

Appendix V: Campus Addendum

Edward S. Marcus
High School
2020 - 2021
Student Handbook Addendum



“Pride in Excellence”

Updated 8/31/2020 wjg

Staff Roster

ADMINISTRATION

Mr. Will Skelton Principal
Ms. Dorrie Loughborough Assistant Principal (A-CT)
Ms. Jessica True Assistant Principal (CU-HT)
Mr. Kyle Smith Assistant Principal (HU-MN)
Mr. Jason Mullin Assistant Principal (MO-SD)
Mr. Rusty Hamric Assistant Principal (SE-Z)

COUNSELING OFFICE

Ms. Kelly Young Lead Counselor (A-B)
Mr. Grant Wilhite Counselor (C-F)
Ms. Lindsay Biggs Counselor (G-KR)
Ms. Neena Lancaster Counselor (KU-NG)
Mr. Cary Gifford Counselor (NI-SMIL)
Ms. Christina Beck Counselor (SMIT-Z)
Ms. Terri Bauer Registrar (A-L)
Ms. Suzanne Huddleston Registrar (M-Z)
Ms. Michelle Schwolert Student Assistance Counselor

OFFICE

Ms. Kathie Fouche Principal's Secretary
Ms. Mackenzie Martinez Bookkeeper
Ms. Teri Burgin Testing Coordinator
Ms. Leslie Eskew Data Clerk
Ms. Laurie Perez Front Office
Ms. Tonna Buster Front Office

LIBRARY

Ms. Nancy McGinnis Librarian
Ms. Debbie Virant Library Aide

ATTENDANCE OFFICE

Ms. Betty Jo BarnardA-CT
Ms. Wendy Granberry..... CU-HT
Ms. Irene Jenuwine..... HU-MN
Ms. Sharon Morton MO-SD
Ms. Marcey Fox LEAD SE-Z

HEALTH CLINIC

Ms. Kari SmithNurse
Ms. Cara Kiser Nurse's Aide



Marcus High School

Bell Schedule 2020-21

Period 1 8:20 – 9:50

Period 2 10:00 – 11:50

(Marauder time included)

Period 3 12:00 – 2:15

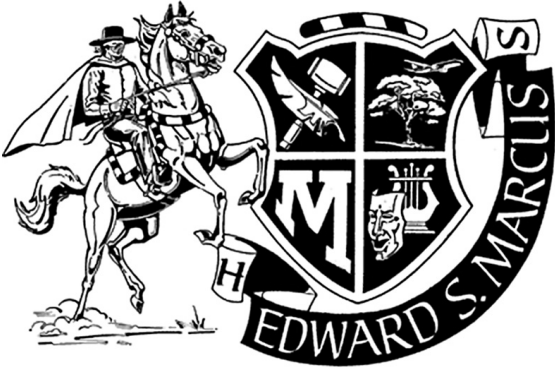
A Lunch 12:00 – 12:30

B Lunch 12:35 – 1:05

C Lunch 1:10 – 1:40

D Lunch 1:45 - 2:15

Period 4 2:25 - 4:00



Marcus Marauders

School Song

Hail to thee, our Marcus High School
Holding standards true;
Alma Mater, we do pledge
Our loyalty to you
Striving on toward higher goals
Through columns strong and tall
Red and silver always guiding
Faithful are we all.

Fight Song

Marcus Marauders, we are the best,
Marcus Marauders, above all the rest;
Red and silver, fighting onward,
Marcus Marauders Fight;
GO, FIGHT, WIN
GO, FIGHT, WIN

Mission Statement

Marcus High School is committed to providing an environment that inspires all students to become confident, self-directed, life-long learners.

Motto

Pride in Excellence

Attendance Procedures for Parents

Please refer to the *Attendance Section* of the online Student Handbook for complete rules and guidelines. The Student Handbook can be found by visiting Marcus' website, mhs.lisd.net, under the "Other Resources" dropdown menu.

Absences

If your child is absent from school, a parent should call the morning of the absence (refer to the alpha chart at the bottom of this page for your clerk). A parent may also send a signed note no later than the third school day after the absence to get it excused. Unexcused absences will result in a 'zero' for that day in each missed class. Faxed and emailed parent notes can be accepted to excuse an absence.

LISD will accept no more than 10 parent notes (full or partial day absence) in a school year to excuse an illness, personal, or pre-approved absence. Any additional absences will require a note from a health care provider or documentation of an absence exempt from compulsory attendance, in order to be excused.

If the student visited a medical professional (doctor/dentist, etc.) while out, the doctor's note should be provided to the clerk upon their return. By presenting this medical note, it may help keep a student from loss of credit for too many absences. All-day medical absences **DO NOT** automatically exempt a student from loss of credit; a partial-day absence—with a medical note—will not count towards loss of credit.

Students arriving more than 20 minutes after class has begun, and without a medical note/excuse, are considered absent.

Homework Requests

A parent may request homework assignments on the second day of absence by calling the attendance clerk before 10:00am. Most assignments can be found on the teacher's websites which are located under the staff directory on our website. Instructions are given out the first day of class in most cases. You are also welcome to email the teachers directly for the quickest response time. All email addresses are listed on the MHS website.

Late Arrival / Early Release

Any time a student comes in late or leaves early, they **MUST** sign in/out with their attendance clerk. Failure to do so may result in disciplinary action. Students who become ill at school must see the nurse, they are not allowed to leave by contacting a parent using their personal phone. Students who leave without checking out through attendance or the nurse will receive disciplinary consequences.

Appointments / Parent Note

When a student has an appointment, they should bring a parent note with them that morning. Upon receiving the parent note, a pass will be issued to the student for leaving at the designated time. If a note was not sent with the student, a parent or guardian must come to the main office to sign them out. Allow plenty of time before the appointment to give us time to get the student out of class. Calls will be accepted for appointments made the same day. *It is extremely difficult to get students once they have gone to an athletic class that may be at another location off campus. **PLANNING AHEAD IS CRUCIAL TO HELP YOU MAKE YOUR APPOINTMENT ON TIME!***

Planned Pre-Approved Absences

Unless the absence is for illness or a medical appt., pre-approval by the campus principal is required to ensure the absence is excused. Fill out the form and bring to attendance clerk at least one week in advance.

Attendance Clerks

Alphabet assigned by the first letter of the student's last name:

	Assigned Clerk	Phone Number	Fax Number
A-CT	Betty Jo Barnard	469-948-7032	214-626-1778
CU-HT	Wendy Granberry	469-948-7006	214-626-1775
HU-MN	Irene Jenuwine	469-948-7034	214-626-1776

	Assigned Clerk	Phone Number	Fax Number
MO-SD	Sharon Morton	469-948-7035	214-626-1780
SE-Z	Marcey Fox	469-948-7030	972-350-9313



Planned Pre-approved Absence Request

Being present each day is important to student learning. We understand that sometimes absences are unavoidable and when making a request for a planned absence, please consider that absent students miss experiences and instruction that cannot be fully recaptured. The district will accept parent notes to excuse an illness, personal, or pre-approved absence for no more than 10 full or partial day absences during the school year. Any additional absences will require a note from a health care provider or documentation of an absence exempt from compulsory attendance, in order to be excused.

Unless the absence is for illness (within the guidelines above) or a medical appointment, pre-approval by the campus principal is required to ensure the absences will be excused. The following will be considered for approval: the above guidelines, total absences including those excused with a doctor's note, grades, academic progress, and any extenuating circumstances. A student must be in attendance at least 90% of the time to earn credit in a class. Absences will NOT be approved during state mandated assessments.

If an absence is unexcused, the student will earn a zero for any assignments or assessments missed.

LISD grading guidelines allow one day for each excused day absent to make up work unless other prior arrangements are approved by the teacher. Students may talk with teachers in advance of their absence about work that will be missed, but teachers are not required to provide the work until the student returns.

The parent or student should bring the completed form to the campus attendance clerk at least one week in advance.

Student: _____ **I.D.#:** _____ **Teacher/ Grade:** _____

Date requested absence/s:	Reason:
Day 1 _____	Day 1 _____
Day 2 _____	Day 2 _____
Day 3 _____	Day 3 _____
Day 4 _____	Day 4 _____
Day 5 _____	Day 5 _____
Day 6 _____	Day 6 _____

Parent Signature: _____ **Date:** _____

Campus Use Only

Total absences to date this school year: _____ **Total absences excused with parent note:** _____

Excused dates: _____ **Unexcused dates:** _____

Reason (if not excused): _____

Principal Signature: _____ **Date:** _____

ACADEMIC HONESTY

Honor in class work is more important than any grade that may be received. Students are to assume the responsibility of not cheating, of not giving the appearance of cheating, of not contributing to the cheating of others, and for reporting violation of this responsibility to teachers and/or administrators. Students reporting cheating violations will be protected from harassment, ridicule, and criticism for demonstrating their convictions to honor and honesty.

An important part of academic honesty is avoiding any intentional or unintentional plagiarism. Plagiarism can be presenting someone else's ideas as your own or using another person's ideas or work without proper credit. Practice academic honesty in all work that you do.

Grade and/or discipline consequences may apply to any occurrences of academic dishonesty.

COVID -19

Students will follow all covid 19 protocols as set forth by LISD.

DELIVERIES

DUE TO COVID-19, NO VISITORS AND NO DELIVERIES ALLOWED UNTIL FURTHER NOTICE.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they;

- Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or distract from school activities
- Shall not create a health or other hazard to the student's safety or the safety of others

For clarification purpose to the LISD policy, the following guidelines are provided:

- Hair by color or design may not create a distraction of the learning environment. Hair should be primarily a natural color. Non- natural accents such as dye streaks or color strips may be permitted, but not cover more than 25% of the hair.
- Students may **not** wear the following: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry such as hoops or rings, or facial decorations. Students may, however, wear one small nose stud.
- Caps, hats, sweatshirt hoods, bandanas, hair rollers, hair curlers and other similar hair grooming items, shall not be worn by male or female students in the school building.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in school, including but not limited to the following; **drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence, weapons, or gangs.**
- Male students may wear long pants of appropriate length or shorts of appropriate length, at or about mid-thigh or longer, at the natural waistline.
- Female students may wear long pants of appropriate length, skirts or shorts of appropriate length, at or about mid-thigh or longer.
- Clothing which, in the opinion of the professional staff, would be deemed inappropriate or offensive for school in general, shall not be allowed, including, but not limited to the following; trench coats, mini-skirts, halter or tube tops, split sides, midriffs, bare shoulder tops, see through clothing, fish net tops, or spandex shorts.
- Yoga pants, leggings, and jeggings may be worn if the shirt drapes to mid-thigh in both front and back.
- All students must wear appropriate, non-visible undergarments.
- For health reasons, students are required to wear shoes appropriate for the school setting. House shoes or slippers are not appropriate for school. Flip flops are not appropriate for elementary students.
- Tattoos must not be visible during the school day.
- Sleepwear, such as pajamas, house shoes, slippers. etc. are not permitted at school. Exceptions may be made based on spirit days.
- Students may not bring animals to school.

If the principal determines that a student's grooming or clothing violates the school's dress code prior to the start of the school day, the student will be given an opportunity to correct the problem. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

LATE WORK POLICY

Late work will be accepted with the following penalties:

- One day late – grade earned will be no higher than 70
- Two days late – grade earned will be no higher than 50
- Three days late – grade earned will be a zero

Students are allowed the opportunity for re-teach and re-test on major assignments such as tests and projects as long as the assignment was submitted on time.

Exceptions to the late work policy:

- Assignments which provide an opportunity for feedback and correction prior to the due date
- Students who abuse this policy may forfeit the opportunity for assignments to be accepted late

MAKE-UP WORK

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

An “M” for “missing” shall be recorded for absences, whether excused or unexcused, and students will be given a reasonable amount of time to learn the missed material and demonstrate mastery. It is recommended that the length of absence should determine the amount of time given for make-up work. For example, 3 days of absence equals 3 days to make up work. A teacher may make exceptions for extenuating circumstances.

The District shall not impose a grade penalty for make-up work after an absence because of suspension.

Any assignments from an UNEXCUSED absence will receive a grade of 0. The student may, at an administrator’s discretion, have the option of serving a Wednesday Night School within two weeks of the absence in order to earn the grade of the completed assignment. The teacher will adjust the grade based on completion of the WNS and notification from an Assistant Principal.

PARKING

All students wanting to park a vehicle on campus must complete the appropriate documentation, pay required fees, and display the appropriate permit. Student parking is permitted in designated areas. Any vehicle driven by a student and parked on campus without a permit or in an unauthorized area is subject to towing at the owner’s expense.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by federal or state law and by the school district.

PARK ONLY IN DESIGNATED STUDENT PARKING

STUDENTS ARE NOT ALLOWED TO PARK IN THE FRONT OF THE SCHOOL OR IN ANY RESERVED PARKING SPOTS. THIS INCLUDES ANY NUMBERED SPOT, SUCH AS FACULTY, VISITOR OR SENIOR PARKING SPACES. VIOLATION WILL RESULT IN SCHOOL CONSEQUENCES. REPEAT OFFENDERS WILL LOSE THEIR PARKING PRIVILEGE.

Please remember that students are not to loiter in or around parked vehicles. Once a vehicle has been driven onto the Marcus campus it should be parked and locked. Students may not sit in vehicles parked at school any time during the day. No student may be in the parking lot during class time, including lunch periods, without a pass from an administrator. Car stereos should not be played at a volume that can be heard outside the vehicle once it has been driven onto the campus.

NO PARKING AREAS FOR STUDENTS INCLUDE:

1. NUMBERED ASSIGNED SPACE, Faculty or Senior parking space unless it is yours.
2. The drive in front of Marcus High School and the Marcus 9th grade campus. These spaces are reserved for visitors, faculty and substitute teachers.
3. In driveways, fire lanes or bus lanes, on sidewalks, grassy areas and medians, and along curbs that are not designated parking spaces.
4. The private property directly across from or on either side of Marcus High School and Marcus 9. This includes the office park to the north and Chaucer Estates to the East.
5. At the end of any row of legally parked cars. Do not extend a row if it is not a marked parking place.
6. Any area posted with a NO PARKING sign.
7. Handicap parking without a DPS issued hangtag.
8. Along any fenced area that is not a designated parking space.

Security Officers are employed by the school district to regulate the parking lot. These employees are to be treated with respect and all requests made of students concerning a vehicle are to be obeyed immediately and without question. Bring your questions to an Assistant Principal.

Violations of parking and driving rules may result in parking restrictions, towing of the vehicle in question, and/or removal of all driving and parking privileges at Marcus High School. Other disciplinary consequences, such as ISS or WED/SAT School may apply.

Additional violations that may result in disciplinary action include:

1. Parking in "Senior Reserved" space without "Senior Hangtag Permit"
2. Disrespect/Non-Compliance directed at Security Officers.
3. Failure to comply with I.D. procedures with Security Guards.
4. Speeds over 10 MPH. Drive slowly and with caution.
5. Displays of acceleration, spinning tires.
6. Driving in bus lanes from 7:45 to 8:30 or 3:10 to 3:50.
7. Failure to stop at gate.
8. LEAVING CAMPUS WITHOUT AUTHORIZATION.

By clicking on the link below, you agree to follow the above stated rules and regulations.

[Parking permit application](#)

PUBLIC DISPLAY OF AFFECTION

Students are expected to limit their expression of sentiment and affection at school to the holding of hands. Inappropriate behavior may result in immediate school disciplinary action.

STUDENT ID'S

Each student is required to wear his/her ID on a lanyard at all times while in the building. Students who fail to follow this requirement will receive a temporary ID and will be subject to consequences according to the frequency of the offense:

Offense 1 - Warning

Offense 2 - Warning

Offense 3 - AM/PM Detention

Offense 4 - AM/PM Detention

Offense 5 - AM/PM Detention

Offense 6 - AM/PM Detention

Offense 7 - Wednesday Night School

Offense 8 - Wednesday Night School

Offense 9 - Wednesday Night School

Offense 10+ - In school suspension

A lost ID can be replaced at the front office for \$3. A lost lanyard can be replaced for \$2.

Students are not allowed to carry/wear another student's ID at any time. Students must wear current year ID and must not deface the ID in any way. ID infractions do not reset at semester.

TARDINESS

A student who is tardy to class will be assigned a detention at the 2nd offense. The detention must be served within 3 school days. Detentions not served will result in a Wednesday Night School assignment. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct. A tardy is defined as arriving to class after the bell has rung and within the first 20 minutes after class has begun. Arriving more than 20 minutes late, without a medical excuse/note, is considered an absence.

Tardies will reset at semester.

Offense 1 - Warning

Offense 2 - AM/PM Detention

Offense 3 - AM/PM Detention

Offense 4 - AM/PM Detention

Offense 5 - AM/PM Detention

Offense 6 - AM/PM Detention

Offense 7 - Wednesday Night School

Offense 8 - Wednesday Night School

Offense 9 - Wednesday Night School

Offense 10+ In school suspension

TEA/UII ELIGIBILITY CALENDAR

This information can be found on the district website at www.lisd.net, under Athletics.

Senior Semester Exam Exemptions

Only seniors are eligible for semester exam exemptions. Requirements for exemptions are as follows:

- **18-Week courses:** Grade averages for exemption is based on the 2nd 9-weeks average of each course taken during the Fall or Spring Semester. Attendance for exam exemption is based on entire 18-week period for Fall and Spring. Exempt seniors will not have to be present for exams.
- **9-Week courses:** Grade average for exemption is based on the 9-week average. Attendance for exam exemption is based on that 9-week period. Exempt seniors will be required to attend class on the day of the exam for the 1st and 3rd grading periods. Students will not be required to attend class during the 2nd and 4th grading periods.

For the purpose of counting absences, the following will apply: All absences are counted per class period whether excused or unexcused. These absences include medical issues, prearranged absences, family emergencies, etc. The following absences do not count against exemption status with proper documentation; partial day medical appts., court, college visits (2 days max. per school year), religious days, school-sponsored trips, Taps/Veterans Funeral, US Government papers regarding citizenship.

Any absence due to truancy, DAEP placement, JJAEP placement, suspension, or expulsion disqualifies a student for exemption. Three tardies count as one absence.

Seniors who qualify for exemption may choose to take the final exam.

Seniors who take an AP exam, AND have an 85 or higher semester grade in the AP class, are exempt, regardless of absences.

The following chart correlates grades, attendance and exemptions:

9 weeks grade	9 week Course Absences	Exemption
90 or above	2	Yes
85 or above	1	Yes
80 or above	0	Yes
9 weeks grade	18 week Course Absences	Exemption
90 or above	3	Yes
85 or above	2	Yes
80 or above	1	Yes