarism, which is defined as, "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source" (m-w.com)
- Violating testing procedures as defined by a teacher in an individual classroom
- A cell phone, iWatch, or other electronic devices brought into a test or quiz
- Forging a signature
- Any other actions deemed cheating by the Marshall Academy Administration.

Athletic Events

Students are expected to display good sportsmanship at all times. Running and playing in hallways inside the gym and playing in the restrooms are not allowed. During athletic events students are not allowed to go outside the fenced perimeter of the football complex or outside the gym without an adult. Parents are responsible for reminding their student of acceptable behavior when attending any athletic event. Teachers are always “on duty” at athletic events and are instructed to report student infractions to any member of the administration for disciplinary actions.

Assemblies

Students are expected to be quiet, attentive, and respectful during all assemblies. Hands should be raised for asking questions as well as answering questions. At no time should food, drinks, or gum be brought into assembly areas. All trash should be placed in trash receptacles. Running and yelling are never acceptable. Bathrooms should be kept clean at all times. Feet should never be placed in chair seats or on the back of the seat in front of you.

Tobacco and Smokeless Tobacco (Vaping)

Tobacco in any form is prohibited at all school activities on and off campus and on school premises. Students using or possessing any form of tobacco will receive In-school suspension.

Vaping or other use of a battery-operated device (ex: Juul) to inhale substances is not permitted anywhere on Marshall Academy’s campus. Students should not have any device and/or pods on campus. Violations of this code will result in OSS (Out of School Suspension) with repeated violations receiving more severe penalties.

Drugs and Alcohol

Marshall Academy forbids the use of any drugs (not medically approved) or alcohol. Students using or possessing these substances at school or school functions, or being found under the influence of these substances will be suspended immediately for three days and then must appear before the administration with their parents for a hearing. The subject of this hearing may be expulsion from Marshall Academy. This policy will be broadly interpreted so as to make it more effective in protecting the health, safety, and welfare of Marshall students. The school administration reserves the right to search both persons and belongings if it has reason to believe a student is carrying alcohol, drugs, or other illegal substances. The Marshall Board of Directors has the discretionary authority to interpret this policy and determine all questions arising in the administration, interpretation, and application of this policy.

Break-Ins, Defacements or Vandalism

A student involved in a break-in and/or malicious damage to school property and/or property belonging to school employees and/or an employee’s immediate family will be suspended with his or her readmission to Marshall contingent upon financial compensation for all damages incurred, or at the discretion of the Board of Directors, the student will be expelled from Marshall Academy without a refund of fees. The student may also be subject to legal action. Any minor acts of vandalism including damage to textbooks will require a student

or the student's parents to provide financial compensation for damages incurred. Failure to do so will require the student to face appropriate disciplinary action as determined by the administration.

Theft

Marshall Academy does not condone the taking of another's personal property. This includes "borrowing" of another's books, notebooks, pens, pencils, etc. without permission. Anyone involved in such activities will receive disciplinary action.

Weapons and Threats

A student possessing, displaying, using, concealing, or threatening to use any weapon or any instrument that could be classified as a weapon, will be subject to expulsion from Marshall Academy without a refund of fees and may face legal action. Any student, family member, or any other person making a threat toward Marshall Academy, the faculty, staff, administration, Board of Directors, and/or another student shall immediately be suspended and/or turned over to the appropriate authorities.

A threat shall be defined as the following:

- Any written or verbal statement or deed that implies physical harm.
- Any written or verbal statement or deed that implies mayhem/destruction.
- Any written or verbal statement or deed that implies the threat to use a bomb, firearm(s), or other dangerous instrument.

Any student or family member making such threat(s) is subject to having their contract terminated without a refund of fees.

Bullying (Harassment, Hazing, and/or Intimidation):

These are all forms of bullying intended to purposely harm another person. Bullying may be physical, verbal, emotional, or written (including the use of Internet chat rooms, email, Facebook, etc...). Marshall Academy is committed to providing a friendly, caring, and safe environment for our students and has a zero tolerance policy toward bullying of any kind. If such behavior does occur, students and/or their parents are encouraged to tell a teacher or administrator so that the incident may be dealt with promptly. Students found by the administration to be guilty of bullying in any form may face suspension from activities, internal and/or external suspension, and/or expulsion.

Disrespect

Showing disrespect toward a teacher, school employee, student, or guest of Marshall Academy will not be tolerated. Students who are disrespectful will receive disciplinary action based on the nature of disrespect and the number of recurrences. If the disrespect takes the form of physical contact with the staff or faculty member or a verbal threat, the student may be suspended, face legal action, and/or expelled from Marshall Academy at the discretion of the Board of Directors without a refund of fees.

Social Media Policy

At Marshall Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, Snapchat, Instagram, TikTok, YouTube, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. (Popular social media tools include Facebook, Twitter, LinkedIn, Instagram, blogs, YouTube and Flickr).

- Students should use good judgment in all situations and behave in a way that will reflect positively on themselves and the school.
- Regardless of privacy settings, assume that all of the information shared on any social network is public information. Online “conversations/posts” are never private.
- Students should be respectful and always treat others in a respectful, positive and considerate manner.
- Marshall Academy does not monitor social media accounts. The school has the right, but not the duty to inspect or review social media posts. Marshall Academy shall not address students’ social media post unless derogatory comments about faculty and staff are made, threats of violence during school hours or school events, or if Marshall Academy is represented in a negative light.
- Marshall Academy reserves the right, but is not obligated, to take disciplinary action with any

student(s) if unacceptable uses/behaviors occur outside of school hours, school related events, or on MA property.

• In addition, if the administration believes that any information on a website, or in an email or text message, is obscene, constitutes a threat, defames, infringes on copyrights or is in any way illegal, whether directed at the school, faculty, staff, students or other, Marshall Academy will be compelled to contact the appropriate authorities.

Types of Disciplinary Action

At the beginning of the school year and throughout the year, teachers will thoroughly discuss and model all classroom expectations. Teachers will implement and enforce all classroom and school rules and regulations on a consistent basis using the appropriate disciplinary action(s) below. Any time a student chooses to disobey rules and regulations, there will be consequences imposed according to the seriousness of the problem in order to teach responsibility. If a student demonstrates continual noncompliance or violates policy that calls for expulsion, final approval of the expulsion will rest with the Marshall Academy Board of Directors. Disciplinary actions below will apply to any student who is on school property, in attendance at school, at any school-sponsored activity, or involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

These actions are listed in no specific order:

- Student-Teacher Conferences.
- Walking Recess- student will not participate in recess, but will walk and think about his or her actions that were inappropriate.
- Suspension from Recess, Extracurricular Classes, or Other Special Activities (such as special events on campus, including but not limited to pep rallies, special class parties earned by the class for good behavior, movies earned by the class for good behavior, etc...)
- Field Trip Restrictions.
- Corporal Punishment

- Student-Administrative Conferences.
- Parent-Administrative Conferences.
- Administrative-Parent-Teacher-Student Conferences

In-School Suspension (ISS)

The student will be allowed to complete all work during the period of suspension but will be penalized at the end of the nine week grading period at the rate of one point per subject for the first day of suspension and one point per subject for each consecutive day. A Student will lose extracurricular privileges during the suspension period. Each student will receive a “D” for all Citizenship grades.

***1 Point Deduction per day from the nine-week average in each class.**

*** Students receiving ISS will receive a “D” in citizenship in each class.**

- **Out of School Suspension (OSS)**

* The student will be allowed to complete all work at home during the period of suspension but will be penalized at the end of the nine week grading period at the rate of two points per subject for the first day of suspension and one point per subject for each additional day. Each student will receive an “F” for all Citizenship grades.

- **2 Point Deduction per day from the nine-week average in each class.**
- **1 Point Deduction for each additional day from the nine-week average in each class.**
- **Students receiving OSS will receive an “F” in citizenship.**

- Permanent Expulsion from School

Basic Kindergarten Guidelines - Good Citizen Rules

There are five basic “Good Citizen” rules of behavior that are emphasized in the kindergarten classroom:

1. Follow directions the first time.
2. Raise your hand and be recognized before speaking.
3. Listen when others speak.
4. Stay in your assigned area or seat.
5. Keep your hands, feet, and objects to yourself.

Kindergarten Consequences

If a child chooses to disobey a “Good Citizen” rule, the consequences are as follows:

- | | |
|-------------|--|
| 1st offense | Verbal Warning and teacher reminds student of classroom rule. |
| 2nd offense | Brief “time out” period and discussion of expectation |
| 3rd offense | Time Out, walking recess, Private Student-Teacher Conference, note/call to parent, or parent-teacher-student conference |
| 4th Offense | Teacher submitted discipline report via email to principal, Emailed discipline report to parents from principal (to be signed by parent) and/or in school suspension |
| 5th offense | Second discipline report emailed; student-principal conference |
| 6th offense | Third discipline report sent home; conference with student, teacher, principal, and parents; further punishment from principal is possible |

Administration reserves the right to skip steps based on the nature of the offense.

Biting

Biting is absolutely not permitted. When the first offense occurs, the child will be placed in “Time Out” isolation and the parents will be contacted. If a biting incident is repeated, parents will be asked to come to school and take their child home.

Consequences of Disobeying Classroom Rules and Regulations

Grades 1-3

- First Offense: Verbal Warning and retaught expectation.
- Second Offense: Time Out, walking recess, Private Student-Teacher Conference, note/call to parent, or parent-teacher-student conference.
- Third Offense: Teacher submitted discipline report via email to principal, Emailed discipline report to parents from principal (to be signed by parent) and/or In School Suspension.
- Fourth Offense: Parent-Teacher Conference, out-of school suspension (OSS). Teacher submitted discipline report via email to principal, Emailed discipline report to parents from principal (to be signed by parent)
- Additional offenses: Parent-Teacher-Student-Administrative Conference, consequences left to the discretion of the administration based on the nature of the offense the teacher will use this discipline report as a reference to assist in making judgments regarding conduct and citizenship grades.

MA Administration reserves the right to skip steps based on the nature of the offense.

Grades 4, 5 and 6

- Talk with Administrator and one page Write-off
- Corporal Punishment (Paddling)
- Detention for One day
- Detention for Two days
- ISS
- OSS

MA Administrators reserve the right to skip steps based on the nature of the offense.

Citizenship Grades

A = Outstanding

The student displays excellence in attitude and cooperation, a strong sense of responsibility and self-discipline, and consistently follows school rules and regulations. .

B = Satisfactory

The student has a good attitude, is usually cooperative, responsible, and self-disciplined, and rarely disobeys school rules and regulations. .

C = Needs Improvement

The student needs to demonstrate noticeable improvement in several, if not all, of the above mentioned areas. The student will not be listed on the A or A-B Honor Roll.

D= Unsatisfactory

The student is usually uncooperative, has a poor attitude, is very often irresponsible, demonstrates weak self-discipline, often disrupts class, and shows lack of respect for school rules and authority figures. The student will not be listed on the A or A-B Honor Roll.

F= Unacceptable

The student is a candidate for permanent expulsion. This decision will be based on the discretion of the Marshall Academy Administration and Board of Directors.

Common Courtesies and Guidelines

In the hallway

- Running, hitting, pushing, or loitering in the hallways is not acceptable.
- Walk quietly on the right side of the hallway on the appropriately colored line in single file.
- When passing adults or visitors in the hall, it is polite to look them in the eye and say “Hello” to make them feel welcome.

In the restroom

- Paper towels should always be placed in the trash can, not on the floor.
- Always put toilet tissue inside the toilet and flush.
- Playing, running, pushing, hitting, or climbing walls in the restroom is prohibited.
- Defacing or vandalizing restrooms in any way is prohibited.
- Standing on any part of the toilet is prohibited.
- Using unacceptable language or loitering in the restroom is unacceptable.

In the lunchroom

- Enter and exit in an orderly line. Walk at all times.
- Speak in low “inside” voices.
- Use good table manners.
- Clean the table, seats, and floor where you ate before leaving.
- Put all trash in the trash can – not on the floor!
- Remain seated until the teacher dismisses you.
- Remember to say “Please” and “Thank you” to the lunchroom workers.
- Saving seats or isolating others is not permitted.
- Asking others to swap or share their lunch with you is not acceptable.
- Breaking in line is not acceptable.
- Touching food or taking food that belongs to another child is not permitted.

In the classroom

- Distracting another student when he/she is working or listening to the teacher is unacceptable.
- Taking anything that does not belong to you is prohibited.
- Rearranging furniture without permission from the teacher is not permissible.
- Using obscene or insulting expressions is prohibited.
- Arguing with the teacher about tests, grades, directions, or punishments during class is unacceptable. Instead talk to the teacher after class if you have questions.
- Always knock before entering another teacher's classroom.
- Follow a teacher's special rules as well as rules listed here.
- Raise your hand to speak. Wait to be recognized.
- Pay attention and listen very carefully when your teacher is teaching.
- Talking to others during a test or performing any other action that indicates to your teacher or classmates that you are possibly cheating is prohibited.
- Throwing worksheets when passing them to another student is unacceptable.
- Always be respectful of your teachers and use "Mam" or "Sir" when addressing them.
- Making noises, blurting out comments, etc. are unacceptable.
- Chewing gum is NEVER allowed at school.
- Students should never stand around a teacher's desk or touch personal items on a teacher's desk without permission.
- Keep the area around your desk and inside your desk clean. Put all trash in the trash can – not in your desk!

During assemblies

- Enter quietly and orderly.
- Listen and pay attention to the program.
- Disturbing students sitting around you is unacceptable.
- Booing, hissing, whistling, or stomping your feet is not permissible.
- Applaud politely when appropriate.
- Reading or doing any type of work during an assembly is not acceptable.
- Carrying food, drink, or gum into assembly areas is prohibited.
- Always sit with your class in your assigned area.
- Running or pushing when lining up to enter and exit the assembly area is

unacceptable.

- Your feet should be placed in front of the seat of your chair, not in your seat, on the back of the seat in front of you, or rails in front of you.
- All trash should be placed in trash cans – not on the floor.