Appendix V: Campus Addendum

Edward S. Marcus High School
2018 - 2019
Student Handbook Addendum

Will Skelton, Principal
“Pride in Excellence”

Updated: 8/01/18 wjg
Staff Roster

ADMINISTRATION
Mr. Will Skelton .................................................................................................................. Principal
Mr. Kyle Smith .................................................................................................................. Assistant Principal (A-CH)
Mr. Aaron Harrell ............................................................................................................ Assistant Principal (CL-GO)
Mr. Rusty Hamric ............................................................................................................. Assistant Principal (GR-K)
Mr. Jason Mullin ............................................................................................................... Assistant Principal (L-N)
Ms. Dorrie Loughborough .............................................................................................. Assistant Principal (O-SL)
Ms. Jennifer Hawes ......................................................................................................... Assistant Principal (SM-Z)

COUNSELING OFFICE
Ms. Kelly Young ............................................................................................................. Lead Counselor (A-CH)
Mr. Grant Wilhite ............................................................................................................. Counselor (CL-GO)
Ms. Lindsay Biggs ........................................................................................................... Counselor (Gr-K)
Ms. Neena Johnson .......................................................................................................... Counselor (L-N)
Mr. Cary Gifford .............................................................................................................. Counselor (O-SL)
Ms. Christina Beck .......................................................................................................... Counselor (SM-Z)
Ms. Teresa Bauer ............................................................................................................ Registrar (A-L)
Ms. Carolee Byleveld ...................................................................................................... Registrar (M-Z)
Ms. Michelle Schwolert .................................................................................................. Student Assistance

OFFICE
Ms. Debbie Ferraro .......................................................................................................... Principal's Secretary
Ms. Mackenzie Martinez ................................................................................................. Bookkeeper
Ms. Theresa Burgin .......................................................................................................... Testing Coordinator
Ms. Jennifer Tarin ............................................................................................................ Data Clerk
Ms. Laurie Perez .............................................................................................................. Front Office
Ms. Marcey Fox ................................................................................................................ Front Office

LIBRARY
Ms. Nancy McGinnis ...................................................................................................... Librarian
Ms. Debbie Virant ............................................................................................................. Library Aide
ATTENDANCE OFFICE
Ms. Vicki Chance .................................................................................................. Lead Clerk A-CH
Ms. Wendy Granberry ................................................................................................ CI-GO
Ms. Irene Jenuwine .................................................................................................. GR-K
Ms. Sharon Morton .................................................................................................. L-N
Ms. Betty Jo Barnard............................................................................................... O-SL
Ms. Anne Balderson............................................................................................... SM-Z

HEALTH CLINIC
Ms. Margo Ell........................................................................................................ Nurse
Ms. Cathie Totty...................................................................................................... Nurse’s Aide
**Marcus High School**

**Bell Schedules 2018-2019**

### Regular Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:20 – 9:50</td>
</tr>
<tr>
<td>2</td>
<td>9:58 – 11:35</td>
</tr>
<tr>
<td>3</td>
<td>11:43 – 1:58</td>
</tr>
<tr>
<td>A Lunch</td>
<td>11:43 – 12:13</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:18 – 12:48</td>
</tr>
<tr>
<td>C Lunch</td>
<td>12:53 – 1:23</td>
</tr>
<tr>
<td>D Lunch</td>
<td>1:28 – 1:58</td>
</tr>
<tr>
<td>4</td>
<td>2:05 – 3:35</td>
</tr>
</tbody>
</table>

### Marauder Time/Pep Rally Schedule

**Marauder Time EVERY WEDNESDAY**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:20 – 9:45</td>
</tr>
<tr>
<td>2</td>
<td>9:53 – 11:18</td>
</tr>
<tr>
<td><strong>MARAUDER TIME</strong></td>
<td><strong>11:26-12:00</strong></td>
</tr>
<tr>
<td>3</td>
<td>12:08 – 2:02</td>
</tr>
<tr>
<td>A Lunch</td>
<td>12:08 – 12:38</td>
</tr>
<tr>
<td>B Lunch</td>
<td>12:43 – 1:13</td>
</tr>
<tr>
<td>C Lunch</td>
<td>1:32 – 2:02</td>
</tr>
<tr>
<td>4</td>
<td>2:10 – 3:35</td>
</tr>
</tbody>
</table>
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.

****NEW THIS YEAR    LISD will accept no more than 8 parent notes in a school year to excuse an illness, personal, or pre-approved absence. No more than 6 notes may be used per semester. 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 could in disciplinary action. Students who become ill at school must see the nurse, they are not allowed to just 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 Absences**
If a planned absence is two or more consecutive days, notify appropriate attendance clerk to obtain and fill out a pre-planned absence form. *Only five approved planned absences are allowed per school year.*

**Attendance Clerks**
Alphabet assigned by the first letter of the student’s last name:

<table>
<thead>
<tr>
<th>Assigned Clerk</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-CI Vicki Chance</td>
<td>469-948-7030</td>
<td>972-350-9313</td>
</tr>
<tr>
<td>CI-GO Wendy Granberry</td>
<td>469-948-7006</td>
<td>214-626-1775</td>
</tr>
<tr>
<td>GR-K Irene Jenuwine</td>
<td>469-948-7034</td>
<td>214-626-1776</td>
</tr>
<tr>
<td>L-N Sharon Morton</td>
<td>469-948-7035</td>
<td>214-626-1780</td>
</tr>
<tr>
<td>O-SL Betty Jo Barnard</td>
<td>469-948-7032</td>
<td>214-626-1778</td>
</tr>
<tr>
<td>SM-Z Anne Balderson</td>
<td>469-948-7033</td>
<td>214-626-1777</td>
</tr>
</tbody>
</table>
LISD

Special / Pre-planned Absence Request

State law and school guidelines governing attendance require that excused absences pertain to illnesses, medical appointments, funerals of immediate family members, and school sponsored trips. In addition, attendance is part of our gold performance acknowledgements from TEA. In order to request permission to have make-up class work as a result of an absence caused by an obligation other than those listed above, a student must have this form completed and approved prior to the absence. The process of approving this special request absence will include the consideration of attendance in class, grades, and other extenuating circumstances. Absences will not be granted during state mandated assessments. Each student may only be granted five [5] days (non-consecutive/consecutive) per school year. A student must be in attendance 90% of the school year; a planned absence causing a student to be in attendance less than 90% of the school year would cause to deny this request.

All requests must have parental consent and a student must return this form, completed, to the Attendance Office/Clerk for approval 2 days prior to the absence.

Student: ______________________ I.D.#: ________ Grade: ________

Date(s) and reason(s) of requested absence:

1st day: __________ Reason: ____________________
Parent signature: __________________________

Principal: __________________________

2nd day: __________ Reason: ____________________
Parent signature: __________________________

Principal: __________________________

3rd day: __________ Reason: ____________________
Parent signature: __________________________

Principal: __________________________

4th day: __________ Reason: ____________________
Parent signature: __________________________

Principal: __________________________

5th day: __________ Reason: ____________________
Parent signature: __________________________

Principal: __________________________

Unexcused absences and/or work not completed on time will result in zeroes. Make-up work will be given for an excused absence only. Teachers are not required to give students work in advance of absence. (See Student Handbook, page 45.)

[Office use only]

1st period: __________________________ 3rd period: __________________________
2nd period: __________________________ 4th period: __________________________
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.

DELIVERIES

Only school-related items will be accepted for delivery at Marcus High School. Flowers, balloons, birthday items, pizza, homecoming mums, etc., will not be accepted for delivery. Students WILL NOT be paged between class periods to pick up items nor will class be interrupted for delivery of items. Students will not be allowed to carry balloons and/or flower arrangements (unless part of a class assignment) to class during the school day. Please do not bring these items to school.

Lunches may only be delivered to the front office by a parent or guardian. Food delivered by delivery services will not be accepted. Lunches must be labeled with students first and last name and are subject to inspection. Parent or guardian will be required to sign a delivery log.

Office staff is not responsible for security of items dropped off.

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 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 will 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 – Lunch Detention
Offense 4 – Lunch Detention
Offense 5 – Lunch Detention
Offense 6 - Wednesday Night School
Offense 7 - Wednesday Night School
Offense 8 – Wednesday Night School
Offense 9+ -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 another student’s ID at any time.**
TARDINESS
A student who is tardy to class will be assigned a detention. 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.

TEA/UIL 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:

<table>
<thead>
<tr>
<th>9 weeks grade</th>
<th>9 week Course Absences</th>
<th>Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 or above</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>85 or above</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>80 or above</td>
<td>0</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9 weeks grade</th>
<th>18 week Course Absences</th>
<th>Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 or above</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>85 or above</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>80 or above</td>
<td>1</td>
<td>Yes</td>
</tr>
</tbody>
</table>