

JOHN MARSHALL HIGH SCHOOL

CAMPUS POLICY

2018-2019

JOHN MARSHALL HIGH SCHOOL ADMINISTRATION

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Section A
Campus Policy

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INTRODUCTION

To Students:

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Northside School District. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook.

To Parents:

The home is the greatest influence upon the youth during the formative years; from these influences the youth develops his first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your son or daughter.

Please make every effort to encourage your son or daughter to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your son or daughter with information about John Marshall High School. Please feel free to confer with the teachers, counselors, and the administration when you deem it necessary.

The cooperation of school patrons, based on knowledge of the functions of the school, will result in a more efficient and successful school program.

To Parents and Students:

Questions regarding interpretations of rules and regulations in this handbook should be directed to the John Marshall administration.

JOHN MARSHALL

(1755-1835)

John Marshall served the United States as a soldier in the major campaigns of the Revolutionary War, as a diplomat and Secretary of State during the height of the French Revolution, and finally as Chief Justice of the United States Supreme Court. Marshall is indisputably considered "the great Chief Justice" for he, more than any other, left his imprint upon the future judicial power of the Supreme Court and the development of constitutional law.

The political principles which John Marshall upheld were those commonly associated with George Washington and Alexander Hamilton, both of whom were his friends and admirers.

Having experienced first hand the bitterness of the struggle for independence, Marshall dedicated his life to building a strong union, founded on the principles of dignity and human liberty, qualities strongly interwoven into the fabric of American life.

When Chief Justice John Marshall died at Philadelphia, the Liberty Bell was tolled until it cracked.

HISTORY OF JOHN MARSHALL HIGH SCHOOL

John Marshall High School is the first of ten high schools to have been built in the Northside District, one of the largest and fastest growing school districts in the county. It includes parts of Medina and Bandera counties and northwestern Bexar County and encompasses an area of 375 square miles in one of the most picturesque areas in Texas.

Completed in August of 1950, the original school, a modest small country high school, was then known as the Northside Rural High School. As the community grew and enrollment increased, additions were made. In 1955, with residential and commercial expansion increasing in the northern part of San Antonio, the word "rural" was deleted, and the high school was renamed Northside High School.

Growth during the 50's, 60's, and 70's was phenomenal. The school enrollment continued to grow. Once again, new wings were built and other physical facilities expanded to accommodate the increasing number of students. During that time it became increasingly apparent that the district must build a new high school in the immediate future.

At the time the Board of Education adopted the plan that high schools in the District be named in honor of United States Supreme Court Justices. After considerable deliberation involving the administration, faculty, and patrons of the school, the first high school in the Northside District was renamed, by majority preference, John Marshall High School because of the historical greatness of the fourth Supreme Court Justice. The committee selected the justice they felt had been the most outstanding rather than the first Supreme Court Justice. The name of John Marshall High School was officially adopted in the fall of 1959.

Student enrollment continued to increase rapidly, and additional buildings and wings were constructed. In the fall of 1978, Tom Clark High School opened to relieve the over-crowded Marshall High School.

Growth during the 80's and 90's continued at a phenomenal rate. In the fall of 1985, William Howard Taft High School opened to relieve an overcrowded John Marshall High School. Then in the fall of 1998, Sandra Day O'Connor High School opened to once again relieve an overcrowded John Marshall.

John Marshall is a school with a colorful history and a proud tradition. Since its conception as a small rural school, John Marshall High School has been in a constant state of change.

ALMA MATER

Hail to thee, our Alma Mater

Hail to thee, we sing.

In thy halls we lift our voices

Loud our praises ring.

Keep us ever loyal, faithful

Onward be our cry!

Hail to thee our Alma Mater,

Hail to Marshall High!

RAM (FIGHT) SONG

Fight the Team across the field
Show them the Rams are here.
Set the earth reverberating
With a mighty cheer,
Rah! Rah! Rah!
Hit them hard and see how they fall,
Never let that Team get the ball.
Hail! Hail! The Rams are here
So let's beat the ... now, Hey!

SCHOOL COLORS

Maroon and White

MASCOT

Ram

CODE FOR THE GOOD CITIZEN OF THE AMERICAN HIGH SCHOOL

I realize that, as a student in an American high school, I owe an obligation to parents or relatives, whose sacrifices have given me the foundation upon which I am building, to the school which offers me an opportunity to develop my natural powers, and to the community which makes my educational advantages possible, to my country which gives me liberty under law, to my own future as an individual and as a citizen.

As a token of my determination honorably to discharge this obligation I promise:

That I will broaden my sympathies and practice the arts of sociability, true friendliness and helpfulness in my home, in the school and in all my associations, avoiding snobbishness in my own conduct and condemning it in others.

That I will develop habits of reading and conversing which will broaden my culture and enable me to better understand the problems of community, state and union.

That I will carry on discussion in and out of classroom, not to overcome opponents and gratify my pride, but that I may grow in knowledge and wisdom.

That I will avoid every form of cheating or dishonesty and will undertake to discourage all dishonorable practices.

That I will obey every rule or law of school, city, state, and nation, reserving the right to criticize rules and laws constructively, but respecting them so long as they prevail.

That I will use my powers and influence for the common good.

That I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be hopefully pursued by everyone in my home, my school, my community, and my country and the world.

Adopted by the National Association of Student Councils

PEOPLE WHO CAN HELP YOU

Your Principal

The Principal is responsible to the Superintendent of Schools for proper administration of John Marshall High School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your problems.

Vice Principal and Assistant Principal

The Vice Principal and Assistant Principals work directly with the Principal in the administration and organization of the school. They are in charge of attendance and handle the routine discipline problems. They assist in the counseling program and assume the responsibility of the principal in his/her absence.

Academic Dean

The Academic Dean supports the academic structure and program of the school while also facilitating concerns regarding student success.

Your Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

Your Counselors

The Counselors are responsible for the guidance of John Marshall High School students.

1. They help plan and develop the guidance program and the curriculum in relation to the needs of pupils.
2. Through the counseling relationship, they help students to understand themselves and others and to develop personal decision-making competencies.
3. They serve as coordinators and consultants to students, parents, and teaching staff in interpreting information about pupils, helping to identify pupils with special needs and problems and assessing student strengths and weaknesses.
4. They help students set realistic goals by collecting and disseminating information concerning school offerings, opportunities for post-secondary, and college and career opportunities.
5. They coordinate the use of community agencies for meeting special pupil needs.
6. They conduct local research related to pupil needs and how well school services are meeting those needs through classroom guidance, small groups, and individual planning and

responsive services.

Students should see their counselors about any of the following areas:

1. Interpersonal relationships
2. Social, emotional and personal support
3. College and career planning
4. College tools and information
5. College choices and post-secondary opportunities
6. Permanent record folders
7. Standardized tests, including college admissions tests
8. Ability grouping
9. Course selection
10. Pre-registration
11. Scheduling
12. Study Skills
13. Group counseling

ACADEMIC INFORMATION

John Marshall is a comprehensive high school designed to serve the needs of all students, regardless of their background and goals. The curriculum is as varied as the student body, with course offerings designed to prepare students for their "next step," whether that step be a job, technical school, college, or a combination of these.

A. Course Selection

1. Students can view a Northside Independent School District Course Description Catalogue or website to assist them in making course selections. Suggested sample four-year plans to aid students and parents in preparing individualized programs are also available.
2. Students will receive sufficient help from their counselor in preparing the type of program they desire. Parents and students are encouraged to make individual appointments with counselors as the need arises.
3. Seniors are seen early in the fall of their senior year for help in finalizing post-graduation plans.
4. When senior appointments are concluded, counselors schedule small group junior conferences to discuss career and educational plans.
5. Freshmen and sophomores are seen in groups, and individually, for planning and decision-making.
6. Students are encouraged to utilize the Career Center to obtain information regarding careers, colleges, job placement, financial aid and scholarships.
7. Students may go to the Counseling Department before or after school and at lunch to make an appointment to see their counselor.

B. Policies

1. Students are assigned to counselors alphabetically.
2. All students must be enrolled in at least 240 minutes of instruction each day.
3. A maximum of two units by correspondence may be applied to graduation requirements, when such courses are approved by the counselor. Correspondence courses to be used for graduation should be completed on or before the beginning of school in the fall of the senior year. If not, the student will remain a junior until the course is completed and credit is received.
4. Students wishing to take courses in summer school, or by correspondence must obtain written permission from their counselor before enrolling.
5. In 2 semester courses 1 credit is awarded if the average of the two semesters is 70 or higher. If one semester is passing but the average is less than 70, then .5 credit will be awarded for the semester that is passed.

Career Center or College Cafe

The Career Center has become quite popular at Marshall. It is located in the cafeteria and is open 8:00 to 4:30 every school day to service students, faculty and parents. The Center is staffed by a full-time Career Technician. The technician works closely with the counselors in scheduling individual student or group guidance activities related to careers and college planning.

NISD provides 2 computer-based subscriptions for the student's use. Choices 360 is a very useful career and education planning tools that includes information on career choices, education requirements for that career, and salary information on career choices, education requirements for that career, as well as salary and job outlook. The programs includes search engines for colleges and universities, junior or community colleges, trade or technical schools as well as military information. Students are required to have a designated password to use these programs and this can be obtained from the Career Center. This program also includes interest inventories for the student to use as a tool in determining a career path. Also, both programs offer scholarship searches for all grades.

The Career Center can be utilized by all grade levels before school, after school, during lunch or when a teacher or counselor provides a pass to the student. Seniors will find college admission applications and financial aid forms here. College admission representatives and military recruiters schedule appointments to meet students in the College Cafe.

The resources of the Career Center include SAT/ACT registration and prep course information, career resources such as the Occupational Outlook Handbook, and computer access for on-line research and many college comparison guides. Many Financial Aid resources and scholarship resources are available here.

Library

The library has a varied collection of books and electronic resources and offers opportunities for research and enjoyment. Courtesy and cooperation in all library relations will assure all students equal opportunities to use the library materials in an atmosphere conducive to learning.

The library is maintained in order that school life be made more meaningful, enjoyable, and valuable to each member of the student body.

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading.

Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them.

1. The library will be open each school day from 7:45 a.m. to 4:30 p.m.
2. Upon entering the library, the student will sign into N-Time. Students coming from classes must present a pass signed by the subject teacher. No more than one person may be sent on a pass. Passes are not needed before and after school or during lunch. Passes must be stamped on arrival and when returning to class.
3. Items are checked out for a three-week period and may be renewed. No more than ten items may be checked out at a time.
4. The student is responsible for all books checked out in his/her name.
5. Students must pay for books lost or damaged. If a book which has been lost and paid for is found in good condition, the money paid will be refunded.
6. All accounts must be settled at the end of each grade reporting period.
7. Students receiving overdue notices are expected to come to the library to settle accounts as soon as possible. Failure to receive notices does not, however, exempt students from their obligations.

ABSENCES

Minimum Attendance for class credit law (Texas Education Code 25.092) a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets. A waiver (for extenuating circumstances) may be granted by a campus attendance committee. Please see section "D" of the handbook for the District guidelines on this policy.

Due To Missing a Bus

A student who misses the bus must make every effort to get to school because all classes missed are counted against his/her required attendance.

Verification of Absences

When a student is unable to attend school, the parent is requested to call the attendance office to report the cause of absence. (397-7173)

If a student knows in advance that he/she will be absent more than 3 consecutive days, the absence must be pre-approved by the principal or his/her designee.

If a student forgets their note on the first day back, they must still report to the attendance office to receive an admission slip to return to class. The attendance office opens at 8:00 a.m..

Readmission Procedures Following Full Day Absences

1. On the day following a full day absence, the student must present an excuse note to the attendance office before school with the following information:
 1. Students' full name printed
 2. ID number
 3. Date of the absence
 4. Reason for the absence
 5. Parent/guardian signature with a day phone number where they can be contacted for verification.

Readmission Procedures Following Partial Day Absences

1. If the student was released early for a Health Care appointment, the student must bring the early release form and the Health Care note to the attendance office upon return. The student will be issued a slip stamped with an H to be taken to the classes missed to get the teachers' signatures. The student must return the slip to the attendance office for credit.
2. If the student was released early for any reason other than a Health Care appointment, the student, upon return, will get teachers' signatures for any class missed on the early dismissal form issued by the attendance office or nurse's office. Once the student has obtained the teacher's signatures, he/she will need to return to the attendance office within two school days of the early dismissal with a parent note attached to dismissal. The absence will not be excused if the pass is not returned.
3. If the student arrives late to school, he/she must sign in through the attendance office and be issued an admit slip. The student will use this as his/her admit to any class missed. The student will keep this pass for his/her record. Bring excuse to the attendance office upon return to school.

Absences and Grades

Students are encouraged to make up work from all absences, regardless of reason. Tests or work not made up will result in a grade of "O" for that assignment or test. Unexcused absences and truanancies may be made up, although the grade may be reduced. (As would be the case for late work.) Truanancies may void any opportunity for a waiver from the state attendance policy. If the absence is long term, parents are encouraged to request assignments through the attendance office. Please see other sections of the handbook for district guidelines on make-up work.

Tardies

A STUDENT IS CONSIDERED TARDY IF HE IS NOT IN THE CLASSROOM WHEN THE FINAL BELL RINGS. ANY STUDENT WHO IS TARDY MUST REPORT TO TARDY ROUNDUP FOR ADMIT TO CLASS. ANY STUDENT WHO IS TARDY MORE THAN 15 MINUTES IS CONSIDERED TRUANT AND MUST REPORT TO THE ATTENDANCE OFFICE.

The student is allowed a specified interval of time to pass from one class to another. The following procedure will be employed in the handling of all tardies:

1. All students who are late coming to school and who are within the 1st 15 minutes of school report to tardy roundup. Students coming late to school after the first 15 minutes of first period will report to class.
2. Personal illness and illness in the family are excusable reasons for tardiness to school. Other reasons, with few exceptions, are inexcusable.
3. If a student is detained by a teacher, that teacher should provide the student with a note explaining that the student was detained.

GENERAL INFORMATION

Balloons, Corsages, and Flowers

Gifts of any kind will not be delivered to students. This includes corsages, flowers, or balloons. Balloons are a distraction in any classroom and are not permitted.

Cell Phones and Electronic Devices

Refer to District Policy

Class Dismissal

The dismissal bell in the classroom is not a signal for students to move. It is a signal for the teacher to conclude that particular class. The teacher, not a bell, will dismiss students from class.

Clubs and Organizations

John Marshall High School has a large number of academic, service, and social organizations which round out the school program, develop school spirit, and, in general, offer a diversity of opportunity for self-expression and development.

All information concerning school activities and organizations may be obtained from the sponsor of the organization. Every student is strongly encouraged to take part in at least one of the clubs sponsored by the school.

Conference Period

Each teacher is assigned a conference period as part of his or her teaching assignment. This period is set aside to give the teacher opportunity for carrying out plans for both classroom work and individual guidance to students. Another purpose of this period is to provide a teacher with a scheduled time to conference with parents. Parents may make appointments to visit with teachers by contacting the Principal's Secretary.

Corridor Pass

Students out of any class will be charged with the responsibility of having in their possession a corridor pass signed and dated by a member of the faculty or staff. Time leaving the class and returning to class will be noted on the pass.

Detention Hall

A supervised detention hall is scheduled in Rm. L120 every Monday thru Friday morning from 8:00 a.m. to 8:45 a.m. and every Monday thru Thursday afternoon from 4:10 p.m. to 5:05 p.m. If a student is absent on the day that he is scheduled for a detention hall, he must present his absentee note to the Assistant Principal's Office IMMEDIATELY upon his return. All other missed detention halls will result in additional consequences.

Dismissal of Officers

Class officers, student council officers and club officers may be disqualified from seeking or removed from holding office for the following reasons:

1. Failure to comply with rules and regulations of the school.
2. Lack of interest in fulfilling duties of the office.
3. Lack of cooperation with sponsors.

Removal from office will be subject to administrative review.

Disruption

Disruption of the school process will not be tolerated. Any student who participates in a boycott, sit-in, stand-in, walk-out or other related forms of disturbances will be subject to disciplinary action.

Skateboard and Bicycle Policy - Students are prohibited from bicycling, roller-blading, and skateboarding on the Marshall campus grounds. However students may bring a bicycle to school and secure it on the bicycle rack with their own personal lock. Also, students may bring skateboards to school only if they are able to fit in their campus- issued locker. Over-sized skateboards are prohibited on campus due to lack of storage. Over-sized skateboards may be confiscated by campus administration and held in the Assistant Principal's office for parent pick-up. The campus and district are not responsible for damaged, lost or stolen personal property.

Finals

Finals for 2018-2019 will be the last five days of each semester. NO finals will be given early. Make arrangements to be present for these five days. In event of an emergency the finals may be taken during the summer.

Financial Obligations

In order for a senior to participate in senior related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, and project graduation, the student must be in financially good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; and any other financial debt or obligation from school owned items checked out to the student.

Fire Evacuation Bell System

Alarm Sounds — Move out of the building quickly and quietly.

3 Bell — Move back into the building.

Students will leave the building in the manner prescribed for each classroom and posted on the bulletin board in each room. Students are to move quickly in an orderly manner, refrain from talking, and walk independent of others during fire drills. Teachers will keep their assigned students in one group during the fire drill. Teachers will take their classroom rosters to check and verify student attendance.

Graduation

The graduation ceremony is a school function, and being such is part of the school year. The school year for a senior ends with the completion of the graduation ceremony. Therefore, a graduating senior who violates the Code of Student Conduct, and as a result is assigned to an alternative placement for a period of time that extends through the date of graduation, will not be permitted to participate in the graduation ceremony.

Graduation is a solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercing (other than earrings) will not be tolerated. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the superintendent. Students who raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands may be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

Health Services

The school nurse gives first aid only. She does not diagnose illnesses, but takes note of symptoms and notifies the parents of her observations. Students are to be kept at home when ill and they should return only after they have had a normal temperature for 24 to 36 hours after any illness. This is important for the health of the student and for the health of all students at school.

If a student becomes ill or is injured while at school, he will be given first aid and the parents will be notified. In no case will a child be sent home until the parent or the person indicated by the parent has been contacted. (Every effort will be made to contact the parent first.) If the parent is unable to come for the student, arrangements must be made for his care by the parent. In an extreme emergency EMS or an ambulance (designated by the parent) will be called.

It is the parents' responsibility to renew the Medical Release Card each year. Please inform the student's counselor or the nurse of diagnosed medical problems.

Items Forgotten at Home

If a student forgets books, money, research papers, PE shorts, lunch, etc., the administration will not interrupt the instructional process in order to deliver such items to the students. Properly identified items may be left in the Assistant Principal's office if the student knows the item will be left and it is the student's responsibility to obtain the item between classes. However, money may not be left.

Locker Assignment

Lockers are assigned to students at the beginning of the school year to students who request a locker. **NO SHARING OF LOCKERS WILL BE PERMITTED.**

Lockers are NOT the student's personal property; they are subject to inspection by school personnel.

Lockers are provided as a service for storage of books and school needs. They are not intended for the safe keeping of valuables. The school district has no insurance to cover items lost or stolen from the lockers.

Items in lockers including textbooks are the students responsibility. Report any locker problems to the Assistant Principal's Office immediately. It is the students responsibility to secure their locker and report any problems with their locker to the Assistant Principal's Office.

Lost and Found

If you find anything of value on the grounds or in the building, turn it in to the Assistant Principals' Office, and they will attempt to find the rightful owner. If you have lost anything, check in the Assistant Principals' Office.

Lunch

Students may leave the cafeteria at lunch, but they must **remain in the court yard area**. Only disposable food trays may be taken out to the courtyard from the cafeteria. Students must properly dispose of trash and disposable items. Students are not allowed in the school buildings during lunch except for the library, nurse, career center or a written permission slip to see a teacher.

Junior/Senior Lunch

Juniors/Seniors may be released for off-campus lunch if they meet the following criteria:

1. Students must have a signed parent/guardian permission form on file.
2. Students leaving campus for off-campus lunch must be back by the required time. Students who come back to campus late from lunch may lose off-campus lunch privileges.
3. Students will not visit other campuses.
4. Students who have off campus lunch must present his/her ID card with current sticker to school personnel in order to leave campus.
5. Juniors/Seniors may not transport students who do not have off-campus lunch privileges. **Drivers are responsible to know the status of any passenger regarding off campus lunch privileges.**
6. The following records will be reviewed at the end of each six weeks to check for continued eligibility:

- a. Passed all classes of the previous six week grading period.
- b. No more than 3 absences during the previous six week grading period.
- c. No more than 3 office referrals.

JUNIORS/SENIORS MAY FORFEIT THEIR OFF-CAMPUS LUNCH PRIVILEGES FOR ANY VIOLATIONS OF THE ABOVE RULES AND MAY BE SUBJECT TO FURTHER DISCIPLINARY ACTION.

Medical Emergencies

Students must report to the CLINIC immediately if they become ill or are hurt in any way during the school day. STUDENTS WHO ARE ILL ARE NOT TO LEAVE SCHOOL WITH OR WITHOUT PARENTS UNLESS THEY HAVE SIGNED OUT THROUGH THE CLINIC. It is the responsibility of the student and parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise.

Parking Cars on Campus

Students of Junior and Senior classification may be permitted to bring cars to school. All operators must have an operator's license, current insurance policy that lists the operator/driver by name and abide by all school safety and parking regulations. All vehicles must be registered through the appropriate Assistant Principal.

Upon arrival at school, vehicles are to be locked and students are to come IMMEDIATELY onto the campus. Students are to park in designated student parking areas only. The parking lots are off limits during the school day. Students in the parking lot without permission from a teacher and/or administrator will be subject to disciplinary action. A parking permit may get revoked if serious discipline incident(s) occur. No refunds will be given once a parking permit is purchased.

CARS PARKED ALONG THE RED FIRE LANES WILL BE TICKETED BY THE LEON VALLEY POLICE AND/OR NISD POLICE.

Parking and Traffic Regulations

I. RESPONSIBILITIES

- A. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit. THE RECEIPT OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE. However, it does authorize parking if the space is available.
- B. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access to fire fighting equipment and ambulance.
- C. Texas laws governing motor vehicle operation are effective on all campus locations.
- D. All persons should report accidents which occur to the school police officer.

II. PARKING REGULATIONS

- A. Cars must be parked within the stripes on paved surfaces.
- B. Two wheel vehicles are to be parked in the designated area.
- C. Drivers will refrain from parking in places that may obstruct traffic. IT IS A VIOLATION OF THESE REGULATIONS TO PARK IN THE FOLLOWING MANNER AND MAY RESULT IN THE VEHICLE BEING TOWED AWAY:
 - 1. on any curb, sidewalk or island
 - 2. by a red curb
 - 3. in front of a fire hydrant
 - 4. in any place designated as a loading zone or marked "no parking"
 - 5. in front of a movable barrier
 - 6. in any driveway, entrance, or exit
 - 7. double parking
 - 8. parking without a permit fixed to the windshield
 - 9. parking in two spaces
 - 10. parking in numbered spaces or visitor's spaces
 - 11. parking on lawn areas
- D. Space is limited – come early for a place to park.
- E. CARS PARKED ILLEGALLY OR WITHOUT PERMITS MAY BE TOWED OR RECEIVE A FINE.

III. REGISTRATION

- A. Parking permits will cost \$15.00. Permits are valid for both day and evening for the academic year.
- B. ONE AND ONLY ONE PERMIT will be issued per student. Permit must be attached to lower right hand corner of vehicle windshield.
- C. If permit is lost, a six week waiting period is required before another permit will be issued. If student purchases a new vehicle, then student must complete a new registration form.
Registration information includes operator's name and address, a valid driver's license, school identification card, vehicle license number and description. Also, name of vehicle insurance company and policy number are required. (Vehicle must be insured before a permit will be issued.)
- D. Car permits must be permanently affixed to lower right hand corner of front windshield with adhesive provided on permits.
- E. Two wheel vehicle permits are to be affixed to area that is easily seen.
- F. If a car is driven for a short period of time, you must register your car in the Assistant Principal's Office on a daily basis.

Permission to Leave Campus

If it is necessary for students to leave campus during the school day, they must present a parental note to the Attendance Office BEFORE SCHOOL. Notes will be verified by calling parent. The Attendance Secretary will write a dismissal slip for the student to leave class at the appropriate time. THE STUDENT IS REQUIRED TO COME TO THE ATTENDANCE OFFICE AND OFFICIALLY SIGN OUT BEFORE HE/SHE LEAVES CAMPUS. Parents may wait for -students in the Attendance Office. The dismissal slip will serve as the student's admit the next day.

If parents need to take their child out of school during the school day, they should PERSONALLY come to the Attendance Office to check the student out of school.

Posters and Signs

Any individual or organization wishing to set up a poster or sign must have the permission of an Vice Principal, who will designate the place where the material may be displayed. Such notices may be placed only on the walls in the hallways.

Requirements for Students Holding Offices and Positions of Honor

In order to obtain the best possible student leadership, and to prevent interference with scholastic achievement, all students must have the approval of the faculty members before consideration by the students for election or appointment to a student office.

The areas suggested to the teachers for consideration and approval are:

1. SCHOLARSHIP — Each student must be passing in all subjects. President and Vice-President grades must average "B" or better. Secretary and Treasurer grades must average "C" or better.
2. CITIZENSHIP — Each candidate must be an above average student citizen. After gaining an office, a student failing to maintain these requirements will be placed on probation for a period of three weeks. A second negative report will cause removal from office.
3. DEPENDABILITY- Each candidate must complete all assigned duties and attend all required activities or events. In addition, students must be punctual to all meetings and activities. If a student is unable to attend a required event, it is the student's responsibility to contact the sponsor or officers and make appropriate arrangements.
4. COOPERATION- Each candidate will be willing to work with all students, teachers, and sponsors in a respectful and professional manner in order to create activities and events that will benefit the campus.

Social Behavior

Embracing or kissing is not an accepted practice on the school campus. There is a time and place for everything, and this type of conduct is not condoned in the school environment. Physical contact should be limited to simply holding hands. Lack of cooperation regarding this policy may result in disciplinary action a parent conference.

School Sponsored Activities

John Marshall students, while on the school campus or attending a school sponsored activity, will abide by the laws of the Federal Government and the State of Texas as well as the policies and regulations of John Marshall High School and the Northside Independent School District.

School Parties and Dances

School parties and dances may be held by a financially solvent school organization of Stevens High School.

The sponsoring organization must abide by the following regulations:

1. Decorate the area after school on the day of the activity.
2. Pay for custodial and police fees and any damages incurred during the activity.
3. Be responsible for all conduct and decorum of everyone who attends the party or dance.
4. If a contract for a band, an entertainer, or any other service is entered into, the contract must be approved by the Principal or the Vice Principal.
5. Any student organization that enters into a contract must show how they expect to pay for the services for which they intend to contract.
6. Adequate security must be arranged and paid for by the sponsoring organization.
7. Students wanting to attend school sponsored dances including prom must be in good academic standing, to include grades, attendance and discipline.

Rules to be observed during the activity will include:

1. Once a student has arrived at the activity he or she is NOT to leave the activity until ready to depart for the remainder of the evening.
2. Planned activities are to be for the use and enjoyment of John Marshall High School students ONLY, unless requested and subsequently authorized to include guests by an Administrator.
 - a. Guests, where permitted, will be invited by special invitation, and required to abide by all school rules and regulations.
 - b. The student asking to bring a guest will be responsible for the dress, conduct, and behavior of such guest.
 - c. Applications for guest permits will be issued and approved by an administrator.
3. Each organization which chooses to sponsor a party will obtain its own Club Faculty Sponsors and one additional faculty sponsor for each anticipated 75 students in attendance. These names must be reported on the application form.
4. If admission to the activity is charged, the prices must be an approved part of the activity.
5. If refreshments are to be served, this will also need prior approval and be stated on the application form.
6. If a band or floor show is to be presented or engaged, the format or program must be approved by the sponsor and appropriate administrator.
7. Smoking is NOT permitted at school or any school related function.

Student Identification Cards

A free student identification card will be issued upon enrollment. A student must always carry his student ID card. Loss of this card is to be reported immediately to the Assistant Principals' Office. The replacement fee is \$5.00.

Students Selected for Popularity Courts

Students are elected to courts in conjunction with various events held on the high school campus. Examples include but are not limited to homecoming court, dance and ball courts, and prom court. It is the position of the district that these selections are based on popularity. However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities. Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor, or the campus principal. Student participation on any popularity court will ultimately be at the discretion of the campus principal.

Teacher Conferences

Parents may contact the teacher. The appointment should be made several days in advance if possible.

Textbooks

Students are issued a textbook for each selective classes they are taking if a textbook is needed. The books are numbered and it is the student's responsibility to take care of the books. Any lost or stolen books are the responsibility of the student. The books belong to the State of Texas and are loaned to the student. The book or the cost of the book must be retrieved to the State at the end of the book's adoption. Students will not be issued a new book until any lost or stolen book is replaced by payment.

Tutoring

Tutoring is available in the core subjects, before and after school. The schedule may be obtained in the counseling office.

Visitors

All Parents and Visitors are required to register in the Front Office with the Vice Principal's secretary and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass. Any visitor other than a parent, guardian, or verified visitor must be approved by an administrator.

Withdrawing From School

When it becomes necessary for students to withdraw from school, they should report to the attendance office with a parent or guardian.

It is imperative that every student who withdraws from school follow all of the necessary procedures and obtain all of the necessary signatures pertinent to withdrawal. Failure to do so will delay the student's transcript being sent to other schools, jobs or military service.

Work Permits

Seniors who have met all graduation requirements may request a senior work period or periods. Counselor and Parent approval is required.