

**2022-2023**

**Student/Parent  
Information  
Handbook**



MARSHALL FUNDAMENTAL SECONDARY SCHOOL  
990 N. ALLEN AVE. PASADENA CA 91104  
(826)396-5810 [www.pusd.us/marshall](http://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:

**E**mbrace diversity  
**A**ct responsibly  
**G**raduate prepared  
**L**ead with integrity  
**E**ngage in learning  
**SUCCEED!**

## Our Vision

*Soaring to Success!*

# Calendar

## 2022-2023

- Thur, Aug 11** First Semester begins – First day for students
- Mon, Sept 5** Labor Day – *School & offices closed*
- Thur, Sept 8** Back-to-School Night, *Minimum Day*
- Fri, Sept 23** Pupil Free Day – Staff Development Day
- Fri, Oct 14** Pupil Free Day – Parent Conference Day
- Fri, Nov 11** Veterans' Day – *School & offices closed*
- Mon, Nov 21 – Fri, Nov 25** Thanksgiving Recess
- Tue, Dec 20 – Thur, Dec 22** First Semester Final Exams  
*Minimum Days for Students*
- Fri, Dec 23 – Fri, Jan 6** Winter Recess
- Mon, Jan 9** Students return for Second Semester
- Mon, Jan. 16** Martin Luther King Jr. Day–*School and offices closed*
- Mon, Feb 13** Lincoln's Birthday - *School and offices closed*
- Mon, Feb 20** Presidents' Day - *School and offices closed*
- Fri, Mar 24** Pupil Free Day - *Staff Development Day*
- Fri, Mar 31** Cesar Chavez Day – *School and offices closed*
- Mon, Apr 3 – Fri, Apr 7** Spring Recess
- Wed, May 17** Open House - *Minimum Day*
- Mon, May 29** Memorial Day – *School and Offices Closed*
- Tue, May 30 – Thur, June 1** Second Semester Final Exams  
*Minimum Days for Students*
- Thur, June 1** Last Day of School – *Minimum Day for Students*

# General Information

## Breakfast/Lunch Program

Free breakfast and lunch is available to all students. No application is required.

## Closed Campus/Leaving Campus

Marshall Fundamental Secondary School is a closed campus. Once a student arrives 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.

## Delivery of Gifts 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 human 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 6<sup>th</sup> through 12<sup>th</sup> graders a variety of meaningful after school activities including homework assistance, visual and performing arts, sports and cheer. The 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.

### **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.

Students are assigned to counselors according to their last names unless the students are in the Puente Program (Ms. Dominguez) or the Academy for Creative Industries (Ms. Torres). The alphabetical assignment of students to counselors will be determined by the fall.

### **COUNSELORS**

Catherine Charles

Frances Collins Moore:

Cristina Diaz

Maribel Dominguez – Puente Program

Maria Torres – Academy for Creative Industries

**Registrar:** The school registrar assists students and parents with enrollment, withdrawals, official records and transcripts. She 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 and After School Programs**

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 [cynthia@collegeaccessplan.org](mailto:cynthia@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 x64025 for information.

UCLA Early Academic Outreach – [blewis@eaop.ucla.edu](mailto:blewis@eaop.ucla.edu)

Upward Bound PCC – [jvaughns@pasadena.edu](mailto:jvaughns@pasadena.edu)

Upward Bound CSULA – [ncarbaj3@calstatela.edu](mailto:ncarbaj3@calstatela.edu)

UCLA VIPS Scholars – [samicjames@gmail.com](mailto:samicjames@gmail.com)

## **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 the Graduate Defense. To contact, call ext.64064 or email [scribner.sara@pusd.us](mailto: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 the following pathways: Dance, Visual Art, Graphic Art. Students experience cohorted classes with integrated lessons, work-based learning, internships and special field trips focused around the arts in Los Angeles County including colleges and universities. For more information, please contact ACI counselor Ms. Torres at [torres.maria@pusd.us](mailto:torres.maria@pusd.us) or at ext.64023.

## 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 test may be eligible for college credit. Marshall offers 19 Advanced Placement courses. Contact your student's counselor for more information.

## AP Capstone

Students succeeding in AP courses and exams in 9<sup>th</sup> and 10<sup>th</sup> grade will have the opportunity to join the AP Capstone program for the 11<sup>th</sup> and 12<sup>th</sup> 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 stay 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 leader-



ship/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 Ms. Dominguez, 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.

### **Dual Enrollment Program**

Students at Marshall Fundamental have the opportunity to take courses offered by Pasadena City College through our Dual Enrollment Program. Students who enroll in the offered courses will receive college credit, and their grades will be factored into their high school grade point average. These courses will be offered on the Marshall Fundamental campus during 6<sup>th</sup> period. For more information please contact Ms. Rizzo at [rizzosmith.sandra@pusd.us](mailto:rizzosmith.sandra@pusd.us) or Ms. Torres at [torres.maria@pusd.us](mailto:torres.maria@pusd.us).

# 8th Grade Promotion Ceremony

To participate in the promotion/graduation ceremony, students must meet academic and behavioral expectations throughout middle school. This includes attendance in all classes and satisfactory citizenship grades. The promotion 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.

To be eligible to participate in the promotion ceremony and promotion activities and before purchasing tickets to any of the events, student must adhere to and maintain the following requirements:

- No more than 2 Fs (final grades) in 7<sup>th</sup> grade
- No Fs (final grades) in 8<sup>th</sup> grade
- All book fines and other financial obligations are paid per board policy 6161
- 20 hours of community service completed by the end of 8<sup>th</sup> grade

Students with one or more Fs in the first semester will need to see the counselor about credit recovery.

In addition, students must fulfill two of the following criteria:

- No more than 2 Us in the last reporting period of Semester 2
- No more than 60 period absences (10 days), excused or unexcused, per semester. NOTE this excludes absences for school business
- No more than 15 total tardies to all classes during the last reporting period of Semester 2
- No more than 2 disciplinary office referrals

# High School Graduation Requirements

To participate in the graduation ceremony, students must meet academic and behavioral expectations throughout high school. This includes attendance in all classes and satisfactory citizenship grades. The 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.

## 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
Career Technical	½ year	5 credits
Electives		45 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 ceremony, students must:

- Participate in all graduation rehearsals.
- Have satisfactory attendance: No more than 20 full day absences (either excused or unexcused) for the year.

# 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, work, 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 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:

- Regular 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)

## 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
- Consumption/use of alcohol or controlled substances
- Non-Marshall students or infants brought by students
- Assault or battery on any person
- Fighting on or near campus
- Bullying of any kind or witness harassment
- 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)
- Permanent markers or “sharpies”, spray paint
- Wallet chains

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 be prosecuted to the fullest extent of the law. 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.



## **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 up to two weeks of 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 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**

- 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:*

**E**mbrace diversity  
**A**ct responsible  
**G**raduate prepared  
**L**ead with Integrity  
**E**ngage in learning  
**S**ucceed!

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 in their backpacks, purses or other school bags**. Any cell phone that is out or is turned on may be confiscated and will only be released to a parent or guardian. On the 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 Chromebooks and battery-operated calculators. Students possessing other electronic devices will be subject to appropriate disciplinary action and the item may be confiscated. Items confiscated will only be released to a parent or guardian. On the 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 \$40.00. 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.

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 the minimum of four (4) periods of class on the day of event. Failure to attend school prohibits participation in activity, i.e. sports, dance, etc.

## Senior/8<sup>th</sup> Grade Activities and End of School Year Grade Level Activities

Participation in senior, 8<sup>th</sup> grade, and end-of-school year grade level activities is a privilege. Students with behavior and/or chronic absence 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 absence 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, American Express and Discover. 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 19, 2023. 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 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
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To Find Out About:	Contact:	Ext.
Activities, Extra-Curricular	Activities Office	64079
Advanced Placement Program	Asst. Principal	64096
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	64025

# Bell Schedule for 2022-2023

## Monday

Period 1	10:20	-	11:04
Period 2	11:10	-	11:54
Period 3	12:00	-	12:43
MS Lunch	12:43	-	1:13
Period 4A (HS)	12:49	-	1:32
Period 4B (MS)	1:19	-	2:02
HS Lunch	1:32	-	2:02
Period 5	2:08	-	2:51
Period 6	2:57	-	3:40

## Tuesday – Friday

Period 1	8:30	-	9:29
Period 2	9:35	-	10:40
Nutrition	10:40	-	10:50
Period 3	10:56	-	11:55
MS Lunch	11:55	-	12:25
Period 4A (HS)	12:01	-	1:00
Period 4B (MS)	12:31	-	1:30
HS Lunch	1:00	-	1:30
Period 5	1:36	-	2:35
Period 6	2:41	-	3:40