

2020-2021

**Student/Parent
Information
Handbook**



MARSHALL FUNDAMENTAL SECONDARY SCHOOL
990 N. ALLEN AVE. PASADENA CA 91104
(626)396-5810 www.pusd.us/marshall

Our Mission

The mission of Marshall Fundamental Secondary School, a diverse educational community, is to graduate students who are empowered to think critically, to act responsibly, and to take on challenges through a system distinguished by instruction that is both rigorous and engaging and a culture that invites and embraces students and their families.

Our Beliefs

At Marshall Fundamental Secondary School, we believe in:

- Engaging students in rigorous instruction aligned to standards
- Supporting high expectations for all students
- Connecting with students both professionally and personally
- Partnering with parents for student success

Our Values

Marshall Students:

Embrace diversity
Act responsibly
Graduate prepared
Lead with integrity
Engage in learning
SUCCEED!

Our Vision

Soaring to Success!

Calendar

2020-2021

The Pasadena Unified School District has issued the following calendar for the new school year beginning August 2020.

-Dependent on State and City Health Guidelines-

Mon, Aug 17 First Semester begins – First day for students

Mon, Sept 7 Labor Day – *School & offices closed*

Wed, Sept 9 Back-to-School Night, *Minimum Day*

Fri, Oct 16 Pupil Free Day – Parent Conference Day

Wed, Nov 11 Veterans' Day – *School & offices closed*

Mon, Nov 23 – Fri, Nov 27 Thanksgiving Recess

Wed, Dec 16 – Fri, Dec 18 First Semester Final Exams

Minimum Days for Students

Mon, Dec 21 – Fri, Jan 1 Winter Recess

Mon, Jan 4 Students return for Second Semester

Mon, Jan. 18 Martin Luther King Jr. Day–*School and offices closed*

Fri, Feb 12 Lincoln's Birthday - *School and offices closed*

Mon, Feb 15 Presidents' Day - *School and offices closed*

Fri, Mar 26 Pupil Free Day - *Staff Development Day*

Apr 5 – 9 Spring Recess

Wed, May 19 Open House - *Minimum Day*

Mon, May 31 Memorial Day – *School and Offices Closed*

Tue, June 1 – Thur, June 3 Second Semester Final Exams

Minimum Days for Students

Thur, June 3 Last Day of School – *Minimum Day for Students*

General Information

Breakfast/Lunch Program

Reduced or free lunch is available with an approved application. Applications are available in the Main Office and online at www.applyforlunch.com. Questions regarding the food program can be directed to the Food Services Office at 626/396-5852.

Closed Campus/Leaving Campus

Marshall Fundamental Secondary School is a closed campus. Once students arrive on campus, they must remain on campus. Students may not leave campus at lunch. When students need to leave campus for any reason, they must get an off-campus pass from the Attendance Office. Students with minimum day schedules must have a minimum day pass. Not having an off-campus pass or minimum day pass means remaining on campus until the end of the school day. Students leaving early must exit through the main doors. Students with a minimum day pass or an off-campus pass must leave campus once their school day has ended. Students off campus without a pass may be cited and returned to Marshall Fundamental Secondary School. Students found on other Pasadena Unified School District campuses will be subject to an appropriate school consequence.

The school buildings are closed and secured 30 minutes after student dismissal. For your child's safety, all students on campus after student dismissal must be in a supervised activity (eg. sports practice, LEARNs).

Visitors will not be allowed on campus.

Deliveries for Students

Balloons, flowers, lunch and other items should not be brought to students and will not be accepted during the instructional day. Any items brought to campus for a student must be clearly marked with a name and/or ID number and left in a designated location. All items are brought to campus at the risk of the parent and/or guardian and students.

Disaster Drills & Evacuations

The major types of drills are earthquake, fire/evacuation, and lock down/shelter in place. During a lock down or shelter in place drill the school will be locked and closed. This is for the safety of the students and staff. No one from outside the school will be allowed into the school until the drill is complete or the lockdown or shelter in place is called off. A lockdown is to protect from a threat of violence. A shelter in place is to protect from an airborne biological or chemical agent. During an

evacuation drill, all students and staff will proceed to the football field which is the primary evacuation area. In case an off-site evacuation becomes necessary, all Marshall students and staff will proceed to a designated location.

Anytime a disaster occurs, when it is deemed safe, a request gate and reunification gate will be established at the gates of the North parking lot on Casa Grande. Reunification gate location may change based on safety or logistical needs. Students will only be released to parents, relatives, or family friends listed on the emergency form with proper identification.

Emergency Telephone Calls

A student may use an office telephone in an emergency to contact a parent or guardian. If a parent or guardian needs to get an emergency message to a student, please call the Main Office and a paper message will be delivered. **Please do not text or call your child on his or her cell phone during school hours.** Telephone calls are not transferred to the classroom during instructional time.

LEARNs After School Program

LEARNs offers 6th through 12th graders a variety of meaningful after school activities including homework assistance, visual and performing arts, sports and cheer. LEARNs Coordinator can be contacted at 626/396-5810 x64425.

Parent Portal

The Parent Portal gives parents access to view their children’s attendance, assignments and grades. To set up a Parent Portal account, bring your driver’s license to the Main Office. You will receive a verification code and instructions to set up your account.

During school closures, an alternate online procedure to obtain your verification passcode and instructions is available at pusd.us/Page/6203.

Visitors

All visitors must check in at the front entrance to request access. Once access is granted, proceed to the Main Office. You may be required to present identification. A visitor’s pass must be worn at all times when on campus. The school reserves the right to deny access to visitors.

Support Professionals

Counselors: Counselors offer assistance to students in reaching their maximum potential at Marshall. Appointments with counselors can be made through the secretary in the Counseling Center at 626/396-5810 x64025. Counselors are listed below.

Frances Collins Moore	ext. 64026
Cristina Diaz	ext. 64029
Maribel Dominguez	ext. 64027
Catherine Charles	ext. 64028
Maria Torres	ext. 64023

Registrar: The school registrar assists students and parents with enrollment, withdrawals, official records and transcripts. The registrar can be reached at 626/396-5810 x64044.

Nurse: The school nurse assists students and parents with any medical needs, questions or emergencies that may arise. The Health Office telephone number is 626/396-5810 x64089.

Support Services and Programs

Foothill Family Services

Professional, licensed, outside counselors provide individual and family counseling and crisis intervention on our campus. Referrals can be made by school staff.

IMPACT Program

Group counseling is available to address issues of substance abuse. Groups are held off campus at a designated location. Referrals are made through the Counseling Center, administration or school nurse. Students found to be in possession of any controlled substance will be referred to IMPACT.

Tutoring

Contact your child's counselor or the community assistant for program information and sign-ups.

Students receiving an "F" grade will be **strongly recommended** for After School Tutoring. They will be asked to attend two times per week for at least five weeks in order to improve their grades.

CAP – College Access Plan

The College Access Plan program, a PUSD Partner, provides no-cost college readiness advisement. For more information contact the Counseling Center (x64025) or Katie@collegeaccessplan.org or collegeaccessplan.org.

Outreach Programs – Upward Bound, VIPS, EAOP

Various programs serve high school students from low-income families and/or potential first-generation college students. 95% of students who complete these programs are accepted into colleges. Call the Counseling Center ext.64025 for information.

UCLA Early Academic Outreach – blewis@eaop.ucla.edu (310)794-4074

Upward Bound PCC – rgordon@pasadena.edu (626)831-2720

Upward Bound CSULA – ncarbaj3@calstatela.edu (323)313-6304

UCLA VIPS Scholars – jtunstall@college.ucla.edu (310)206-5245

Librarian/Library Services

Teacher-librarian and library staff offer library book recommendations, book clubs, research and writing support. The librarian is also the site coordinator for the seniors for their Graduate Defense. To contact, call ext.64064 or email scribner.sara@pusd.us.

Academic Programs

Academy for Creative Industries (ACI)

Marshall Fundamental School's College and Career Pathway, ACI, is a dynamic program for students who wish to pursue a career in the arts. With four pathways from which to choose: Dance, Theatre, Music (Instrumental and Vocal), and Art, students experience cohorted classes with integrated lessons, work-based learning, internships and special field trips focused around the arts in Los Angeles including colleges and universities. For more information, please contact ACI counselor Ms. Torres at torres.maria@pusd.us or at x64023.

Advanced Placement Program (AP)

Classes with college-approved curriculum are designed to prepare students to acquire the skills necessary to meet the rigorous demands of High School Advanced Placement Tests. Students who pass the AP tests may be eligible for college credit. Marshall offers 21 Advanced Placement Courses. Contact your student's counselor for more information (x64025).

AP Capstone

Students succeeding in AP courses and exams in 9th and 10th grade will have the opportunity to join the AP Capstone program for the 11th and 12th grade and are eligible to earn the prestigious AP Capstone Diploma.

G.A.T.E.

This program for the “gifted and talented” student requires admission through special testing. Contact the Office of Curriculum and Instruction for additional information, x64077.

Puente

Puente is an academic college preparation program that assists and enables high school students to succeed in school, attend and succeed in college, and ultimately return to their communities as mentors and leaders. Puente high school students study with the same Puente-trained teacher for ninth and tenth grades and work closely with a Puente-trained counselor to prepare an academic plan and stay focused on their goals. Students participate in an activities-based community leadership/mentoring component and attend field trips to college campuses. Parents of Puente students are actively involved in their children's education through parent workshops and other activities. Contact the Puente Counselor, x64027.

Special Education

Marshall provides a free appropriate public education in the least restrictive environment and necessary related services to all students with IEPs. A copy of the Procedural Safeguards and Parental Rights Handbook may be obtained upon request. Contact the Special Education Department Chair for information, x64639

English Language Learner Program

English Learners (ELs) in California are required to reclassify as English Proficient. English Learners are embraced, including their first language and the many cultures they represent as they are supported in passing the ELPAC state test, obtaining a “C” or better in English Language Arts, and demonstrating basic to proficient reading performance in district assessments.

ELs are also supported by the English Learners Advisory Committee (ELAC). This group is specifically dedicated to parents of English Learners and recently reclassified English proficient students. ELAC gives parents the opportunity to meet other EL families, discuss concerns, and develop School Site Council recommendations that lead to positive change. Please contact the Instructional Coach at x64063.

8th Grade Promotion and High School Graduation Requirements

To participate in the promotion/graduation ceremony, students must meet academic and citizenship expectations throughout middle school/high school. This includes attendance in all classes and satisfactory citizenship grade. The promotion/graduation exercise is a privilege, and a student may be excused from the ceremony if found violating the guidelines in this handbook and PUSD's Parent/Student Handbook or for violation of the Parent/Student Contract.

Middle School Courses Required for Promotion

English	3 years	30 credits
Social Studies	3 years	30 credits
Mathematics	3 years	30 credits
Science	3 years	30 credits
Physical Ed.	3 years	30 credits
Electives	3 years	30 credits

High School Courses Required for Graduation

English	4 years	40 credits
Social Studies	3 years	30 credits
Mathematics	3 years	30 credits
Science	3 years	30 credits
Physical Ed.	2 years	20 credits
Arts	1 year	10 credits
World Language	1 year	10 credits
Electives		50 credits

A passing grade at the end of the semester earns 5 credits.

Eligibility for high school graduation depends upon successful completion of:

- 220 credits of Required Coursework
- 40 hours of Community Service or Work-Based Learning
- Graduate Portfolio and Defense

To participate in the graduation/promotion ceremony, students must:

- Participate in all graduation/promotion rehearsals.
- Have satisfactory attendance: No more than twenty (20) full day absences (either excused or unexcused) for the year.
- 8th graders must pass all 7th and 8th grade classes with a D or better.

Attendance/Tardy Policy

Excused Absences

An excused absence includes personal illness, quarantine (directed by a doctor), medical appointments or funeral services for a family member. Students can also be excused for justifiable reasons including religious reasons, court appearances, jury duty, etc. Students, parents and guardians are encouraged to make all appointments after school or during school holidays.

The annual parent notification that explains the Education Code attendance policy (Education Code 48205) is available upon request from the Assistant Principal for Guidance and Supervision.

Marshall Fundamental School requires a note or a telephone call from a parent or guardian to clear and excuse or explain an absence. Other allowable methods to verify student absences include emails, faxes, physician verification or verbal confirmation in person. Please be advised, *students will only be excused with parent and/or guardian verification for absences due to illness, religious reasons and funerals.* Absences due to legal appointments, work or medical reasons will only be excused with a valid note from the appropriate party (lawyer, employer, medical doctor, etc.) when appropriate. Without said notes, absences will remain unexcused.

Any of the above should be delivered to the Attendance Office immediately. (Notes are time-date stamped and cleared via computer.) **An absence must be cleared within five (5) school days upon the student's return to school. After 5 days, the absence will remain unexcused.**

Unexcused Absences

Unexcused absences include, but are not limited to, vacations, family reasons/emergencies, personal reasons and sports, events, and/or clubs not in the domain of district/school events.

There is also a limit to absences verified by parents due to illness (per year). After 10 instances of parents and/or guardians verifying absences due to illness, students who miss school due to illness without a doctor's note will be marked as unexcused for missing class. This is not specific to full-day absences and will apply to single-period absence instances.

Early Pick-Up

We do not allow students to leave campus without a parent or guardian during school hours. When students are picked up early from school, we require that parents, guardians or anyone else on their contact list sign

students out at the front office. If students are leaving for medical appointments, they will be marked out as ill until a medical note or appointment notice is submitted to us.

Tardy Policy

Students must arrive at school promptly at the beginning of each school day and must be in their seats and prepared to do the work for class at the beginning of each period. In an effort to reduce/eliminate student tardies, please note the following:

- Tardy sweeps will be announced and detention and/or Saturday School will be assigned to habitual offenders.
- Unexcused tardies will result in parent notification and/or conference as well as referral to the Assistant Principal for Guidance and Supervision.

Students must be seated in class before the bell to begin class rings.

In an effort to promote improved attendance, students are not allowed to go off campus after the bell to begin the first class of the day has rung. Students may leave campus early **ONLY** after obtaining an off-campus pass from the attendance office.

Consequences for excessive tardies per grading period may include:

- After school detention
- Behavior / attendance contract
- Loss of school privileges and participation in school activities
- Parent / teacher conference or parent / administrator conference

To have a tardy excused, a student must bring a note from the parent/guardian or the parent/guardian must call the Attendance Office (396-5810 ext.64001) no later than 12 noon.

Truancy

Truancy is defined as the absence from school without a legal excuse. Any student who is absent without a valid excuse for any period on any three days is considered truant and in violation of California law (EC 48260). Please be advised that students who are late or absent 30 minutes or more without a valid excuse shall be marked as such, and that will carry the same weight as an absence.

Excessive absences/tardies will result in severe consequences such as:

1. Exclusion from school activities
2. Referral to School Attendance Review Team (SART) and/or District School Attendance Review Board (SARB)
3. Police citation
4. Non-promotion
5. Loss of senior and graduation privileges

Citizenship Expectations

Students are expected to comply with District and Marshall Fundamental Secondary School standards of conduct and appearance. It is expected that students from Marshall refrain from all activities that may infringe on the individual rights of another person, disrupt the learning process, or result in bodily harm to another person or themselves. Students are also expected to refrain from all activities that are in violation of the California Education Code or the Pasadena Unified School District Policy.

Students may be counseled, given a warning, be placed on probation, receive school detention, be suspended and/or dismissed from school for violating any section of the Education Code (48900 and 48900.2) Please refer to gopUSD.com/handbook for an explanation of the California Education Code.

Prohibited Activities and Items

Activities Not Allowed on Campus

- Smoking/vaping by students and adults on our campus or at any school-sponsored activity
- Loitering, including halls and restrooms
- Gambling
- Non Marshall students or infants brought by students
- Assault or battery on any person
- Fighting on or near campus
- Profanity, abusive language or racially derogatory remarks toward any person
- Defying authority of school personnel by behavior, verbal abuse or gestures
- Committing or condoning sexual harassment
- Committing forgery, theft or extortion
- Throwing objects of any kind (including water balloons)
- Tagging inside or outside any building
- Destroying, defacing or in any way damaging school property including textbooks
- Recording of any kind without prior permission
- Selling of personal items including food or clothing

*Anyone defacing school property will face discipline consequences and be prosecuted to the fullest extent of the law. **Parents/guardians will be held financially responsible for all damages.***

Items Not Allowed on Campus

- Audio players, game systems, matches, lighters, e-cigarettes, laser pens, skates, or motorized vehicles (Education Code 48901.5)
- Skateboards and scooters must be stored in a designated location during school hours.
- Food or drink (except water) in buildings or classrooms except during teacher sponsored lunchtime activities
- Fireworks or other explosives on or near the campus (possession, use or sale)
- Drugs, alcohol, tobacco (possession, use, sale)
- Weapons or facsimiles (possession, use, sale)

Any student involved in any of the above acts or with any of the above items will be disciplined by our school and may be cited by Pasadena Police. This citation will require a court appearance. The California Education Code will be observed at all times.

Graffiti: Permanent markers, spray paint, shoe polish, etching materials and other media are not allowed on campus at any time. Anyone defacing school property will face disciplinary consequences and may be referred to law enforcement. Parents/Guardians will be held responsible for any damages and clean-up costs.

Identification Cards: All students are required to have their Marshall ID cards while on campus and during all school events. ID cards are issued during August registration. Make-up day for ID cards will be announced at the start of school. Lost ID cards can be replaced for \$5.00 through the Activities Office (x64079).

Personal Possessions: Backpacks, purses and other items of value are the student's responsibility. Students are advised not to carry large sums of money on campus. **Marshall Fundamental Secondary School is not responsible for damaged, lost or stolen personal possessions.** Never leave items unattended. While on campus you must walk your bicycle and carry skateboards. Lock bicycles in the bike rack area. Skateboards are to be stored in a designated area.

Unauthorized Sales: Students are not to sell any goods or services for personal profit. All sales must be approved by ASB. Items intended for sale without approval will be confiscated.

Remote Learning

- Chromebooks and PUSD email and drive belong to and are monitored by PUSD (see district student handbook for more information)
- Inappropriate online activity may result in action from school administration.
- Appropriate behavior towards teachers and other students are expected at all times during online/remote learning.
- School rules, expectations and values apply during in-person and remote learning.

Saturday School

- Students who are assigned to Saturday School are given a notification form with the Saturday School date and other pertinent information.
- A call will be made to the primary contact number to inform parents that the student has been assigned to Saturday School.
- If students do not report for Saturday School they will receive mandatory detention per an administrator's discretion.
- Students who do not honor their obligation may be directed to the alternative to suspension program and/or will not be able to attend school activities until served.
- 1 hour of Saturday School excuses 3 tardies for participation in school activities.
- 4 hours of Saturday School excuses 1 unexcused absence for participation in school activities.

Dress Code

In accordance with board policy and the Education Code 35183, 35183.5, 48907, 49066 and Code of Regulations Title 5, 302 both students and staff of the school campus have the constitutional right to be safe and secure in their schools. Students will come to school having paid proper attention to their personal hygiene and district guidelines for health.

A student may not attend school in inappropriate attire which creates a safety hazard and disrupts any school activity.

Responsibilities

Parents/guardians have the responsibility to see that students are dressed properly for school. School personnel are authorized to maintain and enforce an appropriate dress code conducive to learning.

The following guidelines are designed to help reduce potential problems on campus and provide a positive learning environment.

Dress Code Guidelines

- All bottoms and dresses must be at or longer than mid-thigh.
- All tops must have secure, over-the-shoulder straps.
- All midriiffs must be covered at all times.
- Underwear or under garments must be covered at all times.
- Pants/bottoms must sit securely over the hips and around the waist at all times.
- Attire referencing profanity, obscenity, references to sex, drugs, alcohol, tobacco, gang affiliation are prohibited.
- Attire referencing illegal activities for an educational setting are prohibited.
- Shoes and sandals must cover the heel and toes at all times (per CA Ed Code).
- Sunglasses, hats, hoods, and visors may not be worn in the classroom, but may be worn outside for sun protection (per *Education Code 35183.5*). Only Marshall hats and Marshall beanies are allowed.

Dress code guidelines will be honored at school events. Respectful and school appropriate attire is expected at all times.

Consequences of Dress Code Violations

The student will be given a chance to meet the dress code before returning to class. The parent/guardian may be contacted by the school to bring the student a change of clothes.

Four dress code citations may prevent student from participating in school activities.

The school dress code and consequences will be in effect the first day of school. If you have questions, please contact the Assistant Principal for Guidance and Supervision at x64042.

Honor Code

All who work and study at Marshall are responsible for maintaining their own integrity and the integrity of the community in all academic matters and in all affairs concerning the community.

- adapted from Harvey Mudd College

Marshall Eagle Values:

Embrace diversity
Act responsibly
Graduate prepared
Lead with Integrity
Engage in learning
Succeed!

The following activities are in violation of the Marshall Fundamental Secondary School Honor Code:

- The giving or receiving of any unauthorized aid or assistance on any form of academic work. This includes using technology as an unauthorized aid on academic work.
- Plagiarism in any form including the copying or representation of another's work as your own without appropriate attribution to the source, including claiming work as your own that is posted or published via the Internet.

Any violations of the Honor Code in any Marshall course will have serious consequences, which may include but are not limited to the following:

- The student will receive a zero on the assignment.
- Parents and student attendance will be required at a conference with the school staff.
- In an AP class, the student will not be allowed to take the respective AP exam and will be removed from the course.
- The student will be suspended from school.

Cell Phone and Electronic Device Policy

Cell Phones

As per the Board of Education, students may have cell phones but they are to be turned off (not on “silent” or “vibrate”) during school hours. This includes during nutrition, passing period and lunch. Students are expected to keep phones **put away**. Any cell phone that is out or is turned on may be confiscated and will only be released to a parent or guardian. If second offense, we reserve the right to maintain possession until the end of the semester. **Marshall Fundamental Secondary School is not responsible for damage, loss, or theft of cell phones.** If you have an urgent message for a student, please contact the main office at (626)396-5810.

Other Electronic Devices

The only electronic devices allowed at Marshall Fundamental Secondary School are district-provided Chromebooks and battery-operated calculators. Students possessing any such items will be subject to appropriate disciplinary action and the item may be confiscated. Items confiscated will only be released to a parent or guardian. If second offense, we reserve the right to maintain possession until the end of the semester. **Marshall Fundamental Secondary School is not responsible for damaged, loss, or theft of any electronic device.**

Safety Management Systems

PUSD utilizes Gaggle to monitor all activity on district assigned Chromebooks and on PUSD Google accounts. Inappropriate activity may result in consequences from the school and/or law enforcement.

Textbook Policy

1. Each student is responsible for ALL books issued to him/her during the course of the school year. Fines will be assessed for all damaged and lost books. Students must pay for all fines associated with their assigned textbooks. Each student is responsible for the EXACT copy of the book issued to him/her. Any outstanding fines and textbooks can result in the withholding of grades, transcripts, and promotion to the next grade and/or graduation.
2. Pre-existing Damages—The library takes note of damages in the online catalogue, but if a student finds any pre-existing damages in a textbook, this must be reported to the library by the end of September to prevent the possibility of being assessed for those damages.
3. Barcodes are assigned to each book for identification. Do not tamper with or remove barcodes. A \$5.00 fine will be assessed for removing or tampering with textbook barcodes.
4. Students must maintain the appearance and cleanliness of their assigned textbooks. Examples of damages to be mindful of are: writing, water damage, torn pages, bent covers, broken bindings, and stains. Students should not lend assigned textbooks to others, unless they are willing to pay for any damages that may occur through their use.
5. Students should not leave their textbooks in their classrooms. Students leave their books in the classroom AT THEIR OWN RISK! Students are still responsible even if someone else damages or loses their book. Teachers are NOT responsible for lost or damaged books.
6. It is highly recommended that all students cover their books, preferably using a brown paper bag.

Student Activities

ASB Card

All students are encouraged to purchase an Associated Student Body (ASB) card. The cost for middle school students is \$45.00. High school students may buy the card for \$50.00. You can purchase your card during our student registration period in August. Card sales will continue during the school year. Purchasing an ASB card is optional.

Why purchase an ASB card?

Money collected from ASB card sales is used to support our entire school community through various ASB-sponsored activities such as athletics, assemblies, rallies, awards, dances and events.

Benefits of purchasing an ASB card include:

- Reduced ticket prices for dances, activities, yearbook and gym clothes
- Free admission to most home games and away games
- Free spirit items on Spirit Days
- Free snacks at student appreciation days

Show Your School Spirit! Be an ASB Member!

School Events

Students with excessive absences or tardies will be excluded from school events. Dress code and behavior guidelines will be enforced. Students who do not display suitable attire or behavior may be asked to leave without a refund. It is mandatory for students to attend four (4) periods of class on the day of event. Failure to attend school prohibits participation in activity, i.e. sports, dance, etc.

Senior/8th Grade Activities

Participation in senior and 8th grade activities such as graduation and promotion is a privilege. Students with behavior and/or chronic attendance history will be prohibited from attending functions. Senior caps and gowns will only be issued to students who will be participating in the commencement ceremony. Only students participating in the ceremony will receive tickets.

Activities Permission Form

Students are required to complete permission forms to attend school events such as dances, picnics, Knott's, Grad Night, prom, etc. The form includes student information, student and parent/guardian signature,

attendance history, behavior, library debt, and grade history for approval.

- Absences – Less than 60 period absences per semester and 120 per year (excused and unexcused)
- Tardies – Less than 45 total tardies to all classes in the last semester (15 in the last grading period)
- Book fines – No outstanding book fines or books
- Disciplinary – No more than 4 referrals per year
- Dress Code – No more than 4 citations per year
- Citizenship – No more than 2 U's in the last grading period
- Grades – No F's at the current grading period or first semester

Admittance to activities will be denied to students who do not meet required guidelines. ***Students may be removed from participating in activities on the day of the event if they do not meet eligibility requirements and must abide by the district and school rules.***

Guest Forms

Guest forms for Homecoming, Winter Formal, Prom, etc. must be completed with photo ID and interview process with guest before approval. **Guests for senior events must be at least a junior and not over 20 years of age.** Guests with behavior and/or chronic attendance history will be prohibited from attending senior functions. This guest form process applies to all events that guests can attend. Guest attendance may be denied at the discretion of an administrator.

Please note: If a guest is a current Marshall student, they must meet ALL eligibility requirements to attend the event.

Credit Cards

The credit cards accepted are Visa, MasterCard and DiscoverCard. Credit cards must be used in person or via phone with a credit card authorization.

Check Writing Policy

Checks will be accepted 7 business days prior to an event and/or distribution of goods. Check writer must be parent/guardian of student attending function or receiving merchandise. No personal checks will be accepted after May 10, 2021. If a check is returned due to insufficient funds, a NFS fee of \$12 will be added to the original amount and must be paid by cash or money order. Checks for any other activities, events, AP exams, etc. will not be accepted.

Deposits and Refunds

Only full payments for all activities will be accepted. Refunds will not be issued after completion of activity or after final deadline. When requesting a refund, the proper paperwork must be submitted and approved. Refund paperwork is located in the Activities Office.

Information Reference Guide

School Phone (626)396-5810

To Find Out About:	Contact:	Ext.
Activities, Extra-Curricular	Activities Office	64079
Advanced Placement Program	Asst. Principal	64098
Athletics	Athletic Director	64083
Attendance & Absences	Attendance Office	64092
ASB Activities	Activities Office	64079
Campus Clubs	Activities Office	64079
Change of Address/Phone	Records Office	64044
Chromebooks	Librarian	64064
Class Schedule Adjustment	Counseling Center	64025
College Entrance Exams	Counseling Center	64025
College Admissions Applications	Counseling Center	64025
Counseling		64025
Foothill Family Services		64048
Impact Program	Health Office	64089
Curriculum & Academic Program	Asst. Principal	64096
Discipline	Asst. Principal	64042
Enrollment at Marshall	Registrar	64044
Grades	Counseling Center	64025
Graduation Status	Counseling Center	64025
Health Services	School Nurse	64089
Library Services & Textbooks	Librarian	64064
Middle School Activities	Activities Office	64079
Music Program (Instrumental)	Instrumental Director	64116
Music Program (Vocal)	Vocal Director	64554
Parent Portal Access	Main Office	64093
Parking	Activities Office	64079
Permit to Leave Campus Early	Attendance Office	64092
Puente Program	Maribel Dominguez, Counselor	64027
Scholarships/Financial Aid	Counseling Center	64025
School Site Council	Principal	64094
Special Education Services	Asst. Principal	64042
Tour of Campus	Community Assistant	64199
Transcripts	Registrar	64044
Tutoring, After-School Program	Asst. Principal	64096
Upward Bound Program	Counseling Center	64025
Withdrawal from School	Registrar	64044
Work Permits/Job Information	College & Career Center	64023

Bell Schedule for 2019-2020

When health guidelines permit the full return to school

Monday

Period 1	9:40	-	10:24
Period 2	10:30	-	11:14
Period 3	11:20	-	12:03
MS Lunch	12:03	-	12:33
Period 4A (HS)	12:09	-	12:52
Period 4B (MS)	12:39	-	1:22
HS Lunch	12:52	-	1:22
Period 5	1:28	-	2:11
Period 6	2:17	-	3:00

Tuesday – Friday

Period 1	7:50	-	8:49
Period 2	8:55	-	10:00
Nutrition	10:00	-	10:10
Period 3	10:16	-	11:15
MS Lunch	11:15	-	11:45
Period 4A (HS)	11:21	-	12:20
Period 4B (MS)	11:51	-	12:50
HS Lunch	12:20	-	12:50
Period 5	12:56	-	1:55
Period 6	2:01	-	3:00

Marshall Fundamental Secondary School

Discipline Plan

Infraction	Ed. Code	Minimum Consequences	Maximum Consequences
ALCOHOL; SALES, USE	48900 (c) (d)	5 days suspension, possible involuntary transfer, referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
ASSAULT OF STUDENTS, SCHOOL AND NON-SCHOOL PERSONNEL	48900 (A) (K) 48915 A-5	5 days suspension, recommend expulsion, referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
CHEATING; PLAGIARISM	48900 (K)	Discipline administered by instruction, parent contact	Removal from class with "W" grade
CHEWING ON SMOKING TOBACCO	48900 (H)	Referral to the IMPACT Program; 3 days suspension	5 days suspension
COMPUTER LAB USER REGULATION AND/OR TELE-COMMUNICATIONS OR INTERNET ABUSE	48900 (K)	After-School Detention (ASD) and/or In-School Suspension	Loss of privileges
CONCERTED PUPIL ACTIVITIES; GANG AFFILIATION	48900 (K)	Referral to law enforcement	Referral to law enforcement
CUTTING CLASS	48900 (K)	Loss of privileges, ASD 1 day in-school suspension	Parent conference, referral to law enforcement, possible involuntary transfer
DESTRUCTION OF SCHOOL PROPERTY (BOOKS, LOCKERS, ETC)	48900 (F)	1 day suspension, possible referral to law enforcement, possible involuntary transfer	5 days suspension, possible referral to law enforcement, recommend expulsion
DISRESPECT, DEFIANCE, REFUSAL TO OBEY	48900 (K)	ASD, 1-2 days class suspension	
DISTURBING THE CLASS	48900 (K)	ASD with teacher; teacher phone call home	Parent conference
DRESS CODE VIOLATION	48900 (K)	Warning, call home, change clothes	
DRUG; SALES (INCLUDING LOOK-ALIKES)	48900 (C)	5 days suspension, recommend expulsion referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
DRUGS, ALCOHOL, INTOXICANT, INHALANT UNLAWFULLY POSSESSED/USED UNDER THE INFLUENCE OR FURNISHED	48900 (C)	5 days suspension, referral to IMPACT, referral to law enforcement	5 days suspension, recommended expulsion, referral to law enforcement

EXPLOSIVES, FIRECRACKERS: POSSESSION AND/OR USE	48900 (B)	5 days suspension, involuntary transfer, referral to law enforcement	5 days suspension, recommended expulsion, referral to law enforcement
EXTORTION	48900 (E)	5 days suspension, involuntary transfer, referral to law enforcement	5 days suspension, recommended expulsion, referral to law enforcement
FAILURE TO CARRY VALID MARSHALL SCHOOL ID CARD	48900 (K)	Warning, call home	
FAILURE TO REPORT TO AP, DEAN, OR SECURITY	48900 (K)	Administrative disciplinary action	
FAILURE TO SERVE ASSIGNED DISCIPLINE (ASD = Detention)	48900 (K)	1 day in-school suspension	
FALSE FIRE ALARM	48900 (K)	Referral to law enforcement	Possible involuntary transfer, referral to law enforcement
FIREARMS, KNIVES, WEAPONS: POSSESSION	48915 (C – L)	5 days suspension, referral for expulsion, referral to law enforcement	5 days suspension, referral for expulsion, referral to law enforcement
FORGERY/ ALTERING NOTES/ IMPERSONATIONS LYING	48900 (K)	Administrative disciplinary action	
GAMBLING: DICE, CARDS OF FLIPPING QUARTERS	48900 (K)	Administrative disciplinary action	
GRAFFITI	48900 (F) (K)	5 days suspension, referral for expulsion, referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
HARASSMENT OR INTIMIDATION OF A COMPLAINING WITNESS	48900 (K) (O)	5 days suspension, possible involuntary transfer, referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
HAZING	48900 (A) (K)	1 – 3 days suspension, parent conference	5 days suspension

HORSEPLAY	48900 (K)	After-School Detention (ASD)	
INCITING PUPIL UNREST	48900 (A) (K)	3 days suspension, parent conference, referral to law enforcement	5 days suspension, recommend expulsion in aggravated cases

INJURIOUS OBJECTS (i.e., laser pointers)	48900 (B) (K)	1 day suspension	5 days suspension, recommend expulsion in aggravated cases
LOITERING ON OR NEAR CAMPUS, IN OFF-LIMITS AREA, OUT OF CLASS WITHOUT A PASS	48900 (K)	Loss of privileges, ASD, 1 day in-school suspension	Parent conference, referral to law enforcement, possible involuntary transfer
OVERT DISPLAY OF AFFECTION (i.e., kissing, fondling, rubbing or any erotic or sensual touching)	48900	1-2 days suspension	5 days suspension, possible involuntary transfer
PAGERS/ BEEPERS/ CELL PHONES AND OTHER ELECTRONIC COMMUNICATIONS DEVICES: POSSESSION	48901.5	Confiscation: Parent contact	5 days suspension
POSSESSION OF PORNOGRAPHY, INCLUDING PICTURES, VIDEOS, OR SEXUALLY EXPLICIT TEXT	48900 (I - K)	1 day suspension	5 days suspension
POSSESSION AND/OR USE OF NARCOTICS, HALLUCINOGENIC DRUGS, OR CONTROLLED SUBSTANCES (including "look-alikes") OR BREATHING FUMES OF POISONOUS SUBSTANCES	48900 (C) (D)	5 days suspension, referral to IMPACT, referral to law enforcement	5 days suspension, possible involuntary transfer, referral to law enforcement
POSSESSION OF MP3 player, iPod	48900 (K)	Confiscation, parent contact	
PROFANITY AND VULGARITY	48900 (I - K)	ASD, 1 day suspension	5 days suspension
PUPIL FIGHTS	48900 (A) (K)	5 days suspension	5 days suspension, possible involuntary transfer or recommend expulsion

ROBBERY	48900 (E)	5 days suspension, recommend expulsion, referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
SEXUAL HARASSMENT	48900.2	5 days suspension, recommend expulsion, referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
TERRORIST THREATS	48900.4 48900.7 (A)	5 days suspension, recommend expulsion, referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
THEFT, POSSESSION OF STOLEN PROPERTY	48900 (G)	5 days suspension, possible involuntary transfer, referral to law enforcement	5 days suspension, recommend expulsion referral to law enforcement
WATER GUN POSSESSION / WATER FIGHTS / WATER BALLOONS	48900 (K)	1 day suspension	
UNLAWFULLY POSSESSED OR UNLAWFULLY OFFERED, ARRANGED OR NEGOTIATED TO SELL ANY DRUG PARAPHERNALIA	48900 (J)	5 days suspension, recommend expulsion, referral to law enforcement	5 days suspension, recommend expulsion, referral to law enforcement
WORDS AND ACTIONS	48900 (K)	1 day suspension	