



Junior High School

Parent Handbook

2020-2021

**Marshall Jr. High School
2710 East Travis Street
Marshall, TX. 75672**

Phone: (903) 927-8830

PARENT INFORMATION/IMPORTANT

MISD 2020 – 2021 Reopening Plan

Please visit <https://marshallisd.com/misdreopening> for detailed information regarding MISD's plan for reopening schools for the 2020 – 2021 academic school year. The site provides information on topics such as the MISD Academic Plan, Safety and Screening Protocols, as well as the links to the full Reopening Plan PPT in English and Spanish and demonstrative videos. If you have any questions regarding the reopening plan, email them to reentry2020@marshallisd.com. All questions will be compiled into a FAQ that will be updated and linked on this web page.

Communication between Home and School

Good communication between home and school regarding a child's education is essential. School communication starts with information, such as this handbook, student work, home visits, and virtual parent conferences. You can call us at 903-927-8830 or send a fax to 903-927-8837. You may also schedule a virtual conference directly with your child's teacher via email or by calling the school.

Counseling Services

If you have concerns about your child's academic, behavior, social or emotional well-being, you can refer your child for counseling services by contacting their grade level counselor via email:

6th grade counselor: Jasmine Johnson at johnsonjl@marshallisd.com

7th grade counselor: Melonia Johnson at johnsonm1@marshallisd.com

8th grade counselor: Brenda Dalme at dalmeb@marshallisd.com

You may also contact the counselor by completing the [Parent - Counselor Referral Form](#). If you would like to refer your child for testing for Special Programs (SPED, 504, Dyslexia, G/T, or RtI), the request must be made in writing and addressed to your grade level counselor or the Special Education Department.

Face Shields/Masks (per the MISD Reopening Plan)

In accordance with The Governor's Executive Order and MISD Policies, all employees and students will wear a face covering.

- Secondary teachers and students will wear a face mask.
- Students **must** come to school wearing a mask, provided by the parent/guardian.
- Consequences for not wearing your mask:
 - 1st offense - warning; misd will provide a mask
 - 2nd offense - replacement mask must be purchased

3rd offense - student will be required to move to virtual instruction until the end of the grading period.

Meals (per the MISD Reopening Plan)

Breakfast will be provided as a “grab and go” meal to eat in the student’s classroom. Breakfast begins at 7:45 a.m. and ends at 8:20 a.m. **All students** will have lunches delivered to each classroom by the cafeteria staff, administration and paraprofessionals.

- Students will be permitted to bring a **sack lunch**, but only if they have it with them on arrival to school each morning.
- No food will be permitted to be brought or dropped off after the start of the school day.
- Bringing a lunch to a student from a meal establishment (i.e. Fast Food, etc.) **will not** be permissible.
- If a child arrives at school without a lunch, a lunch will be provided.

School Supplies

Due to safety/health concerns, students will not be allowed to share school supplies. Parents are responsible for purchasing the needed supplies on the district 6-8 school supply lists. You can locate it by going to <http://www.mjh.marshallisd.com/> and selecting “School Supply Lists” or by selecting this direct link: [MJHS School Supply List](#)

Transportation (per the MISD Reopening Plan)

There is a maximum of thirty (30) students on a bus. Students **must** wear masks, provided by the parent/guardian, to be permitted on the bus and must wear the mask at all times while on the bus. Students’ temperatures will be taken before they are allowed to enter the bus. If a student’s temperature is 100.0 or above or has shown other signs of illness, they will not be admitted on the bus. Drivers will wear protective face shields. Hand sanitizer will be given as students enter the bus. Members of the same household must sit in the same seat or adjacent seats, with an empty seat between household groups.

Visitors (per the MISD Reopening Plan)

The campus is closed to all visitors. Visitors will be allowed on campus only in the case of an emergency (an emergency is determined by the school administration or school nurse). All conferences (Administrator/Parent/Teacher Conferences) will be conducted virtually. Parents will not be allowed to eat with their children. MISD will not utilize volunteers until further notice.

ARRIVAL/CHECKOUT/DISMISSAL

Procedures for Checking-In and Checking-Out Students & Visitors

1. Locate the airphone/camera at the main (front) entrance
2. Press the “CALL” button on the airphone

3. Please be sure you are in front of the camera on the panel
4. Someone will see you and will respond verbally
5. You will be asked who you are here to check-in/out and/or to see (by appointment ONLY)
6. You will be allowed in the foyer area of the building
7. You must show an ID for the Raptor Visitor Management System. Acceptable IDs include:
 - a. Driver's license OR Passport OR other government issued ID

For Student Check-In

CHECK-IN PROCEDURES

8. The door will be unlocked for the student to enter the front office.
9. A designated campus employee will be at the entrance to check your child's temperature.
 - a. If a student has no temperature, the student may enter the campus and be checked into the system. O
 - b. If a student has a temperature, the student will be assessed by the school nurse. If a student has a temperature, the student isn't allowed to enter the building.

****If there are multiple students in the car and one student has a temperature, then none of the students will be allowed to enter the campus. No exceptions.**
 - c. Students will not be allowed to return for 72 hours and must return fever free without the use of fever reducing medication (refer to the MISD Re-Entry Protocols).
10. Please be patient when waiting for your child to be checked-in or checked-out.

CHECK-OUT PROCEDURES

1. Parent/Guardians will check-out their child from the front office via the Airphone/camera system (refer to the **Procedures for Visitors, Checking-In, and Checking-Out Students**).
2. Please be patient when waiting for your child to be checked-in or checked-out.

For Emergencies ONLY

- The door will be unlocked for you to enter the building.
- No other visitors will be allowed to enter with you, including children.
- All visitors will then report to the office to check in and be issued a visitor's badge.

ARRIVAL

Students **must** come to school wearing a mask, provided by the parent/guardian, for arrival and dismissal. Students will not be admitted into the building before 7:45 a.m. Do not drop your child off before 7:45 a.m., due to no one being available to monitor your child. Doors lock at 8:20 a.m. At this time, parents/guardians will have to check-in their child via the Airphone/camera system (refer to the **Procedures for Visitors, Checking-In, and Checking-Out Students**.) Truancy Prevention Measures will be taken if a student is habitually tardy and/or absent. High School students who wait at MJHS for any form of morning transportation to Marshall High School will have to remain outside. No exceptions.

Bus Riders

Bus drivers or assigned employee will take the temperature of students before they will be permitted on the bus.

Students with No Temperature:

- Students **must** wear masks, provided by the parent/guardian, to be permitted on the bus and must wear the mask at all times while on the bus.
- Bus riders will enter the building through the front entrance of MJHS.

Students with a Temperature:

- If a student's temperature is 100.0 or above or has shown other signs of illness, they will not be admitted on the bus.
- Students will not be allowed to return for 72 hours and must return fever free without the use of fever reducing medication (refer to the MISD Re-Entry Protocols).

Walkers

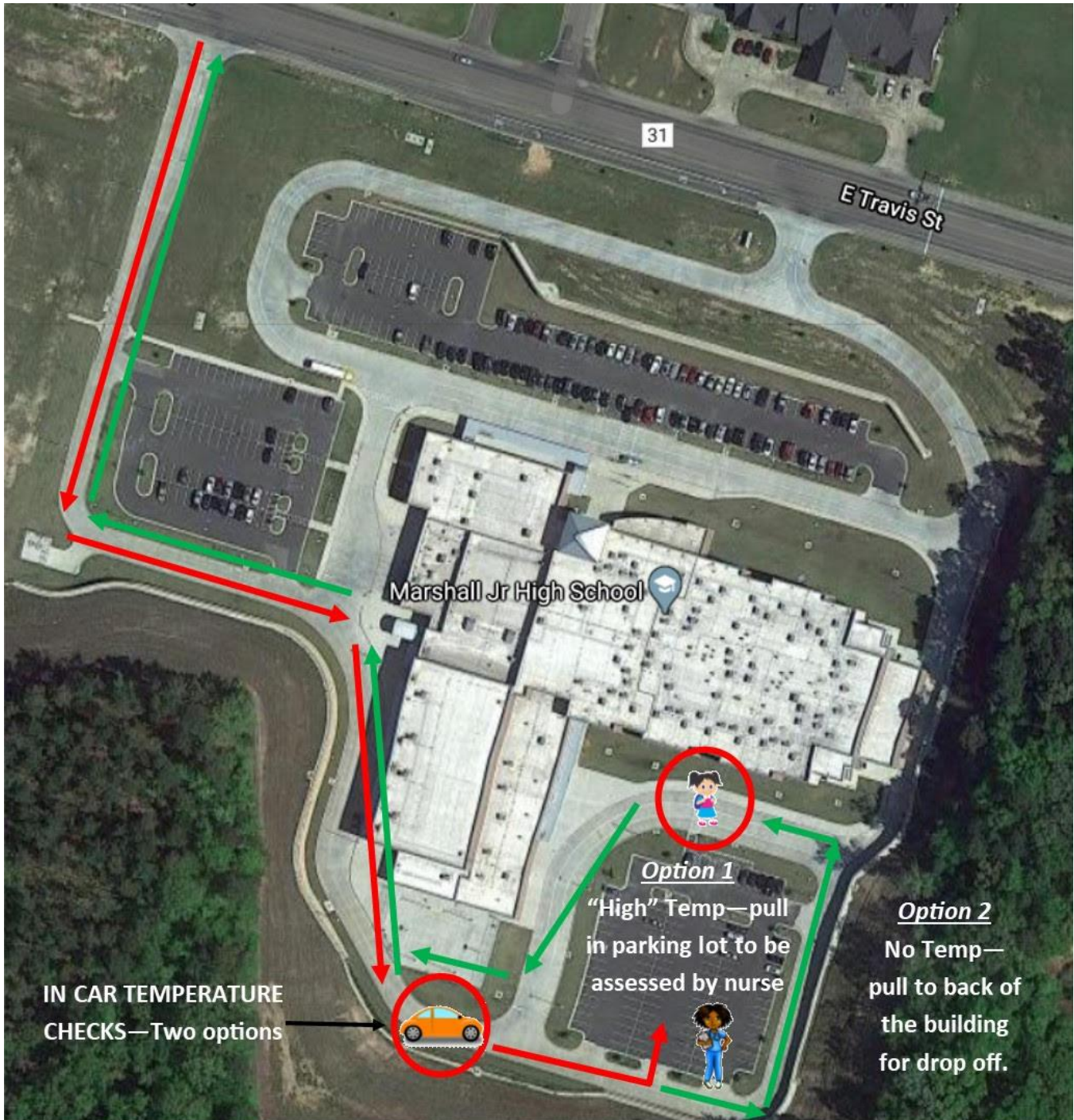
- Students **must** come to school wearing a mask, provided by the parent/guardian, for arrival to be permitted into the building.
- All walkers **MUST** walk to the back of the building to be temperature checked. No exceptions.
 - If a student has a temperature, he/she may not be allowed into the building and the student must return home.
 - The office will notify parents.
 - Students will not be allowed to return for 72 hours and must return fever free without the use of fever reducing medication (refer to the MISD Re-Entry Protocols).

Car Riders/Morning Day Care Services

- Students **must** come to school wearing a mask, provided by the parent/guardian, for arrival to be permitted into the building.
Car riders will continue to be dropped off in the back. ***Refer to Morning Arrival Car Rider Drop-Off Process Visual on next page.***
- A staff member will check the student's temperature before the student exits the vehicle.
 - If a student has no temperature, the student may exit the vehicle to enter the campus.
 - If a student has a temperature, the parent/guardian/driver will need to pull to the PARKING LOT to be assessed by the school nurse.
 - If the student has a temperature, the student isn't allowed to exit the vehicle. If there are multiple students in the car and one student has a temperature, then none of the students will be allowed to exit the vehicle. No exceptions.
 - Students will not be allowed to return for 72 hours and must return fever free without the use of fever reducing medication (refer to the MISD Re-Entry Protocols).
- Parents/guardians/drivers are not to get out of their car in line for any reason.

Morning Arrival Car Rider Drop-Off Process Visual

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CHECKOUT/DISMISSAL

- The latest time students may be checked out of the office is 3:40 p.m.

- Due to campuses being closed to visitors, the intercom/camera system will be used for checking out purposes. Refer to **Procedures for Visitors, Checking-In, and Checking-Out Students.**

- **Last call to change transportation is at 3:30 p.m.**

- We will follow the child's normal routine every day, unless there is written or verbal contact from the parent or guardian by 3:30 p.m.

- Official School End Time: 4:01 p.m.
- Dismissal Start Time: 4:01 p.m.
- Students **must** wear masks, provided by the parent/guardian, during dismissal.
- 6th grade car riders & siblings will be dismissed during the times of 4:01p.m. - 4:11p.m.
- 7th grade car riders & siblings will be dismissed during the times of 4:11p.m. - 4:21p.m.
- 8th grade car riders will be dismissed during the times of 4:22 p.m. - 4:32 p.m.
- The separation of the grade levels is to prevent large crowds of students gathering outside for dismissal. If parents do not show up during their allotted time, please understand that your student will be outside with several other students.
- Dismissal End Time: at 4:35 p.m.
 - After 4:35 p.m., parents/guardians will pick their child up from the front of the building, using the outside lane ONLY. Late busses will use the inside two lanes.
- **All students should be picked up by 5:00 p.m. in the afternoon.** We do not have the supervisory staff to keep children later than this time.

****Bus Riders: Per the MISD Reopening Plan,** there is a maximum of thirty (30) students on a bus. If a bus route has over 30 students, transportation will determine who rides which load.

Please understand that these rules are necessary for the safety of your child. We will ask for identification of any person we do not know and we will not release a child without the parents'/guardians' permission. The people allowed to pick up your child should be on file in the office. Anytime there is a change in the people you wish to have on your pick-up list, please come by and complete the appropriate form to submit to the office.

Parent Volunteers

MISD will not utilize volunteers until further notice. Once volunteers are allowed on the campus, he/she must have a "Volunteer Form" completed and a copy of a photo ID submitted to the MISD administration office for a background check. Volunteer packets may be requested from the office, but must be submitted to Jessica Scott, MISD Community/Volunteer Coordinator.

ATTENDANCE/ABSENCES/TARDIES

Attendance

Regular attendance is essential for the student to make the most of his/her education, to benefit from teacher-led activities, to build each day's learning on the previous days, and to

grow as an individual. It is our responsibility to teach and instruct your child, but we cannot do this if your child is not at school.

Students in grades K-12 must attend class for 90 percent of the time it is offered to receive credit or a final grade. The 90 percent rule applies to all absences, including excused absences.

Excused/Unexcused Absences

Excused absences will be given for illness, death in the family, family emergencies, and others at the principal's discretion. A note must be received by the school's attendance clerk to be excused; however, the absence is still counted. Unexcused absences will be given for all other absences which do not fall under the above categories.

- If your child is sick and will not be at school, please send a note or doctor's excuse. After three (3) consecutive absences, you will need a doctor's statement for the absences to be considered excused.
- If your child visited a doctor/dentist, please send the documentation.
- The computer will generate a letter after three and six days of absences. After ten (10) days of absences (excused or unexcused) the student will be reported to the districts truancy officer for excessive absences.
- Transportation or lack of it is not an excused absence. You are responsible for ensuring your child arrives to school.

Tardies

If your child arrives after 8:30 a.m., parents/guardians will have to check-in their child via the Airphone/camera system (refer to the **Procedures for Visitors, Checking-In, and Checking-Out Students**). He/she will also be counted tardy. Students arriving after 10:20 a.m. will be counted absent for the day. **After five (5) tardies**, you may be asked to conference with the principal.

FIELD TRIPS

Field trips are an important extension of our school curriculum; however, there will be no field trips or out of district training at this time. The only student travel that will be permitted is UIL sponsored activities. If/when field trips are allowed, parents will be sent home a field trip permission slip form. Students must arrive on time and be dressed appropriately for the weather to participate. In order for your child to benefit from these activities, appropriate behavior from all students is necessary .

HEALTH

COVID-19 and Communicable Diseases

MISD has created steps and protocols to be implemented if a student or staff member has been identified as having COVID-19. Visit <https://marshallisd.com/misdreopening> for detailed information regarding Isolation Protocols, If Someone Test Positive, and the COVID Exposure Map—Students, Re-Entry AFTER a Positive Test or COVID-Like Symptoms.

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable disease should call the school nurse/principal so that other students who have been exposed to the disease can be alerted.

Emergency Medical Treatment

If a student should have a medical emergency at school or a school-related activity and the parent cannot be reached, the school will need to have a written parental consent to obtain emergency medical treatment. Parents should keep emergency care information up to date. Having current information will be of critical importance should an accident or injury occur that requires medical attention. MJHS/Marshall Independent School District is not responsible for medical costs associated with a student's injury.

Immunizations

A student must be fully immunized against certain diseases. The immunizations required may be given by a licensed physician or public health clinic with a signature or rubber-stamped validation. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.

Medicine at School

A student who is to take a prescription medicine during the school day must meet with the school nurse to complete the proper paperwork. The medicine should be in its original and properly labeled container and given to the school nurse. The nurse will give the medicine at the proper time as directed.

Safety/Accident Prevention

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of the student is essential to ensure school safety. Students should avoid conduct that is likely to put the student or other students at risk, know emergency evaluation routes and signals, and follow immediately the instructions of teachers or other employees who are overseeing the welfare of students. Parents will be notified of all injuries that occur at school.

QUICK REFERENCE

Office/Fax #s: (903) 927-8830/(903) 927-8837 (F)

Full Day is 8:20 a.m. – 4:01 p.m.

Doors **open** 7:45 a.m. Breakfast is from 7:45 a.m. – 8:20 a.m.

Students are tardy at 8:30 a.m. Students are considered absent at 10:20 a.m.

School ends at 4:01 p.m. Dismissal for all students **starts** at 4:01 p.m.

Students must be picked up no later than 5:00 pm.

Uniforms as directed by MISD:

- Tops: black/red/white/navy on top
- Bottoms: black/navy/khaki
- Close toed shoes are recommended
- Thursdays are college/military days. Students may wear a college or military shirt with uniform bottoms.
- Fridays are spirit days. Students may wear their MJHS or district t-shirts with uniform bottoms, or jeans (if purchased).

The campus is closed to all visitors. Visitors will be allowed on campus only in the case of an emergency (an emergency is determined by the school administration or school nurse).

Things to bring to school: mask and backpack every day.

If you have any questions related to the reopening of the schools please email reentry2020@marshallisd.com. All questions will be compiled into a fluid FAQ that will be posted to the District's website.

Thank you for letting us be a part of your child's life and education!



Marshall Independent School District

1301 E. Pinecrest, Marshall, TX 75670
903.927.8700 *office* • 903.935.0203 *fax*

Dr. Jerry Gibson, Superintendent of Schools

2020 - 2021

Marshall ISD Mission Statement

The mission of the Marshall Independent School District is to improve outcomes for all students by providing leadership, guidance and support to schools.

Marshall ISD Vision Statement

Marshall Independent School District envisions that each learner is equipped to successfully achieve his or her vision and be a productive, contributing citizen in a global society.

MJHS Mission Statement

The mission of Marshall Junior High is to create an environment where our learning community does not think about self, but what is best for ALL.

MJHS School Motto

ReWriting our Story: Not for Me but for *Winning Environment*.

MJHS Vision Statement

The vision of Marshall Junior High School is to create students who are not afraid of life's challenges, are innovative, can communicate effectively, and look beyond the present in order to create a better future for all.