



THURGOOD MARSHALL HIGH SCHOOL

Supplement To The 2009-2010 STUDENT HANDBOOK

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To our students

This handbook is designed to help you understand the policies, procedures, and practices of Thurgood Marshall High School. We want to foster a caring, respectful community, and we want you to take ownership in your school. It has always been the belief of our faculty and administration that the school should function as a democratic organization. Thurgood Marshall High School students will have many privileges, and these privileges will carry certain responsibilities. We must all work with the heart, hands, and soul of the famed Buffalo Soldiers to be successful in all of our endeavors.

This booklet contains instructions and information that will answer most of your questions concerning the policies and practices of Thurgood Marshall High School. Please be aware that the specifics of certain policies may not be listed, but you can always contact school personnel for more details.

To our parents

It is through TMHS parents' shared values that high expectations, life long learning, and parental involvement are supported and encouraged. Parents are always welcome to visit Thurgood Marshall High School. *Open House and Texas Public School Week* are special times for teachers, students, and parents to share their school experiences, and we strongly urge you to participate. Conferences are also a great time to obtain information about your child.

Since teachers have various conference periods, parents are encouraged to call to make appointments.

VISION STATEMENT

Thurgood Marshall Learning Community will create and support a strong school culture that ensures success for every student in every classroom every day.

MISSION STATEMENT

Our belief is that together students, parents, community, and educators will make a difference in creating opportunities for student success. Thurgood Marshall High School is a learning community where learning is the main event and where equity, quality, and excellence are the standards in which we choose to measure our success.

SCHOOL MASCOT

BUFFALOS

SCHOOL COLORS

BLACK AND GOLD

ALMA MATER

Oh, Thurgood Marshall High School
Home of the Buffs, the Mighty Stampede
We pledge our loyalty to thee
Divided we fall
A herd of strength and unity

Through the years of our higher learning
You will be a guiding arm to lead
As we live our lives, we will always take pride
For Buffalo Soldiers, perseverance is the key

We will honor the colors of black and gold
We will roam throughout the Texas plains
We will love our school 'cause it reflects in all we do
We will shout "The Mighty Buffs" is our name!

Dear Thurgood Marshall High School
We sing our gratitude to thee
By and by, we'll proclaim
Our devotion will always remain
Here and now and through eternity

FIGHT SONG

Fight, Buffs down the field

Fight with your might and don't ever yield
Long may our colors shine
Shout it loud, hold the line
All together, Charge Ahead!
Cheer for Thurgood Marshall High
Fight for the Black and Gold
Hail, hail, the herd's all here
And it's onward to victory!

GENERAL INFORMATION THINGS TO KNOW FROM A to Z

ATTENDANCE

Absences

- TMHS has implemented a parent line that will place a phone call if a student is absent. These calls will be made on a regular basis between 6:30 pm and 9:30 pm.
- On the day you return to school, you must bring a note written or typed on an 8 1/2 X 11 sheet of paper signed by one of your parents/guardians. The note must have the following information: your full name, Student ID number (a 6-digit number), date, reason for absence, parent's signature, and a contact phone number.
- If you do not bring a note within two (2) days, your absence will automatically be counted as unexcused and the truancy referral process will begin.
- Students who are 18 years of age and older must have a parent note to obtain an excused absence.
- Parents are encouraged to call the attendance office as early as possible whenever a student is unable to attend classes.
- As a reminder, students must attend school on a regular basis in order to obtain the Verification of Enrollment/Attendance (VOE) form that enables them to apply for a driver's license. Suspensions count as missed days. In addition, a student must not have any trancies if the student wishes to obtain a parking permit in order to drive to school.

Arriving at School

When students arrive to school on buses, they are to enter through the commons doors and remain in the commons area until the 7:20 am bell rings. Parents who drive their children to school must drop the students off at the commons entrance on the student parking side of the school. Those students must enter the commons as well and remain there until the 7:20 am bell. Students must have a pass to enter the classroom areas before 7:20 am. External doors at the end of the hall are to be used only in case of emergency or to exit after 2:30 pm.

Arriving Late to School

- The district will provide bus transportation to and from Thurgood Marshall HS. **Parents please note:** Students arriving by car are expected to arrive to school on time. Students arriving to school after 7:40 am should immediately report to any assistant principal's office and receive a pass to their class. This will count as an unexcused absence to first period. There will be no excused passes given under any circumstances for students arriving late to school on their own accord.
- Late Buses: In the event that a bus arrives on campus after the 7:20 am bell, the student(s) riding that particular bus should report immediately to their first period class. Late buses will be announced by an administrative office.

- Failure to report to an assistant principal's office when arriving late may result in an unexcused absence and disciplinary action.

Leaving School Early

- Students may leave school early for the following reasons:
 - Dental or Doctor's appointment
 - A reason excused by any of the principals
- Students **MUST** adhere to the following procedures:
 - 1) Bring a note with the following: full name, Student ID number, date, time to be excused, parent signature, and a contact phone number.
 - 2) Submit note to the attendance office before 7:30 am.
 - 3) Once the note is received by the attendance office, someone will call your parent/guardian to verify your note. If we are unable to verify the note, you will not be allowed to leave campus. If you do not sign out, no record of your leaving school will exist and an unexcused absence will result.
 - 4) Pick up your early dismissal notice from the attendance office before the appointed time during passing periods. You will not be released to pick up an early dismissal notice during class time.
 - 5) At the release time, show your notice to your teacher and go to the attendance office to sign out. Parents must come to the attendance office and show valid identification if they are picking up students.
 - 6) All students must be picked up at the front entrance when leaving early.
- If a student has an emergency and feels that he/she has to leave the campus, he/she must get permission from a principal (or, in case of illness, the nurse in writing) and then follow the sign-out procedures stated above.
- Failure to follow this procedure will result in an unexcused absence. Unexcused absences may result in denial of credit, truancy charges and disciplinary action. Students who drive may lose driving privileges for a period of time, or permanently.

Truancy

Truancy is defined as missing either part of a day or all day without an excusable reason. Truant students will have an unexcused absence from school and will be assigned a disciplinary penalty. More than three (3) unexcused absences may result in truancy charges being filed against you or your parents. Students 18 years of age or older may be withdrawn from school due to excessive absences/non attendance. Driving privileges will be suspended for a specified period of time, or permanently, if the student is found truant.

Bell Schedule

7:20 am	Bell Rings for students to go to lockers and class	
7:30 am – 8:15 am	1 st period	Block I
8:19 am – 9:04 am	2 nd period	7:30 am-9:04 am
9:09 am – 9:54 am	3 rd Period	Block II
9:58 am- 10:43 am	4 th Period	9:09 am-10:43 am
10:43 am-11:13am	1st Lunch	
10:47 am-12:02 pm	5 th Period	Block III 10:47-12:51 pm
11:32 am-12:02 pm	2nd Lunch	
12:20 pm-12:51 pm	3rd Lunch	
12:06 pm-12:51 pm	6 th Period	
12:56 pm-1:41 pm	7 th Period	Block IV
1:45 pm-2:30 pm	8 th Period	12:56-2:30 pm

BUS PASS

- If you plan to ride on a school bus other than your own, a note from your parents must be provided to the assistant principal in charge of transportation no later than 7:30 am. Please be sure that a good parent contact number is included in the note. If we are unable to verify the note, permission will not be granted to ride the other bus.
- Activity Bus Pass-Students will be issued a pass by a coach/sponsor to ride the after school extra-curricular buses. No student will be allowed to ride without this pass.

CAFETERIA

Eating in the food court will be more pleasant for all if each of us will remember to:

- Enter the food court in an orderly fashion: *Do Not Run! Students are expected to be on time to the food court area for their lunch periods.*
- Keep your place in line. Do not save places for friends.
- Buy your lunch only; do not buy lunches for your friends.
- Return your tray to the metal cart; put all trash in the trash cans provided.
- Be sure to clean up your eating area.
Students are to eat in the food court or in the patio area on the bus ramp side of the commons, unless otherwise instructed. The actual bus ramp is off limits during lunch hours.
- Students are to stay in these areas during their lunch time; They are not to wander through the halls, upstairs, the bus ramp, or the student parking lot. Students eating on the patio are not to go beyond this area. Failure to follow these procedures will result in disciplinary action.
- During their designated lunch period, students are to use the restrooms near the auditorium in the commons area. All other restrooms are OFF LIMITS at this time. Failure to follow these procedures may result in assigned lunch seats or detention.
- Do not take food or drinks into the academic areas on the way back to class. Finish eating all items before leaving the commons.
- Parents who wish to eat in the cafeteria with their child are welcomed; however, no outside food may be brought into the commons.

CLINIC

- When a student feels ill and wants to go to the clinic, the student must get a pass from the current teacher. The student is to go directly to the clinic. Stops at lockers, telephones, restrooms, etc. are not allowed.
- If a student feels ill between classes or during lunch, the student must get a pass from his next period teacher or from any of the assistant principals.
- The student must sign in upon arrival at the clinic, and he/she must sign out when leaving the clinic. If students do not sign in or out, there will be no record of their presence in the clinic and will result in a tardy or an unexcused absence. Disciplinary action will be taken if students falsify times on the sign in/out sheet.

CLOSED CAMPUS

Once students arrive to school, they are not permitted to leave the campus without proper authorization. Failure to follow the procedure for leaving school will result in an unexcused absence. An unexcused absence may result in denial of credit, truancy charges, and disciplinary action.

CONFISCATED PROPERTY

Students may not bring to school those items which are inappropriate or specifically against school rules. If those items are brought to school, that property may be confiscated. The following rules apply to confiscated property:

- Hats, radios, tape recorders, CD players, video games, cameras, and video cameras will be returned to a parent at a time determined by the assistant principal. Students who drive to school are to leave these items in their vehicle (including cell phones and pagers). We will dispose of any property not picked up by the end of the school year.

- Flowers, balloons, stuffed animals, cakes, etc. will be confiscated and sent to the appropriate assistant principal. Deliveries of any such kind will not be accepted.

COUNSELING DEPARTMENT

The counselors are available to help students with course selection, college information, parent conferences, and for general assistance. Please make an appointment with the counselors' clerk outside of class time, unless it is an emergency. Students will be called to see the counselor, usually during elective class periods, as soon as possible.

Schedule Changes-Your counselor will be happy to discuss your concerns about your schedule at any time. Our goal is to place students in the course and level in which they will be most successful. However, there are some limits on availability due to class size, computer time tables, and state requirements.

Course changes can be made the first week of each semester because of errors, courses taken during summer school, and courses needed for graduation. *Level changes* can be made for students in collaboration with the parent, student, teacher, and counselor during the first two weeks of each semester. Requests made at the opening of school cannot be made until after the first three weeks of the semester so that the teacher has adequate time to make an accurate assessment. *To maintain UIL eligibility, a student must have a passing grade in a course before it can be dropped after three weeks.*

DAEP (District Alternative Education Program)

There are two disciplinary Alternative Education Programs: The FBISD Alternative Education Program is held at MR Wood and the Campus Alternative Education Program is held at TMHS. The District AEP is for serious code of conduct violations that result in a student's mandatory removal from the home campus (examples: alcohol, drugs and weapons).

The Campus AEP will be for persistent misbehaviors and violations of the code of conduct (examples: insubordination, disruptive behaviors).

- A student will receive a minimum of 10 days upon the first placement.
- CAEP will have certified teachers instructing the students and grading their work.
- Students will be isolated from the TMHS population at all times, including before and after school.
- Rules will be reviewed daily, and students will sign off on the rules daily.
- Misbehavior in CAEP can result in further disciplinary action, including suspension or removal to M.R. Wood.
- Students assigned to CAEP are not allowed to participate in any extracurricular activities/practices during their assignment. Students who are found on Fort Bend ISD property after school placement hours will be subjected to additional disciplinary actions. If a student is placed in an alternative setting for disciplinary reasons, they are prohibited from returning to their home campus until their official release.
- Students violating the code of conduct that results in mandatory placement in the DAEP will be assigned to MR Wood for a minimum of 45 days.
- Students placed in the DAEP will be withdrawn from TMHS and enrolled at MR Wood.
- Teachers at MR Wood will provide classroom instruction, assessment, and grading for the students while the student is enrolled at the M.R. Wood campus.
- The DAEP will have a more stringent, yet similar, rules as the CAEP.
- Students assigned to DAEP are not allowed to participate in any extracurricular activities/practices during their assignment.

DRESS CODE

Students are expected to be dressed and groomed in a manner that is neat, clean, non-distracting, appropriate and promotes high self-esteem. Brightly colored hair, frayed or torn clothing, pajamas and slippers do not promote high esteem and a positive learning environment and is a violation of the Discipline Management Plan. **HATS, CAPS, 'DO RAGS', AND BANDANNAS WILL NOT BE ALLOWED IN THE BUILDING OR ON BUSES. PANTS MAY NOT BE EXCESSIVELY BAGGY AND MUST BE WORN AT THE WAIST.** Clothes that promote violence, sex or advertise or relate to drug or alcohol use will not be worn. No student shall wear or display any type or form of dress, emblem, or symbol that, in the judgment of the principal, is gang related or may create or present a view contrary to the standards of the community. See the Discipline Management Plan for further details.

EXTRA-CURRICULAR ACTIVITIES

TMHS believes not only should students be academically challenged, but also well-rounded and versatile; therefore, all students are encouraged to participate in some form of extra-curricular activity. Recruitment for clubs and organizations will begin at the start of the school year so that students may sign up for activities that interest them.

Please note that students are not allowed to loiter after school. If a student is participating in an after-school activity, they will need to report no later than 2:45 pm. The building will be closed to all students that are not in an activity. Students found wandering the building without a pass after 2:45 pm will be subject to disciplinary actions.

FEES AND FINES

Please be advised that each student or his/her parent or guardian, shall be responsible to the school for all fees or fines incurred by student. Payments must be made in the form of **CASH OR MONEY ORDERS**. Student privileges can be suspended for extra curricular activities until debts are cleared. Students eligible for final exam exemptions will be required to take their exams unless the fees are cleared before the exam date(s).

FIGHTING

Fighting is unacceptable at Thurgood Marshall High School or any school activities. A student who participates in a fight will be subject to all of the following actions:

- Emergency removal
- 3 days suspension
- Citation issued by police officer
- Alternative Placement Pending Parent-Administrative Conference

LATE WORK

Late work is work that was assigned while a student was present in the class but was not turned in on the assigned date (ie, homework, in-class assignment, project).

Students may turn in work late with a 10 point penalty for each day late up to 5 days, earning a possible maximum score of 50. If after that time the work is still not turned in, teachers are to make parent and counselor contact.

Cheating

Classroom disruptions of any kind (including talking) during a testing period will not be permitted and will result in disciplinary action. Students who cheat or plagiarize on homework, class work, projects or tests will be given:

- a zero on that work
- notice to counselor
- teacher/parent conference

HALL PASSES

To leave class, students must obtain a hall pass from their teacher. When using the pass, students are expected to go directly to the location named on the pass and only to that location. Once finished with their business at the

pass location, they are to return directly to class. There are to be no added stops, i.e. locker, restroom, telephone, etc.

LIBRARY

Welcome to Your Library! If we can assist you in using the library resources, please feel free to ask **Mrs. Yvonne Jackson who is one of our librarians.**

Hours/Checkout

The library will open Monday through Thursday from 7:00 am to 3:30 pm and Friday from 7:00 am to 3:00 pm. **With a student ID card, stack books may be checked out for 14 days, Dewey number 800 books for 3 days, and Reference books for overnight use only.**

Periodicals

Periodicals are not to be checked out, but they may be used in the library for research or recreational reading. Any exception to this rule must be made by special permission from a librarian.

Fines

Students are fined 5 cents a day for overdue stack books. No charge is made for Saturdays, Sundays, and holidays. Reference books are 25 cents per hour. 800 books are 25 cents a day. All fines and overdue books should be cleared by the end of each nine weeks.

Regulations

- At any time students must use **LIBRARY PASSES** when coming from a teacher's class. No pass is needed before school, after school, or during your lunch period (you must sign in during lunch).
- School ID cards are needed to check out materials.
- An AUP (Acceptable Use Policy) signed permission sheet must be on file with the ITS in order to access the Internet---*No Exceptions.*
- Students are expected to use proper etiquette when using computers. Any abuse/misuse will result in a principal referral and/or suspension of library computer privileges.
- Good behavior is expected at all times. No food or drinks are allowed in the library at any time.

LOCKERS

- If you have trouble with your combination, see the assistant principal in charge of lockers.
- Lockers are school property and may be inspected by the administration at any time.
- If items are stolen from your locker, report the theft to the POLICE OFFICER and/or to your PRINCIPAL. Efforts will be made to retrieve your property; however, **ULTIMATE RESPONSIBILITY FOR MATERIAL LEFT IN LOCKERS RESTS WITH THE STUDENT.**
- Do not share lockers or books. If you are found in violation of locker assignment, all involved students will lose locker privileges for nine weeks.
- Do not put food or drinks in your locker.
- At the end of the year, announcements will be made for students to remove all items from their lockers. Anything left after this time will be removed by Thurgood Marshall High School staff and discarded.
- Failure to follow procedures will result in disciplinary actions.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are to refrain from kissing and/or any type of sexual misconduct at school and/or school related activities. Violation will result in disciplinary action.

SECURITY-CAMPUS POLICE

The police officer and security personnel are on duty to assist in maintaining the safety and security of the students, as well as the building and grounds. Should you have any reason to suspect certain individuals are present on our campus for illegal reasons, please contact the police officer or one of the assistant principals. The number for Crime Stoppers is 281-491-TIPS.

SEMESTER EXAMS

All semester exams will be taken at the time scheduled. Do not make dental and doctor's appointments or plans to leave town during the semester exam days. Please be aware that exceptions will not be made because of expensive airfare, non-refundable reservations, etc. Please be an informed parent when making travel reservations. District policy allows a student the same number of days to make up an exam as the number of days the student has been absent. Arrangements to take semester exams must be made within ten days of the last day of the semester. A student who has proper documentation of an extended illness will be given additional time.

STUDENT IDENTIFICATION TAGS

All TMHS students **must wear** a Student ID badge at all times while on school grounds, and **must carry** them to all school activities. These badges are used for checking out books from the library, admission to certain school dances, admission to certain athletic events, admission to certain assembly programs, identification for students who leave school early, bus identification, proof that you are a Thurgood Marshall student, any reason deemed necessary by the principal. If a student's ID card is lost or stolen, he/she should get a temporary ID badge before 8 am. All temporary ID badges are \$1.00; replacement ID badges are \$5.00. Lanyards are \$1.00 each. A student's failure to wear the proper ID badge may result in an In-School Suspension and/or denial of privileges or activities.

STUDENT INSURANCE

At the start of school, each student is sent home with information on accident insurance. This is a voluntary insurance that is normally considered a secondary policy. In situations where the student does not have a primary insurance, the secondary policy becomes primary. **It is important to note that schools carry no insurance coverage for bodily injury unless the student is participating in a UIL Activity such as football, volleyball, etc.** The purchase of secondary insurance for students participating in approved activities is an option that the Board of Trustees must decide on annually.

STUDENT PARKING

Students who would like to park a vehicle on the Thurgood Marshall High School campus are required to apply for a permit. The student must complete an application form that can be picked up from the campus police office. Present the application with your valid driver's license, current proof of insurance, and license plate number to the campus police officer to be reviewed for permit issuance. Permits cost \$20.00. You must pay in **cash**. **STUDENTS NOT IN COMPLIANCE WILL LOSE PARKING PRIVILEGES, MAY BE STICKERED, ISSUED A TICKET BY THE POLICE OFFICER, BOOTED, AND MAY BE TOWED AT THE OWNER'S EXPENSE.** *For further guidelines on parking procedures, see application.*

TARDIES

Students are expected to be in class and prepared to begin work when the tardy bell rings. Students with excessive tardies are subject to disciplinary actions.

TELEPHONES

During school hours, student office telephone usage should be limited to emergency calls only. A student needing to make an emergency call must report to his/her assistant principal's office. Students must have a pass from a teacher to request permission to use the phone. Parents/Guardians that need to contact their student may do so by calling 281-634-6630 and leaving a message. The message will be **delivered** to the student. There are pay phones available for after school use by students. Students will **not** have access after school to office phones; therefore, please make arrangements prior to school. Cell phones are not to be used during established school hours. See Fort Bend ISD cell phone policy.

TEXTBOOKS

Lost/Damaged Textbooks

Please be advised that each student or his parent /guardian shall be responsible to the school for all books not returned by the student. Any student shall forfeit his right to free textbooks until he returns or pays for previously issued books. Payments must be made in **CASH OR MONEY ORDER**. A student's records may be withheld if a book is not returned and payment is not made in full. Student privileges can be suspended for extra-curricular activities until debts are cleared. A student will be charged for the full price of any textbook that has the bar code removed.

TUTORING

Tutoring will be available to all students in all content areas. Schedules will be posted in classrooms. Should you need extra help in your subjects, please check the posted schedules.

OFF-CAMPUS STUDENTS

Seniors who have off-campus periods are expected to leave campus at the appropriate time. If students loiter around campus, they are subjected to be placed in ISS during the time of the off campus period. If the violation continues, students will be transferred to another on-campus required class in order to ensure their attendance and whereabouts. Students waiting for their rides must wait only in the student pick-up area outside the commons (not outside the gym and band areas), and must be picked up no later than 10 minutes after the last bell. (See your principal for more off-campus details.)

VISITORS

- **All visitors must enter through the front doors and immediately report to the reception area.**
- All visitors are expected to present a valid Texas ID or Driver's License to receive a visitor's badge.
- Parents are invited to visit the school at any time; however, appointments to visit teachers should be made in advance. Please ask for visitors' permit upon arrival.
- We will not issue visitors' permits to visitors such as friends and former students.
- Please do not bring younger children to school with you. We do not have appropriate accommodations for them.
- Parents who would like to observe their child in a classroom must contact their child's teacher or assistant principal to arrange the classroom visit.