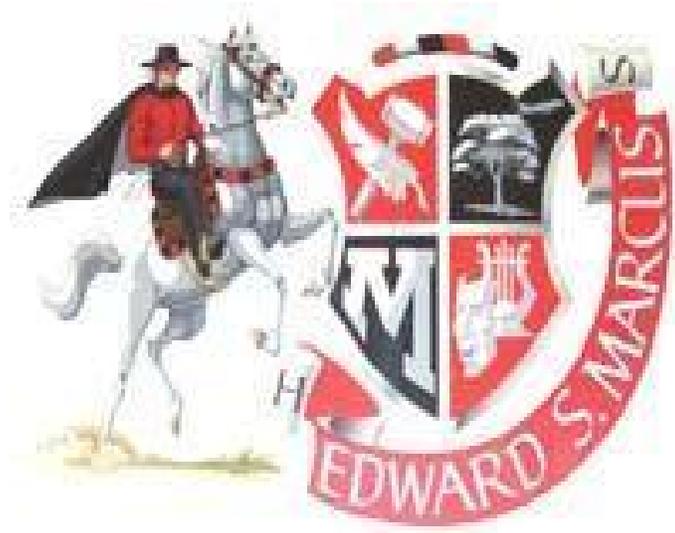


Appendix V: Campus Addendum

Edward S. Marcus
High School
2024 - 2025
Student Handbook Addendum



“We are Marcus, We are ONE!”

Updated 8/6/24 wjg

Staff Roster

ADMINISTRATION

Dr. Cody Koontz	Principal
Mr. Chris Porter	Assistant Principal (A-CH)
Ms. Celeste Maddox	Assistant Principal (CI-GON)
Ms. Keisha Malone	Assistant Principal (GOO-LC)
Mr. Jason Mullin	Assistant Principal (LD-N)
Mr. Kyle Smith	Assistant Principal (O-SH)
Mr. Chris Nichols	Assistant Principal (SI-Z)

COUNSELING OFFICE

Ms. Kelly Young	Lead Counselor (A-BRO)
Mr. Michelle Williams	Counselor (BRU-EL)
Ms. Lindsay Biggs	Counselor (EM-HV)
Ms. Neena Johnson	Counselor (HW-MARS)
Mr. Justin Fields	Counselor (MART-PER)
Ms. Dani Smith	Counselor (PES-SMI)
Ms. Christina Beck	Counselor (SMJ-Z)
Ms. Debbie Virant	Registrar (A-L)
Ms. Suzanne Huddleston	Registrar (M-Z)
Ms. Hollie Wilson	Student Assistance Counselor

OFFICE

Ms. Kathie Fouche	Principal's Secretary
Ms. Cori Knapp	Bookkeeper
Ms. Teri Burgin	Testing Coordinator
Ms. Christy Doleshal	Data Clerk
Ms. Laurie Perez	Front Office

LIBRARY

Ms. Anne Apperson

Librarian

Ms. Christy Bailey

Library Aide

ATTENDANCE OFFICE

Ms. Heather Dooley A101

A-CH

Ms. Wendy Granberry A101

CI-GON

Ms. Irene Jenuwine A206

GOO-LC

Ms. Julie Linker A206

LD-N

Ms. Tonna Buster C209

O-SH

Ms. Mary Smith(LEAD) C209

SI-Z

HEALTH CLINIC

Ms. Kari Smith

Nurse

Ms. Cara Kiser

Nurse's Aide



Marcus High School

Bell Schedule 2024-2025

Period 1 8:20 - 9:52

Period 2 9:59 - 11:31

Marauder time 11:31-11:43

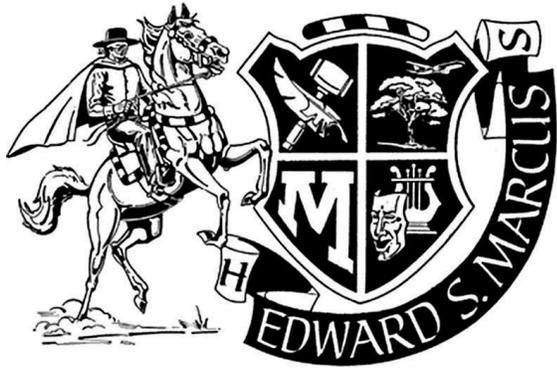
Period 3 11:50 – 1:56

A Lunch - 11:50 - 12:20

B Lunch - 12:24 - 12:54

C Lunch - 1:26 - 1:56

Period 4 2:03 - 3:35



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

We are Marcus! We are ONE!

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

Documentation after an Absence (All Grade Levels)

When a student is absent from school, the student or parent must provide upon return, a note from a health care provider or a signed note from the parent that describes the reason for the absence. Alternatively, the parent may email the reason for the absence and any medical documentation to the student's attendance clerk or use the attendance portal on your school's webpage. A note signed by the student, even with the parent's permission, will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

Failure to provide a note within 3 school days following an absence will result in the absence being unexcused regardless of the reason.

The district will excuse up to 10 full or partial days during the school year. Each unexcused absence will reduce the number of absences that may be excused by parent notes. Any additional absences beyond the allowable parent notes will require a note from a health care provider or documentation of an absence exempt from compulsory attendance, in order to be excused.

The campus will document in its official attendance records for the student whether the absence is considered by the district to be excused or unexcused.

Regular and punctual attendance is one of the greatest factors in school success for students. Communication between families and the school district is critical in understanding how attendance affects student achievement, and crucial to the partnership in the education of your child.

Doctor's Note after an Absence for Illness (All Grade Levels)

Within 3 days of returning to school, a student absent for more than 4 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

You are encouraged to provide a doctor's note to excuse your child's absence anytime he/she misses school for illness or an appointment. If the student was only absent part of the school day for an appointment with a health care provider, providing this note within 3 days means the partial day missed will not count as an absence.

Unexcused absences are considered truancy and the grade for makeup work after an unexcused absence shall be zero. [See EIA Local]

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

Certification of Absence Due to Severe Illness or Treatment

If a student is absent because of a serious or life-threatening illness or related treatment that makes a student's attendance infeasible, a parent must provide certification from a physician licensed to practice in Texas specifying the student's illness and the anticipated period of absence related to the illness or treatment.

A student with a mental health or substance abuse condition who is being treated for a serious illness in an outpatient day treatment program or partial hospitalization program, under the care of a healthcare professional licensed, certified, or registered to practice in Texas, shall be excused for the authorized treatment period, and shall not be withdrawn from school. The discharge summary from the outpatient day treatment or partial hospitalization program must include treatment admission and discharge dates to be provided to the school by the family upon return to school as documentation to excuse absences for the duration of the authorized outpatient treatment plan or partial hospitalization.

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. Faxed and emailed parent notes can be accepted to excuse an absence. Unexcused absences will result in a 'zero' grade for that day in each missed class

Please note that more than 5 absences in a 9 week period, excused or unexcused, may result in loss of credit.

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 or within 3 days of the absence at the latest. 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.

PLEASE NOTE: Students arriving more than 20 minutes after class has started are considered absent and must have a medical or parent note to excuse. If a note is not received within 3 days, the absence will be unexcused. For 2nd period, students arriving after 10:05 are considered absent.

Homework Requests:

Most assignments can be found on the teacher's Canvas sites, which are located under the staff directory on our website. Instructions are given out the first day of class in most cases. You are 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 result in a disciplinary action. Students who become ill at school must see and check out through the nurse and not just contact their parent on their personal phone. Students who leave without checking out through the nurse or their attendance clerk may receive disciplinary consequences.

Appointments / Parent Notes:

Parents should send a note with the student indicating the time they need to leave. 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, please come to the main office to sign them out. Allow plenty of time before your 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!

Attendance Clerks

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

	Assigned Clerk	Phone Number	Fax Number
A-CH	Heather Dooley	469-948-7032	214-626-1778
CI-GON	Wendy Granberry	469-948-7006	214-626-1775
GOO-LC	Irene Jenuwine	469-948-7034	214-626-1776

	Assigned Clerk	Phone Number	Fax Number
LD-N	Julie Linker	469-948-7035	214-626-1780
O-SH	Tonna Buster	469-948-7033	214-626-1780
SI-Z	Mary Smith	469-948-7030	972-350-9313

ACADEMIC HONESTY

Integrity in class work is more important than any grade that may be received. Students are expected to practice academic honesty and integrity in all work and to refrain from giving the appearance of academic dishonesty. Students reporting cheating violations will be protected from harassment, ridicule, and criticism for demonstrating their convictions to honor and honesty.

Plagiarism is presenting someone else’s ideas (including artificial intelligence) as your own or using another person’s ideas or work without citing proper credit.

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

DELIVERIES

Parents or family members may only deliver items for their student. Classes will not be interrupted for delivery of items. Deliveries of items such as flowers, balloons, birthday items, are not accepted, as well as third party deliveries of food (i.e., Uber Eats, DoorDash, etc.) Per district policy, parents may only provide food for their own student. MHS is not responsible for lost or stolen items. Food items not retrieved by the end of the school day will be discarded. Students are not allowed to leave the building to retrieve any items.

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;

[LISD Dress Code Link](#)

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 reteach and retest on major assignments such as tests and projects as long as the assignment was submitted on time.

Reteach/Re-assess/Re-Grade

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade (EIA Legal/Local)

- Students must turn in major grade assignments by the actual due date for the option to re-assess.
- If a student earns a grade below a 70 on a major grade, the teacher must reteach, then reassess.
- Students must be re-taught through small groups, tutoring, peers teaming, etc., before reassessment. Reteaching strategies include, but are not limited to: use of alternate and differentiated materials, collaborative/cooperative learning, hands-on and subject appropriate manipulative materials, computer assisted/online instruction, multisensory teaching techniques, and presentation of materials in a modified modality (visual aids, taped reading materials, etc.).
- After the redo/reteach/reassessment, the higher of the two grades will be assigned, with the maximum possible score of 70.

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.

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 may receive a grade of 0.

PARKING

All students wanting to park a vehicle on campus must complete the appropriate documentation, pay required fees, and display the appropriate permit each school year. 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. If you have any questions, please see 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 Wednesday School may apply.

Additional violations that may result in disciplinary action include:

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

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

[Parking 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

Students are required to wear their Marcus school ID on a lanyard to enter the school and are to keep it on at all times in the building. Students who fail to follow this requirement will be required to purchase a new ID each occurrence at the cost of \$5.

Students observed in the building without their ID will receive a referral and consequences as follows:

1st offense	Warning
2nd	Warning
3rd	Detention
4th	Detention
5th	Detention
6th	Detention
7th	WNS
8th	WNS
9th+	ISS and/or ADAPT

A lost ID can be replaced at the front office for \$5

Students are not allowed to carry/wear another student's ID at any time. Students must wear a 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 3rd 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.

For 2nd period, students arriving after 10:05 are considered absent.

Tardies will reset at semester.

1st offense	Warning
2nd	Warning
3rd	Detention
4th	Detention
5th	Detention
6th	Detention
7th	WNS
8th	WNS
9th+	ISS and/or ADAPT

[TEA ELIGIBILITY CALENDAR](#)

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 the entire 18-week period for Fall and Spring. Exempt seniors will 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 have to be present for exams.

For the purpose of counting absences the following will apply:

All absences are counted per class period whether excused or unexcused. These absences include parent note absences, prearranged absences, etc.

The following absences do not count against exemption status with proper documentation; court, college visits (2 days max. per school year), religious holy days, 1 driver's license visit, school-sponsored trips, Taps/Veterans Funeral, US Government papers regarding citizenship, excused medical notes. Seniors who qualify for exemption may choose to take the final exam.

The teacher of record is responsible for verifying absences and communicating exemption status to their students.

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
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AP students of any grade can be exempt if they meet the grade average and attendance requirements AND have signed up to take the AP exam.