

Thurgood Marshall Academy Public Charter High School

STUDENT AND FAMILY HANDBOOK 2008–2009

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This book belongs to:

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WELCOME TO THURGOOD MARSHALL ACADEMY PUBLIC CHARTER HIGH SCHOOL

Welcome to Thurgood Marshall Academy. This handbook has been created to help students learn about and understand the expectations of the Thurgood Marshall Academy community. Please read this handbook carefully.

An exciting year of learning and discovery awaits our students. Individuals who attend Thurgood Marshall Academy will be prepared to meet the challenges of a college education, and are on a path toward becoming active participants in our democratic society.

In addition to classroom activities, Thurgood Marshall Academy offers many additional learning opportunities, such as tutoring, mentoring, Saturday programs, and field trips related to areas of study. The table of contents on the next page will explain where to find information on these topics and others.

Thurgood Marshall Academy's mission is to create a community of young people who are academically able, confident, and empowered to engage in our democratic society. An important aspect of this process is for students to develop responsibility for their own education. The underlying principle is that Thurgood Marshall Academy is a place for learning and getting along together. This handbook sets out rules and guidelines for maximizing learning opportunities for you and your classmates in an environment of high quality education.

We are delighted to have you with us and hope this will be a memorable and successful academic year for everyone.

TABLE OF CONTENTS

Welcome	2
Table of Contents	3
Driving Principles	5
Academic Calendar	6
General Policies	9
Acceptable Computer Use	9
Advisory	9
Attendance at Thurgood Marshall Academy Events	9
Breakfast	9
Building Hours	9
Changes to Thurgood Marshall Academy Policies	10
College Counseling	10
Contact Information	10
Daily Schedule	11
Dismissal	11
Entering and Exiting the Building	11
Forums	12
Good Standing	12
Health Services	12
Internet Policy	12
Library Hours	13
Lockers	13
Lost and Found	14
Lunch	14
School Closings	14
School Materials Policy	14
Student Fees	14
Student Government	14
Telephone Use	15
Testing	15
Textbook Return	15
Title IX and Non-Discrimination Policy	15
Transportation	16
Use of Planners	16
Visitor Policy	16
Academic Policies	17
Academic Communications	17
Academic Probation	17
Awards	17
Calculating Course Grades	18
Course Credit and Grade Point Average	18
Grade Scale	18
Graduation Requirements	19
Homework Policy	20

Honors and Advanced Placement Courses	20
Individualized Education Plans	21
Late Project and Alternative Assessment Policy	21
Make-Up Work Policy	21
Promotion Policy	22
Portfolio	23
Test and Quiz Make-Up	23
Discipline Policies	24
Assembly Program Guidelines	24
Backpacks and Book Bags Policy	24
Cafeteria Expectations	24
Drug Policy	24
Electronic Devices	24
Food Items	25
Harassment and Sexual Harassment Policy	25
Prohibited Items	26
Student Uniform Policy	27
Professional Dress	29
Attendance Policy	30
Late Arrival	30
Tardy Policy	30
Early Dismissal	31
Loss of Credit	31
Excused Absences	32
Truancy	32
Supplemental Programs	34
Law Days	34
Code of Conduct	35
Category I Violations	36
Category II Violations	36
Category III Violations	37
Detentions	37
In-School Suspension	38
Out-of-School Suspension	38
Disciplinary Probation	39
Expulsion Policy	39
Summary of Category I, II, and III Violations	40
Academic Honor Code	41
Appendix A: Code of Conduct Contract	42
Appendix B: Computer Acceptable Use Agreement	43

THURGOOD MARSHALL ACADEMY DRIVING PRINCIPLES

These are the principles of our school culture and the beliefs by which all members of Thurgood Marshall Academy Public Charter High School community are expected to act.

I. Community

- We believe that students belong to multiple communities—educational, familial, cultural, national, and global—each with its own benefits and responsibilities.
- We believe that a learning community in which all students and staff thrive requires genuine respect among all members.
- We believe that justice is a key component of a healthy community, and practicing justice in our school prepares us to pursue it elsewhere.
- We believe that Thurgood Marshall Academy should be an active, just, and respectful member of the Ward 8 community.

II. Diversity

- We believe that a rich education promotes the respect of multiple perspectives and experiences.
- We believe that in order to meet the needs of each community member and create opportunities for success, we must respect that individuals learn and demonstrate learning in different ways.

III. Democracy/Participation

- We believe that our school reflects democratic principles of fairness, due process, equality, and justice.
- We believe that when we are decision-makers in our educational and social experiences we become agents of change in our own communities.
- We believe that preparation for post-secondary education demands that we integrate elements of a liberal education—science, the creative arts, mathematics, technology, and the humanities—in order to possess the skills to understand and influence our world.
- We believe that with the privilege of being a citizen of this community comes the charge of service and responsibility.

IV. Excellence

- We believe that excellence requires passion, focus, and commitment.
- We believe that when we are confronted with high expectations, challenged with meaningful work, and provided with appropriate tools, the best is brought out of each of us.
- We believe that true learning occurs when we question, investigate, and evaluate ideas.
- We believe that genuine growth requires constant reflection.

THURGOOD MARSHALL ACADEMY PCHS
ACADEMIC CALENDAR
2008-2009

August	14	New Teacher Orientation
	18	All Staff Professional Development
	19-29	Teaching Academy
	27	9 th Grade Orientation
		10 th Grade Orientation
	28	11 th Grade Orientation
		12 th Grade Orientation Parent/Family Orientation
September	1	Labor Day/School Closed
	2	First Day of School/First Quarter Begins Last Day for Proof of Immunization Last Day for Proof of Residency
	16	Law Firm Tutoring Begins
	24	Back to School Night/PTO Meeting Clubs Fair Mentor Day Orientation Mentor Day Orientation
October	3	Law Day
	4	SAT Testing
	9-10	Benchmark Testing for 9 th and 10 th Graders
	13	Columbus Day/School Closed
	15	Open House/PTO Meeting PSAT Testing for Grades 9-11/Senior College Trip
	18	Mentor Day
	22	Half Day
	24	School Closed/Faculty and Staff Retreat
	31	Half-Day/End of Quarter 1
November	1	SAT Testing
	TBD	School Dance/Spirit Week
	8	Mentor Day
	11	Veteran's Day/School Closed
	TBD	Picture Day (Grades 9-11)
	12	Open House/PTO Meeting
	14	Law Day
	24-25	Benchmark Testing for 9 th and 10 th Graders
	26-28	Thanksgiving Holiday/School Closed

December	4	Half Day
	5	School Picture Make-up Day (Grades 9-11)
	6	SAT Testing Mentor Day
	11	Holiday Potluck/PTO Meeting
	12	Law Day
	17	Winter Performance
	18-22	Fall Portfolio Days (9 th -12 th Grade)
	23-31	Winter Break/School Closed
	January	1-2
5		School Resumes
10		Mentor Day
12-15		Midterm Exams & Benchmark Testing 9 th and 10 th Graders
16		Half Day AM Midterm Exams/PM Make-up Exams and Grading Period/End of Second Quarter
20		PTO Meeting
19		MLK, Jr. Day/School Closed Day of Service
20		Third Quarter Begins
February	5	Half Day
	7	Mentor Day
	13	Senior College Financial Aid Applications Due
	16	President's Day/School Closed
	TBD	Black History Celebration
	20	Law Day
March	5-6	Benchmark Testing 9 th and 10 th Graders
	7	Mentor Day
	11	Half Day
	13	Law Day
	20	Half Day/Teacher Grading Period End of Third Quarter Spring Dance
	23-27	Spring Break/School Close
	30	School Resumes/Fourth Quarter Begins
	April	7
10-13		April Break/School Closed
16		Emancipation Day/School Closed
17		Law Day
TBD		TMA Gala
20-29		Spring Testing/DC CAS Testing
25		Mentor Day

May	2	SAT Testing (All Juniors)
	4-8	Teacher Appreciation Week
	4	Advanced Placement Government Exam
	5	End of Year Awards Ceremony
	7	Advanced Placement US History Exam
	8	Advanced Placement English Literature Exam
	9	Mentor Day
	13	Advanced Placement English Language Exam
	14	Senior Parent/Family Appreciation Dinner
	15	Law Day
	25	Memorial Day/School Closed
26-29	Senior Exams	
June	1	Senior Make-Up Exams
	2-5	Half Days for Final Exams (9th-11th Grade)
	2-5	Senior Portfolio (Afternoon)
	9-10	Senior Exit Meetings
	8	Make-up Exams Grades 9-11
	9-17	Spring Portfolio
	TBD	Graduation
	18	Last Day for Students End of the Year Trip End of Fourth Quarter

GENERAL POLICIES

Acceptable Computer Use Policy

The use of computers at Thurgood Marshall Academy offers opportunities for students to access the Internet and a subscription research database, as well as word processing, in order to enhance educational goals and objectives. Use of equipment in the computer lab, classrooms and library is a privilege to the user and entails responsibility. The smooth operation of the networked and non-networked computers relies upon the proper conduct of users, who must adhere to guidelines for efficient, careful, ethical, and legal utilization of the resources. These guidelines are set forth in the *Acceptable Use Policy*, which outlines Thurgood Marshall Academy's expectations for and the responsibilities of the computer user. Students and families must complete an acceptable use form in order to be able to use school computers. The *Acceptable Use Policy* is available for review and signature as Appendix B.

Advisory

The advisory program provides additional support and mentoring for students. At the beginning of each school year, small groups of students are assigned to faculty advisors. Weekly advisory meetings include team building exercises, individual guidance, character education and other enrichment activities.

Assembly Program Guidelines

- Students will leave their books in their advisory.
- Students will enter the meeting room with their advisors in a quiet and orderly fashion.
- Students will sit in the seats assigned to their advisory unless otherwise instructed by an adult.
- Students will sit as far down the row as possible, so that others may easily find a seat.
- Students will remain quiet throughout the entire program except when an audience response is requested by a speaker.
- Students will remain seated until directed by their advisor to stand and exit.

Attendance at Thurgood Marshall Academy Events

Currently enrolled Thurgood Marshall Academy students are permitted to attend school-related events without the presence of a parent or guardian. Individuals under the age of 18 who are not currently enrolled students at Thurgood Marshall Academy are not permitted to attend any Thurgood Marshall Academy events unless they are accompanied by a parent or guardian. Any current student who is serving an Out-of-School suspension is not permitted to attend any Thurgood Marshall Academy event while serving the suspension. Any student who has been expelled from Thurgood Marshall Academy is prohibited from attending Thurgood Marshall Academy events on or off-campus.

Backpacks and Book Bags

Backpacks, book bags, and bags of any kind **may not** be worn or carried throughout the school day. Students must store their backpacks and book bags in their lockers. Students may carry a small purse that is no larger than the size of a shoebox.

Breakfast

Thurgood Marshall Academy serves breakfast between the hours of 8:00 am and 8:30 am. There is a cost for the breakfast.

Building Hours

Thurgood Marshall Academy wants to be open and available to students as much as possible. As a general principle, after dismissal of regular classes students are encouraged to use the school building for learning and extra-curricular purposes.

During the school year, the building opens at 8:00 am for breakfast. Students may not enter the building before 8:00 am each morning. Students who arrive before 8:40 am must report to the cafeteria. Students are not allowed anywhere else in the building before 8:40 am unless they have a signed pass from a teacher or staff member or are under the direct supervision of an adult.

On Mondays, Wednesdays, Thursdays and Fridays, students are dismissed at 3:30 pm. If a student chooses, or is otherwise required, to stay after school, s/he must be under the supervision of an adult by 3:45 pm or s/he must leave for the day.

On Tuesdays, students are dismissed at 4:00 pm. If a student chooses, or is otherwise required, to stay after school on a Tuesday, s/he must be under the supervision of an adult by 4:15 pm or s/he must leave for the day.

All students must be out of the building by 6:30 pm Monday – Thursday, unless they are under the direct supervision of a Thurgood Marshall Academy faculty or staff member or there is a special event taking place. All students must be out of the building by 6:00 pm on Fridays, unless they are under the direct supervision of a Thurgood Marshall Academy faculty or staff member or there is a special event taking place. Students who do not comply with these policies will be asked to leave the building and may suffer disciplinary consequences if there is a violation of the Code of Conduct.

Cafeteria Expectations

All students must follow the posted cafeteria rules at breakfast, lunch, and after school.

Changes to Thurgood Marshall Academy Policies

Thurgood Marshall Academy policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing.

College Counseling

Thurgood Marshall Academy prepares students for college. Students in all grade levels are exposed to college preparation activities. The college counselor provides assistance for students and families during the application process for admission and financial assistance, including scholarships. College counseling supplements what students do in their every day classes, which provides the skills needed to succeed in college.

Contact Information

Thurgood Marshall Academy's address is 2427 Martin Luther King Jr. Avenue, SE, Washington, DC 20020. The telephone number is 202-563-6862; from this number, callers may transfer to other extensions. The school's website is www.thurgoodmarshallacademy.org. The fax number is 202-563-6946.

Daily Schedule: Thurgood Marshall Academy School Day Schedule: 2008-2009

Monday, Wednesday, Thursday, and Friday: A Days/B Days

11 th & 12 th Grade	10 th Grade	9 th Grade
Period 1/5: 8:45 – 10:15 am	Period 1/5: 8:45 – 10:15 am	Period 1/5: 8:45 – 10:15 am
Period 2/6: 10:20-11:00 am 11:35-12:25 pm	Period 2/6: 10:20-11:50 am	Period 2/6: 10:20-11:50 am
First Lunch: 11:05-11:35 am	2 nd Lunch: 11:55-12:25 pm	Period 3/7: 11:55-1:20 pm
Period 3/7: 12:30-1:55 pm	Period 3/7: 12:30-1:55 pm	3 rd Lunch: 1:25- 1:55 pm
Period 4/8: 2:00-3:30 pm	Period 4/8: 2:00-3:30 pm	Period 4/8: 2:00-3:30 pm

Tuesday Advisory Day: A Days/B Days

11 th & 12 th Grade	10 th Grade	9 th Grade
Period 1/5: 8:45 – 10:05 am	Period 1/5: 8:45 – 10:05 am	Period 1/5: 8:45 – 10:05 am
Period 2/6: 10:10-10:55 am 11:35 – 12:05pm	Period 2/6: 10:10-11:30 am	Period 2/6: 10:10-11:30 am
First Lunch: 11:00-11:30 am	2 nd Lunch: 11:35-12:05 pm	Period 3/7: 11:35-12:55: pm
Period 3/7: 12:10-1:30 pm	Period 3/7: 12:10-1:30 pm	3 rd Lunch: 1:00- 1:30 pm
Period 4/8: 1:35-2:55 pm	Period 4/8: 1:35-2:55 pm	Period 4/8: 1:35-2:55 pm
Advisory: 3:00 – 4:00 pm	Advisory: 3:00 – 4:00 pm	Advisory: 3:00– 4:00 pm

On A Days students will have periods 1, 2, 3, and 4.

On B Days students will have periods 5, 6, 7, and 8.

Dismissal

At the end of the school day, students are expected to leave the building in an organized and respectful fashion. Students should be aware that all Code of Conduct rules apply when they are leaving the building and on the school grounds, and continue to apply until they have arrived at their home or other destination. Students who violate the Code of Conduct on their way home may suffer disciplinary consequences.

Drug Policy

Thurgood Marshall Academy maintains a drug-free environment. Our Code of Conduct provides that Thurgood Marshall Academy will take punitive action against any student involved with drugs. Thurgood Marshall Academy will also take rehabilitative action in such cases, through referrals to appropriate agencies.

Electronic Devices

Radios, portable MP3, CD and cassette players, Game Boys and other video game players, cell phones, PDAs, and pagers are **not permitted in common areas, classrooms, and the cafeteria.** If a student brings any of these items to school, s/he will be required to leave them in his or her locker until dismissal at the end of the day. If a staff or faculty member observes a student using, or in possession of any non-permitted electronic device, the item will be confiscated and given to the appropriate Divisional Dean. The student's parent/guardian will be notified and s/he will be required to come to the school to retrieve the item.

Entering and Exiting the School

TMA wants to have a safe and organized educational environment with minimal impositions on its members, so there are rules for entering and exiting the building. Students, family members, and guests must enter and exit through the main school entrance facing Martin Luther King Jr. Avenue. Students must have their **current** school identification card (ID) in order to enter the building each day. **Students must present their IDs to security and Thurgood Marshall Academy staff when entering the school.** Family members and guests entering the school must report to the security desk to sign in, and then proceed to the main office. Before a family member or guest exits the building, s/he must sign out at the security desk. Students must exit the building from the main school entrance facing Martin Luther King Jr. Avenue. **After a student leaves the building for the day, s/he will not be allowed to re-enter the building that day.** These rules help the security staff maintain the safety of the school.

Food Items

Students may not have food or drinks outside of the cafeteria. If a student brings his or her lunch, s/he may carry it in the hallway to and from lunch in closed or sealed containers or wrappers, but at no other times. All food or drinks must be stored in a student's locker during the school day except during his or her lunchtime.

Candy must be stored in a student's locker during the school day. Students may only have candy during lunch time. Students may not chew or otherwise ingest gum at anytime in the school building.

Forums

If a student, or a group of students, has a concern or issue and would like to discuss it with school officials, they may request a forum. To set up a forum, a student must complete a request form and submit it to the Director of Student Affairs.

Good Standing

Any student who is not in academic and/or behavioral good standing may be excluded from Thurgood Marshall Academy events.

Harassment and Sexual Harassment Policy

Thurgood Marshall Academy Public Charter High School is committed to providing all students with a safe and supportive school environment. Members of the school community, including teachers, students, administrators and staff, are expected to treat each other with mutual respect at all times.

This directive is issued to provide guidance on conduct that might give rise to complaints of harassment generally, and sexual harassment specifically, and the steps that school officers, parents, teachers, and students should take in responding to such conduct and/or complaints.

I. Harassment of Students or Employees by Employees or Other Students - Defined

Harassment is a violation of school policy, and includes verbal, nonverbal and physical conduct that substantially interferes with a student's education or creates an intimidating or hostile environment. This includes, but is not limited to, harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

II. Sexual Harassment of Students or Employees by Employees or Other Students - Defined

Sexual harassment of students and employees is prohibited at Thurgood Marshall Academy. Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal sexual behavior, or nonverbal sexual behavior that substantially interferes with a student's education, or creates an intimidating or hostile environment.

III. Sanctions for Harassment and/or Sexual Harassment of Students by Students

Harassment generally, and sexual harassment specifically, of students by students is specifically prohibited by the Thurgood Marshall Academy Code of Conduct, and such harassment constitutes grounds for disciplinary actions and/or school exclusions as set forth in those provisions.

IV. Sanctions for Harassment and/or Sexual Harassment of Students by Employees

Harassment generally, and sexual harassment specifically, of students by employees is specifically prohibited by this directive and Thurgood Marshall Academy policy. Such conduct by employees will be subject to adverse action provisions as set forth in the Faculty Handbook, and may lead to adverse action including termination of employment.

V. Grievance Procedures for Harassment and/or Sexual Harassment of Students

Complaints of harassment generally, and sexual harassment specifically, of students by students, employees or other persons may result in an allegation of denial or abridgement of student rights as set forth in the Thurgood Marshall Academy Code of Conduct. When necessary, students and parents/guardians may avail themselves of the student grievance procedures. Any student who feels s/he has been harassed should report the incident to his or her Divisional Dean and/or the Director of Student Affairs.

Health Services

The Health Suite is located on the ground floor.

The nurse is responsible for coordinating all medical and nursing services provided in the school. Nursing services include: health assessments, health counseling, health care referrals, emergency care, first aid, and supportive health and safety education for all students and school personnel.

The nurse may administer medication with a physician's authorization and parental consent. However, Thurgood Marshall Academy discourages the administration of medications at school. Parents/guardians should discuss with their child's physician the scheduling of medication at hours other than when the child is in school.

Students will not be admitted to the nurse's office without a valid pass from a teacher. The nurse will sign the pass noting the arrival time and the length of stay in the health unit. The pass will be given to the teacher upon the student's return to class. If the nurse determines that a student is too ill to remain in school, she will contact the child's

parent/guardian. Students who are ill may not leave the building without written authorization from the attendance office.

Internet Policy

Thurgood Marshall Academy provides Internet access for students to do research for school projects and class assignments. To ensure that students become responsible Internet users, Thurgood Marshall Academy permits Internet access under the following circumstances:

1. During class, students may use the Internet for class-related work under the supervision of the teacher of the class.
2. Before and after school, and during lunch, students may use the Internet to find information about subjects approved by the staff member providing supervision.
3. During Advisory, students may use the Internet under the supervision of their advisor.
4. During tutoring, students may use the Internet for locating information on homework topics under the supervision of a tutor.

No food, drink, or gum is allowed in the computer area. Chat room/social community visits are not permitted. No e-mail external to the school's system (such as Hotmail, Yahoo, etc.) may be accessed. No printing will be allowed without the permission of the supervisor.

Library Hours

The library is open in the morning, during lunch, and after school for student use. To establish an environment supportive of school work, study, research, and enjoyment of book and educational media there, Thurgood Marshall Academy has the following rules:

Morning Hours: Students may use the library between 8:00 – 8:38 am Monday through Friday. When a student arrives in the morning, s/he may request a pass at the front door and report to the library.

After School Hours: Students may use the library Monday through Thursday after school. Space is available on a first-come, first served basis each day. Student must sign in and out when using the library after school. The library schedule will be posted each week so that students can see if there are any changes to the schedule.

Lockers

Each student will be issued a Thurgood Marshall Academy locker. Students are not allowed to use their own locks on these lockers. **Each student's locker is school property and may be searched by school officials.**

Each student is responsible for any item found within his or her locker. **Students are not permitted to share lockers or give their locker combinations to other students.** Each student is responsible for any items found in his or her assigned locker, as well as for any items missing. Thurgood Marshall Academy is not responsible for any items lost from lockers. Lockers will be cleaned out on the last day of school each year and any remaining contents will be disposed of.

Lost and Found

The Lost and Found Box is located in the front lobby at the security desk. Students must ask a security guard for assistance with the Lost and Found Box either before or after school, or during passing periods. All items that are collected will be kept for two weeks. After each two-week period the items in the lost and found box will be discarded. Thurgood Marshall Academy is not responsible for lost items or items in the lost and found box.

Lunch

There is a cost for lunch that is served each day. Students may bring their lunch if they wish. Thurgood Marshall Academy is a closed campus; students may **not** leave campus to obtain food. Students are not permitted to eat or drink outside of the cafeteria.

Free and Reduced Meal forms are part of the enrollment process in July for each upcoming school year. The only method of receiving free or reduced cost lunch is to complete these forms each school year.

Prohibited Items

Drugs, alcohol, tobacco products, weapons, sharp objects, and other potentially dangerous substances or objects that are, or could be, intended to inflict harm are prohibited. The possession or use of prohibited items are grounds for expulsion.

School Closings

Thurgood Marshall Academy follows all DCPS school delay/closing decisions. Information regarding school closings due to snow, excessive heat, etc., as well as other emergency information related to the school, will be announced on local radio and television stations.

School Materials Policy

The school provides a variety of materials to aid students' learning. Students must use these items with care and respect, as they and their parents/guardians are responsible for the cost of any school property that is lost or damaged. Students purchase their own notebooks, folders, pens, pencils, paper, and other necessary school supplies. They will

be given a student planner to record assignments and other responsibilities. If a student loses his or her planner, s/he may purchase a new one for \$5.00 while supplies last.

Student Fees

Student fees accumulated during any school year must be paid in full to receive final report cards and transcripts. In addition, students may not be able to participate in school activities throughout the school year or subsequent school years.

Student Government

The Student Government gives students the opportunity to assume leadership roles in their grade and the greater Thurgood Marshall Academy community. Once students are elected/nominated to serve a one-year term, they become part of the collective leadership voice of the student body. Their duties involve planning special events (dances, Spirit Week, and socials), discussing student concerns, and working to improve the Thurgood Marshall Academy community as a whole. In addition, the representatives from each grade assume lead roles in planning grade-wide events.

Telephone Use

In order to eliminate the disruptive effect of cell phones and telephones on learning, Thurgood Marshall Academy does not permit use of these items during the school day. There are no telephones available for students at Thurgood Marshall Academy. In the event of an emergency, a staff member will contact a parent/guardian on the student's behalf. If a parent or guardian needs to contact his or her student with an emergency message, the parent/guardian must call the main office and ask for the appropriate dean depending on the student's grade level. The Divisional Dean and/or another staff member will take the message and relay it to the student. If a student has an emergency and absolutely needs to use a telephone, s/he is to report to the Student Affairs Suite 200 and ask to obtain permission to use a telephone. Students may not use cell phones or pagers in the school building at any time, as this is a violation of the Code of Conduct.

Testing

Students in ninth through twelfth grades take a variety of tests, including mid-term exams, final exams, internal Thurgood Marshall Academy assessments, PSATs, SATs, ACTs, and AP tests.

DC CAS Testing

All tenth (10th) grade students take mandated standardized tests as determined by the District of Columbia. Test results affect student standing as well as academic and official school records.

Textbook Return

Students are issued textbooks at the beginning of each school year. Textbooks are property of Thurgood Marshall Academy and must be returned at the end of the school year. Students who do not return the assigned textbooks or who return assigned textbooks in a damaged condition will be charged the cost of replacing the item. Students and parents/guardians will not be able to receive final report cards or transcripts until the balance for any missing or damaged textbooks is paid.

Title IX and Non-Discrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Thurgood Marshall Academy does not discriminate on the basis of sex or age in the employment of, or admission to, any education program or activity.

Thurgood Marshall Academy does not discriminate against any person on the basis of race, color, gender, national origin, disability, religion, or age.

Transportation

Parent(s)/guardian(s) are responsible for students' transportation to and from school. Monthly bus passes may be purchased in the main office.

Students who are waiting for a parent/guardian to pick them up after school or a school-related event may wait in the front of school or by the security desk. Students may not wait in any other area.

Use of Planners

Students will be issued planners at the beginning of the school year. Students should record homework assignments and major assignment or assessment dates to help them stay organized. Student planners will be reviewed by Thurgood Marshall Academy faculty and staff throughout the school year.

Visitor Policy

Family members of students and other guests are welcome at Thurgood Marshall Academy. To ensure the safety of all members of the Thurgood Marshall Academy community, the school established the following visitor policy:

1. All visitors must present identification and sign in and out at the security desk at the school entrance.
2. A visitor wishing to meet with a teacher or other staff member should make an appointment in advance with that person.
3. Any visitor who interferes with the work of students or employees of Thurgood Marshall Academy will be asked to leave immediately.

ACADEMIC POLICIES

Academic Communications

Progress reports are distributed two times per quarter. Report cards are distributed at the end of each quarter and semester.

Academic Probation

Students who are in danger of failing, have low or failing grades from the previous school year, and/or have a GPA of 1.50 or lower are placed on academic probation. Academic probation consists of required tutoring as well as check-in meetings with the student's Divisional Dean. Students may be placed on academic probation at any time throughout the school year. Students on academic probation are re-evaluated at the end of each quarter to determine whether a change in their status is appropriate.

Awards

- **Thurgood Marshall Academy Scholars**

Students who excel academically are rewarded at Thurgood Marshall Academy. Students who achieve the following grade point averages are identified as Thurgood Marshall Academy Scholars:

Honor Roll: Grade point average between 3.00 – 3.49.

Magna Scholar: Grade point average between 3.50 – 3.79.

Summa Scholar: Grade point average between 3.80 and above.

Thurgood Marshall Academy Scholar honors are awarded at the end of the first quarter, the first semester, the third quarter, and the academic year.

Thurgood Marshall Academy gives the following awards annually:

- **Dean's List Award:** This award is given to students who have a 3.00 GPA and no more than one disciplinary infraction.
- **The Thurgood Marshall Academy Wing Award:** This award is given to the student who most demonstrated resilience through personal and/or academic adversity throughout the school year. (End of Year Ceremony Only)
- **Brandi Rutan Law Award:** This award is given to the student who best embodies the values of activism and civic involvement. (End of Year Ceremony Only)
- **Frederick Douglas Award:** This award is given to the student who best embodies the characteristics of the award's namesake, understands the importance of education, and takes ownership of his or her studies. (End of Year Ceremony Only)

Calculating Course Grades

Semester Courses

For half credit (.5 credit) courses, both quarters are equal to 90% of the final grade, and a cumulative final exam is equal to 10% of the final grade.

Yearlong Courses

For yearlong courses (1.0 credit or .5 credit courses on an alternating day schedule), all four quarters are equal to 90% of the final grade and the cumulative final exam is worth 10% of the final grade. Mid-term exams are calculated as part of the second quarter and first semester grades.

Course Credit

To receive course credit to meet promotion and graduation requirements, a student may not score lower than a C- for a final grade for a course. Students who receive final grades which are 69% or below do not receive credit for the course in which they have received the grade.

Grade Point Average

A student's Grade Point Average (GPA) is extremely important for the college admissions process. A high GPA enables students to be competitive in the college application process, and makes it easier to earn a scholarship money to pay for the costs of a college education. Each Thurgood Marshall Academy student should understand that colleges examine a student's cumulative GPA from ninth through twelfth grade. Students will learn how to calculate their GPAs during advisory.

Grade Scale

Thurgood Marshall Academy uses a letter grading system to measure student progress in courses. The grading scale is as follows:

Letter Grade	Numeric Range	Grade Point Value
A+	100 - 97	4.33
A	96 - 93	4.00
A-	92 - 90	3.67
B+	89 - 87	3.33
B	86 - 83	3.00
B-	82 - 80	2.67
C+	79 - 77	2.33
C	76 - 73	2.00
C-	72 - 70	1.67
F	69 or below	0.00

Graduation Requirements

Thurgood Marshall Academy Public Charter School 2009 and 2010 Graduation Requirements*

Thurgood Marshall Academy Course	Thurgood Marshall Academy Graduation Requirements Number of Carnegie Units
English	4.0
Foreign Language	2.0
Mathematics	4.0
Science	3.0
Health and Physical Education	1.5
History/Social Studies	4.0
Art	0.5
Music	0.5
Technology Education and Portfolio	1.5
Law	1.0
Electives	3.0
Community Service	100 Hours
Total	25.0

* Please note that this is subject to change based on curricular needs, which are reviewed on an annual basis.

Thurgood Marshall Academy Public Charter School 2011 Graduation Requirements* (Students entering ninth grade after September 4, 2007)

Thurgood Marshall Academy Course	Thurgood Marshall Academy Graduation Requirements Number of Carnegie Units
English	4.0
Foreign Language	3.0
Mathematics	4.0
Science	4.0
Health and Physical Education	1.5
History/Social Studies	4.0
Art	0.5
Music	0.5
Law, Career, and Technology (1.0 credit of law; 1.0 credit of Portfolio)	2.5
Electives	2.0
Community Service	100 Hours
Total	26.0

* Please note that this is subject to change based on curricular needs, which are reviewed on an annual basis.

Homework Policy

Homework is an important aspect of school work at Thurgood Marshall Academy. It helps students prepare for class and practice and extend concepts learned in class. For this reason, no late homework will be accepted unless the student has a documented excused absence. Students with an excused absence have two days to turn in homework assignments. A teacher may adjust this policy at his or her discretion. It is the student's responsibility to speak with his or her teacher about late homework assignments the day s/he returns to school.

Honors and Advanced Placement Courses

Thurgood Marshall Academy is a rigorous college preparatory high school. It offers a variety of honors and AP courses. Grades in honors courses will be weighed an extra .5 in calculating student GPAs. Grades in AP courses will be weighed an extra 1.0 in calculating student GPAs. Weighted course grades do not affect a student's overall grade in a course.

To be eligible for honors or advanced placement courses, a student must obtain:

1. A final grade of a B or higher in the prerequisite course; and
2. A teacher recommendation.

Incoming 9th grade students will be assessed for eligibility based on Summer Prep test results.

Individualized Education Plans (IEP)

An IEP is a legal document that sets goals and objectives for students with disabilities. Thurgood Marshall Academy places students with IEPs in the least restrictive environments available for those students. The IEP describes the programs and services that will be offered to help these students reach their goals. Student IEPs will be reviewed annually as required by the Individuals with Disability Education Act of 1997 (IDEA). The IEP team consists of the student, his or her parent/guardian, a special education teacher, general education teachers and other personnel as needed. A re-evaluation of the IEP will be completed at least once every three years to determine whether the student is still eligible for special education services, and what services s/he needs. Students and parents/guardians are invited to learn more about the Special Education identification process by requesting a Student Support Team (SST) meeting for potential identification for special education services.

Late Project and Alternative Assessment Policy

Timely completion of assignments is important for classroom learning and preparation for college. Late projects/alternative assessments will be deducted one letter grade for each school day that they are late. In case of an emergency, it is the student's

responsibility to speak with his or her teachers to ask for additional time, which may be granted at the teacher's discretion.

Make-Up Work Policy

We want students to learn and take responsibility for their school work. Students with excused absences must pick up their work the day they return to school. It is the student's responsibility to request his or her work from his or her teacher. Students have two days to complete their assignments for each excused day that they were absent. This includes class notes, handouts, and any other academic work that was missed. **Students exceeding five excused absences in a row must see their teachers to create make-up work plans.** This is the responsibility of the student. No credit will be given if the plan is not followed correctly by the student. Adjustments to the plan may be made at the teacher's discretion.

Requests for work should be made directly to that subject area teacher.

Promotion Policy

TMA feels that students' school performance is a significant measure of their learning attainments. For a student to succeed at increasing higher levels of school, he/ she needs to have a sufficient foundation at his/her present level. TMA believes it is in a student's interest to build a substantial academic foundation before advancing to higher academic levels. This preparation may take more than four years. In fact, many well known college preparatory schools serve the purpose of providing an extra year of study when needed for college readiness.

Accordingly, students must meet applicable academic, community service, and discipline standards in order to be promoted to the next grade level.

Academics: If a student fails two or more core classes, s/he will be retained at the present grade level. Core classes include English, Mathematics, Social Studies, Science, and Spanish.

*Ninth Grade students must also pass exit exams in Reading/Language Arts and Mathematics in order to be promoted.

**To receive a diploma, seniors must meet all graduation requirements.

Community Service: Community Service is an important dimension of a student's civic development and inherent in the mission of TMA. Community service must be documented annually by May 15th. Students must complete 100 hours of community service to meet graduation requirements, as set forth below:

- To be promoted out of ninth grade, students must have completed 20 hours.
- To be promoted out of tenth grade, students must have completed 40 hours.
- To be promoted out of eleventh grade, students must have completed 70 hours.
- Students must complete 100 hours by May 15th of their graduation year.

Community Service may be completed on campus or in the student's community. The Thurgood Marshall Academy Programs Office and Office of Student Affairs periodically arrange for community service projects for students. Community Service hours must be submitted by May 15th of the current academic year to be counted for promotion requirements.

In order to receive credit for Community Service, students must have an official Community Service Hours Form completed and signed by an adult who oversaw his or her service. This adult may not be an immediate family member. Students may obtain these forms from the Programs Office, Student Affairs or the School Registrar. All completed forms must be handed in to the School Registrar to be entered into a student's permanent file.

Discipline: Thurgood Marshall Academy's success, and the success of its teachers, staff and students, depends on an atmosphere that supports learning. Thurgood Marshall Academy is a place for learning and getting along together. Student behavior that advances learning is encouraged, while behavior that detracts from learning has no place in the school. Accordingly, Thurgood Marshall Academy has established a disciplinary system that recognizes students for positive conduct in the school and flags students for negative or disruptive conduct. The school wide disciplinary system is designed to help student's behavior conform to a positive learning environment. The disciplinary process identifies and attempts to remediate student conduct that interferes or disrupts the work of the school. For a more detailed description of this process, please see the section on the Code of Conduct, below.

Violations of the Code of Conduct are accompanied by discipline infraction points.

- A detention is equal to one infraction.
- When a student is sent home due to a uniform violation, it is equal to one infraction.
- An In-school Suspension is equal to three infractions.
- An Out-of-school Suspension is equal to four infractions.

Students may earn merits based on positive behavior demonstrating model citizenship. For every four merits a student earns, s/he will receive a reduction of one infraction. Please note that students who ask for a merit after demonstrating excellent citizenship do not receive them.

Students may be required, or may opt, to attend discipline classes after school, on a Saturday, and/or during the summer to reduce infractions. Students may reduce up to 25 infraction points through successful completion of discipline classes throughout the year.

Students who have accumulated more than 20 discipline infraction points will not be promoted to the next grade.

Portfolio

The portfolio is a collection of work and reflective assignments that a student has completed throughout the school year. The portfolio process includes: subject area academic work, citizenship and academic goal tracking and reflection, as well as college and career preparation components. There is a different set of requirements for each grade level. Students compile their portfolios throughout the year and are assisted with this process during a specific period designated for portfolio. New students present two times per year, once each semester. Returning students present at the end of each year. The purposes of portfolio presentations include both developing student abilities in achievement, reflection, and presentation as well as a display of student progress to family members and the TMA and larger community.

Thurgood Marshall Academy students must complete 1.0 credit of portfolio in order to graduate. Students complete .25 credits of portfolio each year at each grade level. New tenth graders complete .25 credits at the end of first semester and .25 credits at the end of second semester.

Test and Quiz Make-Up Policy

In-class tests and quizzes may be made up with a documented excused absence. Students have two days to make up quizzes and tests for each excused day absent. It is the student's responsibility to arrange this with his/her teacher. Adjustments to this policy may be made at the teacher's discretion.

STUDENT UNIFORM POLICY

Virtually all professions have either explicit or implicit standards of dress, and Thurgood Marshall Academy is no exception. Students must abide by the uniform code every day.

Students are required to wear a school uniform each day. The uniform shirt must be purchased from Thurgood Marshall Academy for \$22–\$25. During cold weather months, students may only wear the Thurgood Marshall Academy uniform sweater, which may be purchased for \$27–\$30. Financial assistance for uniform purchases is available.

The student uniform policy also requires additional items that must be purchased by the student or his or her parent/guardian. Please consult the daily uniform code below.

Students will be sent home immediately if they arrive at school out of uniform or if they are otherwise improperly dressed.

Students must abide by the following:

Thurgood Marshall Academy Daily Uniform Code:

- 1. All students must wear burgundy or white Thurgood Marshall Academy polo shirts with the Thurgood Marshall Academy logo.**
- 2. Shirts must be tucked in so that the belt loops of a student's pants show.**
- 3. All students must wear tan khaki full-length pants** or tan khaki skirts that are no shorter than 2" above the knee.
 - Cut-offs, shorts, and capri pants are not allowed during the school year.
 - Pants must be tan khaki in color. No other colors are allowed.
 - Pants must be khaki material. Students may not wear pants made of denim, corduroy or sweatpant material.
 - Pants must not be too tight or too loose. Any issues will be resolved by the Director of Student Affairs and the Divisional Deans.
 - Pants must be worn appropriately.
 - Pants may not have any tears or holes.
 - Pants with multiple pockets, such as cargo pants, are not allowed.
 - Pants may not have any chains, beading, ties, embroidery or additional decoration.
 - Skirt slits must end no higher than 2" above the knee. Other than length, all other policies that apply to pants also apply to skirts.

If a student wears a belt, it must be an all-black belt with a plain buckle. No chains or other belts may be worn. Belts must be worn appropriately through the belt loops of the student's pants or skirt.

Completely black closed-toe shoes/sneakers are required. Shoelaces must also be completely black. During cold weather months, boots may be worn to school, but

must be removed in the lobby on entering the building, and stored in student lockers.

Only solid black or white socks may be worn. Multi-colored socks are not allowed.

No jackets may be worn during the school day. Students must store their outerwear in their lockers.

Students may wear the Thurgood Marshall Academy Logo uniform sweater. No other sweaters or sweatshirts may be worn during the school day.

Students may wear plain white t-shirts under their Thurgood Marshall Academy polo shirt. Absolutely no writing or logos are permitted.

Students must wear their current Thurgood Marshall Academy ID around their necks so that it is visible at all times.

Cold Weather Options:

1. Students may purchase a Thurgood Marshall Academy Logo black sweater or uniform fleece with the Thurgood Marshall Academy Logo. No other sweaters or sweatshirts are allowed.
2. Long sleeve Thurgood Marshall Academy polo shirts may be purchased.
3. Students may wear long sleeve all-white turtlenecks or long-sleeved shirts under the Thurgood Marshall Academy polo shirt. Absolutely no writing or logos is permitted.
4. Students may not wear anything else under their uniform shirts, nor anything on top of their uniform shirt under their uniform sweater/uniform fleece.

Additional Uniform Expectations:

1. Hats, sweatbands, headbands, sun visors, bandanas and headscarves are not to be worn and must be kept in student lockers during the school day. These items may never be worn in the school building, even when entering or exiting. Religious/cultural head wraps must be individually approved by the Director of Student Affairs.
2. Jewelry, including necklaces, bracelets, earrings, and belt buckles, that is distracting and/or contains inappropriate wording or is nonverbally suggestive is not allowed.
3. Scarves, ties, and additional items are not allowed.
4. Any other uniform exceptions for religious reasons must be documented by a parent/guardian and approved by the Director of Student Affairs.

Professional Dress

There will be days where students are required or asked to dress professionally. These include events such as: Law Days and Lawyers In Training, when a student is representing the school at an event; special field trips; portfolio presentations; and other school-related events. If a student does not meet the Professional Dress requirements on a Professional Dress day, that student will be sent home to change and his or her absence will be unexcused. Professional Dress includes the following:

1. A white or other appropriate colored shirt. Dress shirts must be tucked in.
2. Dark colored dress pants or skirts that are no more than two inches above the knee.
3. A black or brown belt with a plain buckle and closed-toe dress shoes.
4. Simple, tasteful jewelry.

Further:

- All clothes must fit appropriately and not be too tight or too loose.
- Boys should wear a tasteful tie, tied appropriately around their neck.
- Students may also wear suit jackets or “dressy” sweaters.
- Students should wear dark colored socks or stockings which are an appropriate color for the outfit.
- Students must wear dress shoes that are closed-toed.
- If a student has any doubt whether his or her outfit is appropriate, s/he should seek approval in advance from his or her Divisional Dean or the Director of Student Affairs.
- Students may also wear their regular uniforms when Professional Dress is required.

ATTENDANCE POLICY

Because daily attendance is vital to success in school, it is very important that students are present and on time every day of school, for the entire day. Thurgood Marshall Academy is a significant time commitment, but by enrolling students have pledged to accept our extended hours, and families have agreed to support students in this endeavor.

Our school day begins at 8:45 am (optional breakfast is served from 8:00 – 8:30 am), and ends at either 3:30 pm or 4:00 pm.

Students who are absent from school are not permitted to:

- 1. be on school property**
- 2. participate in school activities**
- 3. attend school activities and/or after school activities.**

Late Arrival

If a student is not present and in his or her seat in his or her first or fifth period class by 8:45 am, that student is considered tardy. If a student arrives after 9:15 am, s/he will be required to attend Tardy Hall until the conclusion of first/fifth period.

This absence from first/fifth period is considered an unexcused absence. Students who arrive between 8:45 am and 9:15 am must check in at the Security Desk in the front lobby. Students must obtain a tardy pass and present this pass to their teachers in order to be admitted to class. A student will not be allowed to enter his or her first/ fifth period class after 9:15 am. These absences count towards the maximum number of allowable absences to receive course credit.

When a student arrives after 9:15, s/he must sign in at the security desk, check in with the attendance officer, and show the required student ID. Students will be assigned to tardy hall between 9:15 am and 10:15 am. Students who arrive after 10:15 am must sign in at the security desk, check in with the attendance officer, and show the required student ID, then report to the appropriate class.

Tardy Policy

The following procedures apply if a student is tardy (not in the classroom by the starting time of the period) to any class:

- When a student accrues three unexcused tardies (to first period and/or any period/advisory), s/he will be assigned an after-school detention.
- For every additional tardy to each class period/advisory during that **month**, students will be assigned an additional after-school detention.

- Every three unexcused tardies to a class period is equal to one absence in that class.
- If a student is late to class and does not have a pass, s/he may not be admitted to class. Students must report to the security desk to obtain an unexcused tardy pass. If a student is in the hallway without a pass 10 minutes after the beginning of any period or lunch, the student is considered to be skipping class and will be assigned to In-school Suspension for a portion or the remainder of the day.

Early Dismissal

In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. A parent/guardian must send documentation in writing to the attendance officer. The attendance officer will verify the documentation and approve or deny the early dismissal.
2. The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.
3. If a student becomes ill during the school day, Thurgood Marshall Academy's part-time, on-site nurse may be able to address the student's needs. If a student is too ill to remain in school and needs to leave school, a parent/guardian will be contacted. **Early dismissals are only granted when requested from a parent/guardian and/or emergency contacts who are documented during the enrollment process.**

Students are not allowed to leave school by telephone request or written note alone.

Loss of Credit

Five (5) absences (excused and/or unexcused) in any quarter in a particular class will result in an automatic loss of credit for that quarter in that class.

A total of ten (10) absences (excused and/or unexcused) during any semester in a particular class will result in an automatic loss of credit for the semester.

This means that a grade of “F” will be issued to the student for any class in which s/he has exceeded the number of allowable absences.

Students and parents/guardians may appeal a loss of class credit by following the appeals procedure. Appeals procedures may be requested from the Director of Student Affairs. All appeals must be submitted no later than two weeks after the end of any quarter or semester grading period.

Excused Absences (count towards total number of absences)

- Death in the student’s immediate family (verification required);
- Illness of the student (A doctor’s certificate is required for a student absent more than two consecutive days.);
- Observance of a religious holiday;
- Out-of-School Suspension or In-School Suspension
- Medical reasons such as a doctor’s appointment. (A doctor’s note should be provided when the student returns to school.); and
- Other absences approved in advance by the Thurgood Marshall Academy administration upon the written request of a parent/guardian;
- Student employment or related absences are **not** excused absences.

Documenting an Excused Absence

When a student returns to school after an absence, s/he should bring a note to the front office that includes the date(s) of the absence, the reason for the absence, and any required documentation. An original doctor’s certificate should be provided for medical appointments scheduled during the school day or absences due to illness totaling three or more days. The student will receive a readmit slip if the absence was deemed excused, and must have each of his or her teachers sign the readmit slip. A student must complete the readmit slip the day that s/he returns to school and submit it to the attendance officer at the end of the school day. If a student does not complete this form and turn it in within ten minutes after the conclusion of the school day, the absence will be considered unexcused.

IT IS THE STUDENT’S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS.

Truancy

Truancy Defined

Truancy is the willful absence from school by a minor (5-18 years of age) with or without parental approval, knowledge, or consent.

A truant is a minor (5-18 years of age) who, without a valid reason and with or without parental knowledge or consent, does not attend school. A truant is defined as any student who accumulates 15 or more unexcused absences in one school year.

Truancy Enforcement

All uniformed law enforcement officers in the District are responsible for truancy enforcement.

- If a truant is picked up by the police, s/he will be transported in a police vehicle to the Student Attendance Intervention Center.
- Parents/guardians are notified of the student's truancy status.
- Students and parents/guardians receive intake consultation and resource support.
- Parents/guardians and the school are provided with consultation and follow-up support.
- Parents/guardians and students may be required to attend a truancy conference.

Consequences of Poor School Attendance

Missing school may result in:

- Poor work habits
- Lower grades/loss of credit
- Frustration in learning
- Dropping out of school
- Lower self-esteem
- Reduced earning potential
- Possible unemployment

Student Responsibilities

1. Arriving on time to school each day;
2. Attending all classes daily;
3. Assuming responsibility for behavior which supports regular attendance;
4. Coming to school each day ready to learn and prepared with all required materials.

SUPPLEMENTAL PROGRAMS

Thurgood Marshall Academy offers a number of supplemental programs to enrich and enhance student learning. These programs include: Law Days, mentoring, tutoring, educational field trips, clubs, sports and other after-school programs.

Homework Help

Homework Help is TMA's after-school study space designed to provide all students with the resources they need to understand and complete their homework. Monday-Thursday, Homework Help offers students one-on-one tutoring, access to TMA faculty, a chance to work collaboratively with other students, and a quiet space to complete their homework. Programs will provide a snack for all Homework Help participants who are productively working. Tutors include TMA faculty/staff and trained students from George Washington University, Georgetown University, and Howard University. Tutoring is supervised by Programs staff.

Athletics

TMA belongs to the Washington Charter High School Athletic Association and sponsors a co-ed Flag Football team, Boys' and Girls' Basketball, Cheerleading, Sailing, Dance Team, and Soccer Club. Sports teams practice and compete after school under the direction of TMA coaches. Students must have a minimum GPA of 2.0 and meet the other requirements listed in the *2008-9 Eligibility Requirements for Students* to participate in TMA's athletics programs.

Clubs

TMA sponsors a variety of clubs through which students can explore areas of interest and gain leadership skills outside of the classroom. Clubs are coordinated by Programs staff but may be initiated by students, faculty/staff, or external organizations. TMA clubs from past years include Newspaper, Salsa/Ballroom Dance, Film, MOST (Men of Strength), SASS (Sisters Action Sister Strength), Youth and Government, Drama, Sports Club, and Green Club. Clubs meet after school at the discretion of the advisor.

ADL – A World of Difference

TMA's Anti-Defamation League Peer Trainer Program is designed to equip promising student leaders with the skills, tools, and resources necessary to achieve their leadership potential. Students meet after school for leadership training on topics such as conflict resolution, diversity, prejudice, and communication skills. They also learn how to facilitating discussions and to increase students' understanding of anti-bias issues. Students serve as an example to the entire school and use their training to educate and influence their peers both inside and out of the classroom. The ADL Peer Trainer Program is coordinated and supervised by Programs staff. Students and staff receive training from the ADL's A World of Difference Program.

Teen Action

TMA offers a comprehensive service-learning program that combines a series of community service activities with instruction and reflection. Students may earn community service hours and explore their leadership and project planning skills through participation in a weekly after school club co-facilitated by Programs staff and *DC Today ... DC Tomorrow* (students from George Washington and American Universities). Under the direction of advisors, TMA's Teen Action members will identify community issues and organize monthly service projects to provide opportunities for all TMA students to work toward the completion of their 100 service-hour graduation requirement. Teen Action plans special events for Martin Luther King Jr. Day of Service in January and Global Youth Service Day in April.

Junior Achievement

The JA Company Program gives students interested in entrepreneurship the opportunity to learn about economic systems, develop job skills, and even create their own business! A community business leader and TMA advisor will guide students in developing leadership skills, explore various careers, and learn about financial literacy. Students will also create, market, and sell their own product at TMA. JA volunteers and staff receive training from Junior Achievement.

Law Day (REQUIRED for 9th grade)

Law Day is a half-day program designed to familiarize ninth grade students with the U.S. legal system through mock trials, round table discussions, and interactive case studies. One Friday afternoon each month, half the ninth grade will travel to a local law firm to explore basic legal principles under the instruction of trained attorneys. The other half of ninth graders will attend a field trip organized by faculty/staff members. Law Day and field trip groups will alternate monthly. Tenth grade "Lawyers in Training" also accompany ninth graders to help facilitate the program. Students are required to wear professional dress as outlined in the student handbook or the TMA student uniform on Law Day.

Mentor Program (OPTIONAL for 10th grade & past participants)

Participating students are paired with professional adults who can offer support, advice, and guidance during their final years of high school and the critical post-secondary planning process. Students and mentors attend monthly Mentor Days (one Saturday a month, 9:30am-1:30pm), maintain weekly phone/email contact, and arrange one additional outing a month. Past Mentor Days include bowling, museum scavenger hunts, college campus visits, and community service projects. All mentors are thoroughly trained, screened, and supported by Programs staff.

Law Firm Tutoring (REQUIRED for 11th grade)

Every Tuesday (4:15 – 7:00 pm), 11th grade students travel to TMA's partner law firms to complete their homework with the assistance of legal professionals including attorneys, paralegals, and staff. Students will earn .25 credits for the year for successfully completing the law firm tutoring program. The class will be graded pass/fail and grades will be based on attendance, student preparedness, and willingness to participate. Tutors at law firms work one-on-one with students to prepare for tests, complete projects, and

discuss college/career goals. Dinner is provided for all students at the law firms. Students and tutors are supervised by TMA faculty/staff members.

AFTER SCHOOL EXPECTATIONS

If students remain in the building after school, they should be participating in one of the following activities by 3:45 on Monday, Wednesday, Thursday and Friday, and 4:15 on Tuesday:

- Club meetings
- Sports Practice
- Teacher Office Hours
- Library
- Computer Lab

Once a club meeting begins, students should not leave to go to another activity.

Students should NOT be in the hallways after school unless they are using the restroom or going to their lockers.

Inside voices should be used at all times.

Students should only exit the building through the front entrance. Once students leave the building, they will NOT be allowed back into the school.

Students participating in athletics practice or clubs which use the field/courtyard should only exit the building for practice via the handicapped-accessible entrance. During practice, if students need to use the restroom or the water fountain, they should only use the handicapped accessible entrance. At the end of practice, all students who do not need to re-enter TMA should leave via the gate. Students who do need to re-enter the building will be escorted by their coach, club advisor, or Programs staff member.

Students who serve OSS or do not attend school are not allowed to participate in after school activities on that day.

The TMA Code of Conduct and “No Brainers” apply to all school sanctioned after school activities both on and off campus including but not limited to athletic competitions, Law Firm Tutoring, community service projects, club meetings and trips, and special events.

Students must wear their TMA uniforms while participating in after school activities unless other clothing is warranted.

(Exceptions include but are not limited to football, basketball, dance, cheerleading, sports and fashion club meetings, practices, and games.)

Cleats should not be worn in the building.

Students leaving detention will be issued a pass. The pass will state the time the student is dismissed from detention and where s/he is allowed to go next: Homework Help, a club meeting, teacher's office hours, the Library, the Computer Lab, or leave the building.

Students are not allowed to use cell phones inside the building including during after school hours.

Any snack provided by after school program staff must be consumed in the designated location(s).

THURGOOD MARSHALL ACADEMY CODE OF CONDUCT

The primary objective of the disciplinary system at Thurgood Marshall Academy are to support a quality learning environment and instill a sense of responsibility and self-discipline in all Thurgood Marshall Academy students. Students are expected to enter the school each day ready to learn and to behave with respect and cooperation toward other members of the Thurgood Marshall Academy community. It is everyone’s responsibility to build and support the school community through positive behavior. A guiding principle is that Thurgood Marshall Academy is a place for learning and getting along together.

A full description of the Thurgood Marshall Academy Code of Conduct is provided in order to give students and families a clear understanding of the expectations of students and the consequences of failing to meet these expectations. Students are expected to comply with the Code of Conduct at all times while under the jurisdiction of Thurgood Marshall Academy, including all activities during the school day, all supplemental programs, all extracurricular activities, and all school functions both on and off-campus.

Guiding Principles of Good Citizenship

Throughout the year, the following principles will be emphasized:

- Character is defined by what one does; not what one says or believes.
- Every choice a student makes helps define the kind of person one is.
- Good character requires doing the right thing, even when it is costly or unpopular.
- What one does matters, and one person can make a difference.
- The payoff for good character is that it makes one a better person and it makes the world a better place.

Character Matters

The faculty and staff will promote and recognize good citizenship, and students will receive “merits” and other incentives for demonstrating positive character traits, such as:

Responsibility	Fairness/Justice	Citizenship	Perseverance
Respect	Diligence	Punctuality	Courage
Trustworthiness	Integrity	Compassion	Initiative

Thurgood Marshall Academy’s Expectations For Student Behavior

At all times, students are expected to:

- Be respectful to staff and other students;
- Treat school property with care and respect;
- Follow directives given by faculty and staff the first time;

- Use appropriate language;
- Dress appropriately in the Thurgood Marshall Academy school uniform;
- Avoid disruptive behavior in the classroom or common areas;
- Refrain from eating and drinking in classrooms or common areas;
- Avoid horseplay; and
- Refrain from grooming outside of the bathroom.

Failure to adhere to these expectations will result in an automatic detention. Please see the explanation of detentions below.

Category I Violations

Category I violations include, but are not limited to, violations of Thurgood Marshall Academy's "**No Brainers**":

- Using profanity
- Eating or drinking outside of the cafeteria
- Possession of electronic items during the school day
- Disruptive behavior
- Horseplay
- Grooming outside the bathroom
- Disrespect to staff or other students
- Failure to follow directions the first time
- Uniform violations
- Gambling

If a student is found to have committed a Category I violation of Thurgood Marshall Academy's Code of Conduct, the following disciplinary measures may be taken:

- Teacher or staff member/student conference
- Detention
- Parent/guardian notification and conference
- Counseling/intervention
- Loss of school privileges and a violation of good standing
- School/community work tasks

Violations of "No Brainers" result in an after school detention.

Category II Violations

Category II violations include, but are not limited to:

- Repeated refusal to follow instructions given by staff
- Disrespect to staff or other students

- Repeated uniform violations or refusal to fix a minor uniform issue in a timely manner
- Failure to attend detention or class during the regular school day
- Destruction of school or personal property
- Repeated disruptive behavior
- Truancy/skipping class
- Cheating or plagiarism, if it is the student's first violation of the Academic Honor Code
- Gambling

If a student is found to have committed a Category II violation of the Thurgood Marshall Academy Code of Conduct, the following disciplinary measures may be taken:

- Parent/guardian conference
- In-school Suspension (one to three days)
- Out-of-school Suspension (one to ten days)
- Individual behavior modification plan
- Discipline class
- Disciplinary probation and/or a behavioral contract
- Expulsion

Category III Violations

Category III violations include, but are not limited to:

- Fighting or other violent behavior
- Harassing/threatening staff or other students (including cyber-bullying)
- Possession or use of drugs, alcohol, cigarettes or other prohibited items
- Possession of weapons or other prohibited items on school property
- Repeated Category I and II violations of the Code of Conduct
- Violation of disciplinary probation and/or behavior contract
- Repeated violations of the Academic Honor Code
- Criminal Act on/off school grounds
- Failure to follow school visitor policy

If a student is found to violate a Category III violation of the Thurgood Marshall Academy Code of Conduct, the following disciplinary measures may be taken:

- Out-of-school Suspension and parent/guardian conference
- Out-of-school Suspension and discipline class
- Expulsion

Detentions

Detentions are held daily after school for 40 minutes. Students will report to the designated room within five minutes of being dismissed at the end of the school day. A

detention list will also be posted each day in a consistent, common location for student reference. Each detention is equal to one infraction point.

A student who fails to serve a detention (including being tardy) will be reassigned to serve that detention. If s/he does not serve this detention, s/he will receive additional consequences as follows:

- * First offense – In-School Suspension
- * Second and subsequent offenses – Out-of-School Suspension

Students given three or more detentions within one week will be given an In-School Suspension (ISS).

In-School Suspensions

During an In-school Suspension (ISS), the student remains in school but is not permitted contact with other students, in order to provide the opportunity for individual behavior modification. ISS is assigned by the Divisional Dean or the Director of Student Affairs and may last from 1-3 days. Each ISS assignment is equal to three infractions. While in ISS, students will not be allowed to participate in any school activities but will be expected to complete their missed work for the day as well as an ISS work packet. Failure to complete ISS work or to follow ISS rules will result in additional ISS days, accumulating additional infractions and/or Out-of-school suspension.

After a total of three ISS assignments or a total of three days served, whichever comes first, students will be assigned an OSS for each Category II or III violation of the Code of Conduct for the rest of the semester.

Out-of-School Suspension (OSS)

Out-of-school Suspension involves separation from the school and all school activities for a specified period of time, which is determined by the Divisional Dean or Director of Student Affairs. Each OSS assignment is equal to four infractions. The primary intent is to impress upon the student and parent/guardian that a serious behavior problem exists and that steps must be taken to ensure that the behavior is not repeated.

Before a student is suspended, an informal conference will be held that will include the following:

- Oral or written notice of the Code of Conduct violation for which the suspension is considered
- An explanation of the evidence or facts for the suspension
- An opportunity for the student to tell his/ her side of the story
- If a suspension is given, the reason for the suspension

If a student is suspended, the following steps will be taken:

1. The parent/guardian will be contacted by the Divisional Dean, Director of Student Affairs, or another representative of the school, and will be asked to pick up the student as soon as possible or to grant permission to send the student home. The Student Affairs Office will inform the student and his or her parent/guardian of the length of suspension and applicable procedures regarding the suspension.
2. Thurgood Marshall Academy will send a written notice of suspension, which will include an offer to meet with the parents as soon as possible and the date for a conference of readmission, to the parent/guardian.
3. The student and parent/guardian will be asked to meet with the Director of Student Affairs and/or the Divisional Dean and other appropriate staff before the student will be allowed to return to school. During this meeting a student may be placed on disciplinary probation and/or a behavioral contract. If a student is already on a behavior contract, the student's status at Thurgood Marshall Academy will be evaluated.
4. When a student is serving an OSS, s/he may not be on school grounds before school, during the school day, or after school.

Disciplinary Probation

A student who has committed repeated misconduct or a major violation may be placed on disciplinary probation. Prior to the imposition of disciplinary probation, TMA will provide the student and his parents with an opportunity for an informal conference as in the case of suspension, above. If disciplinary probation is given, the student and his or her parent/guardian will be notified in writing that the student has violated school policy and that future violations will incur more stringent disciplinary action, up to and including a request for transfer out of Thurgood Marshall Academy.

If, while on disciplinary probation or a behavior contract, a student violates another major school policy, s/he may be expelled either immediately or at the end of the school year as the situation warrants.

The length of disciplinary probation and its conditions will be determined individually for each student by the Director of Student Affairs and/or the Divisional Dean. **Probation is a serious status with severe consequences. Students can be expelled for violations of disciplinary probation and behavior contracts.**

Expulsion

Students may be expelled for:

- 1) extreme violations of the Code of Conduct that significantly and demonstrably harm the educational environment of Thurgood Marshall Academy or threaten or harm the safety or security of Thurgood Marshall Academy students, staff, faculty or others associated with Thurgood Marshall Academy.
- 2) repeated major or extreme violations of the Code after appropriate remediation has been attempted.

The following procedures will be followed if a student is being reviewed for expulsion:

1. The student will be suspended, pending potential expulsion, for a five day period. Prior to the suspension, an informal conference will be provided as described for suspensions, above, regarding the Code of Conduct violation which could lead to expulsion. The student and family will be notified of the nature of the offense and possibility of expulsion. During this five day period, a meeting will be set up with the student, parent/guardian, and the Director of Student Affairs. The meeting consists of notification of charged offense(s), potential consequences, and procedures to be followed.
2. A Discipline Hearing will occur to review the incident(s):

Three faculty/staff members will serve as the Discipline Review Committee. The panel makes a recommendation to Thurgood Marshall Academy administration regarding possible expulsion. During the hearing, one administrator will carryout the following procedures:

- a). A statement of the Code of Conduct violation and summary of hearing procedures.
- b). An explanation of the evidence or facts for which expulsion is being sought.
- c). The student will be able to provide a statement or explanation and speak to the panel. The panel may ask the student questions regarding the matter. An advocate(s) may speak on the student's behalf.
- d). At the conclusion of the hearing the panel will make a recommendation regarding the expulsion and/or other consequence will be determined. If the panel recommends expulsion, the recommendation will go to the Thurgood Marshall Academy administration, which makes the final disciplinary decision.
- e). The student/family will be informed of the decision via phone within 24 hours of the hearing, and written notification will be mailed within 48 hours of the hearing. This notice will contain information regarding appeal procedures.

f). Any student who is expelled has the right to appeal the decision in writing to the Chairperson of TMA's Board of Trustees within seven days (five school days) of the written notice of expulsion and to have an advocate present on his/her behalf at the appeal.

Summary of Category I, II, and III Violations

Offense Type	Behavior Examples	Possible Consequences
Category I Violations ("No Brainers")	<ul style="list-style-type: none"> • Repeated lateness to class or school • Disrespect to staff or other students • Using profanity • Eating or drinking outside of the cafeteria • Possession of prohibited items • Electronic devices out of locker during the school day • Disruptive behavior/horseplay (playing, running, excessive physical contact) • Failure to follow directions the first time • Grooming (hair, nails, make-up) outside of bathroom • Uniform violations • Gambling 	<ul style="list-style-type: none"> • Teacher/student conference • Detention (after school) • Parent/guardian notification • Dean/student conference • Counseling intervention • Loss of school privileges • School/community work tasks • Discipline class <p>* Violations of "No Brainers" will result in an automatic detention.</p>
Category II Violations	<ul style="list-style-type: none"> • Repeated refusal to follow instructions from staff • Disrespect to staff or other students • Uniform violations • Failure to attend detention • Destruction or theft of school or personal property • Repeated disruptive behavior (3 or more detentions) • Truancy/skipping class • First violation of the Academic Honor Code • Gambling 	<ul style="list-style-type: none"> • Parent/guardian conference • In-school Suspension • Out-of-school Suspension • Individual behavior modification plan • Disciplinary probation • Expulsion • After-school detention • Discipline class
Category III Violations	<ul style="list-style-type: none"> • Fighting or other violent behavior • Harassing/threatening staff or other students • Possession or use of drugs, alcohol, cigarettes, or other prohibited items • Possession of weapons or other prohibited items • Repeated violations of the Code of Conduct • Repeated violations of the Academic Honor Code • Violation of Disciplinary Probation or Behavior Contract 	<ul style="list-style-type: none"> • Out-of-school Suspension (Pending review for potential expulsion.) • Expulsion

THURGOOD MARSHALL ACADEMY ACADEMIC HONOR CODE

The life of a Thurgood Marshall Academy Public Charter High School student is based on the broad principle of honor; we at Thurgood Marshall Academy demand a high standard of honesty and conduct from each of our students.

A student who submits work which is not his or her own will receive a failing course grade for the grading period and be suspended.

If a similar situation recurs, the student will be subject to suspension, the duration of which will be determined by the Divisional Dean and the Director of Student Affairs. Any subsequent violation of the honor code will then be considered grounds for dismissal. The parent/guardian, the student, as well as the Divisional Dean and/or Director of Student Affairs will have a conference regarding the violation and the penalty. If at any point the student feels that the measures taken are unjustified, s/he may request of the Director of Student Affairs that the matter be reviewed by the Honor Committee. The student, his or her parent/guardian and the faculty member will each have the opportunity to present his or her case to the Honor Committee. The Honor Committee's decision may result in expulsion from Thurgood Marshall Academy.

Academic Dishonesty

Academic dishonesty is a corrosive force in academic life. It jeopardizes the quality of education and devalues the genuine achievements of others. Each of the following acts, when committed by a student, is an act of academic dishonesty; however, this is not an inclusive list.

A. Cheating

Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

B. Fabrication

Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

C. Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Disclosure of Infractions

Counselors, as well as Thurgood Marshall Academy faculty and staff, are ethically and legally obligated to respond to any question or statement regarding any infraction of the

Thurgood Marshall Honor Code and the District of Columbia Public Schools System's Discipline Policy.

**THURGOOD MARSHALL ACADEMY
PUBLIC CHARTER HIGH SCHOOL**

**STUDENT POLICIES AND CODE OF CONDUCT CONTRACT
SY 2008-2009**

We support Thurgood Marshall Academy's emphasis on good citizenship and we recognize that academic excellence can only occur in an environment that is civil, safe, orderly and conducive to learning.

We have read and discussed Thurgood Marshall Academy's Code of Conduct. We understand that these are the behavioral standards to which all Thurgood Marshall Academy students will be held. Therefore, we promise to support and help Thurgood Marshall Academy enforce the school's Code of Conduct.

We also understand that if a student comes to school dressed in a manner that does not comply with the Uniform Policy, and cannot be corrected immediately, he or she will be sent home. Parent/Guardian hereby grants permission for this to occur any time his or her child comes to school out of uniform.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature

Date

Student Signature

Date

