

Thurgood Marshall High School
2018-2019
Student/Parent Handbook Supplement



PURPOSE

This handbook has been prepared so that students know and understand the policies, procedures and expectations of Thurgood Marshall High School. This booklet contains instructions and information that will answer most of your questions concerning policies and procedures. Due to space constraints, the specifics of each policy have not been listed in this publication. This handbook supplements the policies outlined by the FBISD school board, the specifics of which can be found in the FBISD Student/Parent Handbook. Students and parents are responsible for reading and understanding the policies and procedures outlined in the FBISD Student/Parent Handbook as well as the Marshall HS Student/Parent Supplement.

“Striving for Success... Together.”

SCHOOL COLORS: Black & Gold

MASCOT: Buff

MARSHALL STUDENT SUPPLEMENT HANDBOOK

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Thurgood Marshall High School

2018-2019

Mission Statement

Thurgood Marshall High School's mission is to inspire a community of diverse lifelong learners, who will contribute and compete in a global society.

Vision Statement

Thurgood Marshall High School's vision is to **shape**, **cultivate**, and **expand** a career and college ready culture through a world-class instructional framework to ensure all students **achieve** academic growth for global readiness.



Thurgood Marshall High School

Bell Schedule

2018-2019

First Bell 7:20

Second Bell 7:25

Tardy Bell 7:30

1st Period 7:30-8:20

2nd Period 8:25-9:15

3rd Period 9:20-10:25

4th Period 10:30-11:20

5th Period 11:25-12:45



A Lunch 11:25-12:00

Class Time 12:04-12:45

B Lunch 12:10-12:45

Class Time 11:25-12:10

6th Period 12:50-1:50

7th Period 1:55-2:45

Thurgood Marshall High School

Leadership Team

2018-2019

Dr. Sanders, Principal

Front office

Dr. Harris, Associate Principal

M (Suite)

Student Group	Administrator	Counselor
Class of 2022	Mr. Davis	Mrs. Gully-Mccoy
Class of 2021	Ms. Lyons-Irving	Ms. Brady
Class of 2020	Mr. Calhoun	-----
Class of 2019	Ms. Walker	Ms. Larkin



ARRIVAL TO SCHOOL

Parents may only drop off students in the front circular drive. Students should not be dropped off to school before 6:40 a.m. as there is not sufficient staff to supervise prior to this time. When students arrive at school, they are to report to the cafeteria and remain there until the 7:20 a.m. bell rings. Students will be allowed to attend tutorials in a teacher's classroom if they have a pass from the teacher. Without a pass, students will not be allowed to leave the cafeteria until dismissed.

ARRIVING LATE TO SCHOOL

All students are expected to be in their 1st period class by the 7:30 a.m. bell. Students who are no more than 5 minutes late should report to the appropriate tardy station closest to their classroom. Students who arrive more than 10 minutes late should report to the attendance office to sign in and get a pass in order to proceed to class. The student is considered absent after missing 20 minutes of class. Failure to sign in at the attendance office when arriving late to school may result in an unexcused absence/tardy and disciplinary action may be given.

TARDY POLICY

Students are required to be in class on time. A tardy bell rings according to the bell schedule. This bell indicates the time class is to begin, not the time the student should be entering the classroom door. Teachers may not cause a student to be late to his/her next class. If a student is not in class on time, they will be taken to the nearest tardy station set up around campus. Students will receive discipline based on the number of tardies they accumulate each 9 week period.

1 st – 2 nd Tardy	Warning
3 rd Tardy	Lunch Detention
4 th Tardy	2 Lunch Detentions
5 th Tardy	After School Detention, Parent Conference & Behavior Contract
6 th Tardy	ISS
7 th Tardy	Up to 3 days ISS and face-to-face Parent Conference
8+ Tardy	OSS

CLOSED CAMPUS

Once students arrive at school, they are not permitted to leave the campus, including during lunch, without proper authorization. Failure to follow the procedures for leaving school will result in an unexcused absence and/or disciplinary action. Students are not to be in the parking lot or any unauthorized areas at school or disciplinary action will occur. During lunches, the only authorized areas are the commons unless the student has written permission from a teacher or administrator.

LEAVING SCHOOL EARLY

Students may leave school early for dental or doctor's appointments or a reason excused by any of the administrators. Students must follow the following procedure when checking out of school before the 2:45p.m. dismissal or disciplinary action may be assigned.

- Student must have a note from a parent with the following information: full name, date, time to be excused, parent signature and phone number.
- When it is time for you to leave, show your note to your teacher. Your teacher will then release you to go to the attendance office. From class, you must go straight to the attendance office.
- At the attendance office, the attendance clerk will verify your note with your parent. *If we are unable to verify your 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 be given and disciplinary action may be assigned.
- Once your note has been verified, you must sign out and get a pass to your car. If someone is to pick you up, they must come into the attendance office to sign you out.
- If a student has an emergency and feels they need to leave campus, they must get permission from a principal (or in case of illness, the nurse) and then follow the sign-out procedures stated above.
- Failure to follow this procedure will result in an unexcused absence. An unexcused absence may result in denial of credit, truancy charges, and/or disciplinary action. Students that drive may lose driving privileges.

DISMISSAL FROM SCHOOL

Once students have been dismissed after the 2:45 p.m. bell, they will not be readmitted into the building after hours for security purposes. The front doors of the building are locked at 3:00p.m. All students who are being picked up after school must be picked up in the drive between 2:45 and 3:00p.m. No automobiles will be allowed entry into the bus ramp or the student parking lot until after 3:00p.m.

ABSENCES

When a student is absent, the student –upon arrival or within **five** school days of returning to school –must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 years or older or is an emancipated minor under state law. All notes must describe the reason for the absence and include the parent contact numbers. If the student fails to bring a note as required within the two school day period, each day of absence will be coded as an unexcused absence and will count against the student's official attendance record. Excessive unexcused absences could result in the student receiving a failure to attend school citation. For more information regarding student absences, see the FBISD Student/Parent Handbook.

DENIAL OF CREDIT –ATTENDANCE

In order for a student to receive credit in a class, a student must attend at least 90 percent of the days the class is offered. For denial of credit, both excused and unexcused absences are counted. If a student has more than 9 absences for the 1st semester or 10 absences for the 2nd semester, they will be required to participate in makeup hours. Students will be notified in a timely manner the number of hours they will be required to make up and the timeline for making the hours up each semester. Make up hours must be completed in an approved instructional setting – tutorials, Homework Lab, etc. Failure to complete their hours will result in a loss of credit, regardless of the student's final grade in the class. For more information regarding denial of credit based on attendance, see the FBISD Student/Parent Handbook.

TRUANCY

Truancy is defined as missing school, either part of a day or all day, without an excusable reason. Truancy can include being tardy to class. Truant students will have an unexcused absence from school and will be assigned a disciplinary penalty. Truancy can result in charges being filed against you and your parents. No credit will be given for work missed due to truancy.

GENERAL INFORMATION

STUDENT IDENTIFICATION CARDS (ID's)

Students must have their student ID displayed at all times while on school grounds and at school activities. Students who do not have their student ID visible at all times will be subject to disciplinary action. These cards are to be used to check textbooks, check out library books, admission to athletic and school events, to obtain a parking permit and to identify a student.

DRESS CODE

Students are expected to follow the FBISD dress code. Please refer to the FBISD Student/Parent Handbook for the complete dress code. Students who refuse to comply with the dress code or are unable to get into dress code will be placed in ISS for the remainder of the school day. Please be mindful that the dress code includes, no du-rags, head bonnets, or head coverings not related to documented religious usage shall be worn in the building. Unclear, Non-Mesh Backpacks are allowed in the building, all dufflebags (gym bags) are not allowed in the building. All hair color must be a natural occurring color. Bottoms must adhere to the three inch rule. This rule includes holes within jeans, no skin should be visible three inches above the knee. Tights Should be worn to ensure skin is not visible. Tights worn alone must be accompanied by a long shirt that covers the backside. No mid-drifts are allowed. Undergarments should never be visible.

CAFETERIA EXPECTATIONS

- Enter/exit the cafeteria in an orderly fashion, do not run.
- Be considerate of others while waiting in line to be served, do not save places for your friends or skip in the line.
- Discard all trash in the trashcans provided.
- No food is permitted outside of the cafeteria. Food is not allowed on the patio (state law does not allow any food on the patio). Do not take food into the academic areas when going to class. All food must be eaten and thrown away in the cafeteria.
- Students are to remain in the cafeteria area during their lunch times; they are not to wander through the halls, upstairs, on the bus ramp, or the student parking lot. Students in unauthorized areas will receive disciplinary action.
- During lunchtime, students are to only use the restrooms adjacent to the cafeteria (in the gym hallway). All other restrooms are "off limits."

BUS PASS

If you plan to ride on a school bus, other than your own, a note from a parent must be provided and turned into your Assistant Principal's office. In order to verify, parent contact information must be provided.

ELECTRONIC DEVICE POLICY

Students are only permitted use personal electronic devices such as cell phones, MP3 players, cameras, games, or other electronic devices before school in the common areas, during lunch and after the 2:45p.m. dismissal bell. Students should not have any electronic device out in during class time unless authorized by the teacher. Electronic devices may only be used in the classroom for instructional purposes and not for student-initiated uses. If a student has an electronic device in an unauthorized area or time, that device may be confiscated and the following consequences assigned:

- 1st and 2nd infraction – confiscation, studnet may pick up the same school day.
- 3rd infraction and thereafter – confiscation, parent may pick up at the end of the school day, \$15 fee.

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, the property will be confiscated. The following rules apply to confiscated property:

- Toys, games, squirt guns, masks, wigs, etc. are not appropriate for school and will be confiscated and not returned.
- Cigarettes, matches, lighters, any tobacco products, weapons including pocket knives will not be returned and disciplinary action will occur.
- Confiscated property will be returned to parents upon a conference with the assistant principal.

If these items are lost or stolen, administration will not be able to administer searches to recover losses. **Marshall High School will not be responsible for the loss of any confiscated property.**



HALL PASSES

No student will be allowed out of class the first and last 10 minutes of class. To leave class, a student must obtain a hall pass from the teacher. Periods 3,5, &7 are designated no hall pass periods. The student is expected to go directly to the location named on the pass and only to that location. Once finished at the pass location, the student is to return directly to class. There are to be no added stops, i.e. locker, restroom, etc. Students that violate this procedure will be placed on a No Pass List that will prohibit the student from receiving any type of pass from class for a specified amount of time and may face disciplinary action.

LOST AND FOUND

Any lost items will be at the reception desk located in the main office area. Articles, books, and clothing that are found should be turned into the receptionist's desk, or to any assistant principal's office. We will make every effort to locate the owner of lost items, provided each item is labeled with a student's name.

LOCKERS

Lockers are available for each student and the student is responsible for the material in his/her locker. Do not give your combination to anyone else. 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 an assistant principal. Efforts will be made to retrieve your property; however, ultimate responsibility for material left in your locker is your responsibility. Do not share lockers or books. Do not put any food or drinks in your locker. Any student who would like a locker needs to contact the administrator in charge of assigning lockers, which is announced at the beginning of the school year. At the close of the school year, announcements will be made for students to remove all items from their locker. Items left at this time will be removed by Marshall High School staff and discarded.

STUDENT PARKING

Students who desire to drive on the campus of Marshall High School are required to have a parking permit. To obtain a parking permit and copy of the parking regulations, see an administrator. There are limited parking places in the student lot. Cars parked illegally are subject to being fined a daily rate, booted, or towed. Students who produce or are in possession of, copied or forged permits will be subject to disciplinary consequences and will not be permitted to park on campus for the remainder of the school year. Students must follow the procedures below to secure a BHS parking permit:

- Present a valid Texas driver's license, insurance card with the student listed as the driver of the vehicle, TMHS parking permit registration form

- Pay \$35 CASH

Student Parking Rules & Regulations

1. Students will place their parking permit on the front passenger windshield in the top right corner.
2. The speed limit on the campus of Marshall High School is 15 miles per hour. If found speeding, parking privilege will be revoked.
3. You may park your vehicle only in the student parking lot. Student vehicles parked anywhere else on campus without written authorization from the appropriate administrator, may lose parking privileges, be booted or issued a citation by the police officer.
4. Upon arrival to campus; you must IMMEDIATELY enter the building through the student parking lot entrance.
5. If you leave campus improperly during the day, you may have your parking privileges revoked for the remainder of the year.
6. Students are not permitted in the parking lot or vehicle during school hours unless granted permission from appropriate administrator.
7. Failure to move your vehicle from the band marching area by 2:30 pm for after school band practice will result in loss of parking privileges.
8. If a boot is placed on your vehicle for student parking violations, or violations deemed necessary by the administration, a \$40.00 fine will be charged to the student prior to the boot being removed. Failure to pay can result in the vehicle being towed at the owner's expense.
9. Students are strictly prohibited from participating in any type of activity resulting in racing, excessive noise, driving on grass, or dangerous maneuvers.
10. If you're driving or the presence of your vehicle causes a discipline problem, you will automatically forfeit your parking privileges.
11. If you withdraw from school, you must return your parking permit to the police officer or your administrator. If you re-enter school within the same year and did not return your original permit, you will be required to purchase a new permit.
12. Parking permits are non-transferable. Sharing/copying of permits is prohibited. All parties involved will lose parking privileges as well as the person receiving the permit. All money will be forfeited, disciplinary consequences will be given.
13. Purchasing or attempting to purchase a parking permit for a non-student, or attempting to circumvent regulations, will result in the forfeiture of the permit, and parking privileges.
14. If your parking permit is lost, damaged, stolen or no longer in your possession; a replacement fee of \$20 will be assessed to purchase a new permit. (extenuating circumstances must be approved by administration)

VISITORS

All visitors to the Marshall High School campus must enter through the front doors and sign in through the main office. For the protection of our students and staff, all visitors are checked in using the Raptor system. We will not issue visitor's permits to friends of current students or former students.

STUDENT DELIVERIES

Student deliveries will be made only up to 10:30 a.m. each day. There will be no deliveries of food/drinks, money or electronic devices. Deliveries will only be accepted by the receptionist in the main office.

EXTRACURRICULAR ACTIVITIES

To participate in extracurricular activities at Marshall High School, students must maintain eligibility based on UIL guidelines (www.uil texas.org). Students cannot miss a class they are failing to attend a field trip. All school rules apply on any field trips or activities held by extracurricular groups. Any advance payment for trips is non-refundable.

FINES AND FEES

Please be advised that each student and/or parent will be responsible to the school for all fines/fees incurred by the student. Payments must be made in cash or money order. Students must be cleared of all fines and fees in order to participate in school wide activities, i.e. homecoming, talent shows, senior events, etc.

TEXTBOOKS

At the beginning of each semester, students will be able to check out textbooks through an assistant principal after completing the Textbook Checkout Form with parent permission. Each student will fill out a damage report form prior to leaving the office with the textbook. Students are responsible for the cost of any damaged or lost textbooks and will be placed on the Fine List. Textbooks will be collected during the last two weeks of each semester – students who have one semester courses are the only ones required to turn in a textbook at the end of the first semester.

ACADEMIC INFORMATION

TUTORIALS

If a student needs additional assistance in any class, ask your teacher when and where tutorial sessions are being held each day. A school wide tutorial list will be made available at the beginning of each school year. Homework Lab is available to students on Tuesday and Thursday from 3:00 – 4:45 p.m. Any student who does not ride a bus must be picked up by 5:00 p.m.

MAKE UP WORK

Students will make arrangements for make-up work on the day they return to school. If a student is absent on a known test day (and he has been absent on that day only), he will be expected to take the test on the day he returns. If it has been verified that a student was truant (unexcused absence), the student may not receive credit for work completed that day. It is the *student's responsibility* to secure information concerning make-up work from the teacher immediately upon returning to school.

SEMESTER EXAMS

All semester exams will be taken at the time scheduled. Final Exams may not be taken early. There will be no exceptions. Please avoid scheduling dental and doctor's appointments, and/or vacationing during semester exam days. The exam schedule will be posted as soon as it becomes available. Please be aware that exceptions will not be made because of non-refundable airfare reservations, prepaid purchases of event tickets, 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 up 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.

DISCIPLINE

For more detailed information regarding student behavioral expectations, please see the FBISD Student/Parent Handbook and the FBISD Student Code of Conduct.

ASSEMBLY BEHAVIOR

Various activities will be scheduled in the auditorium and student behavior must be appropriate at all times. Courtesy and respect should be shown to all speakers and performers. Acceptable behavior will be given for each event. Food and drink are not to be taken into the auditorium. Enter the auditorium quickly and quietly, and be seated as soon as possible. If a student is removed from an assembly or activity, the student will not be allowed to attend other assemblies or activities for a period of time as determined by the principal.

SENIORS AND DAEP PLACEMENTS

Seniors that engage in behaviors resulting in a DAEP placement will not be allowed to participate in the commencement ceremony if they have not completed 45 days at the DAEP. Seniors that have multiple DAEP placements during one school year will not be allowed to participate in the commencement ceremony.

LUNCH DETENTION

Students may be assigned lunch detention for disciplinary consequences. Students who are assigned lunch detention will go through the regular hot food line in the cafeteria or bring their own lunch and will go immediately to the lunch detention room for the remainder of the lunch period. Students who miss lunch detention will be assigned additional consequences.

IN SCHOOL SUSPENSION (ISS)

In school suspension may be assigned for disciplinary consequences. Any student in ISS will be provided the work they miss in class and are responsible for completing the work while in ISS. No electronic devices are allowed while the student is in ISS. Students will not be allowed to sleep while in ISS. Students assigned to ISS will not be able to participate in any afterschool programming i.e. (sports, practice, club/organizations).

OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension may be assigned for disciplinary consequences. A parent will be immediately notified of the length and the reason for the suspension. If a student is suspended and not allowed to be on campus it is the parent/guardian's responsibility to find immediate transportation for the student. Students assigned to OSS will not be able to participate in any afterschool programming i.e. (sports, practice, club/organizations).

STUDENT SUPPORT SERVICES

COUNSELORS

The guidance department is composed of counselors who are qualified to give guidance to students concerning educational, vocational and person concerns. Student should make use of the counseling services to help solve problems that may be hindering their academic success.

DROPPING CLASSES

Students will not be permitted to drop and/or add courses after the second week of either semester.

SCHEDULE CHANGES

All schedule changes will be approved through the Associate Principal or Principal's office using the Schedule Change Request form. Class changes will **NOT** be made to accommodate a student's like or dislike of a particular teacher, preferred period, or preferred lunch schedule. No schedule changes will be made after the 10th week of the semester. Dropping down a level will not be permitted without the student attending tutorials, teacher and parent permission and a conference with the Dean of Instruction, teacher, student and parent has been held. Not all schedule changes will be approved.

AP TESTING FEES

Advanced Placement tests are given in the spring semester. Registrations for these tests are handled through the counselor's office and fees are charged for each test. If the student fails to take a test they are registered for, a refund for that exam will not be given.

COLLEGE AND CAREER CENTER

The College and Career Center is available on campus to assist students with college applications, college and career selection, etc. The College and Career Advisor may hold informational sessions for students and parents about the College and Career guidance process throughout the year.

CLINIC/NURSE

When a student feels ill and wants to go to the clinic, he must get a pass from his teacher. Students will not be admitted to the clinic without a pass from a teacher and should report directly to the clinic. If a student feels ill in between classes or at lunchtime, he/she must get a pass from his next period teacher or from one of the administrators. The student must sign in when they arrive at the clinic, and must

sign out when leaving the clinic. A students' failure to sign in or out will result in a tardy or an unexcused absence. Disciplinary action will be taken if a student falsifies times on the sign in/out sheet. The clinic sign in/out sheet is the verification of a student's attendance while in the clinic.

During the school year, students may be screened for height and weight, hearing, vision and spinal abnormalities. Screenings are not conducted at all grade levels and parents may request screening, if desired. All medication must be housed within the nurses office, exceptions include emergency medication. See nurse for more information.

LIBRARY

HOURS

The library will open at 7:10 a.m. and close at 3:45 p.m. Monday through Thursday. Any changes to regular library hours will be posted outside the library doors. You must have a school ID to come to the library before school or during lunch. During the regular school day, you must have a pass from your teacher to access the library. No food or drinks are allowed in the library or computer labs.

CIRCULATION

Books may be checked out for a two week period and be renewed as long as no one else is waiting for the book. You must have your school ID in order to check out books from the library. Students are responsible for returning books on time and will be placed on the fine list for lost or late books. Students who have overdue books or owe library fines will not be issued textbooks, receive yearbooks and will lose other privileges to participate in campus activities until books are returned and fines are cleared. All library fines must be paid in cash.

FINES

Students are fined five cents a day for books which are overdue. No charge is made for Saturdays, Sundays, and holidays. No charge is made when students are absent, provided they bring their absence excuse. Unpaid fines may also affect your participation in any school event, purchase of parking permits for FBISD or graduation.

COMPUTER USE

For more information regarding the FBISD acceptable use policy, please refer to the FBISD Student/Parent Handbook. In order to use the computers in the library or computer labs, you must log-on using the appropriate information. You may not log-on as anyone but yourself. Do not change any settings on the computer.

Internet searches must be limited to subjects that support the curriculum. Games are not permitted.

CAMPUS SECURITY

The campus police officer and parking lot attendant 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 campus police officer or administration immediately. SEE SOMETHING SAY SOMETHING.

TRANSCRIPTS

All seniors requesting transcripts will be required to provide an envelope addressed to the college you will attend. This envelope should be turned into the Registrar's office when you fill out the transcript request. No official transcripts will be given to a student. All official transcripts must be mailed directly to the university or college. Please allow up to 48 hours for processing times.

