



**2025-2026**

# **Student Handbook**

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**Principal: Mr. Brian Jones**

**Assistant Principal: Mr. Hayden McKittrick**

**Office Hours: 7:30 AM – 4:00 PM**

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## **WELCOME TO MARSHALL HIGH SCHOOL**

The school board has approved the policies and procedures cited in this handbook. District policy numbers are listed and linked in the appropriate sections of this handbook. All policies and procedures in this handbook are subject to change.

### **MISSION STATEMENT**

“To support, educate and prepare all learners for success.”

## **PART I – GENERAL INFORMATION**

### **ARRIVAL AND DISMISSAL HOURS**

Marshall High School building hours are 7:30 AM – 4:00 PM. School begins at 8:00 am and ends at 3:05 pm. Upon arrival to school students should plan to enter the building through the main front entrance or the gym entrance. Parents may drop students off in the front entrance drop off loop or in the student parking lots. There should be no traffic in the gym bus loop as school busses will be dropping off and picking students up in this location.

### **BACKPACKS**

Backpacks, satchels, and bags are not to be worn or carried during the school day. Backpacks must be stored in the student lockers during the school day. Students should obtain study materials for classes before school and during passing times. No one should leave classes to go to their locker except with special permission. Failure to follow this policy will be viewed as insubordination and will be treated as such.

### **BICYCLES**

Bicycles must be parked in the racks provided. All bicycles should be provided with locks. The school is not responsible for damage or theft of parts while bicycles are parked in the racks.

### **BULLETINS AND ANNOUNCEMENTS**

To stay updated on the latest events and news at Marshall High School, we will be using the following communication tools:

- The MPS website - [www.marshall.k12.mn.us](http://www.marshall.k12.mn.us)
- Monthly Newsletters will be sent out to all families from the district office containing information from all schools in one place.
- We will be using one social media page for the entire district instead of the individual schools. Please follow us:
  - Facebook: Marshall Public Schools
  - X: @mpstigers
  - Instagram: marshallpublicschools

### **CALENDAR**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the [MPS website](#).

### **CAMPUS REGULATIONS**

Marshall Senior High School operates under the concept of a *“closed campus.”* This is to say that once students arrive at school for the beginning of the school day, all students are to remain in the building throughout the school day. The courtyard area directly off the cafeteria is considered “in building”. At no times are students to be loitering in the parking lot. Students wishing to access vehicles during the day may be required to have a staff escort them. It is the responsibility of the school to supervise students during the entire school day. Therefore, students are asked to remain in assigned and supervised areas at all times. Students must sign out in the main office and obtain a pass in order to leave the building. Attending professional appointments (i.e. medical) during lunch time is encouraged. Students may be asked to provide proof of attending the appointment within 24 hours of returning to school. Students attending lunch time appointments are encouraged to eat before returning to school.

## **COMPLAINTS (MPS Policy 103)**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint. People wishing to file a complaint may do so by reviewing MPS School Board Policy #103 and the associated complaint form #103F.

## **CRISIS MANAGEMENT (MPS Policy 806)**

Each building in the district maintains a set of procedures for dealing with crisis situations. In the event of such occurrences (examples include: severe weather, fire, bomb threats, hazardous materials, intruders, or other situations affecting safety) building staff will direct students, staff and visitors where to move and what to do to ensure the safety of all.

## **E-LEARNING DAY PLAN**

When we have weather-related school cancellations, instructional time is lost and the momentum in classrooms is slowed. State testing dates are set prior to the start of the school year and make-up days in June after the completion of these tests can prove to be out of sync with the instructional process. While e-Learning days cannot replace the face-to-face time students have with their teachers, they can provide better continuity when school is interrupted.

Attendance will be recorded on e-Learning days. Teachers will follow their site attendance policies and work with their building attendance secretary to indicate absent students in Campus. Absences on an e-Learning Day will be considered excused. Marshall High School staff will run a 2-hour late start schedule with class periods occurring according to the 2-hour late start schedule. Microsoft Teams meetings will occur at the beginning of each class period for the purpose of student attendance taking, teacher instruction, for the day and explanation of learning activities. Each teacher will determine the amount of time for students to remain in the virtual meeting or allow for independent work time. Teachers will use the class meeting time to provide students with instruction, directions, and expectations for the day. When a teacher allows students to work independently during class time, the teacher should remain in the meeting to answer student questions and be available for support. Teachers may utilize Microsoft Teams, Schoology, or other resources to aid students in their learning on these days. Students will submit the e-Learning Day activities based on the teacher's instruction.

## **EIGHTEEN-YEAR-OLD STUDENTS**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

## EMPLOYEE DIRECTORY

<b>Staff</b>	<b>Assignment</b>	<b>Staff</b>	<b>Assignment</b>
Brian Jones	Principal	Bree Marlyn	Language Arts
Hayden McKittrick	Assistant Principal	Alison Marshall	Mathematics
Bryan Adams	Science	Megan Mattison	Special Education
Brad Bahlmann	Social Studies	Mitchell Maxwell	Science
Terry Bahlmann	Physical Education/Health	Kari Meyer	Mathematics
John Benson	Special Education	Wes Myers	Music
Alex Boddy	Spanish	Roz Oye	Mathematics
Stephanie Bot	Physical Education/Health	Bonnie Parsons	School Nurse
Marty Brandl	Mathematics	Larry Petersen	Music
Kris Champion	FACS	Laura Petersen	Music
Chris Shuckhart	Language Arts	Nicole Peterson	Social Studies
Alex Cleppe	Mathematics	Rick Purrington	Social Studies
Nancy Cole	Social Studies	Becky Regnier	EL
Cathie Crouse	Language Arts	Cassie Rogotzke	Counselor
Brydie DeMuth	Art	Tara Ryks	Mathematics
Dylan DeSmet	Science	Stefanie Scarset	Spanish
Neenah Eben	Language Arts	Erica Schmitt	Special Education
Shirley Greenfield	Counselor	Jon Schreurs	Ag/Industrial Education
Heidi Hansen	Counselor	Bessie Skalicky	Social Studies
Annika Hanson	FACS	Daniel Smith	Language Arts
Autumn Hess	Language Arts	Emily Snyder	BARR Coord.
Jack Houseman	Social Studies	Gretchan Stelter	Special Education
Emma Hoversten	EL	Dawn Sterzinger	Mathematics
Nicole Jans	Special Education	Carrie Sueker	Science
Katie Jenson	Social Studies/Reading	Hannah Thooft	Language Arts
Jacob Johnson	Business Education	Shelby Thor	Science
Brenda Kellen	Business Education	Jan Timmerman	Business Education
Julie Kent	Special Education	Christine Tromblay	Art
Sarah Lee	Ag/Industrial Education	Gina Webb	School Nurse
Brian Leibfried	Mathematics	Barb Wendt	Science
Troy Ljunggren	Physical Education/Health	Dan Westby	Physical Education/Health
Kari Loft	EL	David Wingert	Special Education
Kristen Maeyaert	Language Arts		

## OFFICE STAFF

*Deb Mitlyng High School Office*  
[debra.mitlyng@marshall.k12.mn.us](mailto:debra.mitlyng@marshall.k12.mn.us)  
507.537.6920, ext. 1001

*Kelly Deutz High School Office*  
[kelly.deutz@marshall.k12.mn.us](mailto:kelly.deutz@marshall.k12.mn.us)  
507.537.6920, ext. 1005

*Jan Bahlmann Guidance Office*  
[jan.bahlmann@marshall.k12.mn.us](mailto:jan.bahlmann@marshall.k12.mn.us)  
507.537.6920, ext. 1012

## PARA-EDUCATORS

Angela Buchert	Special Education	Twyla Hennen	Special Education
Cathy Day	Special Education	Teryn Denn	Special Education
Diane Doll	Media Center	Nancy Pratt	Special Education
Correen Bakke	Special Education	Christy Rotich	Special Education
Rhonda Emwalu	Special Education	Alicia Stone	Special Education
Mary Erickson	Special Education	Rashell Thordson	Special Education
Tammie Feisthamel	Special Education	Bev Welu	Special Education
Robbie Goodmund	Special Education		

## **EMPLOYMENT BACKGROUND CHECKS [\(MPS Policy 404\)](#)**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **EQUAL ACCESS TO SCHOOL FACILITIES [\(MPS Policy 801\)](#)**

The school district has created a limited open forum for secondary students to conduct noncurriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **FEES**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Students will be charged for textbooks, workbooks, and library books that are lost or destroyed.

## **FLORAL DELIVERIES**

Marshall High School has asked the local florists to not accept orders to be delivered to students at the high school. Parents are asked to honor this request by not asking office personnel to deliver these orders to students. Any deliveries received will remain in the office until the end of the day.

## **FOOD IN THE SCHOOL**

In order to comply with food service regulations, pop and food (other than sack lunches) should not be brought into or delivered to the building during school hours and will result in the delivery of such food being kept in the office. Vending machines will not be available between the hours of 8 AM and 3:05 PM. The selling of food and/or drinks by individual students is prohibited.

## **FUNDRAISING [\(MPS Policy 511\)](#)**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal and must comply with the Board fundraising policy. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

## **FUNDRAISING ([MPS Policy 421](#))**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **GRADUATION CEREMONY**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

The graduation ceremony is an optional ceremony. Students wishing to participate are required to wear a cap, gown, and tassel that is consistent with other graduating students and prescribed by the school administration. To receive a diploma, students must meet the educational program as prescribed by the State of Minnesota, the Board of Education of District #413, Marshall Senior High School, or a prescribed I.E.P. Marshall High School students who attend a study abroad program, such as a foreign exchange program, will need to meet with their counselor and administration prior to beginning their study abroad program to approve an educational plan for credits earned abroad.

## **INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES ([MPS Policy 519](#))**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **LIBRARY AND MEDIA CENTER**

The library/media center is open 7:30 AM -3:30 PM. Students may use the library/media center during the school day and before and after school only when a supervisor is present. Recognizing that the Media Center is a place for individual study and reading:

1. Students will be courteous and respectful to staff members and other students. Library staff may restrict a student's use of the media center due to behavior infractions.
2. Students shall refrain from excessive noise and talking.
- 3. Students coming from a class must have an e-pass.**
4. Students shall not bring candy, beverage (other than water), or other food into the Library Media Center.
5. Music, gaming, and video streaming is not allowed on the computers.

## **LINK CREW**

Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Link Crew's proven high school transition program trains mentors from the junior and senior classes to be Link Crew Leaders. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success. Link Crew leaders who violate school policies or procedures may be removed as a Link leader at the discretion of the school administration and/or Link Crew director.

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in an orderly manner, a usable condition and locked at all times. School combination locks are to be used. The lockers are the property of the school and may be opened for inspection at any time. Materials that may be of an offensive nature must not be placed in lockers. Students must use the locker they are assigned. Please do not share your locker with a friend. Do not leave money, or other valuables in your locker. Keep your locker combination to yourself, as someone who will not respect your property may obtain these combinations. Locker damage will be assessed fines. If you experience any difficulty using your locker, please see someone in the office for assistance.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the office where the owner can claim them. Unclaimed items will be disposed of once a quarter.

## **LUNCH**

Breakfast and lunch are provided free to all students. Students will only be able to have one breakfast and one lunch per day. Additional lunch meal choices and ala carte items may be purchased at the student or family's expense. In order to comply with food service regulations, beverage (pop, coffee, iced drinks) and food (other than sack lunches) should not be brought into the building during school hours. Deliveries of food by others is not allowed and will result in the delivery of such food being kept in the office.

Food service management, your fellow students, and school staff appreciate your cooperation in:

1. Depositing all litter in cafeteria wastebaskets.
2. Returning all trays and utensils to the tray room.
3. Leaving the table and floor around your table clean.

Violation of cafeteria rules may result in disciplinary consequences.

## **MESSAGES TO STUDENTS**

A telephone is available in Student Services to students needing to make phone calls. Students may be called out of class for a phone message in case of emergency. Personal cell phone use during class time is prohibited. See the cell phones and other electronic communication devices policy.

## **NONDISCRIMINATION ([MPS Policy 102](#))**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Title IX Coordinator, Emily Ruppert, Executive Assistant to the Superintendent, 507 537-6924 ext. 5001 as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS ([MPS Policy 529](#))**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **NUISANCE ARTICLES**

The possession of or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school, on the bus, and/or school sponsored activities. Included, but not limited to squirt guns, toys, spray bottles, fireworks, spray paint, lasers, and other nuisance articles in school will result in confiscation of such articles, and possible disciplinary action.

## **PARENT AND TEACHER CONFERENCES**

Parents/guardians may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office at 507-537-6920. Parent-Teacher conferences are scheduled during each quarter. Parents will receive notification from the school administration prior to the dates.

## **PARENT VOLUNTEERS**

Parents/guardians are welcome in the schools and are encouraged to volunteer in school. To volunteer in the school district, parents/guardians should speak to the building principal. Parents/guardians who visit the school should sign in at the office upon entering the school. Parents/guardians who wish to volunteer will also be required to undergo a background check prior to being allowed to start. For more information, contact the school office.

## **PARKING LOT REGULATIONS**

- Students driving to school are required to purchase a \$20 parking permit. Students who do not display the required permit will be required to purchase a permit and pay a \$5.00 fine.
- Students are to park their vehicles parallel between the lines in parking spaces. Parking at an angle across

two spaces as well as over the line dividing the row is prohibited.

- Students are not to park in the visitor parking area or parking spaces that are reserved for handicapped parking.
- Drivers will observe a 15 MPH speed limit.
- Failure to comply with parking regulations #2-4 will result in a fine. This fine will be payable to Marshall High School.
- Vehicles may be subject to search.
- Students wishing to access vehicles during the day are required to check out and in through the main office. Students may be required to have staff escort them.

### **PLEDGE OF ALLEGIANCE [\(MPS Policy 531\)](#)**

Marshall High School students shall recite the Pledge of Allegiance once a week. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students and employees shall respect another individual's right to participate in the pledge by remaining respectfully still and silent.

### **PRAYER**

Any student who requests time for prayer during the school day will be granted the following schedule:

	Dismissal from Class	Arrive to Class
Monday	1:27 PM	1:38PM
Tuesday	1:27 PM	1:38PM
Wednesday	1:03 PM	1:13 PM
Thursday	1:27 PM	1:38PM
Friday	1:27 PM	1:38PM

### **PSEO ATTENDANCE**

Marshall High School students who participate in PSEO will be allowed access to the high school building, computers and/ or other technology resources during regular school hours. Students will be expected to follow the rules and regulations of Marshall High School, including, but not limited to the following:

- Students must sign in and out of the building at the high school office.
- Students will report to the Media Center during all scheduled class times. Students must remain in the Media Center at all times and are expected to follow the Media Center rules and expectations. Failure to follow these expectations may result in a referral to the HS principal.
- While in attendance at the high school, backpacks are to be stored in lockers at all times.

### **RAMP UP TO READINESS**

All students are assigned an Advisory Period. Students must report to their Advisory Period during the designated time every Wednesday for the Ramp Up to Readiness program. Ramp-Up to Readiness is a career and college preparedness program designed to help Minnesota middle and high school students succeed at the next level- whether they choose a two-year technical college, a two-year community college, or a four-year university.

### **SCHOOL ACTIVITIES [\(MPS Policy 510\)](#)**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Marshall Public School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the

school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/ guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Mitchell Grunig, Activities Director.

## **ACTIVITY PRACTICE/PARTICIPATION ON DAYS OF ABSENCE**

If a student has been absent from school on all or part of the day, eligibility will be determined as stated in the student activities handbook. When a student is ill on Friday or a day preceding vacation, the coach and the parents are the appropriate people to make the best decision concerning the well-being of the student in the activity. It is expected that the student will be in attendance and on time on the school day following an activity.

## **ACTIVITY VIOLATIONS**

When an eligibility violation occurs, the Marshall Public Schools and the Minnesota State High School League governs the length of ineligibility according to the activity and the offense. Please refer to the activities director or high school principal for more information.

## **ATHLETIC APPAREL/EQUIPMENT**

At no time during warmups, games, meets or matches will participants representing Marshall High School substitute uniforms, warmups or equipment that is provided by the school.

## **ATHLETIC CONDITIONING PERIOD**

If a student has been out of athletics because of injury, vacation, suspension, ineligibility or is a new student there should be a conditioning period. This conditioning period would vary with the time missed and appropriate to the level of skill needed. Each coach will be held responsible for the appropriate conditioning of their athlete.

## **FEES**

The following fees were approved by the School Board for the 2025-2026 School Year. The fee schedule does not include the admission fee to Minnesota State High School League sponsored activities.

- Extra- Curricular Activities \$150/activity
- Students who qualify for F/R meals \$25
- Maximum yearly family fee \$500

## **INELIGIBILITY**

Students who fail or are failing one or more classes at the end of a term will be ineligible to participate in any extra-curricular or school social activities (school dances, prom, etc.) for two weeks/two events whichever is greater. To become eligible for extra-curricular or social activities after a 9-week grading period failure, the teacher of the class(es) must sign off on an eligibility sheet stating that the student has raised their grade to passing.

## **INSURANCE INFORMATION**

Any student may purchase a policy that will provide coverage for injury or accident while on the school premises or while participating in extra-curricular activities, excluding football, skiing, soccer, or hockey.

## **LEADERSHIP OPPORTUNITIES**

All students have the opportunity to become a part of the many organizations and activities that are offered here at Marshall High School. These activities are:

### **Varsity Athletics**

Baseball (boys)  
Basketball (boys & girls)  
Clay Target (boys & girls)  
Cross Country (boys & girls)  
Dance Team (boys & girls)

### **Clubs and Activities**

BPA  
FFA  
Honor Society  
HOSA  
Intramurals

### **Music**

Jazz Band  
Marching Band  
Roaring 20's  
Fall Musical  
Beats

Football (boys)  
Gymnastics (girls)  
Hockey (boys & girls)  
Soccer (boys & girls)  
Softball (girls)  
Swimming (girls)  
Tennis (girls)  
Track (boys & girls)  
Volleyball (girls)  
Wrestling (boys & girls)  
Golf (boys & girls)

Knowledge Bowl  
Link Crew  
Marshall ACTS  
Math League  
Robotics Club  
Spectrum  
Speech Team  
Student Council  
Yearbook – “Marhian”  
Yellow Ribbon/Born to Be Alive (YR/BTBA)

## **SCHOOL CLOSING PROCEDURES**

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast on local radio stations, KARZ- 99.7 FM, KMHL-1400 AM, KKCK-

94.7 FM, and Minneapolis WCCO-830 AM and on the Marshall Public Schools website: [www.marshall.k12.mn.us](http://www.marshall.k12.mn.us)

## **SCHOOL COUNSELORS**

Licensed School Counselors are available to meet with students regarding personal/social, academic and career issues. Students are assigned to a counselor based on the first letter of his/her last name.

A-G Mrs. Hansen  
H-O Ms. Rogotzke  
P-Z Mrs. Greenfield

Counselors are located in Student Services. Please stop in the Student Services office to make an appointment with your counselor.

## **SCHOOL DANCES/PROM**

1. Only students who are currently enrolled in MPS (MHS and ALC) will be allowed to attend school dances. No out of district guests will be allowed to attend.
2. MPS students wishing to attend a school dance must be in good standing with the school in order to attend. This is measured by the following.
  - MPS students must not have unserved detention time or Saturday School time in order to be eligible to attend school dances.
  - MPS students must be passing all of their classes, as measured by the most recent 3 week grading period.
  - Students are required to follow school handbook rules and policies. As this is an extra-curricular activity, students may be subject to a metal detector search prior to entering the dance.

**Prom** – in addition to the guidelines above, the following additional guidelines will pertain specifically to the Jr./Sr. Prom:

1. Prom guests must be in 11<sup>th</sup> or 12<sup>th</sup> grade at another school or are not older than 20 years of age at the time of the prom.
2. Prom guests will be required to complete the “MHS Prom Guest Application” and submit it no later than one week prior to the event.

## SCHOOL SCHEDULE

Warning Bell – 7:56 AM, Tardy Bell - 8:00 AM

Normal Schedule			Wednesday Schedule		
	Start	End		Start	End
<b>Block 1</b>	<b>8:00 AM</b>	<b>9:29 AM</b>	<b>Block 1</b>	<b>8:00 AM</b>	<b>9:10 AM</b>
<b>Block 2</b>	<b>9:35 AM</b>	<b>11:03 AM</b>	<b>Block 2</b>	<b>9:16 AM</b>	<b>10:24 AM</b>
<i>Block 2A</i>	<i>9:35 AM</i>	<i>10:17 AM</i>	<i>Block 2A</i>	<i>9:16 AM</i>	<i>9:48 AM</i>
<i>Block 2B</i>	<i>10:21 AM</i>	<i>11:03 AM</i>	<i>Block 2B</i>	<i>9:52 AM</i>	<i>10:24 AM</i>
			<b>Ramp-Up to Readiness</b>	<b>10:29 AM</b>	<b>11:00 AM</b>
<b>Lunch</b>	<b>11:03 AM</b>	<b>12:03 PM</b>	<b>Lunch</b>	<b>11:00 AM</b>	<b>12:00 PM</b>
<b>Block 3</b>	<b>12:03 PM</b>	<b>1:32 PM</b>	<b>Block 3</b>	<b>12:00 PM</b>	<b>1:08 PM</b>
<i>Block 3B</i>	<i>12:49PM</i>	<i>1:32 PM</i>	<i>Block 3B</i>	<i>12:36 PM</i>	<i>1:08 PM</i>
<b>Block 4</b>	<b>1:38 PM</b>	<b>3:05 PM</b>	<b>Block 4</b>	<b>1:13 PM</b>	<b>2:20 PM</b>
<i>Block 4A</i>	<i>1:38 PM</i>	<i>2:19 PM</i>	<i>Block 4A</i>	<i>1:13 PM</i>	<i>1:45 PM</i>
<i>Block 4B</i>	<i>2:23 PM</i>	<i>3:05 PM</i>	<i>Block 4B</i>	<i>1:48 PM</i>	<i>2:20 PM</i>

## SCHOOL SONG

LET'S WIN THIS  
GAME

Go Tigers Go Tigers Go Tigers Go  
Tigers Go Oh, let's win this game  
Go onward tigers,  
go Never to yield  
A victory to the  
foe On to the  
goal  
A Gain on every  
play  
Let's fight fight win this  
game the same old way!

Let's win this game Go Tigers Go. Let's win this game Go Tigers Go  
Let's win this game Go Tigers Go. Go Tigers Go Tigers Go Tigers Go Tigers Go  
Give a cheer – The tigers are here!

## **SEARCHES**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

## **LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

## **DESKS**

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

## **PERSONAL POSSESSIONS AND STUDENT'S PERSON**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Searches will be conducted with a witness present. School administration may choose to utilize metal detectors to ensure the safety and security of students, staff, and visitors to deter and prevent the entry of weapons, contraband, and other harmful substances onto school premises.

## **VEHICLES ON CAMPUS ([MPS Policy 527](#))**

### **PATROLS AND INSPECTIONS**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **SEARCH OF THE INTERIOR OF A STUDENT'S MOTOR VEHICLE**

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

### **STUDENT PUBLICATIONS AND MATERIALS**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval from the principal.

## **DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES ([MPS Policy 505](#))**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

## **SCHOOL-SPONSORED MEDIA ([MPS Policy 512](#))**

School district policy 512 sets forth the rights and responsibilities of student journalists.. Student media advisors shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media advisor and the school principal. Expression in an official school publication or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice;
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in a school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Yearbook Photographs – Senior Photographs – Students submitting photographs should adhere to expectations listed below. The building principal and/or sponsor have the authority for final approval of all submitted photographs.

- Items from school activities may be allowed in the photographs.
- Students clothing and apparel must also adhere to the school dress code policy
- Students wishing to appear with other items that represent them must obtain permission from the sponsor and/or building principal. Examples may include but are not limited to items of interest and hobbies such as vehicles, hunting items, animals.

## **STUDENT RECORDS ([MPS Policy 515](#))**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. Directory information is part of the student's educational record that may be disclosed to the public. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information." Parents/guardians or students can restrict the release of any or all of the directory information by submitting a written request to the principal. Contact the school office for specific instructions for restricting the release of information.

## **STUDENT SURVEYS ([MPS Policy 520](#))**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, refer to MPS Policy 520.

## **TRANSPORTATION OF PUBLIC SCHOOL STUDENTS ([MPS Policy 707](#)) and ([MPS Policy 709](#))**

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked for a violation of

school bus safety, conduct policies, or have been voluntarily surrendered by the students' parent or guardian.

## **EXTRACURRICULAR TRANSPORTATION ([MPS Policy 710](#))**

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

## **VIDEO AND AUDIO RECORDING ([MPS Policy 711](#))**

### **SCHOOL BUSES**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

### **PLACES OTHER THAN BUSES ([MPS Policy 712](#))**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

## **PART II — ACADEMICS**

### **ALTERNATIVE EDUCATIONAL OPPORTUNITIES ([MPS Policy 605](#))**

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact their school counselor or principal.

### **BUILDING ASSETS, REDUCING RISKS (BARR)**

BARR is a nationally recognized program designed to support the success of all 9th grade students. At its core, BARR focuses on building strong relationships between students and staff while identifying and developing each student's unique strengths. Through regular team collaboration and data-driven strategies, the program helps students stay on track academically, socially, and emotionally. By participating in BARR, students are empowered to maximize their skills, pass their classes, and reach their full potential as they transition into high school.

### **CAREER AND TECHNICAL INSTITUTE (CTI)**

Marshall High School provides students with opportunities to take classes at the Marshall Career and Technical Institute (CTI). CTI is part of our district's Career and Technical Education (CTE) program. Our CTE program combines academic knowledge with technical and occupational skills. CTE provides students with a pathway to postsecondary education and a career field. Students learn transferable workplace skills to be successful in life. The courses offered at CTI fall within one of three career pathways. These pathways are Health Sciences, Manufacturing, and Transportation. There are various classes offered under these three pathways. Articulation agreements and certifications are possible with some of our courses. Articulation agreements are ways for students to earn technical college credits in addition to earning high school credit. More information on Articulation agreements can be found at [www.ctecreditmn.com](http://www.ctecreditmn.com). The CTI building is located off campus and across town. Students are responsible for their own transportation to and from this site. This site utilizes an altered four block schedule to allow time for students to travel between sites. Students are expected to be on time at each site. Attendance, behavioral, and academic policies fall under the umbrella of Marshall High School and other expectations as listed in the MHS Student Handbook.

### **CHEATING AND PLAGIARISM**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's "Student Discipline" policy and required to complete the assignment. Cheating in any form, (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments

or projects) will result in a consequence to be determined by school administration in consultation with the teacher. Upon discovery of any academic dishonesty, teachers are expected to notify school administration within 24 hours. Parent(s)/ guardian(s) will be notified by the school.

## **CLASS RANK/ACADEMIC STANDING**

The Laude Latin model will be used to recognize academic excellence. The following levels of academic honors will be used: Cum Laude "with distinction" cumulative GPA average of 3.50 - 3.74, Magna Cum Laude "with great distinction" cumulative GPA average of 3.75 - 3.99, and Summa Cum Laude "with highest distinction" cumulative GPA average of 4.0 and above. Marshall High School does not academically rank students within the Laude Latin model.

## **COURSE DROPS AND INCOMPLETE GRADES**

In order to make it clear for students, parents, and faculty regarding dropping of courses, awarding of credit and grades to be considered in GPA, the following policy will be used: A student may not drop a course. The student must stay in the course until the end of the term/course or he/she will be given a failing grade for the term. Incomplete grades will be issued only in extreme cases. All incomplete grades must be made up within two weeks of the end of a marking period. Grades that are not made up will automatically become failing marks at that time unless prior arrangements are made with the instructor and principal.

## **CURRICULUM AND INSTRUCTION ([MPS Policy 604](#))**

Marshall High School provides a wide variety of required and elective classes. Quarter-long and semester-long classes are offered. Students must sign up for the equivalent of "16 blocks". A complete listing of classes can be found in the student registration booklet.

## **EARLY GRADUATION ([MPS Policy 613](#))**

Students may be considered for early graduation after meeting the conditions provided in school district policy.

## **EXTENDED SCHOOL YEAR OPPORTUNITIES ([MPS Policy 508](#))**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Director of Special Education at the District Office.

## **FIELD TRIPS ([MPS Policy 610](#))**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

## **GRADES**

At the end of each three-week grading period, progress grades will be available for viewing in the parent portal. A letter grade system based on a 12-point scale (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) is used.

## **GRADUATION REQUIREMENTS**

To receive a diploma, students must successfully complete at least 30.5 credits and comply with the following high school level course requirements. Listed below are the minimum credit requirements needed to earn a Marshall High School diploma. The word minimum is emphasized as we expect the vast majority of students to exceed these requirements as they strive to reach their full potential.

- Four credits of Language Arts (must include English I, English II or Honors English II, American or British Literature, .5 credits of a Literature elective and 1 credit of writing)
- Four credits of Social Studies (must include U.S. History I or Honors U.S. History I, U.S. History II or AP U.S. History, World History or AP European History, Senior Economics, and Senior Government or AP Gov't & Politics)
- Three credits of Mathematics (must include Algebra IB, Geometry, Algebra II, or higher level math classes)
- Three credits of Science (must include Physical Science for graduating class of 2028 and earlier or Earth and Space

- Science for class of 2029 and beyond, Biology, and Chemistry OR Physics)
- One credit of Fine Arts
  - One credit of Physical Education
  - 1/2 credit Career Education
  - 1/2 Credit in Consumer Awareness (for graduating class of 2026 and 2027)
  - 1/2 Credit in Personal Finance (for graduating class of 2028 and beyond)
  - 1/2 credit in Health
  - 12 credits of Electives

## **GUIDED STUDY TIME (GST)**

MHS Students are required to attend Guided Study Time (GST) during the first 6 weeks of every semester. The goals of GST include:

- helping freshmen adjust to high school and get off to a good start, both academically and socially
- teaching students time management skills over a one-hour lunch period
- assisting students in completing their missing work

Students may be assigned to attend Extended Guided Study Time (E-GST) beyond the initial 6 weeks of each semester. E-GST is held for 30 minutes of the 60-minute lunch period. Students who are failing any class OR who have 5 or more missing assignments in any class will be assigned to E-GST.

## **HOMEWORK**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

When a student is absent, it is the student's responsibility to request any missed assignments. Students may email their teachers or log into their Schoology accounts to check for missed work.

## **PARENT RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **POST-SECONDARY ENROLLMENT OPTIONS**

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the child's school guidance counselor by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact their guidance counselor.

## **PROMOTION AND RETENTION**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

## **SCHEDULE CHANGES**

Changes will be considered for the following reasons: errors or incomplete schedules or missing pre-requisite courses. Not all requests will be honored. Examples include dropping student selected courses during spring registration, changing teachers, changing class hours, requesting classes with friends, switching courses due to extra-curricular activities. Please note that no schedule changes can be made after the Quarter or Semester has started.

## **SUMMER SCHOOL ([MPS Policy 623](#))**

The school district may provide summer school learning opportunities for students needing to recover credit. Summer school is a credit recovery program only. For more information, contact the school principal.

## **PART III — RULES AND DISCIPLINE**

### **ATTENDANCE ([MPS Policy 503](#))**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

### **PHILOSOPHY**

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefit. This is a well-established principle of education which underlines and gives purpose to the requirements of compulsory education in Minnesota and every other state in the nation.

Absence from school can never truly be made up. Poor attendance reflects in grades. Success at school requires, like success at any job, promptness and dependability. Regular attendance at school is one of the most important items that will be recorded in your permanent record at Marshall High School. In some cases, it can be the deciding factor in securing a job you want, or in getting accepted at a post-secondary school you want to attend.

### **RESPONSIBILITIES**

Student's Responsibility-It is the student's right to be in school. It is also the student's responsibility to:

- attend all assigned classes every day school is in session and to be aware of and follow the correct procedures when absent from an assigned class.
- request any missed assignments / assessments due to an excused absence.

Parent or Guardian's Responsibility-It is the responsibility of the student's parent or guardian to:

- ensure the student is attending school.
- inform the school in the event of a student absence.
- work cooperatively with the school and the student to solve any attendance issues that may

arise. Teacher's Responsibility-It is the teacher's responsibility to:

- take daily attendance and to maintain accurate attendance records in each assigned class.
- be familiar with all procedures governing attendance and to apply these procedures uniformly.
- provide any student who has been absent with any missed assignments / assessments upon request.
- work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility-It is the administrator's responsibility to:

- require students to attend all assigned classes
- be familiar with all procedures governing attendance and to apply these procedures uniformly to all students.
- maintain accurate records on student attendance
- inform the student's parent or guardian of the student's attendance and to work cooperatively with the parent/ guardian and the student to solve attendance problems

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22 and Marshall Independent School District Board Policy 503, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and district standards required to graduate from high school, has withdrawn, or has a valid excuse for the absence.

## **STUDENT ABSENCES AND TARDINESS**

Tardy – A student is marked tardy if they miss less than 15 minutes of any class period.

Absence – A student is marked absent if they miss more than 15 minutes of any class period.

State law clearly states that the school administration determines whether an absence is excused or unexcused. Minnesota State Law (MN 120A.22) gives schools specific guidelines regarding what can and what cannot be considered an excuse for missing school. Please be aware that the school administration holds the final say in whether an absence is excused. Parents/guardians must notify the school of the reason for a student's absence. The school will determine whether the reason fits the school board approved criteria and meets the requirement of the law.

### **1. Excused Absence**

The following list of items are examples of excused absences:

- Illness, injury, or hospitalization of the student. If the number of absences is considered "excessive" by the building principal, a doctor's note may be required to be considered an approved absence.
- Medical, dental, orthodontic, counseling, driver's license exam and other appointments at the discretion of school administration which cannot be scheduled outside of school hours. Examples of appointments which are NOT considered to be excused include: haircuts, nail appointments, pictures/portraits, car repairs, general errands, etc. Upon return from appointments, students may be required to provide the high school office with verification of such appointments.
- Family emergency, serious illness of family member or death in the family.
- Religious holidays.
- Mandatory court appearances.
- Conditions beyond the student's control, such as fire, flood, storm, etc. This would include inclement weather conditions, but not the following: missing the bus, not catching their ride to school, oversleeping, traffic conditions, or car problems without verification.
- Family trips with a parent if the principal or designee has approved the trip in advance. A maximum of five (5) days in one quarter, not to exceed ten (10) days per school year, will be excused. Approval must be obtained from the principal at least five (5) school days prior to the absence.
- Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
- Help at home - cannot exceed four (4) occurrences per school year and may not be used the last 5 days of the quarter. Any absence for this reason beyond four (4) will be considered unexcused. Missing school to go to a job outside of the home is not considered excused.
- Any pre-approved absence which, in the principal's opinion, will provide educational value to the student. Approval must be obtained from the principal at least five (5) school days prior to the absence.
- Religious instruction, not to exceed three hours in any week.
- Active duty in any military branch of the United States.

### **2. Exempt Absence**

- The following list of items constitutes an exempt absence:

- Participation in a school-sponsored event. This would include attending state tournaments in which Marshall is a participant provided verification of attendance is provided upon return.
- Suspensions.
- College visits for seniors (two absences during the year; any additional will be considered an excused absence contingent upon verification being provided by the student.)
- College visits for juniors (one absence during the year; any additional will be considered an excused absence contingent upon verification being provided by the student.)

### 3. Unexcused Absence

Any absence which does not fall under any of the excused or exempt categories will be considered unexcused. Sleeping in or oversleeping are not considered excused absences. Additionally, an absence will be considered unexcused unless a written note by the parent or parental phone call stating a valid reason is provided to the building administration within one

(1) school days of returning to school. An example of this would be if a student misses on Monday and returns to school on Tuesday, the student would have until 8 am on Wednesday to have this absence addressed or it would stand as unexcused and a consequence will be assigned.

An attendance team meeting (may include the county truancy officer) will be scheduled to discuss a student's attendance once they accrue five unexcused absences for the school year.

### 4. Tardiness

A student is "tardy" if he or she enters class after the period was scheduled to begin and does not have an e-pass. A tardy is given if a student misses up to 15 minutes of a class. Students arriving to class any time after the bell has rung and without an e-pass will be marked tardy. Administration will follow up with the student if a consequence is to be assigned. Students are not to be out of class for the first 10 minutes and the last 10 minutes of a class period.

## CONSEQUENCES FOR UNEXCUSED ABSENCES AND UNEXCUSED TARDINESS

Presence and participation are directly related to academic performance and are essential components of a sound education. Tardiness and unexcused absence reflect, among other things, a lack of responsibility and a lack of academic effort on a student's behalf. Learning is inevitably lost when a student fails to fully attend class. Regular attendance not only provides the foundation for achieving success as a high school student, but also for achieving success as an adult in the working world. The primary responsibility for assuring that each student fully attends classes and acquires the knowledge and skills necessary for effective citizenship rests with the individual student and his or her parent/guardian.

### 1. Unexcused Absences

When a student's absences are unexcused, they are required to recover the lost instructional time.

- For each unexcused block missed, the student must make up one hour of instructional time with detention.
- For each unexcused absences in classes considered to be a "skinny," the student must make up half hour of instructional time with detention.

This time recovery (detention) may take place during Saturday School, lunch time detention, before or after school detention, or other arrangements made with the administration. If the student fails to complete the required recovery time, they may receive a No Credit (NC) for the course in which the unexcused absences occurred. Notification will be sent to both the student and their parent or guardian when time is owed, and a recovery plan will be developed in collaboration with school administration to ensure the hours are completed.

### 2. Unexcused Tardiness

Tardy occurrences will be counted per individual class, not as a total for all classes and will reset to zero at the start of each quarter. If a student has an unexcused tardy for class (including Ramp Up), the following consequences will be assigned.

If a student has an unexcused tardy for class (including Ramp Up), the following consequences will be assigned. The first tardy to any block is a "warning."

- Thirty minutes of detention will be assigned for the subsequent 2<sup>nd</sup> and 3<sup>rd</sup> tardies.
- Sixty minutes of detention of detention will be assigned for any tardies greater than three.

After the 1st unexcused tardy per class per quarter, the unexcused absence procedure will apply. (See #1 above)

## DETENTION

Detention can be served at any of the following times:

- After school on Mondays and Thursdays in A159, starting at 3:05 PM until 4:15 PM
- Before school in the HS office, starting at 7:15 AM
- During lunch with one of the student's current teachers in a classroom
- After school in the HS office, starting at 3:05 PM until 4 PM
- On Saturdays from 8 AM – 12:00 PM

## NOTIFICATION

Every student will be given a copy of this attendance policy at the start of the school year by way of the student handbook, whether it be a digital or paper copy.

## TRUANCY - Lyon County Human Services School Truancy Procedures policy is as follows:

Lyon County Human Services, in collaboration with schools and Lyon County Courts, have developed this truancy procedure protocol, to be incorporated into the policies and procedures of local schools. We have worked together to develop this procedure because we believe it is in the best interest of the child to attend and be academically engaged to be successful in school.

1. Unexcused absences, as defined below, are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools in Lyon County.
2. According to Minnesota Law (MN Statute 120.101), "Habitual Truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school.
3. If a student reaches three unexcused absences, this information will be communicated to the family.
4. If a student reaches five unexcused absences, an attendance team meeting (may include the Lyon County Truancy officer) will be scheduled to discuss a student's attendance. The parent/guardian will receive notification of the meeting through mail as their student would now be considered a "Continuing Truant". Members of the Attendance Team will consist of the truant child, parents, school personnel, and others pertinent to the child's wellbeing. An attendance plan will be developed to address the current attendance issues. The parent will be informed that the School District should be notified of the reason for the child's absences; that the parent is obligated to compel the attendance of the child and failure to do so may lead to prosecution under Minn. Stat. 120A.34.
5. If the attendance plan is not followed and the student continues to be truant, at seven unexcused absences the matter may be referred to the Lyon County Attorney's Office to be reviewed with Human Services.
6. Human Services will offer voluntary services to the family to assist in improving the student's attendance. Human Services will also outline possible outcomes that may take place after the matter is referred to the County Attorney's Office. They include but are not limited to:
  - a. A Child in Need of Protection or Services (CHIPS) petition may be filed with Lyon County Court by Human Services. The student and his/her parent(s) will need to appear before a Judge regarding the truancy petition. At that time the CHIPS petition may be granted, or a trial will be scheduled to determine the basis of the petition.
  - b. Judges can consider the following recommendations in a CHIPS hearing regarding truancy:
    - . A Child may lose their driving privileges until he/she is 18 years old.
    - . That any necessary evaluations, treatment, and counseling services be completed by the child and/or family.
    - . That attendance at summer school is mandatory.

## MAKE-UP POLICY

## EXCUSED ABSENCES

Students who miss class work (including assignments / assessments, labs, and exams) as a result of an excused absence will have an opportunity to make up the work. Students will receive credit for any work they make up. Failure to make

up work will result in no credit being given for that work. Make-up work is due to the instructor no later than two (2) school days after the most recent date of the absence. For example, if the student is absent on Monday and Tuesday, their schoolwork would be due on Thursday (2 days) unless an alternative plan has been made with the teachers. The goal of the policy is to encourage the student to get their work completed in a timely manner so they can get back on track with what the rest of the class is currently working on. If the absence covers more than three consecutive days, the makeup work is due to the instructor no later than five (5) school days after the student returns to class. Exceptions to this rule may be granted if a student has missed more than ten (10) consecutive school days because of an injury or illness or other condition beyond the student's control. Exceptions must be cleared by the teacher and/or principal.

Students who know they will be absent from school must get their assignments from their teachers in advance. The assignment(s) will be due before they leave or upon their return.

## **UNEXCUSED ABSENCES**

Students who miss class work (including class assignments/assessments, labs and exams) as a result of an unexcused absence may not be allowed to receive credit on any assignment(s)/assessment(s) or be given alternative assignments from the day and class in which the unexcused absence occurred. The teacher may, at their discretion, allow the student to make the missed assignment/assessment up.

## **SUSPENSIONS**

Students who miss class work (including class assignments/assessments, labs, and exams) as a result of a suspension will be allowed to receive credit for the work they missed while suspended provided that the student hands in all assignments/ assessments which were assigned while suspended upon the first day of returning to school. Failure to hand in all such assignment/assessment will result in the student receiving no credit for such assignment/assessments.

## **REQUESTS FOR HOMEWORK**

When a student is absent, it is the student's responsibility to request any missed assignments. Students may email their teachers or log into their Schoology accounts to check for missed work.

## **ABSENCE MAKE-UP PROCEDURES**

Anytime a student misses class regardless of the reason; an absence will be recorded. The main office staff will provide notification to the teachers regarding the types of absences (exempt/excused/unexcused) and parents are notified of absences via the Campus Portal. Class work missed because of excused absences shall be made up within two school days after returning to school. It is the student's responsibility to make up the work. In some cases, such as hospitalization or other special circumstances, arrangements will be made through the administration or school counselor.

## **APPEAL PROCESS**

### **APPEAL TO BUILDING PRINCIPAL**

Within five (5) school days after being informed that an absence or tardy will be counted as unexcused, or within five (5) days after receiving notice of an unexcused absence or unexcused tardies pursuant to section I.(F.) of this policy, the student or the student's parent/guardian may make a written request to the building principal, or designee, to schedule a conference to contest, or appeal, the classification of the absence(s) or tardies. A form for making an appeal is available from the principal's secretary. At the conference, the student and parent/guardian will have the opportunity to present any information relevant to the absence(s) or tardies in question, including any extenuating circumstances.

The building principal or administrative designee will provide the student and parent/guardian with written notice of the appeal decision within five (5) school days of the conference.

## **CHECKOUT PROCEDURES**

If a student is to leave the school campus during the regular school day, the following procedure shall be followed:

- All students, regardless of age, shall present the parental request to leave the school campus to personnel in the principal's office prior to the 1<sup>st</sup> period class on the day they are to leave. Legitimate reasons for out-of-building passes include such things as medical or dental appointments, court appearances, and special family obligations. Requests may be made with a written request signed by a parent or guardian, by calling 537-6920 or emailing the school at [MHS.Attendance@marshall.k12.mn.us](mailto:MHS.Attendance@marshall.k12.mn.us). The authority to decide whether an absence

is excused rests with the building administration. Student requests without parental consent will not be honored.

- When the request to leave campus is approved, the office personnel will issue an e-pass stating the time that the student will be excused from class. At that time, the student will report to the office and sign out indicating the time and destination.
- All students arriving at school or returning to school during school hours shall check in at the office prior to reporting to any class.

See Closed Campus (page 1) for lunch hour check out procedures.

## **BULLYING PROHIBITION** [\(MPS Policy 514\)](#)

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology.

Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment. Marshall Public Schools will investigate, respond, remediate, and discipline those acts of bullying that affect the educational environment of the school.

Bullying means any written or verbal expression, physical act or gesture, or a pattern that is intended to cause or is perceived as causing distress to one or more students. Bullying includes, but is not limited to, conduct by a student against another student and has the effect of harming the student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property, or creating a hostile educational environment. (Policy #514)

## **CYBER BULLYING POLICY**

All students at Marshall High School are entitled to a safe school environment. Therefore, all types of bullying, including cyber bullying, are unacceptable. Cyber bullying is sending or posting harmful or cruel text and/or images using the internet or other digital communication devices. This generally occurs through the use of computers, cell phones and/or internet social media websites (e.g. Snapchat, Instagram, Twitter, and Facebook).

Cyber bullying often occurs outside normal school hours, however, it is detrimental to school climate and can adversely affect student learning. Anyone who engages in cyber bullying is considered to be in violation of this policy and shall be subject to appropriate disciplinary actions. This could include, but is not limited to, the loss of Internet/computer privileges.

## **BUSES - CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR** [\(MPS Policy 709\)](#)

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.

- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district’s transportation safety director. Serious misconduct may be reported to local law enforcement.

## **CELL PHONES AND OTHER PERSONAL ELECTRONIC COMMUNICATION DEVICES**

Cell phones and other electronic communication will be allowed before school, during lunch, after school, and between classes. **Students are not allowed to use these devices during the time that class is in session.** Such items include, but are not limited to, cell phones and smart devices (including watches and Bluetooth headphones and air pods). It is the expectation of the school that students place their phones and headphones/airpods in a designated location within the classroom that has been determined by the classroom teacher. If a student is in possession of a phone or other smart device during a quiz/test, it will be considered to be a cheating incident. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district’s discipline policy. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. In addition, a student’s cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures outlined below.

A first violation will result in the device being turned into the office. The device will only be released to a parent at the end of the school day. A second violation will result in the device being turned into the high school office and held for five school days. See the table below for subsequent violations. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

Additionally, if the school determines that a student has violated the network and internet acceptable use policy (Policy #524), the district has the authority to take disciplinary action.

## **CONSEQUENCES FOR ELECTRONIC DEVICE VIOLATIONS**

<b>1<sup>st</sup> Violation</b>	<b>Device held in office and will only be released to a parent at the end of the school day</b>
<b>2<sup>nd</sup> Violation</b>	<b>Device held in Office for 5 school days</b>
<b>3<sup>rd</sup> Violation</b>	<b>Device held in Office for 10 school days.</b>
<b>4<sup>th</sup> Violation</b>	<b>Device held in Office for 15 school days</b>
<b>5<sup>th</sup> Violation or more</b>	<b>Device held in Office for 20 school days</b>

## **DISCIPLINE (MPS Policy 506)**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

The following list are examples of behaviors which may result in school disciplinary action being taken:

- Bullying: Any form of bullying, including verbal, physical, or online harassment, is inappropriate and harmful to the school environment.
- Disrespect: Disrespectful behavior towards peers, teachers, staff, or any individuals in the school community can create a negative atmosphere.

- Cheating: Engaging in academic dishonesty, such as copying others' work, plagiarizing, or using unauthorized materials during exams, undermines the integrity of the educational process.
- Vandalism: Damaging or defacing school property, including graffiti or destruction of facilities, disrupts the learning environment and wastes resources.
- Disruption of Class: Continuously interrupting class activities, talking out of turn, or engaging in behavior that distracts others can hinder the learning process.
- Skipping Classes: Repeatedly missing classes without valid reasons negatively impacts your own education and can disrupt the classroom dynamic.
- Insubordination: Refusing to follow the instructions of teachers or school staff can lead to a breakdown in discipline and order.
- Inappropriate Language: Using offensive, vulgar, or inappropriate language is disrespectful and creates an uncomfortable environment for others.
- Harassment: Engaging in any form of harassment, whether it's based on race, gender, sexual orientation, or any other characteristic, is completely inappropriate and harmful.
- Physical Altercations: Fighting, hitting, or engaging in any physical altercations not only endangers the safety of individuals but also disrupts the learning environment.
- Invasion of Privacy: Sharing personal information about others without their consent or invading someone's personal space can create discomfort and mistrust.
- Distracting or Inappropriate Clothing: Wearing clothing that is overly revealing, offensive, or disruptive to the learning environment can be inappropriate.
- Cyberbullying: Engaging in online bullying, spreading rumors, or sharing hurtful content (including student incidents at school) through social media or digital platforms that can have serious negative effects.
- Substance Abuse: Any form of drug or alcohol use on school premises is not only inappropriate but also illegal and harmful.
- Threats: Making verbal or written threats towards others, even if not intended seriously, can create fear and anxiety among students and staff.
- Noncompliance with Rules: Ignoring or deliberately breaking school rules and policies can lead to a breakdown in the school's structure and discipline.
- Hazing: Engaging in any form of initiation rituals or activities that humiliate, degrade, or harm others is inappropriate and should not be tolerated.
- Tardiness: Repeatedly arriving late to classes or other school activities disrupts the schedule and can be disrespectful to teachers and peers.
- Public Displays of Affection: Acts of physical intimacy in the view of others.
- Unauthorized videotaping or recording of individuals without their explicit consent is strictly prohibited within our school community. This includes capturing audio, images, or video footage.

## **STUDENT DISCIPLINARY ACTIONS [\(MPS Policy 506\)](#)**

Disciplinary action may be taken for violation of federal, state, and local laws or district rules/policies and procedures. Students must participate with administration in any disciplinary investigation. Non-cooperation will be subject to disciplinary action.

**DETENTION** - Teachers may assign detention to be served with that teacher either before or after school.

**SATURDAY SCHOOL** - Saturday School is held from 8:00-12:00 PM on Saturday mornings. Saturday School may be assigned as a consequence to students when an administrator deems it the appropriate disciplinary action. All students must report at 8:00 AM and will be dismissed according to the time assigned. Saturday School may be assigned from 30 minutes to 4 hours depending on the amount of time for which they were absent.

**IN-SCHOOL SUSPENSION** - May be assigned for various disciplinary issues, especially those issues that have been repetitive in nature.

**OUT OF SCHOOL SUSPENSION** -When suspended out of school, students are not eligible to attend or participate in any school activities or be on school grounds.

## **DRESS AND APPEARANCE [\(MPS Policy 504\)](#)**

All efforts of our dress code are designed to build an educational environment founded in respect for everyone's right to feel safe, feel welcome, and to be treated with dignity throughout their educational journey in our schools. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar

opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

The responsibility for the appearance of students rests with the parents and the students themselves. Students are encouraged to use mature judgement when choosing clothing to wear at school. Students have the right to choose their manner of dress and personal grooming unless it causes a disruption with work, creates a classroom or school disorder, or could be interpreted as harassment by others. Appropriate dress, including footwear, is required to be worn at all times. Clothing should be non-offensive to others. Students in violation of this policy will be asked to change into appropriate clothing; refusal to do so will result in the student being sent home for the day and a parent/guardian notified. Administrative judgment will be in effect in determining appropriate clothing with school officials reserving the right to apply school consequences (including the confiscation of inappropriate clothing items) for violations of policy 504. Teachers may exercise discretion in their classrooms based upon individual situations.

Clothing and apparel should:

- Be appropriate for the weather.
- Not create a health or safety hazard.
- Be appropriate for the activity (i.e., physical education, wood shop, metal shop)
- Footwear should not present a safety hazard.
- Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for medical or religious reasons.

Examples of clothing and apparel that is not allowed include, but is not limited to:

- Extremely brief garments and see-through garments may not be worn.
- Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, sexually offensive, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
- Apparel promoting products or activities that are illegal for use by minors.
- Apparel containing, or construed to be containing, gang symbols or clothing worn in a manner to identify gang membership.
- Apparel communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- Coats/jackets must be removed upon entering the building and stored in lockers during school hours.

## **DRUG-FREE SCHOOL AND WORKPLACE (MPS Policy 418)**

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. This applies to all MPS school locations and grounds as well as all off-campus school activity locations. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## PROHIBITED SUBSTANCES AND PRODUCTS

At no time shall a student, regardless of the quantity: Use or consume, possess, buy, sell, or give away any substance or product (obtained through legal or illegal means) where the intent of such use is to cause intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a licensed medical doctor. Such substances or products include, but are not limited to, synthetic drugs, fuels, glue, aerosol devices, bath salts, paint thinners, nitrous oxide (whippets), cleaning solvents, permanent markers, compressed air (dusting spray), over-the-counter medications used for abuse (such as cough syrup containing DXM), prescription medications not prescribed to the student, herbal or synthetic cannabinoids (such as "Spice" or "K2"), and energy pills or stimulants, as well as any substance addressed by Minnesota or Federal Law.

## HARASSMENT AND VIOLENCE PROHIBITION ([MPS Policy 413](#))

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (Appendix 8).

## HAZING PROHIBITION ([MPS Policy 526](#))

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes physical brutality, any activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts to the building principal. Please see the school district's "Hazing Prohibition" policy (Appendix 9).

## INTERNET, TECHNOLOGY, and CELL PHONE ACCEPTABLE USE ([MPS Policy 524](#))

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

**Acceptable Use:** *The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and opportunity for collaborative work. The use of an Internet account must be in support of education and research consistent with the education objectives of the Marshall Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.*

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

The Media Center staff and building principals will deem what is inappropriate and their decision is final. The administration, faculty and staff of the Marshall Public Schools may deny, revoke, or suspend specific user accounts. (Policy #524)

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

## **PARKING ON SCHOOL DISTRICT PROPERTY (MPS Policy 527)**

### **Students**

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (Appendix 5).

### **Visitors**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense

## **TOBACCO-FREE SCHOOLS; POSSESSION & USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS & PREVENTION INSTRUCTION**

### **(MPS Policy 419)**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, Contact the principal if you have questions or wish to report violations.

[Note: Specific exceptions to the tobacco prohibitions are set out in "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" (Policy 419).]

### **VANDALISM**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

**COMPUTER VANDALISM POLICY** - Vandalism to the equipment and software will not be tolerated. The following policy applies to all students using equipment/programs.

- **Vandalism includes:** Any alteration or removal of equipment (monitor, keyboard, mouse, cables, etc.), any alteration of software (programs and/or student files), and/or any alteration or removal of printers.
- **Discipline policy:** 1<sup>st</sup> violation - detention may be assigned, suspension of computer privileges, and parents may be notified; 2<sup>nd</sup> violation - loss of computer privileges.

### **WEAPONS PROHIBITION (MPS Policy 501)**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of

threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

## **PART IV — HEALTH AND SAFETY**

### **ACCIDENTS**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the Student Services Office or Administration Office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **ASBESTOS MANAGEMENT PLAN**

The school district has developed an asbestos management plan. A copy of this plan can be found in the Marshall Public Schools District office and is available on the district's website.

### **CRISIS MANAGEMENT [\(MPS Policy 806\)](#)**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **EMERGENCY CONTACT INFORMATION**

Parents/guardians should contact the high school office to notify the school should any emergencies arise. If unsure as to the severity of the emergency parents/guardians should contact local law enforcement agency.

### **HEALTH INFORMATION**

The MHS Health Office is staffed by Gina Webb, RN LSN and Bonnie Parsons, RN LSN. The health office is open from 7:45 – 3:45 PM each school day. Please note that Licensed School Nurses or Health Staff are not in the building at all times - When the health staff are not in the building other staff such as building administrative assistants may/will be covering the health office. The school health staff will request student personal health information in order to provide for your child's health and safety needs while at school. You may refuse to supply the requested personal information. There will be no consequence for not providing the information. It may result in an incomplete health and safety plan for your child. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child's safety and school success.

### **ALLERGY AWARENESS**

To assist with the health and safety of all students, staff, and visitors in the Marshall Public School setting, we ask all to be aware of the following items that can impact the health and safety of others.

- We are a peanut aware school. Due the possibility of severe allergic reactions we request refraining from bringing, sharing or distributing peanut items with others at school.

- We are a latex aware school. Due to the possibility of severe allergic reactions we request no latex items such as latex balloons be brought onto the school property or shared with others on school property.
- We are a fragrance sensitivity aware school. Related to allergic reactions and sensitivities we ask that strong fragrances not be worn or shared in the school setting. These are known triggers that possibly cause severe asthma and/or respiratory reactions.

## **COMMUNICABLE DISEASES ([MPS Policy 420](#))**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **FIRST AID**

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the high school. Tampering with any AED is prohibited and may result in discipline.

### **FIELD TRIPS**

Nurses do not attend or travel with students during a field trip. The medication needs of students on field trips/school sponsored activities during the school day will be met. Any student taking routine medication will have their medication administered by an adult, whom the nurse has delegated the responsibility for security of the medication and medication administration. If the parent is chaperoning the event – the child's parent could assume the responsibility during the event.

### **HOSPITALIZATION/SURGERY**

If a student is hospitalized for any reason or if they have had surgery, the family should notify the nurse. At this time necessary accommodations can be addressed for the health and safety of your child.

## **IMMUNIZATIONS ([MPS Policy 530](#))**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse

### **ILLNESS**

If a student becomes ill in school, he/she should report to the school nurse (or office, if nurse is not available.) Students should report to their class before coming to the health office if this occurs between classes. The school nurse will call parents as needed and students are not to leave the building without permission or without signing out at the office.

Health needs will be assessed by the nurse and if necessary, the parent/emergency contact will be notified.

If a student sees a medical provider, please bring verification of the visit and any diagnosis or instructions (discharge summary sheet) that were given at the appointment to the nurse.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

## **MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY (MPS Policy 516)**

All medication at school must be stored in the nurse's office. The prescription must be in the original, labeled container and the following criteria met:

1. A health provider's written order.
2. A signed written permission from the parent/guardian to dispense medication.
3. Medication delivered by the parent or a signed note with the bottle indicating the number of pills sent. Controlled substances will be counted and discrepancies will be discussed with the parent.
4. At the end of the school year, parents should pick up all medications (over the counter and/or prescription) from the nurse.
5. If medications are not picked up by one week after school ends they will be disposed of per procedure.

Children who have emergency medication (inhaler, insulin, epi-pen, etc.) needs may possess and use as prescribed in school, provided the following requirements are met:

1. Parent must provide an annual written authorization which is signed by provider.
2. The emergency medication must be properly labeled for the student.
3. The school nurse must annually assess student's knowledge and skill level to possess and use Emergency medications in the school setting.

Over the counter medications must be stored in the nurse's office and may only be dispensed by the school nurse.

1. These medications must be in the original container and accompanied by written authorization from the parent/ guardian.
2. Any medications and medication permission forms transported to school should be left in the health office upon entering the building.
3. Over the counter preparations will only be administered to a student according to the label directions, unless contrary written directions are received from a parent and/or provider.
4. For safety reasons, students should not be carrying or storing medications in their lockers, school bags, or pockets unless following the emergency medication process.

Distribution of prescription or over the counter medication by a student is illegal and will result in suspension and police referral.

Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

## **PESTICIDE APPLICATION NOTICE**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Phia Moua, Director of Buildings and Grounds for Marshall Public Schools.

## **SAFETY (MPS Policy 807)**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

## **SUICIDE PREVENTION INFORMATION**

Anyone can dial or text 988 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support. Dial 988 if you need help or if someone else needs crisis support.

## **VISITORS IN DISTRICT BUILDINGS**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the high school office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal.

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

#### **Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)**

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### **ACCESS and Alternate ACCESS for English Learners**

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



## Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- |   |  |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading     | <input type="checkbox"/> MCA/MTAS Science        |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.