

MARINE CREEK COLLEGIATE HIGH SCHOOL



Student Code of Conduct
2022-2023

Marine Creek Collegiate High School

STUDENT HANDBOOK 2022-2023

ADMINISTRATIVE STAFF

Tom Fraire, Principal

Jessica Tackett, Assistant Principal

DeAnne Young, Campus Coordinator

GUIDANCE & COUNSELING STAFF

Sherry Reed, Lead Counselor: M to Z

Misty Valdez: Counselor: A-L

Melissa Medina-Longbine, Interventionist

Kierney Buchanan, College & Career Readiness Coach

Victor Chapa, Freshmen Success Coach

MAIN OFFICE

Kathleen Marshall, Data Clerk/Attendance

Yolanda Salinas, Parent Liaison

Hilda Martinez, Campus Secretary

Delayna Jackson, Campus Monitor

ADDRESS

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Fort Worth, TX 76179

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Marine Creek Collegiate High School

VISION

MCCHS will continue to develop our navigational systems and approaches to support students as they choose their own destinations.

MISSION

Students will be provided a compass to aid them in their journey while anchoring them in their values to help them navigate the seas of life.

CORE VALUES

Service ✦ Honesty ✦ Accountability ✦ Respect ✦ Kindness ✦ Scholarship

ALMA MATER

Hail to the Gold and Blue!

Hail to our Alma Mater

Our voices in cheerful song, may our hearts be forever free!

Marine Creek Collegiate High we raise a hail to thee!

Bold voices to praise and sing loyalty to the Gold and Blue!

We laugh, we play, we work, we sing, we owe so much to you!

Hail to thee Collegiate High no limit shall we see!

Yes, Hail to thee Collegiate High where our hearts will always be!

SCHOOL COLORS

Blue and Gold

SCHOOL MASCOT

Shark

Student Handbook

2022-2023

STUDENT EXPECTATIONS

Upon entering Marine Creek Collegiate High School, each student will sign a Memorandum of Understanding. It is the expectation of school administration and staff that each student will commit to the "business of learning." MCCHS is committed to challenging each student to meet their level of academic and social potential, believing that all students can learn. MCCHS students will be expected to attend all classes, be an active and involved student of learning during class, and strive continuously to reach the ultimate goal—a high school diploma and college degree!

Character is the essence of who we are. Each student will exemplify a commitment to positive personal development by joining and actively participating in at-least one MCCHS student organization. In addition, you represent Marine Creek Collegiate High School, Tarrant County College District, and Fort Worth Independent School District. Therefore, your character is expected to be of the highest caliber, and any violation of the Student Code of Conduct published by Marine Creel Collegiate High School in onunction with Fort Worth Independent Schoo District and Tarrant Countil College will not be tolerated and will have consequences that may directly affect the student's enrollment in Marine Creek Collegiat eHigh School.

As a student at Marine Creek, you are expected to follow all school rules and regulations established by Marine Creek Collegiate High School, Fort Worth Independent School District, and Tarrant County College District as stated in the TCCD Catalog.

Students are expected to:

- Be prepared for each class with assigned work and appropriate materials.
- Be self-disciplined; setting individual goals and utilizing good work habits
- Assume responsibility for making choices and accept the consequences of those behaviors
- Pursue mastery of the essential knowledge and skills of the curriculum as prescribed by the District and State
- Show respect for others and their property, to include social media awareness and through the use of technology
- Adhere to dress code standards
- Abstain from making profane, insulting, threatening or inflammatory remarks, to include but not limited to verbal or written remarks including the use of technology

- Abstain from public displays of affection on campus
- Cooperate with all lawful and reasonable directives issued by school personnel.
- Attend school the entire instructional day, except when ill or otherwise lawfully excused.
- Be on time to all classes
- Establish an effective working relationship with parents, peers, and school personnel.
- Leave campus immediately after the dismissal bell unless involved in a school activity/club.
- Always follow the core values of Marine Creek Collegiate High School: Service, Honesty, Accountability, Respect, Kindness, Scholarship

You represent Marine Creek Collegiate High School, Tarrant County College District, and Fort Worth Independent School District. Therefore, your character is expected to be of the highest caliber, and any violation of the Student Code of Conduct published in conjunction with FWISD and TCCD will not be tolerated and will have consequences that may affect the student's enrollment in Marine Creek Collegiate High School.

ACADEMICS

Academics are very important to MCCHS. You are expected to turn in all assignments on time, fully completed and at the level of expectations for MCCHS/TCCD students. This applies to all classes taken at both MCCHS and TCCD.

Most college classes are also required for high school graduation, not just the Associate of Arts Degree. Failing a college class may put a student behind in earning their high school diploma. Students that fail a college course, or whose GPA falls below a 2.0 at the college will be subject to the following:

Suspension 1: Limited to 2 College Courses for the next semester

Suspension 2: Not allowed to take college courses for a long semester (Fall, Winter/Spring, Summer)

Dismissal: Student will not be allowed to take college courses for an entire year. Students who go on dismissal are subject to possibly having to return to their home high school campus.

Students failing high school classes at the progress report will be required to attend our after school tutorial sessions, **Sink or Swim**. Dates of Sink or Swim for each grading period can be found in the Sink or Swim section below.

ATTENDANCE

MCCHS teaches the skills that are needed to be successful in college. Attendance is very important in any learning environment, but critical in an accelerated learning environment. It is imperative that you are in attendance and on time to class every day.

Please keep in mind TEA attendance law groups excused and unexcused absences as the same type of absence.

Attendance is taken and reported each class period. By state law, students must be in attendance a minimum of 90% of the total school days EACH SEMESTER to be eligible to earn credit. Students are expected to make-up excessive absences; failure to do so will result in denial of credit. To be eligible for credit recovery-students must be in class for a minimum of 75% of the school days in that semester. Both student and parent/guardian will be notified PRIOR to loss of credit.

Absences related to extenuating circumstances can be petitioned to the Attendance Review Committee on campus. Petitions are available in the Assistant Principal Office.

Students cannot "BANK" attendance hours. You will ONLY be allowed to participate in credit recovery if you have been absent MORE than 10% of the time.

***FWISD attendance policy differs from TCC attendance policy.*

- TCCD Faculty may drop a student from their class for excessive absences (more than 5 unexcused)
- Your work in the college classes is expected to be turned in on time regardless of the absence.

STUDENTS SHOULD BE CHECKING FOCUS DAILY FOR MCCHS ATTENDANCE

TARDINESS

Students are expected to be on time for all classes. All students late to class without a note will be marked tardy in focus by the teacher or record. Please refer to the discipline matrix for disciplinary actions regarding tardiness. Tardy reports will be run every Friday afternoon for the week.

DISCIPLINE

Students are to assume responsibility for their behavior. Discipline affects our enrollment and participation in MCCHS. You cannot be in attendance for your MCCHS and TCC classes when you are suspended or in DAEP. You are expected to be on your best behavior, representing MCCHS at all times. TCCD faculty have the right to remove a student from class for disciplinary issues. The student would then be required to retake their college class.

When student behavior is not acceptable, necessary action will be taken. Please reference the Discipline Matrix below.

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense	5th offense
Attempting to leave or being off campus -9th and 10th Grade	Parent Contact/Lunch Detention	Parent Conference/Lunch Detention	Lunch Detention x2	S1	S2
Bus misconduct	Parent conference; 1 week lunch detention	Parent conference; 1 week lunch detention	Parent conference; 1 week lunch detention	Parent conference; 1 week lunch detention	Parent conference; 1 week lunch detention
Cutting Class/Skipping/Walking off TCC Campus	Lunch Detention; parent contact	lunch detention; parent contact	lunch detention x2; parent conference	S1	S2
Disrespect towards another classmate	Lunch detention	Lunch detention	Parent conference; 1 week lunch detention	Parent conference; 1 week lunch detention	Parent conference; 1 week lunch detention
Dress Code Violation (Including Student ID's)	Parent contact	lunch detention	lunch detention	parent conference; 2x lunch detention	S1
Engaging in threatening behavior and/or facing off or bucking up	S1	S3	S3	Dismissal	
Failure to attend assigned detention	Parent Contact (Student will still attend detention assigned)	Parent Contact, +1 Detention (on top of skipped detention)	S1	S1	S1
Failure to clean eating area	Return to Clean	Return to Clean	Return to Clean	Return to Clean	Return to Clean
Failure to Report to main office OR AP/Principal when instructed by personnel	Parent contact, lunch detention	parent conference, lunch detention	S1	S2	S3
Fighting and/or encouraging or promoting violence	S3	S3	Dismissal		
Food delivery services during school hours	Parent Contact	Lunch Detention	Lunch Detention	Lunch Detention	Parent Conference/Lunch Detention
Food/Eating in class outside of lunch	Student/Ad	Parent Contact	Lunch	Lunch	Lunch

time	min Conference		Detention	Detention	Detention
Forged Passes	Parent Contact/Lun ch Detention	Parent Conference/Lun ch Detention	Lunch Detention	Lunch Detention x2	Lunch Detention x2
Graffiti/Vandalism < \$250	Parent Conference, S1	S2	S3	COC	COC
Hazing/Harassment	Parent Contact/Det ention	S1	S2	S3	COC
Horseplay, play fighting, running in building	Student/Ad min Conference	Lunch Detention	Lunch Detention x2	Parent Contact; Lunch Detention	Parent Conference, Lunch Detention
ID Violation	Parent contact	lunch detention	lunch detention	parent conference; 2x lunch detention	S1
Inappropriate use of district computer	Parent Contact; lunch detention	Parent Conference; Lunch Detention x2	S1	S2	S3
Insubordination: Refusing to do as asked, blatant disrespect	Parent Contact/Stu dent Conference w/Admin	Parent Conference/Lun ch Detention	Lunch Detention x2	S1	S1
Leaving class without permission	Parent Contact/Stu dent Conference w/Admin	Parent Conference/Lun ch Detention	Lunch Detention x2	S1	S1
Loitering on MCCHS campus after early dismissal	Student/Ad min Conference	Parent Contact	Parent Conference	Lunch Detention	Lunch Detention
Marijuana Possession (No Arrest)	Will result in suspension up to Dismissal	Will result in suspension up to Dismissal	Will result in suspension up to Dismissal	Will result in suspension up to Dismissal; COC	Will result in suspension up to Dismissal; COC
Misuse of a pass: Includes, but not limited to, going to a place other than that specified on the pass, taking too much time on the pass, or causing disruptions to other classes while on a pass	Student/Ad min Conference	Parent Contact	Lunch Detention	Lunch Detention	Lunch Detention

Off campus-anyone who transports 9th or 10th graders off campus during school hours	Parent Contact/Lunch Detention	Parent Conference/Lunch Detention	Lunch Detention x2	S1	S2
Possessing, smoking, or using electronic/vapor cigarettes on campus or at any school function <i>*All students caught vaping will have vape tested by TCC police for illegal substances</i>	Parent Conference, S1	Parent Conference, S3	COC/TCC	COC/TCC	COC/TCC
Profanity (Conversational)	Student/Admin Conference	Student/Admin Conference	Parent Contact	Parent Conference/Lunch Detention	Lunch Detention
Profanity (student to employee)	Parent Conference, S1	S2	S3	COC	COC
Profanity (student to student)	Parent Contact, lunch detention	Lunch Detention	S1	S2	S3
Public displays of affection	Parent contact; lunch detention	Parent contact; 1 week lunch detention	1 week lunch detention	S1	S1
Racial or anti LGBTQIA+ slurs, and/or derogatory statements)	Parent Contact; Lunch Detention	Lunch Detention x2	S1	S2	S3
Refusal of being searched	S3; Parent Conference	S3; Parent Conference	S3; Parent Conference	S3; Parent Conference	S3; Parent Conference
Refusal to give confiscated item to personnel	Parent Contact	Parent Contact	Lunch Detention x2	S1	S1
Sexual assault: Sexual aggression against another	COC/TCC	COC/TCC	COC/TCC	COC/TCC	COC/TCC
State Testing Violations-such as but not limited to cell phones, electronic devices, any type of incident/violation report	Parent Contact, S3	Parent Contact, S3	Parent Contact, S3	COC	COC
Student Contract Violations (Stay Away; Behavior Contracts, etc)	Student/Admin Conference	Parent Conference	Lunch Detention	S1	COC
Tardy	3 tardies: parent contact	4: lunch detention	5: lunch detention	6: parent conference & lunch detention	lunch detention for every additional tardy, per period.

Throwing, propelling, or projecting objects	Lunch Detention	Lunch Detention	Lunch Detention	Parent Contact, Lunch Detention	Lunch Detention
Vulgar comments, vulgar gestures and/or drawings	Parent Contact; Lunch Detention	Lunch Detention x2	S1	S2	S3
Weapons Possesion	COC/TCC	COC/TCC	COC/TCC	COC/TCC	COC/TCC

**Discipline Matrix is subject to administrative discretion.*

DRESS CODE

Dress code is a crucial component of our campus culture. The dress code is a collaborative policy between the MCCHS Community, FWISD, and Tarrant County College. Students are expected to adhere to the attire described below for the entire day, every day, on field trips, and during their TCC college classes:

Tops

- *Students may wear MCCHS shirts or polos, TCC club and organization shirts, or college/university shirts.
- *Students must wear MCCHS polos on field trips
- *Students **MUST** wear a shirt under their outerwear or hoodie that follows the rules of dress code.

Bottoms

- *Jeans, slacks, and capris are the only acceptable bottoms.
- *Pants must be worn at the waistline and must not be more than 1 size larger than your waist
- *Holes, rips, shredding, tears, and/or embellishments are not allowed

Shoes

- *Athletic shoes, loafers, dress shoes or other closed-toe shoes are acceptable
- *Shoelaces should be white or match the color of the shoe

Prohibited Items

- *Crop tops, spaghetti straps, tank tops, and/or low cut or revealing tops
- Shorts, jeggings, leggings, skorts, wind pants, sweat pants, dresses, skirts, yoga pants, and athletic attire
- *Sagging pants are not permitted
- *House shoes, slides, flip-flops, sandals, open toe shoes, Crocs, or any shoe without a back
- *Hats, durags, skull caps, head coverings of any type (i.e. bandanas, sweat bands, etc.) are not to be worn or brought to school unless approved by the principal. (Does not apply to religious headwear)
- *Hoods are not to be worn inside of any MCCHS or TCCD building or classroom.

All dress code violations are subject to discipline. Parents will be contacted for dress code violations and have the opportunity to bring their student a change of clothes.

ID CARDS

Identification cards (ID's) shall be worn **visibly** at all times around the student's neck on a lanyard while on the MCCHS and TCCD campus. A lost ID shall be replaced within 24 hours (before the next school day). Replacement cards will be issued by the principal or assistant principal. TCCD ID cards can be replaced in the TCCNW Copy Center for a fee of \$10. Please see the discipline matrix for students that do not comply with ID requirements.

TEXTBOOKS

College textbooks are furnished by FWISD and are issued at the beginning of each semester. Students must have a copy of their current TCC Web Advisor schedule to check out textbooks. Students who lose or damage a book while it is checked out to them will be expected to pay for the damaged or lost textbooks. Students are responsible for textbooks issued to them. College textbooks should not be left in a classroom or turned into a teacher. College textbooks should be turned in directly to the Assistant Principal.

LOCKER

Each student will be assigned a locker (if needed) for his/her use only. Locks will be provided for students. You may not bring your own lock to campus. Student lockers are TCCD property, and are subject to random inspection at any time and for any purpose by the administrative team. Any prohibited materials or articles uncovered in an administrative inspection may be confiscated.

PARKING

Students must park in the designated area for MCCHS students. Parking in the main TCC lot is prohibited and students may be issued a citation from TCC police. No pull through parking is allowed.

LUNCH

All students may eat lunch on the MCCHS or TCC campus. Students are permitted to go to Subway at TCC. Only 11th and 12th grade students are allowed to leave campus for lunch. Underclassmen may NOT leave or ride with 11th/12th graders off campus for lunch. Students who are continuously late coming back from lunch will lose their privilege of going to TCC or off campus for lunch.

Food deliveries are prohibited. Students may not use apps such as Uber Eats, DoorDash, Posmart, etc. to order and have food delivered to campus. Please see the disciplinary matrix for

consequences. Students must be finished with their lunch by the lunch period. NO FOOD ALLOWED INTO CLASS.

MEDICATION

All medication must be checked into the nurses office by a parent or guardian. Students may not carry medication on campus.

VISITORS

All visitors just check into the front office with a valid ID. Students may ONLY be checked out by someone who is on their emergency contact list.

TECHNOLOGY

Students are responsible for all technology that is checked out to them. If stolen, a police report just be filed. Otherwise the student will be held accountable for replacement cost. All questions regarding technology may be directed towards Ms. Austin.

Cell phones are prohibited in all classes, unless permission has been given to the student by the teacher.

CREDITS BY GRADE LEVEL

Classification of students will be determined at the beginning of the school year as follows:

<u>Grade Level Classification</u>	<u>Required Credits Earned</u>
9th (Freshman)	0-5.5
10th (Sophomore)	6-11.5
11th (Junior)	12-18.5
12th (Senior)	19+

GRADES/GRADE POINTS (College Courses Only)

The grading system used at Tarrant County College follows: A (excellent), B (good), C (average), D (passing), F (failure), I (incomplete), W (approved withdrawal), NC (noncredit), AU (audit), and CR (credit).

The GPA (grade point average) is found by dividing the total number of grade points by the total number of semester hours attempted. Grades of CR, NC, W I, AU, or WA do not affect the grade point average.

- A: 4 points per semester hour
- B: 3 points per semester hour
- C: 2 points per semester hour
- D: 1 point points per semester hour
- F: 0 points points per semester hour

****Please refer to FWISD Guide to Grading Reporting for high school course grading policies****

PROGRESS REPORTS/REPORT CARDS

Progress reports will be sent home every 3 weeks. Students who are failing at progress report will be required to attend after school tutorials. Please see below.

SINK OR SWIM

Students who are failing at progress report will be required to attend sink or swim from 3:35-5:35 in an effort to complete any missing assignments that can still be completed. Students who do not attend will still be required to attend after school tutorials on another date.

PARENT/GUARDIAN EXPECTATIONS

- Take active interest in the overall school program.
- Expect and encourage student to complete all homework and turn it in on time
- Expect and encourage student to actively participate in class
- Attend school conferences and meetings; respond to the teacher's initial contact.
- Discuss work assignments and report cards with the student request a conference with the teacher if their child received a failing grade for the reporting period
- Promote their child's attendance at school tutorials as the need arises
- Require and lead their child to develop proper study habits at home
- Assist their child in being properly attired for school according to the dress code policy

- Encourage their child to adhere to the Student Code of Conduct and school discipline policies.
- Cooperate with school personnel when their child is involved in a discipline problem
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system
- Ensure student safety by adhering to appropriate drop-off and pick-up times
- Establish and maintain a positive attitude toward education and school personnel
- Strive to prepare their child emotionally and socially to be receptive to learning and discipline
- Send their child daily to school as required by law and promptly notify the school to explain absences and tardiness
- Maintain current addresses and phone numbers in the school office for home, work, and emergencies.
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education
- Provide appropriate identification when requested by school personnel
- Cooperate with the school nurse to obtain state-required immunizations, to follow procedures for administration of medications at school and to take/keep the student home when ill.
- Demonstrate a positive attitude toward parents and students
- Parents are encouraged to volunteer and support the MCCHS PTA and for any extra-curricular activities.
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WITHDRAWALS

Only the parent or guardian that enrolled a student may withdraw that student.

Parents/Guardians must present a valid ID to the attendance clerk in order to begin the withdrawal process. MCCHS must be notified of where the student will be enrolling after leaving MCCHS. Once a student has left the MCCHS program, they will not be allowed to return.

SCHOOL DISTRICT AUTHORITY AND JURISDICTION

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in

conjunction with or independent of classes and school-sponsored activities. The district has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on district transportation. While the student is in attendance at any school-related activity, regardless of time or location
- For any school-related misconduct, regardless of time or location
- When retaliation against a school student, employee, or volunteer occurs or is threatened, regardless of time or location
- When criminal mischief is committed on or off school property or at a school-related event; For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- For certain offenses committed while on school property or while attending a school-sponsored event or school-related activity of another district in Texas;
- The District has the right to revoke the transfer of a non-resident student for violating the Student Code of Conduct
- When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
- When the student is required to register as a sex offender.

****MCCHS/FWISD/TCCD has the right to search a vehicle drive to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district. The district has the right to search a student's locker, desk, book bag, and/or purse when there is reasonable cause to believe it contains articles or materials prohibited by the district.**

Please refer to the TCCD or FWID student handbook & Code of Conduct for all matters that may not be clear or covered in this MCCHS Handbook.