

This Student Planner was provided by PTSA



**THURGOOD MARSHALL
FUNDAMENTAL
MIDDLE SCHOOL**



WELCOME

Thurgood Marshall Fundamental Middle School was founded in 2003 to offer students who live in middle school Attendance Area 'A' an alternative educational experience to the one available at traditional middle schools. Thurgood provides programs that emphasize structure, student responsibility, mandatory homework, and parental involvement. This "back to basics" philosophy demands that students take a serious approach to learning and that parents become involved with the school and their child's education.

PTSA/SAC ATTENDANCE GUIDELINES

Parents are required to attend a Parent meeting each month; Dates may change due to holiday conflicts. **Please see the Thurgood Marshall Fundamental Middle School website at www.pcsb.org/marshall-ms for meeting dates, times and locations.**

Due to parking and seating limitations, families are asked to send only one representative. SAC Meeting is held at Thurgood Marshall and PTSA Meeting location is to be determined. You may also attend as noted the following meetings (except in April & May): Concerts for Band, Chorus and Orchestra (not including assessment performances), IAC Committee Members, AVID Parent Meetings, Gifted Parent Meetings, NJHS Induction Ceremony, Drama Performance (not including assessment performances), Consistent Mentoring and any other meeting as indicated by Principal.

When circumstances arise, which make it impossible for a parent to attend a required meeting, a representative (18 years of age or older) may be sent. The representative may not be a parent or teacher at the school and may represent **only one** family. The representative may be sent to no more than two meetings per year. If you need to exercise this option, you must notify the principal or his designee 24 hours prior to the meeting. It is the parent's responsibility to make the representative aware of all obligations.

Sign in at meetings must be completed no later than fifteen minutes after the scheduled start of the meeting as the sign in cards are removed at that time. Meetings last approximately one hour and parents are expected to be present for the entire meeting. **Arriving late (more than 15 minutes), leaving early, or failure of a parent to**

sign in will result in the meeting being counted as unattended. Sign in cards must be handed in by the individual who signed the card for that meeting.

It is the parent and/or guardians' responsibility to monitor their attendance so that they are in compliance with the meeting attendance requirements. PTSA/SAC sign in cards are checked regularly. Students of parents who are not in compliance will be referred to the IAC (Intervention and Appeals Committee) which may result in immediate dismissal from Thurgood Marshall.

STUDENT ATTENDANCE

Classes begin at 9:40 a.m. Monday - Friday; classes end at 4:10 p.m. Monday - Friday. The warning bell rings at 9:30 a.m. **Students are not to arrive on campus before 9:10 a.m.** Teacher supervision begins at 9:10 a.m. At dismissal, teacher supervision will be until 4:15 p.m. daily. Students who are dropped off or not picked up within thirty (30) minutes before/after school may be assigned a detention unless prior arrangements are made with school personnel.

When a student is absent from school, the parent should report the absence thru the report an absence on the Thurgood Marshall Fundamental website or must call the school before 9:40 a.m. and give the reason for the absence. If a phone call is not received, the parent must send a note stating the reason for the absence to be considered as an excused absence.

Reasons for absences and make-up provisions for middle school students are spelled out in the Code of Student Conduct. It is the responsibility of the student to make up all work missed due to an absence. **Excused absences will receive full credit.** To participate in an evening or after school activity, the student must be in attendance the day of the activity.

BACKPACKS

Backpacks should fit in the student locker, as they are not permitted in class. **Any bag that a student holds class materials or books in constitutes a backpack.** This includes oversized ladies' purses. Backpacks that are on wheels cause a disruption and are difficult to carry up and down stairs. Because of this safety issue, backpacks on wheels are not allowed.

BICYCLES

The bike compound is located at the southeast corner of the school campus. State law requires bicycle helmets be worn by anyone under 16 years of age. Students using the bike compound should secure their bikes with a lock.

BREAKFAST

A breakfast program is provided to students beginning at 9:10 a.m. Students will not be permitted in the building prior to 9:10 a.m.

DETENTIONS

Detentions are assigned for various infractions of the discipline code. School wide detentions are held twice a

week before school. Teachers or administrators may assign detentions. Students will be issued two copies of the detention form stating the reason and date for the detention. The copies must be taken home, signed by the parent and the **white copy** returned the following class period to the issuing person. If the white copy is **not** returned, an additional detention is issued. The yellow copy is notification to the parent that the student has a morning detention and should be kept for your records. The white copy of the notification must be turned in on time to serve the detention. **Parents are responsible for the transportation of students who serve detention.** Transportation issues do not excuse a student from attending a detention.

Any appeal or date change regarding a detention must be made directly to the person who assigned the detention, not an administrator, and is not guaranteed. Failure to serve detention will result in the missed detention being rescheduled, and an additional detention being issued. Further failure to serve required detentions will result in an office referral, which result in a recommendation to the school-based IAC. Students arriving late or unprepared to detention will not be allowed to serve their detention and it will be marked as a missed detention.

DISCIPLINE STEPS

Step 1: Five (5), half hour detentions in one school year result in a Notice of Disciplinary Warning. The school administration will keep accurate and current discipline records. All detentions given by either a teacher or administrator are included in the cumulative total.

-A school administrator will send a Disciplinary Warning letter home.

-Parents must call the school within 48 hours to schedule a mandatory conference.

Step 2: Five (5) additional half hour detentions, resulting in a total of ten detentions, will result in the student's referral to the Intervention and Appeals Committee.

DISCIPLINE GUIDELINES

Students in fundamental middle schools are expected to exercise good judgment and behave in a responsible manner. Each school year the Code of Student Conduct lists misconduct that may lead to immediate suspension, disciplinary withdrawal to student assignment, or recommendation for expulsion. The Code of Student Conduct will be used to determine consequences for those actions. Students recommended for expulsion will immediately be removed from the Fundamental Program. Students who are suspended will be referred to the Intervention and Appeals Committee. All listed behaviors that disrupt the learning environment may result in a detention, office referral, suspension, and/or recommendation for expulsion.

At the beginning of each school year, the teacher will provide students with written course information explaining classroom rules and consequences. Each case of misconduct should be judged individually.

*Note: Teachers give only one ½ hour detention per offense.

The following offenses may not be listed in the Code of Student Conduct but are contrary to the fundamental middle school expectations. The consequences for specific offenses are also listed below:

General Open Area/Cafeteria misconduct:

Violation of the cafeteria rules will result in a warning, assigned seating, detention, work detail, office referral or suspension, as deemed appropriate for the offense.

Cheating:

Cheating on any academic endeavor is considered a serious offense. The giving or receiving of another student's work is considered cheating. Students may not share any work, including homework, without the teacher's permission. Students will receive a "0" for the cheating incident.

-An incident of cheating will make the student ineligible for consideration to join the NJHS (National Junior Honor Society).

-First offense – detention

-Second offense – referral

Prohibited behavior - displays of any physical affection on campus:

Violations may result in a warning, detention, work detail, office referral or suspension, as deemed appropriate for the offense.

Dress code violation:

Each offense-parent notification; more than one violation may result in disciplinary action.

Excessive Misconduct:

Students who continually violate classroom/school rules will be referred to the administration for disciplinary action. These referrals are considered a serious violation of the fundamental policies and will be disciplined accordingly.

Forgery:

An office referral will be issued if a student forges a parent signature on homework, academic notices, detention forms, permission slips or any other school documents that require a parent/guardian signature.

Prohibited behavior - gossip, slander, unkind/hurtful remarks about another person or bullying:

Violations will result in a warning, detention, work detail, office referral, or suspension, as deemed appropriate for the offense.

Gum/Food/Eating in school:

Eating outside the cafeteria is not allowed unless authorized by a teacher or an administrator. Violations will result in a detention or office referral.

Missed detention

First no show – an additional ½ hour detention.

Second no show – an office referral.

* If a student misses a required double detention or continues to miss required detentions they will receive a referral to the Intervention and Appeals committee.

Prohibited Articles:

Fundamental middle schools prohibit articles in addition to those listed in the Code of Student Conduct. Prohibited articles include materials not related to the school curriculum including, but not limited to, magazines, toys, electronic devices (e.g. Game players, music players) and

playing cards. The administration will make the final determination if the article is appropriate or not.

Skipping class or leaving class without permission:

First offense – a grade of ‘F’ for class work, parent contacted and minimum of two detentions and/or referral.
Second offense – a grade of ‘F’ for class work, parent contacted, and a referral to the Intervention and Appeals Committee.

Tardies:

The third tardy in any one class in a grading period including first period – one detention.
Each additional tardy – one detention, plus possible office referral.

INTERVENTION AND APPEALS COMMITTEE PROCEDURES

Step 1: Parents will be notified that the student has been referred to the Intervention and Appeals Committee and the date of that meeting.

Step 2: The parent will be given a maximum of 10 minutes to address the Committee but will **not be present** when the committee deliberates. The committee is not authorized to reinvestigate situations but must accept the validity of administrative decisions regarding incidents.

Step 3: The Intervention and Appeals Committee will make an official recommendation to the principal for probation or for the student’s dismissal. If probation is offered, the committee will specify the conditions for the student to continue in the fundamental middle school.

Step 4: Notice of the committee’s decision will be given to the parent by an administrator, or his designee. If the student is placed on probation, a school administrator will meet with the parent at the conference. Probation agreements may be carried over to the next school year if necessary to meet the terms of the agreement. If a student is dismissed, the parent/guardian will be notified and referred to the student assignment office for school reassignment.

** A student will also be referred to the Intervention and Appeals Committee when:

- He/She receives two office referrals in a grading period
- He/She receives one suspension
- He/She has a serious violation of the Code of Student Conduct as determined by the academic team
- An administrator requests that the student be referred.

Step 5: Failure to agree to probation or violation of a probation agreement will result in immediate dismissal to the district’s student assignment office. Only in instances when the dismissal takes place immediately preceding a holiday, standardized testing, or other instances approved by the school administration, the dismissal maybe delayed. Students dismissed for any reason from a fundamental program at the same level or re-enter under sibling or employee priority at the same level. Student may apply to a fundamental school at the next level (middle or high).

Step 6: Decisions of the school-based Intervention and Appeals Committee of any fundamental school shall be appealed first to the school’s Intervention and Appeals Committee. In order to appeal a decision of this committee, **new or additional information** must be

provided in writing within 48 hours after being notified of the dismissal. Parents are invited to attend the scheduled meeting of the Intervention and Appeals Committee; however, their attendance is not required. The final decision of the committee will be forwarded to the parents following the meeting.

Step 7: Students dismissed from a fundamental middle school may appeal the decision of the Intervention and Appeals Committee to the Fundamental School District Appeals Committee, which reviews the case for violations of fundamental procedures only. The final decision of the Fundamental School District Appeals Committee shall be considered final agency action for purposes of Chapter 120, Florida Statutes and shall not be reviewed by the School Board. The School Board hereby delegates to the committee its final decision-making authority for such decisions. Students whose removal from the program is upheld by the District Committee may not reenter any fundamental program or re-enter under sibling or instructional/support staff priority at the same level. Student may apply to a fundamental school at the next level (middle or high).

DRESS CODE GUIDELINES

The dress or grooming of a student should be neat and clean and not disruptive to the classroom atmosphere, educational process, or unusually distracting to the opposite sex. **Students should wear clothing as designed to be worn; pants and skirts must be worn at waist level.** Students violating the dress code will be sent to the office to call their parents and request a change of clothing, when necessary. The student may be issued a detention for repeated violation of the dress code policy. Repeated violations are considered defiance and may result in a referral to the school’s Intervention and Appeals Committee.

The administration shall be the final judge as to the neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules.

The fundamental middle school has dress requirements that are supplemental to the Code of Student Conduct.

Acceptable dress in the fundamental middle school includes:

- Dresses or skirts no shorter than 3 inches above the knees
- Top of the slit in a skirt may be no more than three inches above the knees
- Shirts, blouses and/or sweaters for both boys and girls must cover the midriff)
- Shoes with some form of heel strap
- Pant length 2 inches from the floor, but no more than one inch above the anklebone. (no Capri style pants)
- Clothing as outlined in announcements for special events
- Sleeves are required for both girls and boys

Unacceptable dress in the fundamental middle school includes:

- Hats, visors
- Shorts of any kind
- Dresses, shirts, and blouses, which bare the midriff

- Culottes or skorts worn above the knee
- Tank tops or sleeveless tops
- Thongs style shoes, sandals and shoes without back straps
- See-through shirts or dresses
- Halter dresses or blouses with plunging necklines
- Clothing with holes, cuts, rips or tears
- Sunglasses (inside the building)
- Visible body piercing (except ears)
- Clothing disruptive to the learning environment
- Exposed tattoos, real or drawn
- Neck collars such as dog collars or other heavy chains
- Clothing and/or jewelry depicting profanity, violence, weapons, sexually suggestive signs or symbols, drugs/tobacco/alcohol, or cult/gang groups/clubs and organizations/activities
- Pajamas, sleepwear, or pajama type attire
- Pencil skirts, spandex/form fitting pants, or leggings
- Gothic styles including but not limited to dark mascara, black nail polish
- Pants rolled up or above the ankle

EVACUATION/CRISIS DRILLS

Emergency evacuation and crisis drills are held on a monthly basis. Evacuation routes are posted in each classroom. Students are expected to follow evacuation and crisis drill instructions. Running, pushing, shoving, or horseplay of any kind is not permitted during these drills and may result in disciplinary action.

GRADING

The final grade in middle school is an annual grade determined by giving equal value to six grading periods. Grades are assigned the following point value:

90-100	A	60-69	D
80-89	B	0-59	F
70-79	C	I	Incomplete

If a student's grade point average in a course is 3.5, 2.5, 1.5, or .67 (rounded), it will be the option of the teacher and the principal as to whether the higher or lower grade will be given.

HALL PASSES

Students must secure a hall pass before leaving a classroom or instructional area. Each hall pass that is issued to a student must be signed by the sending teacher with the date, time, and student destination.

HOMEWORK/CLASS WORK GUIDELINES

Homework and class work are integral components of the fundamental school. Homework may be assigned any day of the week.

DEMERITS

Students can receive demerits for the following reasons:

- No homework/incomplete homework- 2 demerits
- Missing required materials – 1 demerit
- Missing required parent signature- 1 demerit

Step 1: Six (6) demerits in one grading period in one class will result in a Notice of Homework/Class work Violation.

-The notice must be signed by the parent and returned by the next scheduled class. This is considered parental notification.

-If the notice is not returned, the student must serve a detention. A school administrator/teacher will notify the parent of the detention in writing.

Step 2: Six (6) additional demerits, resulting in a total of twelve demerits, in the same class, after receiving a Notice of Homework/Class work Violation will result in a student's referral to the Intervention and Appeals Committee. Demerits are examined on a per class basis. The committee will look at the number of overall demerits when determining probation or dismissal. Overall student performance will be reviewed by the committee.

Step 3: If probation is offered, failure to agree to a probation or violation of the probation agreement will result in immediate dismissal from the fundamental program. Students may be dismissed to the student assignment office at any time during the school year for infractions of policies governing fundamental schools. Only in instances when the return takes place immediately preceding a holiday, standardized testing, or other instances approved by the school administration may the dismissal be delayed.

HONOR PASSES

Honor passes are issued to students who make honor roll or principal's list during a grading period. This pass allows the students to move to the front of the lunch line. A student may also turn this pass in for 1 demerit or to get credit for serving one detention at the teacher's discretion. Stolen or lost honor passes can not be replaced.

LOCKERS

Lockers are assigned during the first few weeks of school. Students must use the locker assigned to them and cannot share lockers. Locker use will only be allowed before and after school. Students must purchase a lock from Thurgood Marshall.

State law permits school personnel to search a student's locker for prohibited or illegal objects or substances.

LUNCH

Students may purchase lunch daily or pre-pay including thru myschoolbucks.com. If students wish to pre-pay for lunches or a la carte by money or check, they must do so before school in the morning. When paying by check, the student's name & phone number should be written on the check. Checks should be made payable to Thurgood Marshall Fundamental Middle School Lunch Program. Parents may bring outside lunches, fast food restaurants, etc., for their child only, to be eaten only during their student's designated lunch period (not during class time). Parents may not bring food for other students.

MAKE-UP WORK:

Thurgood follows the policy stated in the Code of Student Conduct regarding student absences and make-up work. Students and parents are advised to be familiar with these

policies. **It is the responsibility of the student to check with the teacher for make-up work upon his/her return to school.** Students may accrue demerits for any homework assignments not made up from an absence on time.

MEDIA CENTER (LIC)

The Library Information Center (Media Center) provides materials and equipment needed to support and enrich the school curriculum. Books, computers, magazines, and various other reference and recreational materials are available for students to use and enjoy.

Students may use the LIC with classes, at lunchtime with a special pass, during the school day with a pass from a teacher, and after school. The Library Information Specialist will be happy to make special arrangements to provide additional time or assistance when it is needed and requested.

Two books may be checked out at a time for a two-week period. Most magazines and reference materials may be checked out overnight. A fine of five cents a day is charged for each school day materials are overdue. Students are responsible for lost or damaged items.

Parents are invited to use the library's many resources and are encouraged to promote responsible library use by their children.

MEDICATION

School personnel may assist students in the administration of prescribed medications only when an official authorization form is on file at school. All medication must be in the original container. Students are not permitted to have prescription or over the counter medication on them at anytime unless it has been authorized.

OBLIGATIONS

All financial obligations incurred by students must be cleared before the student is issued textbooks, can check out books from the media center, or participate in any extracurricular activities.

PHYSICAL EDUCATION

Specific dress requirements for p.e. will be outlined by the p.e. teachers. Students are expected to shower after physical education classes. Students who take p.e. must have a p.e. locker that is secured with a lock purchased from Thurgood Marshall. All book bags, clothing, and other personal items must be secured in a locker with a lock. Students cannot share lockers. County policy requires all students to participate in physical education. Students who have an illness or injury that requires them to be excused from p.e. activity must present a note to their p.e. teacher. Students with a written note will remain in class and will be given an alternative assignment. A note is required from a physician if a student must be excused from p.e. for more than three days. The student must meet the state physical education requirement assignment given at the discretion of the p.e. teacher.

PROGRESS REPORTS

Thurgood Marshall Fundamental is on a 4x4 schedule in which students take four classes each day. There are 4 grading periods. Each grading period is 9 weeks. Report

cards are distributed at the end of each grading period. All students receive midterm progress reports every 4 weeks.

PUPIL HEALTH AND SAFETY

ACCIDENT INSURANCE: A student must have school insurance to try out for and/or participate in any extra-curricular activity. School accident insurance is optional. Each student is supplied with the necessary information regarding coverage and rates.

HEALTHY KIDS PROGRAM: The State of Florida offers Healthy Kids Program for children attending school who are not covered by private or other health insurance. The school office has applications.

ILLNESS OR ACCIDENT: Clinic cards must be completed by parents and turned into the school office so that parents may be reached in case of emergency. Parents must keep their child's clinic card up to date with any changes. Parents are expected to pick up their child from school if they are sick or injured. **Only the person(s) listed on the clinic card will be permitted to pick up a sick child. Photo ID is always required.**

STUDENT SERVICES

GUIDANCE: Thurgood offers full time guidance services. The school guidance counselors may be consulted for the following reasons: schedules, progress in school, personal problems that may affect school work, test interpretations, planning for middle school and high school programs, information on vocations and conferences with teachers.

PARENT AND TEACHER CONFERENCES:

Conferences are often necessary for ensuring the success of students. A parent is asked to schedule and attend a conference when their child receives a homework violation notice, a discipline warning or violation, a D or F in an academic class, an N or a U in conduct, or at the teacher's request.

Conferences concerning the student's progress in a fundamental middle school can, at times, be accomplished by telephone or electronic mail. When a person-to-person conference is deemed necessary for the success of the student, the parent is required to attend. The parent will receive a notice requesting a person-to-person conference. Parents can request a conference by calling the school's front office at 552-1737. Conferences are normally scheduled for mornings.

SCHEDULE CHANGES: Students will be issued a class schedule on the first day of school. Parents will be notified of any changes to that schedule. The staff may make schedule changes for the following reasons:

- Level changes requested by the teacher during the first marking period. Example: a student is moved from a regular class to an advanced class.
- Changes necessitated by placement in or withdrawal from an Exceptional Student Education Program.
- Changes initiated by Thurgood to balance class enrollment.

Parents requesting schedule changes out of a teacher's class **must** have a conference with that teacher prior to a change being considered.

TELEPHONES

The school phone is a business phone but is available for student use only in an emergency. In emergency situations, students should contact an administrator.

Phone messages for staff members are placed in their mailboxes and these messages are usually picked up during their breaks or after school.

Students' personal cell phones are to be turned off from arrival on campus until dismissal and secured in their locker during school hours. If students need to contact parents or guardians during the school day permission to use a school phone is sufficient.

TRANSPORTATION

The school bus driver has the responsibility for the safety and conduct of students riding the bus to and from school. Students should obey the driver at all times. Any student who persists in disorderly conduct on a school bus when being transported to or from school or at the bus stop will be reported to the principal or his designee by the driver and may be suspended from riding the bus.

In addition to suspensions, repeated misconduct on the school bus may result in the student and his family being referred to the Intervention and Appeals Committee (IAC).

CLASS INTERRUPTIONS

Classes will not be interrupted to give students messages, lunch money, forgotten homework, or other items.

VISITORS

Visitors to the school campus **must** report to the main office and get a visitor's badge. This badge must be worn during the visit. Parents who wish to visit their child's class must give 24 hours advanced notice.

PINELLAS COUNTY SCHOOLS

The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age sexual orientation or disability in any of its programs, services or activities.

ADDRESS and ADMINISTRATORS

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(727) 552-1737
Fax (727) 552-1741
www.pcsb.org/marshall-ms

PRINCIPAL

Mrs. Nicole Wilson

ASSISTANT PRINCIPAL

Mr. Trever Forbes, M. Ed.

GUIDANCE COUNSELORS

Ms. Shashondalyn Samuels, M.S., EdS
Ms. Jaclyn Infanzon, M.S., ABD

**Please visit the Thurgood
Marshall Fundamental
Middle School website at
www.pcsb.org/marshall-ms for
the SAC and PTSA Meeting
dates, times and locations.**