

2024-2025

**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 is to empower our students to be critically conscious thinkers, grounded in community, through rigorous, culturally responsive instruction, aligned to standards.

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!

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Calendar

2024-2025

Mon, Aug 19 First Semester begins – First day for students

Mon, Sept 2 Labor Day – *School & offices closed*

Thur, Sept 12 Back-to-School Night, *Minimum Day*

Fri, Oct 18 Pupil Free Day – Parent Conference Day

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

Mon, Nov 25 – Fri, Nov 29 Thanksgiving Recess

Wed, Dec 18 – Fri, Dec 20 First Semester Final Exams
Minimum Days for Students

Mon, Dec 23 – Fri, Jan 3 Winter Recess

Mon, Jan 6 Students return for Second Semester

Mon, Jan. 20 Martin Luther King Jr. Day–
School and offices closed

Mon, Feb 10 Lincoln's Birthday - *School and offices closed*

Mon, Feb 17 Presidents' Day - *School and offices closed*

Mon, Mar 31 Cesar Chavez Day – *School and offices closed*

Mon, Apr 7 – Fri, Apr 11 Spring Recess

Wed, May 21 Open House - *Minimum Day*

Mon, May 26 Memorial Day – *School and Offices Closed*

Tue, June 3 – Thur, June 5 Second Semester Final Exams
Minimum Days for Students

Thur, June 5 Last Day of School – *Minimum Day for Students*

Bell Schedules

Monday

Period 1	9:20	-	10:10
Period 2	10:16	-	11:14
Period 3	11:20	-	12:10
MS Lunch	12:10	-	12:40
Period 4A (HS)	12:16	-	1:06
Period 4B (MS)	12:46	-	1:36
HS Lunch	1:06	-	1:36
Period 5	1:42	-	2:32
Period 6	2:38	-	3:28

Tuesday – Friday

Period 1	8:30	-	9:28
Period 2	9:34	-	10:32
Nutrition	10:32	-	10:42
Period 3	10:48	-	11:46
MS Lunch	11:46	-	12:16
Period 4A (HS)	11:52	-	12:50
Period 4B (MS)	12:22	-	1:20
HS Lunch	12:50	-	1:20
Period 5	1:26	-	2:24
Period 6	2:30	-	3:28

General Information

Breakfast/Lunch Program

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

Closed Campus & Early Departures

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 must leave campus for any reason, they must obtain an off-campus pass from the Attendance Office. Students with minimum-day schedules must have a minimum-day pass. Students with a minimum-day pass or an off-campus pass must leave campus immediately at the end of their school day and must exit through the main doors. Students found off campus without a pass may be cited by the Pasadena Police or local authority for truancy 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 dismissal must be in a supervised activity (eg. sports practice, LEARNs).

Visitors

All visitors must check in at the main entrance or office to request campus access. Visitors 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

Delivery of Items, Food, Gifts for Students

Deliveries of food, flowers, balloons, or any other items to students are strictly prohibited. Any items brought to campus for a student must be brought by the parent, guardian, or other adult designee to the main office, and clearly marked with the student's name and ID number. All items brought to campus are at the risk of the parent and/or guardian and students.

Reunification after Drills, Disasters, & 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 onto campus until the drill is complete, or the lockdown/shelter-in-place has been resolved.

- A “lockdown” is called to protect from a human threat of violence.
- A “shelter-in-place” is called 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, a request gate and reunification gate will be established at the gates of the North parking lot on Casa Grande when circumstances are deemed safe. Reunification gate location may change based on safety or logistical needs. Students will only be released to individuals listed on the emergency form, after providing 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 their cell phone during school hours.** Telephone calls are not transferred to the classroom during instructional time.

LEARNs After School Program

LEARNs offers 6th - 12th 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.

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 by their alphabetical assignment:

Gilbert Mora:	A – De
Maribel Dominguez:	Di – Hern, Puente Program
Miguel Rodriguez:	Hero – N
Catherine Charles:	O – S
Maria Torres:	T – Z, Academy for Creative Industries

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

Nurse: The school nurse assists students and parents/guardians 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 service providers who 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"/failing mark 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 counseling. For more information contact the Counseling Center (626) 396-5810 x64025.

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

Upward Bound PCC – jvaughns@pasadena.edu

Upward Bound CSULA – ncarbaj3@calstatela.edu

UCLA VIPS Scholars – 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 (626) 396-5810 x64064 or email scribner.sara@pusd.us.

8th Grade Promotion Requirements

To participate in the promotion ceremony, students must meet academic and behavioral expectations throughout middle school. This includes attendance in all classes and satisfactory citizenship grades. **The 8th Grade Promotion Ceremony is a privilege, not a right.** Students may be excused from the ceremony if found in violation of the guidelines in this handbook, PUSD's Parent/Student Handbook, and/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), students must adhere to and maintain the following requirements:

- Earn no more than 2 Fs (final grades) in 7th grade
- Earn no Fs (final grades) in 8th grade
- Resolve all book fines and other financial obligations, per PUSD Board Policy 6161
- Complete 20 hours of community service by the end of April in the student's 8th grade year.

Students earning one or more Fs in the first semester must speak with their counselor about credit recovery.

In addition, **students must meet 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 Activities
- 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. Students may be excused from the ceremony if found in violation of the guidelines in this handbook, PUSD's Parent/Student Handbook, and/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 Education	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 and be on time.**
- Have satisfactory attendance: No more than twenty (20) full day absences (either excused or unexcused) for the year.

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 two pathways from which to choose, Dance or Media Arts, students experience cohort 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 Mrs. Torres at torres.maria@pusd.us or 626-396-5810 ext.64023.

Advanced Placement Program (AP)

AP classes are taught with college-approved curriculum and are designed to prepare students to acquire the skills necessary to meet the rigorous demands of Advanced Placement Tests. Students with passing scores on AP exams may be eligible for college credit. Marshall offers 23 Advanced Placement courses including AP African American Studies, AP Computer Science, AP Music Theory, AP PreCalculus, and the AP Capstone Diploma which encompasses AP Seminar and AP Research.

AP Capstone: Students taking AP courses and exams in 9th and 10th grade may elect to join the AP Capstone program for the 11th and 12th grade to be eligible to earn the prestigious AP Capstone Diploma. The AP Capstone Diploma is globally recognized and Marshall is the only comprehensive high school in PUSD to offer this to students. Contact your student's counselor for more information.

Dual Enrollment Program

Students at Marshall Fundamental have the opportunity to take courses offered by Pasadena City College through the 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 6th period. For more information please contact Mrs. Torres at torres.maria@pusd.us.

G.A.T.E. (Gifted and Talented Education)

This program for "gifted and talented" students requires admission through special testing. Contact the Office of Curriculum and Instruction for additional information at 626-396-5810 x64077.

Puente

Puente is a nationally recognized academic outreach and college preparation program sponsored by the University of California. The Puente Program supports high school students in attaining their post-secondary education, ultimately returning to their communities as mentors and leaders. Puente students study with the same Puente-trained teacher for ninth and tenth grades, focusing on a rigorous, culturally-responsive, equity focused curriculum, and work closely with a Puente-trained counselor to reach their academic goals. Students also participate in activities-based community leadership and attend field trips to college campuses and cultural events. Parents and/or guardians of Puente students are actively involved in their children's education through parent workshops and other activities. For more information, contact Ms. Dominguez at 626-396-5810 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, their first languages, and the many cultures they represent are embraced throughout the reclassification process. 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.

Marshall 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 without appropriate attribution to the source, including but not limited to claiming work 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.

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 and parents and/or guardians are encouraged to make all appointments after school or during school holidays.

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 Departure

Students are not allowed to leave campus without a parent, guardian, or other adult designee during school hours. When students depart early from school, parents, guardians or designated contacts must sign students out at the front office. If students are leaving for medical appointments, their attendance will be marked as *ill* until a medical note or appointment notice is submitted to the office.

Tardy Policy

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

- Students must be on time to class. If a student is late, they must obtain a tardy admit pass from the office.
 - 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.
- Consequences for excessive tardies 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 excuse a tardy, students must bring a note from the parent/guardian or the parent/guardian must call the Attendance Office (626-396-5810 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 is considered truant and in violation of California law (EC 48260). Please be advised that students who are late 30 or more minutes to any period without a valid excuse shall be marked as truant* A *truant* designation is equivalent to an absence.

Excessive absences, tardies, and truancies will result in severe consequences such as:

- Exclusion from school activities
- Referral to School Attendance Review Team (SART) and/or District School Attendance Review Board (SARB)
- Police citation
- Loss of 8th grade activity and promotion privileges
- Loss of senior activity and graduation privileges

Citizenship Expectations

Students are required to comply with District and Marshall Fundamental Secondary School standards of conduct. 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 required 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 Codes.

CA Ed Code Violations **Expellable Offenses**

CA Education Code 48915 (C)-Mandatory Expulsion Recommendation:

- C-1:** Possessing, selling or otherwise furnishing a firearm.
- C-2:** Brandishing a knife at another person.
- C-3:** Unlawfully selling a controlled substance.
- C-4:** Committing or attempting to commit sexual assault or battery as defined in E.C. 48900 (n).
- C-5:** Possession of explosives.

CA Ed Code Violations

Suspendable and Possible Expellable Offenses

CA Education Code 48915 (A) - Must Recommend:

- A-1:** Caused, attempted to cause, or threatened to cause serious injury to another.
- A-2(b):** Possession of a knife, explosives or other dangerous object of no reasonable use to the pupil.
- A-2(c):** Unlawful possession of any controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- A-2(e):** Robbery or extortion.
- A-5:** Assault or Battery upon any school employee, as defined in Penal Codes 240 and 242.

Education Code 48900 - Suspendable Offenses:

- R:** Bullying - Verbal/Electronic/Cyber
- I:** Using Profanity/Vulgarity
- T:** Aiding & Abetting - a pupil who aids or abets the infliction of physical injury to another person - includes recording fights, posting, photos/videos
- O:** Harassing a Witness, threatening to harm a student who reports an incident
- F:** Damage to School Property

**Due to the nature, egregiousness, and/or frequency of the CA Ed Code Violation, the administration may recommend expulsion if other means of correction are not feasible or have repeatedly failed to bring about proper conduct.*

Prohibited Activities and Items

Activities Not Allowed on Campus

- Smoking/vaping by students and adults on campus or at any school-sponsored activity
- Loitering, including halls and restrooms
- Gambling
- Non Marshall students or children brought by students
- Assault or battery on any person
- Fighting on or near campus
- Profanity, abusive language, or racially derogatory remarks toward any person or group of people
- 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 damaging school property in any way, including textbooks
- Recording of any kind without prior permission
- Selling of personal items including food or clothing

*Anyone observed defacing school property will face disciplinary 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)
- 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
 - Exceptions:
 - Skateboards/scooters must be stored in designated locations during school hours.
 - Food or drink (except water) in buildings or classrooms, except during teacher sponsored lunchtime activities

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 prohibited from campus at all times. 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 \$10 through the Activities Office 626-396-5810 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 students must walk bicycles and carry skateboards. Lock bicycles in the bike rack areas. Skateboards are to be stored in designated areas.

Unauthorized Sales: Students are not allowed to sell any goods or services on campus, or at any school sponsored events, for personal profit. All sales must be approved by ASB. **Items intended for sale without approval will be confiscated.**

Saturday School

Students assigned to Saturday School are given a notification form with the Saturday School date and other pertinent information.

A call will be placed to the primary contact number informing the parents/guardians that the student has been assigned to Saturday School.

If students do not report for Saturday School, they will receive additional consequences at an administrator's discretion - including but not limited to additional Saturday School, in-school or out-of-school suspension.

Students who do not honor their Saturday School 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 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. Dress code guidelines will be honored at school events. School appropriate attire is expected at all times.

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.

Dress Code Guidelines

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

- 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).
- Clothes shall be sufficient to conceal undergarments at all times. No skin should be visible between tops and pants.

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 students 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.

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. Cell phones will be stored away at the beginning of each class period, in a teacher designated location, and may be collected at the end of class. Any cell phone that is out or is turned on may be confiscated and will only be released to a parent or guardian. Students who use their cell phone inappropriately may have their cell phone privileges revoked. **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. If there is a 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 any electronic device.**

Safety Management Systems

PUSD utilizes Gaggie 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/Chromebook Policy

Each student is responsible for ALL books and technology issued to them 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/technology. Each student is responsible for the EXACT textbook/technology issued to them. Any outstanding fines may result in the withholding of grades, transcripts, and promotion to the next grade and/or graduation.

Pre-existing Damages—The library takes note of damages in the online catalog, 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.

Barcodes are assigned to each book/tech for identification. Tampering with or removal of barcodes will be assessed a \$5.00 fine.

Students must maintain the integrity of their assigned textbooks and other materials. 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 or technology to others.

Students should not leave their textbooks in their classrooms. Students leave their books in the classroom **AT THEIR OWN RISK**. Students remain responsible regardless of the circumstances of the damages to their book. Teachers are **NOT** responsible for lost or damaged books.

It is highly recommended that all students cover their books.

Student Activities

ASB Card

All students are encouraged to purchase an Associated Student Body (ASB) card. The cost for middle school students is \$40, and high school students \$50. ASB Cards may be purchased during EAGLE Days in August, and in the Activities Office throughout the year. Purchasing an ASB card is optional but extremely beneficial.

Why purchase an ASB card?

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

Benefits of purchasing an ASB card include:

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

Show Your School Spirit! Be an ASB Member!

School Events

Students with excessive absences and/or tardies will be disqualified from participating in school events. It is mandatory for students to attend the minimum of four (4) periods of class on the day of the event. 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. 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 and submit permission forms to attend school events such as dances, picnics, End of the Year class events, 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

Non-Marshall students attending as guests for Homecoming, Winter Formal, Prom, etc. must submit a guest form with a photo ID attached, and complete an interview process with a Marshall Administrator before receiving approval. **Guests for senior events must be in their junior year at minimum, and at maximum 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 to which guests may be invited. 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 Activities Office accepts credit card payments via Visa, MasterCard, American Express and Discover. Credit cards must be used in person or via phone with a credit card authorization. Apple Pay is also available.

Check Writing Policy

Checks will be accepted 7 business days prior to an event and/or distribution of goods. Check writer must be the parent/guardian of the student attending the event or receiving merchandise. **No personal checks will be accepted after April 25, 2025.** If a check is returned due to insufficient funds, a NFS fee of \$25 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 the 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	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	64027
Scholarships/Financial Aid	Counseling Center	64025
School Site Council	Principal	64094
Special Education Services	Asst. Principal	64042
Tour of Campus	Community Assistant	64038
Transcripts	Registrar	64044
Tutoring, After-School Program	Asst. Princ	64096
Upward Bound Program	Counseling Center	64025
Volunteering	Community Assistant	64038
Withdrawal from School	Registrar	64044
Work Permits/Job Information	College & Career Center	64025