

**General Marshall Middle  
School Parent and Student Handbook  
2025-2026**

Welcome to General Marshall Middle School, where innovation meets community in the heart of Northeast Austin's vibrant Mueller neighborhood. Opened in Fall 2023, GMMS is Austin ISD's newest middle school, built with a vision for equity, joy, and academic excellence. We currently serve 6th through 8th grade students. Our campus is designed to foster collaboration, curiosity, and student voice in every classroom. With a strong focus on social-emotional learning, culturally responsive teaching, and meaningful relationships, we strive to create a learning environment where every student is seen, supported, and inspired.



## General Marshall Middle School Directory

4401 Tilly Street  
Austin, Texas 78723  
**Phone: 512-414-4163**

Websites: <https://marshall.austinschools.org/> or AISD Website: [www.austinisd.org](http://www.austinisd.org)

Principal	Ms. Jordan Benson	
Academic Dean	Ms. Melissa Kender	ext. 70070
Assistant Principal (A – L)	Ms. Kendall Omick	ext. 58090
Assistant Principal (M – Z)	Mr. Matthew Moore	ext. 71945
Campus Secretary	Mrs. Laura Pena Skadberg	ext. 72504
Counselor (A - L).	Ms. Silvia Covarrubias	ext. 72110
Counselor (M - Z)	Ms. Theresa Aguirre	ext. _____
Bookkeeper	Mrs. Nancy Pineda	ext. 72113
Attendance Specialist	Ms. Chelsy Ortiz	ext. 73676
Registrar	Ms. Jo Oliveras	ext. 74380
School Nurse	RN Clara Wallace	ext. 44157
School Resource Officer	Officer Tim Vasquez	414-4163
Librarian	Ms. Debra Squires	ext. _____

### OTHER IMPORTANT CONTACT INFORMATION

AISD North Bus Terminal Phone: 414-6520

Main AISD Administration Phone: 414-1700

AISD Police: 414-1703



**Jordan Benson (she/her)**  
**Principal**



**Melissa Kender (she/her)**  
**Academic Dean**



**Kendall Omick (she/her)**  
**Assistant Principal A-L**



**Matthew Moore (he/him)**  
**Assistant Principal M-Z**

## CAMPUS PHILOSOPHY


Motto: Every student, every day.






Mission: We build opportunity for every student through intentional and engaging learning every day.

Values:

# RAMS PRIDE VALUES

## HALLWAYS



<b>P</b> Peace	<ul style="list-style-type: none"><li>• Walk quietly so you do not disrupt other classes</li><li>• Keep your hands, feet, and belongings to yourself to stay safe.</li><li>• Use a voice level 1 when talking indoors.</li></ul> 
<b>R</b> Respect	<ul style="list-style-type: none"><li>• Follow adult directions quickly and politely.</li><li>• Acknowledge and greet others with a friendly gesture or word.</li><li>• Keep the hallways clean by throwing away trash and picking up any litter.</li></ul> 
<b>I</b> Inclusion	<ul style="list-style-type: none"><li>• Be considerate and allow room for everyone.</li><li>• Help peers who may need assistance.</li><li>• Encourage and welcome new students by being friendly and helpful.</li></ul> 
<b>D</b> Dedication	<ul style="list-style-type: none"><li>• Go quickly to your next class to maximize learning time.</li><li>• Bring all materials and keep them organized.</li><li>• Stay focused and avoid distractions.</li></ul> 
<b>E</b> Excellence	<ul style="list-style-type: none"><li>• Display positive behavior and be a role model.</li><li>• Take PRIDE in your school environment by reporting any issues.</li><li>• Strive for personal excellence by practicing good manners and self-control.</li></ul> 

## 2025–2026 DAILY BELL SCHEDULE

### Monday – Friday

**Doors Open/Students Supervised: 7:50 am**

**Students must be picked up by 4:15 pm**

unless assigned an afterschool program, tutoring, or UIL Fine Arts or Athletic team practice/event.

WIN/fRAMily Friday	8:20–9:15	50 mins
1/5	9:20–10:45	85 mins
<b>Gold Lunch</b>	<b>10:50–11:20</b>	30 mins
2/6	11:25–12:50	85 mins
2/6	10:50–11:30	40 mins
<b>Blue Lunch</b>	<b>11:35–12:05</b>	30 mins
2/6	12:05–12:50	45 mins
2/6	10:50–12:15	85 mins
<b>Green Lunch</b>	<b>12:20–12:50</b>	30 mins
3/7	12:55–2:20	85 mins
4/8	2:25–3:50	85 mins

Every **MONDAY & WEDNESDAY** is an **A-day**  
Every **TUESDAY & THURSDAY** is a **B-day**

### No School for Students– Student Holidays

**Monday, September 1, 2025** – Labor Day Holiday  
**Monday, September 22, 2025** – Staff Development  
**Tuesday, September 23, 2025** – Staff Development  
**Friday, October 10, 2025** – PLED Day  
**Monday, October 13, 2025** – Student/Staff Holiday  
**Monday, October 20, 2025** – Staff Development  
**Tuesday, November 4, 2025** – Staff Development  
**November 24 – 28, 2025** – Fall Break  
**December 22 – January 2** – Winter Break  
**Monday, January 5, 2026** – Staff Development  
**Monday, January 19, 2026** – MLK Jr. Holiday  
**Monday, February 16, 2026** – PLED Day  
**Tuesday, February 17, 2026** – Staff Development  
**March 16 – 20, 2026** – Spring Break  
**Friday, March 20, 2026** – Student/Staff Holiday  
**Tuesday, March 31, 2026** – Student/Staff Holiday  
**Monday, April 6, 2026** – Staff Development  
**Monday, May 25, 2026** – Memorial Day Holiday  
**Thursday, May 28, 2026** – Last Day of School

## What I Need (WIN) and fRAMily Fridays

**Mon – Fri 8:20–9:15 am**

<b>Monday</b>	What I Need (WIN)
<b>Tuesday</b>	What I Need (WIN)
<b>Wednesday</b>	What I Need (WIN)
<b>Thursday</b>	What I Need (WIN)
<b>Friday</b>	Community Building Circles, House Assemblies, House Meetings, Club Connect

\***What I Need (WIN)** is scheduled by 9-weeks based on student data in Math, Reading, Science, and Social Studies. This is an opportunity for targeted intervention and enrichment through project based learning.

### The General Marshall Creed

**I am a General Marshall Ram...**

I create **peace**.

I show **respect**.

**I include** others by seeing and celebrating the strengths in our differences.

I express **dedication** by not giving up.

I honor the legacy of Dr. General Marshall by showing integrity.

I am **excellent**.

**I am a General Marshall Ram.**

### FRIDAY A/B SCHEDULE

Days are subject to change

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
8/22	A	1/09	A
8/29	A	1/16	A
9/05	B	1/23	B
9/12	A	1/30	A
9/19	B	2/06	B
9/26	A	2/13	A
10/03	B	2/20	B
10/10	Holiday	2/27	A
10/17	A	3/06	B
10/24	A	3/13	A
10/31	B	3/20	Holiday
11/07	B	3/27	B
11/14	A	4/03	A
11/21	B	4/10	B
11/28	Holiday	4/17	A
12/05	A	4/24	B
12/12	B	5/01	A
12/19	A	5/08	B
12/26	Holiday	5/15	A
		5/22	A



## SCHOOL FACTS

### General Marshall Middle School:

- Opened in August 2023.
- Named for Dr. General Garwood Marshall, beloved Huston-Tillotson math professor and native Northeast Austinite.
- Builds school spirit with green and blue school colors.
- Uses the Ram as its mascot.



### ABOUT General Marshall

We are proud to welcome you to the General Marshall Learning Community. As the newest middle school in Austin ISD, we opened our doors in the fall of 2023 to our inaugural class of 6th grade students. Nestled in the heart of the Mueller community in Northeast Austin, Marshall Middle School serves families zoned to Andrews, Blanton, Harris, Jordan, Overton, Pecan Springs, Norman-Sims, and Winn Montessori.

Our campus grew each year to include 7th grade in 2024 and 8th grade in 2025. From the beginning, our goal has been to build a joyful, inclusive, and academically rich environment where every student is known, challenged, and supported. We are equity-minded and believe social-emotional learning is not just a program—it's part of who we are and what happens in every classroom, every day.

General Marshall Middle School proudly bears the name of Dr. General Garwood Marshall, a beloved mathematics professor at Huston-Tillotson University—Austin's premier Historically Black College and University. Huston-Tillotson's mascot is the Ram, and we believe our students will embody the strength, intelligence, and courage that Ram spirit represents—in their learning, performances, competitions, and relationships with others.

We are excited to partner with you in this journey. Our staff is committed to providing a safe, structured learning environment where students can thrive academically, socially, and emotionally. As our school community grows, we hope you'll become actively involved and take part in the many opportunities to connect and celebrate together. We're honored to have you with us, and we look forward to a fantastic year at Marshall!

## GENERAL INFORMATION

(Informational topics are addressed in alphabetical order)

### ACADEMICS

#### ADVANCED COURSES

At GMMS, all students are automatically enrolled in advanced ELA, Science, and Social Studies courses. This reflects our commitment to preparing every student for college and career success. We maintain high academic expectations for all learners, and our teachers are specially trained to provide differentiated instruction that meets the diverse needs of their students. This approach has led to increased academic achievement across the board at GMMS. If your child receives special education services, they will still receive the individualized supports that are needed for your child to succeed in these courses.

#### ADVANCED MATH PATHWAY

At GMMS, we offer two math pathways to meet the needs of all learners. The **on-level math track** includes 6th–8th grade math courses aligned to each grade level and is designed for students performing at or below grade level. For students seeking an advanced path, the **accelerated math track** begins in 6th grade and must be selected within the first nine weeks of the school year. This pathway includes:

- **6th Grade:** Accelerated Math
- **7th Grade:** Accelerated Math
- **8th Grade:** Algebra I

Students who complete the accelerated track gain early access to higher-level math courses in high school, opening more opportunities for college and career readiness.

#### AVID

All 6th grade students at GMMS will automatically be enrolled in the AVID (Advancement Via Individual Determination) elective class. We recognize that 6th grade can be a challenging transition year, and AVID is designed to support students socially, emotionally, and academically. Through this class, students participate in tutorials twice a week, develop essential college readiness skills like organization and note-taking, and engage in career exploration projects. They will also have the opportunity to attend college field trips to begin envisioning their future pathways. There will be an application and interview process to enroll in 7th and 8th grade AVID.



#### WIN TIME (What I Need)

Our campus is committed to meeting students where they are and helping them grow. That's why we've built **WIN Time (What I Need)** into our school day. Each 9 weeks, students are placed into a WIN advisory class based on their proficiency levels in Math, ELA, and—for 8th graders—Science and Social Studies. Using STAAR scores and other assessment data, we determine which class will best support their growth:

- **Tier 1** – Students who met or mastered grade-level standards on STAAR will participate in enrichment and project-based learning opportunities.
- **Tier 2 & Tier 3** – Students needing additional support will engage in STAAR preparation tailored to their specific academic needs.

WIN Time is a 50-minute class that takes place Tuesday through Thursday at the beginning of the school day, ensuring every student receives the support or challenge needed to reach their full potential. Students will engage in social and emotional learning on Mondays and Fridays.

### GRAPHIC NOVELS & MATH LAB

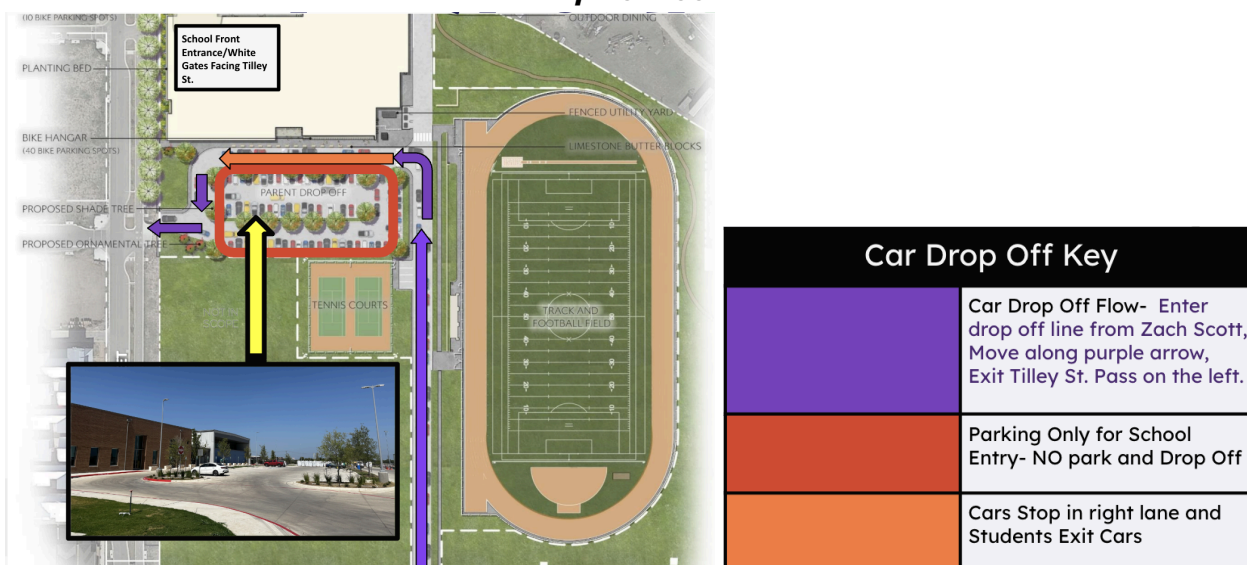
These electives are designed for students who performed at the *Approaches* level on the Math or ELAR STAAR last year and either stayed at that level or regressed to *Does Not Meet*. These students have shown they are capable of engaging with grade-level content but need additional, focused support to reach their full potential.

These electives provide targeted instruction in a small group setting while keeping learning engaging and relevant—through high-interest graphic texts in ELAR and hands-on, skill-building activities in Math. If this course appears on your student's schedule, enrollment is required. If you have any further questions, please email Academic Dean Melissa Kender at [melissa.kender@austinisd.org](mailto:melissa.kender@austinisd.org).

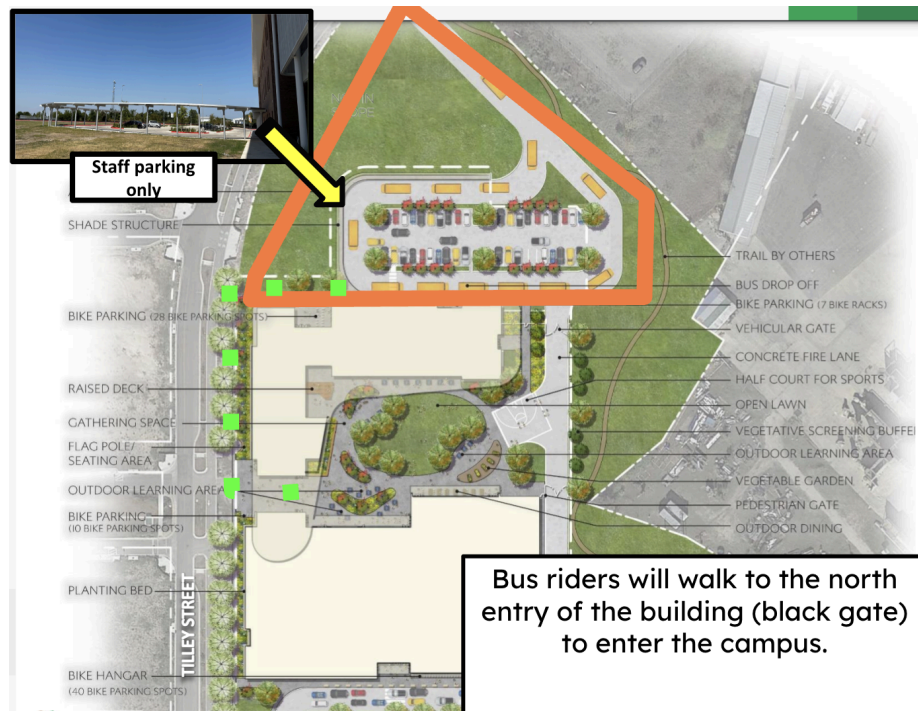
### ARRIVAL AND DEPARTURE OF STUDENTS

Students coming to school in automobiles should be dropped off in the southside car loop. Buses drop off their riders in the northside loop. (Remember: It is a crime to pass a school bus when the bus lights are flashing and the stop sign is extended.) Once students arrive in the morning, **they are not permitted to leave campus**. Morning supervision will begin at 7:50 a.m., please do not arrive before that time. At the end of the day, unless they are participating in a scheduled, after-school activity, students must exit the campus by 4:00 p.m. **Once a student leaves the school, including visits to HEB or gas stations, they are not allowed back to campus**. All students remaining on campus for tutoring must be in their classroom by 3:55 p.m. All students must be picked up no later than 5:30 p.m. unless they are participating in a supervised school activity.

### ARRIVAL/DISMISSAL MAP







## ATTENDANCE

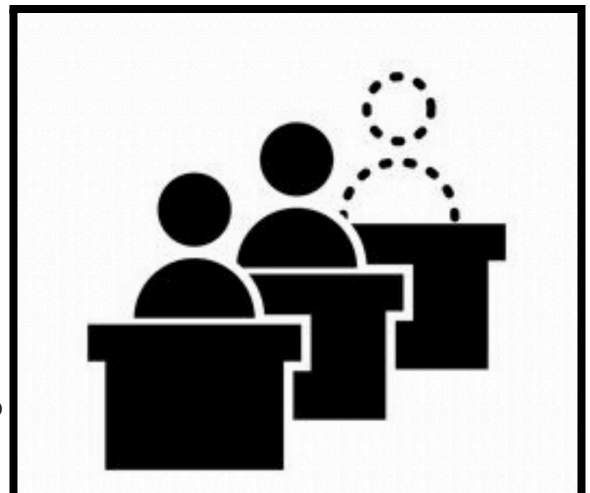
The single biggest factor for school success is regular attendance. Therefore, in Texas, students under the age of 18 are required by state law to attend school 90% of the time the class is offered. Students are considered absent for each class if they miss more than half of the class period. Parents will receive an automated phone call from the district when their student is absent from class. Students who miss more than 10% of any course may be retained in the same grade level the next school year. Students have the opportunity to make up attendance by attending tutoring, Monday through Thursday, 3:55 – 5:30 p.m.

A student must be in each class 90% of the time to receive credit for that class.

More information is available from this website:

<https://www.austinisd.org/attendance>

or go to austinisd.org and in the upper right search type in "90% rule"



The method of credit approval or recovery is unique to each student. Example of actions under the Principal's Plan for recovery may include, but are not limited to:

- Additional work is assigned,
- Tutoring/study hall time is assigned,
- Practice on SAT/ACT skills (must occur outside of school day, but at the school site),
- NJHS/AVID tutoring (must occur outside of the school day),
- Any combination of the above, or
- Other academic activities as assigned.

### **State Funded Absence Reasons**

1. Is enrolled/attending off-campus **dual credit program** courses and is not on campus.
2. Is participating in an **off-campus work-based learning** opportunity.
3. Is enrolled full-time in **TxVSN** courses.
4. Is participating in an **activity** that is approved by your local school board and is under the direction of a district professional staff member, an adjunct staff member, or a para.
5. Is participating, with local school board approval, in a short-term (for example, 5-day) class that is provided by the **Texas School for the Blind and Visually Impaired (TSBVI)** or the **Texas School for the Deaf (TSD)** at a location other than the student's campus.
6. Misses school for **observing district-approved religious holy days**, including 1 day travel to and 1 day travel from religious site.
7. Is in grades 6 through 12 and misses school for the purpose of sounding "**Taps**" at a military honors funeral held in Texas for a deceased veteran.
8. Misses school for the purpose of attending a required **court appearance**, including traveling for that purpose (1 day to and 1 day from court appearance).
9. Is in a **conservatorship of the DFPS** and misses school to participate in an activity ordered by a court or attend an activity under a service plan (Texas Family Code, Ch. 263, Subch. B) including 1 day of travel to and 1 day from activity.
10. Misses school for the purpose of serving as a student **early voting clerk**, if your school district has a policy allowing for this type of excused absence, or misses school for the purpose of serving as an election clerk or student election clerk.
11. Misses school for the purpose of appearing at a governmental office to complete paperwork required in connection with the student's application for **US citizenship**, including traveling for that purpose (1 day to and 1 day from the office).
12. Misses school for the day to take part in the student's own **US naturalization** oath ceremony, including 1 day travel to and 1 day from the ceremony site.
13. Is temporarily absent because of a documented, face-to-face or video appointment for the student or the student's child that is with a **health care professional** licensed, certified, or registered by the State of Texas to practice in the United States if the student commences classes or returns to school on the same day of the appointment.
14. Is absent to visit with a parent/stepparent/legal guardian who is an **active duty member of the uniformed services** on active duty/on leave from/ immediately returned from continuous deployment (at least 4 mos) outside the residence of parent/stepparent/legal guardian.
15. Is absent due to a medically, documented **serious/life-threatening illness/treatment**.
16. Is **obtaining a driver's license or learner permit** and is 15+ years old.

### **What to do when your child is absent**

- Contact Chelsy Ortiz, Attendance Specialist, marshall@austinisd.org | 512-414-4163.
- Please send in documentation of student absences using the [School Absence Form](#) on the AISD website or complete a paper form (pick up in Front Office).
- We DO NOT accept phone calls or voicemail messages as documentation for a student's absence.

- Please have medical offices submit documentation of your student's visit to "marshall@austinisd.org".
- Please allow up to 72 hours (3 business days) for attendance to be inputted and/or corrected.
- Students who arrive late and are not using AISD transportation will not be excused; only late arrivals on AISD school buses will be considered excused.
- Set up notifications for your student's attendance and grades via Parent Self Serve.
- Students attending family trips during scheduled school days will remain coded as an **unexcused absence**.
- Car problems, traffic, or oversleeping will **not** be considered as an excused absence or excused tardy.
- If your student will be absent for multiple days, please notify the front office.

### **What to do when your child needs to leave early**

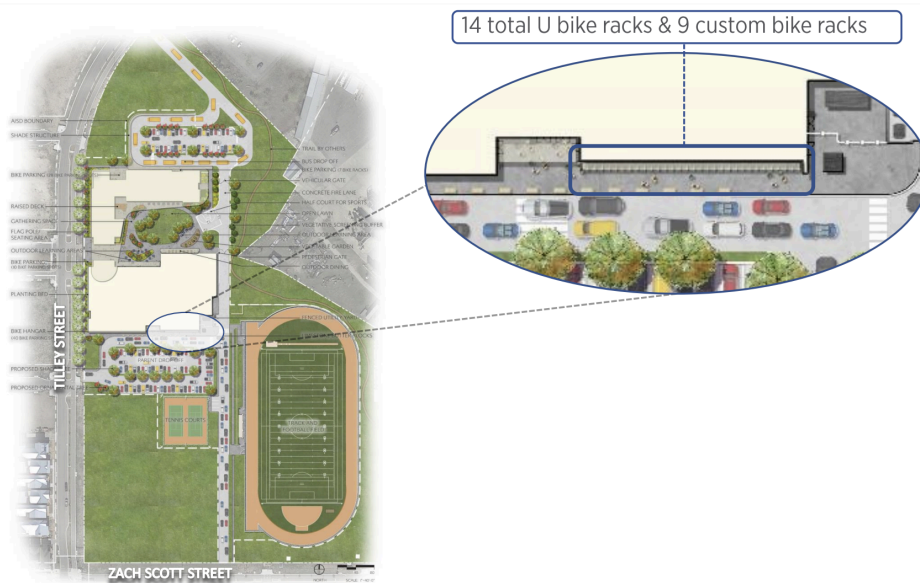
1. A parent/guardian picking up a student that needs to leave during the day may call the main office 512-414-4163 when they are on their way or by 3:00 pm. A note can also be sent with the student, and they can turn that into the office.
2. . Students being checked out early in the afternoon must be picked up by 3:15 or wait until 3:50. Office staff cannot process pickups after 3:15 pm.
3. The parent/guardian must show their ID and be on the student's pick up list. The parent/guardian will come to the office to pick up the student in person.
4. When returning to campus, the student should come to the office to sign in and to bring a note from the parent/guardian or a medical professional.

### **What to do when your child is late to school**

1. Check in through the front office.
2. If a student comes in late because of a late AISD school bus, they will utilize their GMMS Bus Tag as their "late bus pass" and an excused tardy is recorded.
3. If a student comes in late with a note from a parent or accompanied by a parent, then the student receives an unexcused tardy slip from the Attendance Clerk.

## **BICYCLES AND SKATEBOARDS**

Students riding a bicycle or e-bike to school must wear a helmet while on school property. Bike racks are located at all school entrances (see map below). Students should ride only their own vehicle. Students will not give bike rides to other students ("piggybacking" is unsafe.) Students are responsible for ensuring their bikes are safely locked for the duration of the school day.





Skateboards are prohibited on school grounds at all times for safety reasons. All skateboards must be stored in a designated location in the front office.

Gas-powered vehicles, mopeds, and some forms of electric bikes are not permitted on campus. According to Texas Transportation Code, a vehicle must meet three criteria to be considered an electric bike:

- The bicycle must have fully operable pedals. This sets it apart from other motorized vehicles like scooters, mopeds, or motorcycles.
- The bicycle must have an electric motor with a maximum power of 750 watts.
- The bicycle's maximum assisted speed can't exceed 28 miles per hour.

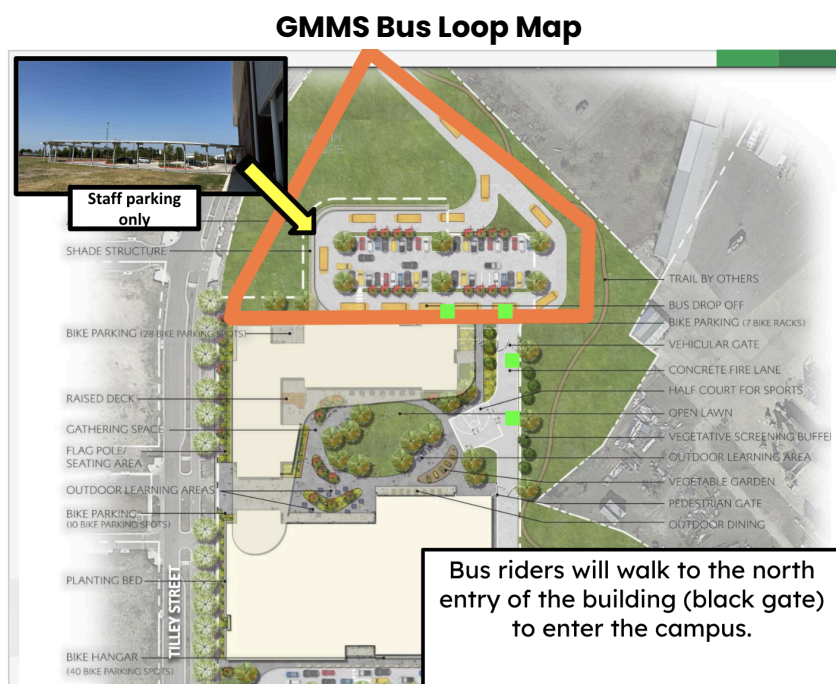
## BUSES

Riding the bus to school is a privilege that may be revoked if safety rules are not observed. Students must go directly to the buses as soon as they are dismissed from school. If your child misbehaves on the bus, she/he may be suspended from riding the bus for a period of time. A student may only ride his/her assigned bus, and get off at their assigned bus stop, there will be no exceptions.

Late buses may be provided for students who stay for after-school clubs and tutoring Monday-Thursday. Students may receive a ticket/pass to indicate that they have legitimately stayed for an after-school activity. Late buses are available at 5:15 p.m. and are scheduled to depart at 5:30 p.m. All students are expected to remain on campus until their departure home. Students who leave the campus during this time, will have their ticket/pass taken and may not ride the late bus home.

If any General Marshall student disrespects the rights of General Marshall neighbors before or after school, APD will be contacted. This includes unauthorized trespassing or any other inappropriate behavior that could reflect poorly on the school.

Please call transportation services (Northeast office: 512-414-6520) to learn if your child is eligible and which late bus to ride and the closest stop to your home. Bus schedules and stops are posted on the AISD website at <https://www.austinisd.org/transportation>.



### **CAMPUS ADVISORY COUNCIL**

The Campus Advisory Council, or CAC, is a group of teachers, parents, staff, community leaders, and the principal, who meet monthly to discuss the school's Campus Improvement Plan and to make recommendations to the principal that improve the educational opportunities at General Marshall Middle School. The CAC, not to be confused with the PTA, is mandated by state law, and it acts as an advisory board to the principal on issues such as the Campus Improvement Plan (CIP), the budget, curriculum, staff development, staffing patterns, and school organization. All meetings are open to the public, and brief comments may be presented by guests at the beginning of each meeting. The CAC schedule will be found on the GMMS website.

### **CARE OF THE BUILDING**

Everyone should take pride in the school building and school grounds to ensure a clean and attractive learning environment. Students are expected to pick up all paper and litter from the classroom at the end of each class period. Please encourage your student to be a thoughtful citizen and to contribute to the physical well being of the campus.

Students marking on or damaging school equipment/property in any way will be required to clean the article and pay for the damage done. The law specifically provides that students and parents are responsible for damage to school property or materials loaned to the students.

### **CHANGE OF ADDRESS**

In order to ensure your child's safety and wellbeing at school, we need to know where the parent(s)/guardian(s) live and how to reach them. Parents are requested to submit to the office any change of address or telephone numbers. All parents should provide a telephone number where they may be reached during the school day. If your telephone number changes during the school year, please call the main office at 414-4163.

### **CLUBS, ORGANIZATIONS AND ACTIVITIES FOR STUDENTS**

Students are encouraged to participate in school activities and should check with their teachers, counselors, or administrators for information about joining a club or organization. Some of these activities include the following: National Junior Honor Society, Student Council, Legacies Dance Team, band, orchestra, guitar, athletics, and various book clubs.

### **COMPUTER EQUIPMENT**

Students are expected to care for the school computers and peripherals. If students cause any damage to school property, willfully or through negligence, they may be charged with a criminal offense. As a result of damage, consequences and/or restitution may be recommended. Access to school computers is a privilege and therefore, students will lose the opportunity to use them. When students vandalize or otherwise damage school computers, the discipline matrix will be as such:

1st. offense: conference with student and parent contact

2nd offense: fee depending on the severity of the damage, starting at \$20 (up to \$400)

3rd offense: loss of computer privileges

If a student chromebook is in need of repair or replacement, there could be a fee ranging from \$50-\$425 depending on the severity of damages.

[Laptop Oath](#)

## COUNSELORS

School counselors are available to support every student at General Marshall Middle School. Our counselors follow students throughout their three years of middle school, building strong relationships with both students and families to help them navigate academic and personal growth during this important time.

Counseling services include:

- Academic planning and support
- Course selection and scheduling
- College and career readiness guidance
- Individual and group counseling
- Support with study habits and organizational skills
- Help with personal, social, or family-related concerns
- Parent support and consultation



Counselors are available for any student concern and uphold student privacy, except in cases where there may be a risk of harm. In an emergency, students or parents should contact the counselor immediately. For non-urgent matters, students may complete a **Request to See the Counselor form online at [bit.ly/ramscounseling](https://bit.ly/ramscounseling).**

## DANCES

General Marshall sponsors school dances throughout the year. Each dance lasts one and a half hours and will be after school from 4:00–5:30 p.m. Only eligible GMMS students may attend. Students may be ineligible to attend a school dance if they have received an office referral or served a suspension the week of the dance, or have been previously barred from attending school activities, including having a criminal trespass warning. Dances are normally held on Friday afternoons or evenings. We expect students to be picked up at the designated times (6<sup>th</sup> grade—20 minutes before the end of dance; 7<sup>th</sup> grade—10 minutes before the end of dance; 8<sup>th</sup> grade—end of dance). Any student who remains on campus 30 minutes after scheduled pick up time may lose the privilege to attend dances for the remainder of the year.

## DINING COMMONS

The dining commons provides breakfast and lunch for all students and staff. Meals are free to all students. Breakfast is served from 7:50 a.m. to 8:20 a.m., and students attend a 30-minute lunch period according to their schedule. In the cafeteria, students are expected to behave appropriately. Students should:

- Walk with teacher directly to dining commons.
- Take a seat in the designated area and wait for section dismissal to the lunch line.
- Sit as they eat, one student per seat.
- Clean up when they have finished eating.
- Dining commons clean up the last 5 minutes of lunch.
- Do not throw food, sit on tables, cut in line, or run in the dining commons.
- Leave only with adult approval and an appropriate pass.
- Take a seat and wait for dismissal by the assistant principal at the end of lunch.

**\*AISD does not allow students to bring food (i.e., cupcakes, pizza, cake) to share with other students during lunch.\* \*General Marshall does not allow food delivery services to deliver food to students. Examples of this include Favor, DoorDash, UberEats and other businesses who provide these services.**

**Parent/guardian may drop off food for their student, but must be dropped off in the front office during their assigned lunch time.**

For more information visit [bit.ly/AISDmeals](http://bit.ly/AISDmeals).



## DISCIPLINE

A safe, orderly, and supportive environment is essential for learning to occur. School safety is the top priority at General Marshall Middle School. General expectations for behavior are outlined in this handbook. If student behavior disrupts the education of others, or if they behave in a dangerous manner toward themselves or others, then a discipline referral may be written to an assistant principal. The discipline referral will be placed in the student's discipline folder, and a record of the action taken will be recorded. Consequences may include student conference, After School and/or Lunch Detention, Behavior Modification Center (ISS), Home School Suspension (HSS), Expulsion, and/or removal to the Alternative Learning Center (ALC). In addition to disciplinary referrals and consequences, General Marshall staff will work with students and their families to teach students behaviors necessary for success. All parents/guardians are given the [AISD Student Success Guide](#) at the start of the school year and are strongly encouraged to read it. Parents should encourage their children to make positive choices about conduct at school.

## DISCIPLINE TECHNIQUES

Discipline at General Marshall Middle School is designed to correct misconduct and to encourage all students to be responsible citizens of the school community. Disciplinary action draws on the professional judgment of teachers and administrators and on a range of discipline techniques. Factors considered include the seriousness of the offense, the frequency of misbehavior, the student's attitude and abilities, the effect of the misconduct on the school environment, and requirements of law. As a result of these factors, discipline for a particular offense (unless otherwise specified by law) may vary.

The following techniques may be used alone or in combination:

- Verbal correction
- Opportunity to use self-directed control strategies
- Parent-teacher conferences
- Mediation
- Backpack/student searches
- Confiscation of items that disrupt the educational process
- Sending the student to the office or other assigned area
- Counseling/mediation/mentoring by teachers, counselors, SRO and/or administrative personnel
- Assigned school duties other than class tasks
- Withdrawal of privileges, such as participation in extracurricular activities
- Detention(s)
- Seating changes in the classroom
- Behavior contracts
- Assignment to another classroom; change of schedule
- Withdrawing or restricting bus privileges
- Stay Away Agreement
- Criminal Trespass Warning (CTW)

### **DISCIPLINE MATRIX**

Our campus' discipline policies are designed to maintain a positive learning environment for all students. The discipline matrix is designed as a guide for establishing clear and consistent consequences for specified offenses. The administration reserves the right, from time to time, to deviate from the stated consequences depending on the uniqueness of the situation.

When behavior is inappropriate the following consequences will be enforced:

#### **1. GENERAL DISRUPTIVE CONDUCT**

*Any conduct which disrupts the educational process, constitutes a health or safety hazard, is in violation of state or municipal law, or is in violation of specified school rules. Items that are considered disruptive and not limited to: stink bombs, caps, poppers, etc. \*Severity of offense may affect the level of consequences applied.*

1st. Offense: 1-3 days lunch detention, parent contact

2nd. Offense: 1-2 days ISS, parent contact

3rd. Offense: 1-2 days ISS, parent conference

4th. Offense: 1-2 days home suspension, possible citation and/or possible discipline hearing which may lead to ALC.

#### **2. REFUSAL TO OBEY / DEFIANCE OF SCHOOL PERSONNEL / AUTHORITIES**

*Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.*

1st. Offense: 1-3 days lunch detention, parent contact

2nd. Offense: 1-2 days ISS, parent contact

3rd. Offense: 1-2 days ISS, parent conference

4th. Offense: 1-2 days home suspension, possible citation and/or possible discipline hearing which may lead to ALC.

#### **3. PROFANITY / VERBAL ABUSE / RACIAL SLURS**

*Use of profanity in conversation, singing, etc.*

1st. Offense: redirection, parent contact.

2nd Offense: redirection, 1-2 days lunch detention, parent contact.

3rd Offense: 1-2 ISS, parent contact, possible citation.



*If directed toward a peer.*

1st. Offense: peer mediation, 1-3 days lunch detention, parent contact.

2nd. Offense: 1-2 days ISS, parent conference, possible citation.

3rd. Offense: 1-2 days home suspension, possible citation.

*If directed toward a staff member.*

1st. Offense: 1-3 days lunch detention, parent conference with teacher and administrator.

2nd. Offense: 1-2 days ISS to 1-2 days home suspension, parent contact, possible citation.

3rd Offense: 1-2 days home suspension, possible citation and possible discipline hearing which may lead to ALC.

#### **4. FIGHTING / ASSAULTS**

*Play Fighting /Physical Aggression/Verbal confrontation*

1st. Offense: 1-5 days lunch detention, parent contact.

2nd. Offense: 1-2 days ISS, parent contact.

*Physical Aggression/Fighting*

1st. Offense: 1-2 days in school or home suspension, parent contact/conference, mediation, further consequence depending on the severity of the incident

2nd. Offense: 2 days home suspension, possible citation and/or discipline hearing which may lead to ALC

*Encouraging or inciting violence/Videotaping, distributing or posting video of a physical altercation*

1st Offense: 1-3 days lunch detention, parent contact.

2nd Offense: 1-2 days ISS, parent contact

#### **5. HARASSMENT**

***Bullying:*** Any aggressive behavior or intentional harm-doing; can be physical, verbal, emotional, or cyber and is carried out repeatedly over time.

*Austin ISD schools use the Texas State Bullying Checklist to determine if a situation meets the legal definition of bullying.*

*Some examples of bullying might include name calling; racial slurs; unauthorized, unwanted or inappropriate touching; making fun of a person's appearance; telling mean jokes or rumors about someone; threatening to hurt a person; shoving or elbowing someone; making threatening gestures, postures; derogatory comments texted or on social media. Students and/or parents can report bullying directly to an adult on campus, by anonymously submitting the bully's name via Rams Report at [bit.ly/ramsreport](http://bit.ly/ramsreport). Rams Reports are consistently monitored by campus administration throughout the day.*

*Toward Adult:*

1-2 days home suspension, parent contact/conference, possible citation

*Toward Student:*

**Minor offense:**

1st Offense: Mediation with counselor, detention.

2nd. Offense: 1-2 days ISS, mediation, parent contact.

3rd. Offense: 1-2 days home suspension, depending on the severity of the offense; possible citation, parent contact/conference.



**Sexual Harassment:** Any unwanted or unwelcome sexual behavior, which interferes with a student's right to get an education or to participate in school activities. Sexual harassment may result from someone's words, gestures or actions that make another person feel uncomfortable, embarrassed, offended, demeaned, frightened, helpless or threatened.

Examples of sexual harassment include touching, pinching and grabbing body parts; being cornered; sending sexual notes or pictures; sexting; writing sexual graffiti on desks, bathroom walls; making suggestive or sexual gestures, looks, jokes or verbal comments; spreading sexual rumors or making sexual propositions; pulling off, down, or lifting someone's clothes; pulling or/lifting your own clothes; or being forced to kiss someone or do something sexual.

*Toward Adult:*

1-3 days home suspension, parent contact, possible citation and/or discipline hearing which may lead to ALC/Long Term ISS.

*Toward Student:*

Minor offense: 1-2 days ISS, mediation, parent contact.

Serious offense: 1-2 days home suspension, parent contact, possible citation, possible discipline hearing which may lead to ALC.

## **6. THEFT OR THE POSSESSION OF STOLEN MERCHANDISE**

*Felonies (any criminal mischief with a monetary value that exceeds \$1,500.00):*

Discipline hearing: Mandatory Removal, possible citation and/or arrest

*Non-felonies:* Depending on offense, possible consequences include 1-2 days ISS or home suspension, parent conference, loss of school privileges, restitution, possible citation/arrest, discipline hearing.

## **7. GANG-LIKE ACTIVITY / ITEMS**

*Gang-like activity is the action of three or more persons having or displaying a common identifying sign or symbol and includes emulating or mimicking gang behavior. Items often identified with gang activity could include the following: bandannas, shirt draped over the shoulder, hand signals, use of particular scripts/fonts, etc.*

*1<sup>st</sup> and 2<sup>nd</sup> offenses:* student conference, confiscation of any offending item

*3<sup>rd</sup> offense:* student entered into AISD gang database; conference with parents and SRO; confiscation of any offending item

*4<sup>th</sup> offense:* discipline hearing which may lead to ALC, confiscation of any offending item.

## **8. VANDALISM OR TAGGING/GRAFFITI**

*Reckless damage or destruction of property.*

*Student's property*

1st. offense: Detention, parent contact, restitution, filed with SRO.

2nd. offense: 1-2 days ISS, parent conference, restitution, filed with SRO.

3rd. offense: 1-2 days home suspension, restitution, discipline hearing which may lead to ALC, filed with SRO.

*School property*

1st. offense: 1-2 days home suspension, parent conference, restitution, possible citation/arrest.

2nd. offense: 2 days home suspension, restitution, discipline hearing which may lead to ALC, ISS, possible citation/arrest.

## **9. WEAPONS**

*Possession/use not limited to: a firearm, any type of gun, knife, boxcutter, razor blade, club, explosives (including fireworks, poppers, stink bombs), slingshots, blackjack, knuckles, or other item that may cause or is intended to cause injury or death, includes look alike weapons.*

*Parent contact, possibility of filing with SRO, citation, discipline hearing (ALC), arrest*  
*Knife-legal:* (blades under 5 1/2 inches long): 1-2 days in school or home suspension, parent conference.

*Knife- illegal:* (blades over 5 1/2 inches long): MANDATORY EXPULSION, ALC / JJAEP.

*Firearms:* Federal and state law require that a student be EXPELLED for one year from the regular classroom, arrest, ALC / JJAEP.

## **10. POSSESSION / USE TOBACCO, JUUL POD, DRUGS, ALCOHOL, INCENDIARY DEVICES**

*The possession or use of tobacco/e-cigarette; drugs; drug paraphernalia; alcohol or incendiary devices, including lighters, matches, fireworks, and flammables such as CO<sub>2</sub> cartridges and aerosol containers, is prohibited on campus.*

*Tobacco/e-cigarette/JUUL Pod, use/possession:* 2 days home suspension, parent conference, citation.

*Alcohol, use/possession:* 2 day home suspension, parent conference, filed with SRO, citation/arrest discipline hearing, ALC.

*Drugs, drug paraphernalia, use/possession:* 2 days home suspension, parent conference, filed with SRO, citation/arrest, discipline hearing, ALC/JJAEP.

*Incendiary devices:* Possible consequences include 2 days home suspension, parent conference, citation/arrest.

## **11. TRUANCY (Ditching/Skipping)**

Unexcused absence during any part of the school day:

1st Offense: Detention, possible citation, parent contact/conference.

2nd Offense: 1 day ISS, citation, parent contact/conference.

3rd Offense: 1-2 days ISS, citation, parent contact/conference.

## **12. TARDIES**

- Punctuality is an important skill to be college and career ready! We are a community and your tardiness to class affects the learning for yourself and others. Students are expected to arrive at each class on time to avoid classroom disruptions.
- If a student is late to class, they will be marked tardy by the teacher.
- Per class
  - 1st tardy: restorative conversation with student and teacher
  - 2nd tardy: teacher communication with parent
  - 3rd tardy: assigned detention
  - 4th tardy: success plan with assistant principal
- Tardy sweeps will be randomly conducted throughout the year. A tardy sweep indicates that anyone in the hallway without a pass after the late bell has rung, will have a consequence.

## **13. DRESS CODE**

All offenses: Student conference, warning, parent contact, change clothes or ISS for the remainder of the day.

## **14. CELL PHONES and Technology Expectations ON CAMPUS (TX HB 1481)**

1. Students will review appropriate cell phone use and digital citizenship at the





beginning of each school year or upon enrollment.

2. Students do not have permission to use cell phones and other personal technology devices inside the building between 7:55 a.m.–3:50 p.m. Phones and other personal devices should stay out of sight and not in use.
3. Not allowed: cell phones, smart watches, tablets, other personal technology devices, social media; pictures/videos of students/teachers that are not class related.
4. Phones should remain in backpacks during class, hallway transitions, restrooms, cafeteria, and outside time. Wireless headphones, AirPods, or speakers are not allowed on campus. Wired headphones are only allowed when plugged into school devices for instructional purposes.
5. Should an Administrator or Security Guard be called to a classroom to retrieve a phone, then the student's cell phone will be confiscated and held for a two day waiting period, fine, and a discipline consequence for insubordination.



**AWAY FOR THE DAY** **HB 1481**

State law (HB 1481) prohibits students from using personal electronic devices on school property during the school day beginning in 2025-26.

-  **CELL PHONES**  
*Smart phones, flip phones, etc.*
-  **SMART WATCHES**  
*Smart watches, fitness trackers, etc. with texting/calling capabilities*
-  **BLUETOOTH EARBUDS/HEADPHONES**  
*Air Pods and other earbuds/headphones that connect to personal devices*
-  **TABLETS & PERSONAL LAPTOPS**  
*iPads, tablets, laptops, gaming devices, etc.*

### Consequences

A staff member will collect the device and give it to the student's Assistant Principal in the Front Office. The campus will contact the parent by phone and email notifying them of the first offense. Please see the progression of consequences below:



#### For all Offenses:

- Campus personnel will direct students to give them the device.
- Students are required to comply with directives.\*
- Campus personnel will take possession of the device and store in a designated location.
- Parents/Guardians will be notified
- The offense will be documented.



#### For all Offenses:

- Campus personnel will direct students to give them the device.
- Students are required to comply with directives.\*
- Campus personnel will take possession of the device and store in a designated location.
- Parents/Guardians will be notified
- The offense will be documented.

**AWAY  
FOR THE  
DAY**

#### 1st Offense:

The **student** may pick up the device at the end of the school day after verifying ownership.

\* If a student refuses to turn over the device, the action is considered insubordination and is a violation of the Student Success Guide. An administrator will be informed and additional disciplinary action may be taken.

#### For all Offenses:

- Campus personnel will direct students to give them the device.
- Students are required to comply with directives.\*
- Campus personnel will take possession of the device and store in a designated location.
- Parents/Guardians will be notified
- The offense will be documented.

**AWAY  
FOR THE  
DAY**

#### 2nd Offense:

Only a **parent/guardian** may pick up the device **at the end of the school day** after verifying ownership.

\* If a student refuses to turn over the device, the action is considered insubordination and is a violation of the Student Success Guide. An administrator will be informed and additional disciplinary action may be taken.

#### For all Offenses:

- Campus personnel will direct students to give them the device.
- Students are required to comply with directives.\*
- Campus personnel will take possession of the device and store in a designated location.
- Parents/Guardians will be notified
- The offense will be documented.

**AWAY  
FOR THE  
DAY**

#### 3rd Offense:

Only a **parent/guardian** may pick up the device **the next school day** after verifying ownership.

**or the parent/guardian** may schedule a conference with the designated campus personnel to create a plan in order to retrieve the device earlier.

\* If a student refuses to turn over the device, the action is considered insubordination and is a violation of the Student Success Guide. An administrator will be informed and additional disciplinary action may be taken.

#### For all Offenses:

- Campus personnel will direct students to give them the device.
- Students are required to comply with directives.\*
- Campus personnel will take possession of the device and store in a designated location.
- Parents/Guardians will be notified
- The offense will be documented.

**AWAY  
FOR THE  
DAY**

#### 4th Offense:

and subsequent offenses

Only a **parent/guardian** may pick up the device, after verifying ownership, **after 48 hours.**

**or the parent/guardian must schedule a conference** with the designated campus personnel to create a plan in order to retrieve the device earlier.

\* If a student refuses to turn over the device, the action is considered insubordination and is a violation of the Student Success Guide. An administrator will be informed and additional disciplinary action may be taken.

#### Confiscated student personal communication devices

Each campus will designate an appropriately secured location in the school where confiscated student personal communication devices will be kept, and a process to ensure the school can identify which student is the owner of each device that is kept.

**AWAY  
FOR THE  
DAY**

#### 2 or more Offenses:

Campus personnel will follow up with students who demonstrate repeated device violations to assess needs. Referrals to the counselor or other campus support may be made as part of a supportive intervention plan.

\* If a student refuses to turn over the device, the action is considered insubordination and is a violation of the Student Success Guide. An administrator will be informed and additional disciplinary action may be taken.



#### **15. OTHER ELECTRONIC EQUIPMENT:**

All offenses: Item(s) such as personal gaming systems, earbuds, speakers, and other technology will be confiscated if they are being used by students without permission. Wireless airpods/wireless headphones/speakers are not permitted on campus. Consequences follow the AISD device policy. .

#### **16. FORGING NOTES, PASSES AND OTHER DOCUMENTATION**



1st. Offense: Detention, parent conference.  
Additional Offenses: 1-2 days ISS; parent contact.

### **17. CHEATING / PLAGIARISM**

1st Offense: *Teacher behavioral consequences for the first offense; parent contact. Students will have the opportunity to redo the assignment or receive an alternate assignment for credit.*

2nd Offense: Office referral, parent contact, detention.

3rd Offense: Parent conference, 1-2 days ISS.

### **18. BUS REFERRAL**

1st. Offense: Conference with student. Parent notified and warning statement of future consequences given. Suspension from the bus may occur.

2nd. Offense: Suspension from the bus may occur for 1-2 days. Parent notified and a warning statement of a long term suspension for future violation will be given.

3rd. Offense: Suspension from the bus for 4-10 school days. Parent notified.

4th. Offense: Student will be suspended from the bus for the remainder of the semester.

+Conduct that disrupts the safe operation of a school bus, thus causing the bus to return to campus may result in a citation being issued by campus SRO or other assigned consequence.

## **DRESS CODE FOR STUDENTS**

AISD Board Policy: [\*\*FNCA – Student Conduct: Dress Code\*\*](#)

Austin ISD's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, or any other basis prohibited by law, that adversely affects the student.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

Accessories that are distracting to the educational process.

### **Dress Code General Guidelines**

#### **1. Basic Principle:**

- Certain body parts must be covered for all students at all times.
- Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.

All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

**2. Students Must Wear**, while following the basic principle of Section 1 above:



- A Shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND Pants/jeans or the equivalent (for example, a skirt, sweat-pants, leggings, a dress or shorts), AND Shoes.

**3. Students May Wear**, as long as these items do not violate Section 1 above:

- Religious headwear
- Hats facing straight forward or straight back and must allow the face, ears to be visible to staff any not interfere with the line of sight
- Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire

**4. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited under FNCF(LEGAL).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (waistbands and straps excluded).
- Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

### **EMERGENCY INFORMATION & DRILLS**

**Fire Alarms** – General Marshall Middle School is equipped with a fire alarm system and smoke detectors for everyone’s safety and security. Emergency drills will be held monthly. Map and evacuation instructions are posted in each classroom.

Students tampering with any part of the fire/security/smoke systems will be subject to suspension by the school administration and consequences by the AISD Police and Austin Fire Department. Tampering with a fire alarm is a felony.

**Weather Emergencies** – In the event that severe weather conditions prevent the opening of school, parents and students should listen to announcements via local radio and television stations.



**Lockdown** – Locks, lights out of sight. Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active shooter, lockdown uses classrooms and school security actions to protect students and staff from threat. Examples of when a school

or emergency dispatch might call for a lockdown: intruder, angry or violent parent or student, active shooter.



**Secure** – Get Inside. Lock outside doors. Lockout is when there is a threat or hazard outside the school building. Whether it's because of violence or criminal activity in the immediate neighborhood, or a dangerous animal or the playground, lockout uses the security of the physical facility to act as protection. Examples of when a school or emergency dispatch might call for a lockout: unknown or unauthorized person on the campus, dangerous animal on school grounds, criminal activity in the area.



**Hold** – In your classroom. Clear the Halls. There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may demand keeping students out of the halls until it is resolved. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.



**Evacuate** – To the designated location. Evacuate is called when there is a need to move students from one location to another, usually outside.



**Shelter** – In the designated location. Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include responses to threats such as a tornado, flood, earthquake or hazardous materials.

### **FOOD, CANDY, AND GUM**

All food and drinks must be consumed in the cafeteria and are not allowed in hallways or classrooms without prior administrative approval. Open containers or bottles are not permitted in the building. Students arriving with outside beverages (e.g., soda, coffee) will be asked to throw them away. Only water in a refillable bottle is allowed on campus; the bottle does not need to be clear. Candy from home may only be eaten in the cafeteria. Food and beverages may not be sold on campus.

# GROW

**GET READY**  
to learn.

**REVIEW**  
what you know.

**OPEN**  
your mind.

**WONDER**  
and ask.





# THE MARSHALL 5



## SAFETY

- Maintain calm, safe bodies
- Be where you're supposed to be.
- Listen to and follow instructions the 1st time.



## RESPECTFUL LANGUAGE

- Use appropriate voice levels and speak to others with respect
- Do not use direct (at someone) or indirect profanity (around others). Any form of hate speech will not be tolerated.



## RAMS READY

- Engaged Learners are RAMS READY!
- Ready, Attentive, have Materials, and stay Seated be in my assigned Seat.
- I will get to class on time and turn work in on time.
- I will show PRIDE in my interactions with others.



## CHROMEBOOKS

- Bring Chromebook and charger to class.
- Only use Chromebooks when directed.
- Stay on task when using your Chromebook.
- Exhibit digital citizenship by upholding our school's values online.



## CELL PHONES

- We are focused.
- Cell phones and headphones are off and in backpack. No airpods.
- Away for the day.

## GRADING SYSTEM

Grades are assigned based on the work the student does during four, nine-week grading periods. Report cards will be available to families in the parent portal 2 days after the close of the grading period.

Students who are failing, or close to it, will also receive a progress report after the third week of each grading period. The reports arrive in the fourth week of the grading periods. Thus, students need to respond immediately to the areas needing improvement while there is still time for them to improve their grades. Teachers will input one grade per week into Frontline, the official gradebook of record for AISD. Teachers provide tutorials a

minimum of one time per week. If your child is having difficulty understanding and completing assignments, please check BLEND, encourage him/her to ask the teacher for help and attend tutorials.

Students and parents are able to track academic progress using the Frontline Parent Portal. Log-in information may be obtained through [portal.austinisd.org](http://portal.austinisd.org). You may contact the school office for additional information.

### **Late Work Policy**

Our "late work" policy reflects the unique characteristics of middle school students and support the whole child:

- Students must be given a reasonable opportunity to redo failing assignments. The grade in the gradebook will be adjusted to reflect the student's current understanding.
- Late work will be accepted for all assignments, including homework, formative assessments, and summative assessments.
- A maximum of 10 points (10% credit) may be deducted for assignments submitted late.
- Late work will be accepted until progress reports of the following grading period. If students re-do, or turn in late assignments, teachers should initiate grade change, which will be approved by registrar
- Grades for assessments given in the last week of the grading period, should be entered into the next grading period.

### **Frontline Parent Portal Info**

When an assignment is not submitted to the teacher because the student didn't submit it or the student is absent, it will be recorded in the Parent Cloud as Missing (MSG). When Missing is entered for an absent student, a short note will be recorded in Parent Cloud (i.e., "student absent"). Missing (MSG) will count as a zero in the average, but will be amended with a new grade once the assignment is submitted. An assignment turned in after the due date, but the student was present in class, is considered late. Late assignments will be marked "Late", next to the assignment in the Frontline parent portal. Assignments that are still being graded or are not yet due, will have the grade box left blank or mark pending (PND) in Frontline Parent Portal.

### **Homework Make-Up Policy**

Make-up work for days absent from school is the student's responsibility. Upon returning to school, students are expected to make arrangements with teachers for make-up work. Students have up to two (2) days to make up work for one absence, plus an additional day for each additional absence. If a student is absent for an extended period of time, due to circumstances like a death in the family or illness, parents may request homework from the School Counselor. The Counseling will communicate with teachers to help coordinate makeup assignments and hard copies may be picked up.

## **Frontline SIS Gradebook Guidelines**

All General Marshall Middle Gradebooks are set up under the same basic guidelines. There are two basic categories that all assignments will fall under, Major Summative (70%) and Minor Summative/Formative (30%). The first chart below includes a description for the categories. The second chart has a list of the Frontline SIS gradebook codes that the teachers have available to use instead of entering in a numerical grade. The first six

codes will average into the grade on the 100 point scale. The last five will either average in as a zero or will not calculate as any value.

Categories	Weight/Percentage	Examples
<p><b>Power Standards (Major)</b></p> <p><i>At least 3 assignments in this category.</i></p>	70	<p>Power Standards</p> <p>Unit Tests</p> <p>Projects</p> <p>Research Papers</p> <p>Final Drafts</p> <p>Essays</p> <p>Presentations</p> <p>Common Assessments</p> <p>Lab Practical</p> <p>Written Proposal</p> <p>Performance Tasks</p>
<p><b>Minor Summative/Formative</b></p>	30	<p><b><u>Minor Summative:</u></b></p> <p>Quizzes</p> <p>Graphic Organizers</p> <p>Rough Drafts</p> <p>Short Pieces of Writing</p> <p>Oral Questions in Class</p> <p>Exit Tickets</p> <p>Learning Logs</p> <p>Journal Entries</p> <p>Performance Tasks</p> <p>Laboratory Write-Ups</p> <p>Cornell Note Summaries</p> <p>Tutorial Request Forms</p> <p><b><u>Formative:</u></b></p> <p>Daily Practice</p> <p>Classroom Assignments</p> <p>Homework</p>

## HALL PASSES

Students are not permitted outside the classroom during class periods unless they are accompanied by a teacher or have a General Marshall hall pass in their possession and an electronic MyHomework pass. A student must have both a physical and digital hallpass to be out of their classroom. If a student needs to see a teacher before school or at lunch, the student must get a pass from that teacher the day before. Students will not be allowed to leave the dining commons unless they have a hall pass signed and dated from a teacher.

## HONOR ROLL

The honor roll system recognizes and rewards notable academic achievement. Honor roll recognition is based on scholarship achievement only. It has no relationship to National Junior Honor Society requirements, which include factors in addition to scholarship. We recognize students who have earned A/B Honor Roll after each grading period.

## HOUSE SYSTEMS

We are excited to announce that our school will be implementing a program called the



House System. This system was created by the Ron Clark Academy (RCA), and it has a proven track record of creating a positive school climate and culture that is embraced by students, staff, and families. We want our students to look forward to coming to school each day, and schools around the world that have implemented the program have reported many positive outcomes, such as a decrease in discipline referrals, more positive relationships among peers and staff, better school attendance, and improvements in academic performance. This is because the system encourages students to take ownership of their learning and behavior while working together as a community to achieve common goals.



# Altruismo

PORTUGUESE  
"Givers"

## Heart

The heart sits at the top of the crest because the heart is where kindness, generosity, and purity are born.

## GRIFFIN

With the head of an eagle and the courage of a lion, the griffin is one of the most powerful of all animals.

## DIAMOND SHIELD

The diamond on the shield represents the importance of protecting others with unity and wisdom.

## Black

The color black represents prestige and an elite quality.



**THE POWER OF  
EMPOWERING OTHERS**

# Amistad

SPANISH  
"Friendship"

## The Castle

Anchoring the center of the shield, the castle represents our foundation of power and protection through comradery.

## Crossed Arms

Symbolize the keys to unlock the gateway to friendship.

## The Peacock

A creature representing the heart's desire to love and protect a friend. The peacock has a preserving spirit that never quits and never dies.

## The Knight

Symbol of the protector. While the peacock sits quietly on the top, the knight shows that a fierceness lies within.



**KINDNESS OF HEART  
AND STRENGTH OF A  
TRUE WARRIOR**

## Red

The color that embodies the kindness of the heart.

# Isibindi

ZULU  
"Courage"

## The Mute Swan

Its beauty speaks volumes and its discernment a reflection of a storied tradition of Zulu leadership- astute, compelling and unwavering.

## Zulu Axe

The ancient Zulu axe pairs shed thought with the power to stand firm in the name of protecting land, people, and spirit.

## The Ebony Tree

The African ebony tree pays homage to the awe-inspiring beauty of the continent of our heritage.

## The Lion

Living in a pride, dedicate to family, he is revered throughout the world for his enviable strength and courage.



**THE STRENGTH AND  
COURAGE OF A LION**

## Green

Reminds us of the rich and abundant resources of Africa.

# Rêveur

FRENCH  
"Dreamers"

## Crescent Moon

Symbolizes new beginnings and the making of dreams and reality. The moon represents the symbolic animal, the wolf- because when the moon comes out, the wolves come out!

## Blue

Instills confidence and passions while releasing all fears and anxiety.

## The Knight

The knight is facing forward to symbolize having dreams and letting nothing stand in your way!

## The Unicorn

A symbol of freedom, healing and beauty, the unicorn's powers are both magical and mystical. Known for its freedom and wild abandon, the unicorn is extremely difficult to tame.



WISDOM  
PASSION  
DREAMERS

## IMMUNIZATIONS

Texas State law mandates that immunizations be up to date prior to your student entering middle school. If you have any questions regarding your child's record, please call the school nurse at 512-414-4163. The nurse will send out notification if your student has a delinquent record. Failure to update immunization records may prevent your student from attending classes.

## ITEMS NOT ALLOWED ON CAMPUS

Laser pointers, confetti eggs, permanent markers, rubber bands, any item resembling a weapon, pepper spray, air horns, devices that create an odor, water guns, and water balloons will be confiscated by teachers and staff and turned in to the assistant principal. Administrators and Campus SRO will not investigate the loss of the aforementioned items.



## LEADERSHIP TEAM

The General Marshall Leadership Team is composed of department coaches, team leaders, librarian, CAC liaison, AVID site team, WIN coordinators, instructional specialist,

academic dean, assistant principals, and principal. This group discusses curriculum, instruction, and school operations.

### **LIBRARY**

The library is open to students each school day from 8:00 a.m. to 4:00 p.m. Students may use the library before school from 8:00 – 8:15 a.m. with a pass they get from the front office the morning of. During the school day, students must be accompanied by a teacher or show a signed pass to the librarian.

Students may check out a maximum of 2 books for a 2-week loan period; books may be renewed once for an additional 2 weeks. Students are responsible for returning books promptly and in the condition in which they were borrowed. Bills for lost or damaged books must be paid through School Cash Online before additional books may be borrowed. Students who have overdue, lost, or damaged books are placed on the obligation list, which could alter participation in certain activities. If a student withdraws any time during the school year, they must return all library books before the necessary paperwork can be completed.

The library is also open during all lunch periods for students looking for a quiet place to read, work, or check out materials. A variety of optional Book Clubs are offered throughout the year for students who want to read and discuss books with their peers. Club announcements and sign-up information will be shared in the library and through school communications.

### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The National Junior Honor Society is a student organization dedicated to service through scholarship, leadership, character, and citizenship. At General Marshall, students apply for NJHS in the spring semester of sixth grade. Pledges must maintain a 90 or higher non-weighted grade point average during their academic grade year. Eighth grade members must also maintain high scholastic achievement to remain active. As campus leaders, members are expected to attend meetings, serve on committees, and volunteer their time to improve both community and school. Student behavior and discipline are a component of NJHS membership, and membership can be reviewed and revoked.



### **OFFICE HOURS**

The main office will be open from 7:50 a.m. to 4:15 p.m. each school day.

### **PASSING PERIODS**

There is a 5-minute interval between class periods with a 1 minute warning bell. During this interval, large numbers of students are moving between rooms. **Safety is our number one priority.** Students are expected to walk at all times; keep their hands, feet, and objects to themselves; maintain a voice level of 0-1 and walk on the right side of the hallway. Food and drinks are allowed in the cafeteria only—not in the hallway or classroom. Students must have a signed pass to be present in the hallway once class is underway.

### **PARENT TEACHER ASSOCIATION (PTA)**

The General Marshall Middle School Parent Teacher Association (PTA) is an organization consisting of parents, teachers, and other school personnel. The following purposes are set out in the bylaws:

1. To promote the welfare of children and youth in home, school, community, and place of worship.



2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

We encourage all General Marshall parents and educators to join this organization and to attend our meetings. For more information about the activities of the PTA at General Marshall, please check the PTA website: **Common Soon!**

### **PERSONAL PROPERTY AT SCHOOL**

Coats, book bags, band instruments, and other articles of value should be labeled. It is best not to bring anything of value, especially expensive jewelry, electronics, or more than \$10 in cash. Claim lost items promptly from the office or cafeteria LOST & FOUND areas. Unclaimed items are donated to charity at the end of each grading period.

### **STUDENT, PARENT, TEACHER CONFERENCES**

Our teachers are available to discuss academic strengths and challenges of your student. If a parent would like to schedule a meeting with an individual teacher, please contact your child's teacher via email to set up a conference.

### **SCHEDULE CHANGES**

Students are expected to request schedule changes in the spring or summer before the fall semester begins. Students may request to move to an Academic or Advanced class during the school year. To move from an advanced to an academic class, students must have completed an intervention plan including tutoring and a parent and teacher conference. These class changes must be approved by the school principal.

"Change of mind" schedule changes will not be honored. Only scheduling errors will be addressed. If necessary, students' schedules will be changed to achieve balanced numbers in classes. If possible, all schedule changes will be completed by the end of the third week. Students enrolled in high school credit courses will be closely monitored. A teacher or counselor phone call/conference will precede the class change. Students who fail an Advanced course after the first semester may be moved to an Academic section.



### **SCHOOL CLOSING INFORMATION**

In the event of inclement weather, school-closing information will be provided to all Austin area television stations. Information will also be available on the AISD website at [www.austinisd.org](http://www.austinisd.org) and at the AISD main telephone line: 414-1700.

### **SCHOOL NURSE and MEDICATIONS**

The nurse is available the majority of the school day for students with medical emergencies and problems arising during school hours. If a student needs to take medication while at school, a parent/guardian must come into the school, fill out and sign a **Student Medication Request Form** and bring the medication in a current prescription bottle directly to the nurse. This procedure includes prescription and over the counter medication (Tylenol, aspirin, etc.). The school does not provide any medication. Only medications provided by parents/guardians with a written request by the parent or



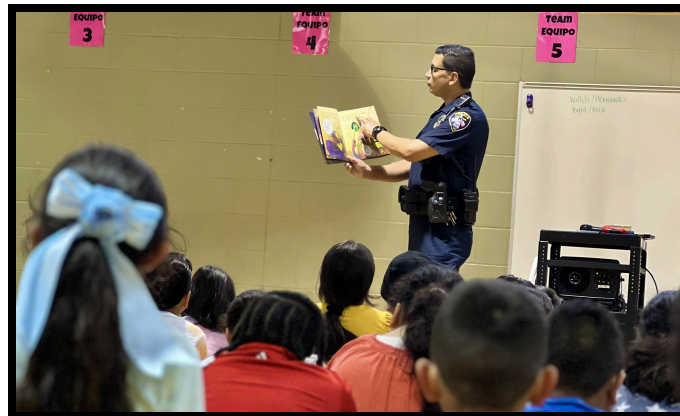
guardian and by the physician will be given by the nurse. The written request should include the student's name, name of medication, the purpose and dosage, and expiration date, when it should be taken and how. All medicines should be sent in the original container, with appropriate labels, and must be kept in the school's health office. Any student in possession of a prescribed medication on their person will have administrative consequences. **With the exception of inhalers and diabetic supplies, students may not store any medicine in their backpacks.** Students with inhalers should still notify the school nurse when they use them.

The sale of prescription medication is a mandatory removal to the Alternative Learning Center. This includes ADHD medication. Possession of prescription medication that is not prescribed to the possessor will result in a mandatory hearing.

Always notify the nurse if your child has any major medical condition, such as asthma, epilepsy, severe food allergies, sickle cell anemia, etc.

### **SCHOOL RESOURCE OFFICER**

General Marshall Middle School Resource Officer (SRO) is an AISD police department officer who patrols the General Marshall Campus to promote safety and to provide security for our faculty and students. All AISD officers are certified Texas officers, not security guards, and they have the authority to make arrests on or off AISD campuses. You may contact the campus SRO at 414-4163 or by calling the AISD PD Headquarters at 414-1703.



### **SCHOOL PRIDE STORE**

To get General Marshall Middle School swag, please visit our [PTA Store](https://general-marshall-ms-pta.printify.me/products) (<https://general-marshall-ms-pta.printify.me/products>) or our [Pride Store](https://www.prepsportswear.com/school/us/texas/austin/general-marshall-middle-school-rams?schoolid=3470394) (<https://www.prepsportswear.com/school/us/texas/austin/general-marshall-middle-school-rams?schoolid=3470394>).

### **SELLING ITEMS ON CAMPUS**

Students are not permitted to sell items on campus. Students selling items will face consequences including confiscation.

### **TAGGING and VANDALISM**

General Marshall prohibits tagging (graffiti) on any items including notebooks, backpacks, books, binders, clothing, homework, or any other object that is brought to school. Damage or destruction of school property is a punishable offense and will be dealt with severely (home suspension, restitution, possible citation/arrest, discipline hearing which may lead to ALC).

**TELEPHONES: Will Update Once School Board Approves NEW Policy**

Students may use the school telephones with the permission of a teacher or office staff. If parents need to get in contact with their student during school hours, they can contact the main office as opposed to calling a student's cell phone, which are not to be used on campus.

### **Personal Wireless Communication Device**

A personal wireless communication device means an electronic device, other than a device issued to an enrolled student by the District, that is capable of transmitting or receiving data, such as text messages, including a mobile telephone, cell phone, tablet, a laptop computer, or smart watch.

### **Unauthorized Use of a Personal Communication Device**

If a student uses a personal communication device in violation of this policy, teachers are authorized to collect the device and give it to the campus principal or assistant principal.

A confiscated personal communication device shall be released to the student and/or the student's parent or guardian in accordance with the student handbook and administrative regulations.

If a personal communication device is not retrieved, the District shall dispose of the device after providing notice required by law.

### **Parent/Guardian Responsibility**

The District shall not be responsible for lost, stolen, or damaged personal communication or electronic devices brought onto District property or buses.

Parents or guardians who allow their child to bring a personal communication or electronic device onto District property or a bus shall be responsible for all information sufficient to identify the device.

AISD Policy: [FNCE – Student Conduct: Personal Telecommunications/Electronic Devices](#)

## **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Writing, tagging, drawing, or any other damage to the textbook is unacceptable and will result in fines and/or replacement fees. Lost textbooks must be paid for immediately. Money is accepted in the office. Any student withdrawing during the year must return all textbooks before the necessary paperwork will be completed. All books must have the student's and issuing teacher's name inside the front cover of the book.

Textbooks are also available online to students through the Austin ISD student portal.

## **TOBACCO, ALCOHOL, DRUGS**

State law forbids possession, smoking, or use of any kind of tobacco, alcohol, and/or drugs on campus. (See Discipline Matrix. OR [AISD Policy FNCD – Student Conduct: Tobacco Use and Possession](#))

## **TRANSFER EXPECTATIONS**

Any student on a transfer to General Marshall Middle School is required to meet the terms of the transfer. Parents and students are to assume responsibility for satisfactory attendance, discipline, achievement of the student, and cooperation with the school staff while at the transfer school. If these expectations are not met, the transfer may be revoked (F311 SR).

## **TUTORING & SCHOOL-SPONSORED AFTER-SCHOOL ACTIVITIES**

Teachers help students outside normal class time by offering tutorials a minimum of one time per week. Class tutorial times will be posted in each teacher's room and on his/her Blend page. If the student is to meet with a teacher before the start of school, s/he must go to the front office with a pass signed by the teacher. For after school tutorials students must remain on campus and be in their tutorial classroom by 3:55 p.m.. Students must remain in tutorials until 5:15 p.m. Once a student leaves the building, s/he is not allowed back in the building. Late buses are available at 5:15 p.m. and are scheduled to depart at 5:30 p.m. A student riding the late bus must have a wrist band signed by the teacher to board the bus. Students not attending tutorials/ after-school activities must be picked up by 4:00 pm.

### **UIL ELIGIBILITY & EXTRACURRICULAR ACTIVITIES (No Pass, No Play)**

Students who wish to participate in school-sponsored extracurricular activities must follow the rules listed below which govern participation.

1. A student must meet academic eligibility each nine weeks as set forth by the University Interscholastic League (UIL).
2. Failing grades may not be changed to make a student eligible for participation unless there is a computational error by the teacher or computer.
3. Students who violate the Student Code of Conduct may be excluded from extracurricular events.

### **VISITORS & GUESTS**

Adult visitors are welcome and encouraged to visit General Marshall. **All visitors must check in at the front office, present appropriate identification, and wear a visitor's badge while on campus. All adults on campus must follow our school values of PRIDE and maintain respectful interactions. No adults are permitted to interact with students who are not under their guardianship.** Failure to follow our campus guidelines can result in an adult no longer being allowed on our campus. If this occurs, it will be re-evaluated at the beginning of the next school year.

Visitors to individual classrooms during instructional time must have prior approval from both the principal and the teacher. To request a classroom observation, visitors must contact the campus at least 48 hours in advance. Observations will not be permitted if their duration or frequency interferes with instruction or disrupts the normal school environment. Only adults listed on the student's Approved Contact List will be permitted to visit with the student. The campus is closed to all student visitors unless approved by an administrator and accompanied by a staff member.

### **VOLUNTEER OPPORTUNITIES**

There are numerous volunteer opportunities at General Marshall including the library, main office, tutoring, and substitute teaching. The PTA has organized a number of standing committees which work to support the students and school: Honor Roll Assemblies, Tutoring, Enrichment, Grant Writing, Building and Grounds, Teacher and Staff Appreciation, Publicity, New Parent Orientation, Rams Round-Up, Fine Arts Showcase, 8th grade Recognition Ceremony, etc. We need parents to help with all of these committees.

### **WEBSITE**

Regularly updated information about school events, calendar, PTA activities, and volunteer opportunities may be found at <https://marshall.austinschools.org/> or the PTA Website: **Common Soon!**