

**2025-2026**

**Student/Parent  
Information  
Handbook**



**THURGOOD MARSHALL  
SECONDARY SCHOOL**

990 N. Allen Ave. Pasadena, Ca. 91104  
626-396-5810    [www.pusd.us/marshall](http://www.pusd.us/marshall)

# Calendar

## 2025-2026

**Mon, Aug 18** First Semester begins – First day for students

**Mon, Sept 1** Labor Day – *School & offices closed*

**Thur, Sept 11** Back-to-School Night, *Minimum Day*

**Fri. Oct 17** Pupil Free Day – Parent Conference Day

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

**Mon, Nov 24 – Fri. Nov 28** Thanksgiving Recess

**Wed, Dec 17 – Fri, Dec 19** First Semester Final Exams  
*Minimum Days for Students*

**Mon, Dec 22 – Fri, Jan 2** Winter Recess

**Mon, Jan 5** Students return for Second Semester

**Mon, Jan. 19** Martin Luther King Jr. Day–*School and offices closed*

**Mon, Feb 9** Lincoln's Birthday - *School and offices closed*

**Mon, Feb 16** Presidents' Day - *School and offices closed*

**Mon, Mar 30** Cesar Chavez Day – *School and offices closed*

**Mon, Apr 6 – Fri, Apr 10** Spring Recess

**Fri, May 22** Open House - *Minimum Day*

**Mon, May 25** Memorial Day – *School and Offices Closed*

**Tue, June 2 – Thur, June 4** Second Semester Final Exams  
*Minimum Days for Students*

**Thur, June 4** Last Day of School – *Minimum Day for Students*

# Bell Schedule

## 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/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 must 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. 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 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 front 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 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 into the school

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 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.

## 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 – DoI                                  |
| Maribel Dominguez: | Dom – Ho, Puente Program                 |
| Miguel Rodriguez:  | Hu – Of                                  |
| Catherine Charles: | Og – Toq                                 |
| Maria Torres:      | Tor – Z, 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 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 natalie@collegeaccessplan.org.

## **Outreach Programs – Upward Bound, 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.

Consuelo Serna M.A. Education

Upward Bound | Cal State LA, Assistant Director

TRIO Upward Bound Programs

Office: 323.343.3238 | Cell: 323.363.4257

Consuelo Serna - cserna@calstatela.edu

Celia Trujillo - ctruji33@calstatela.edu

Yara Jimenez - [YJimenez@cslanet.calstatela.edu](mailto:YJimenez@cslanet.calstatela.edu)

Upward Bound PCC Math and Science

Ingrid G. Flores Serrano - iflores10@pasadena.edu

Crista S. Casillas - [ccasillas5@pasadena.edu](mailto:ccasillas5@pasadena.edu) - 626-585-7870

## **Upward Bound PCC**

### **Jasmin Peña**

Jasmin Peña - msubstaff@pasadena.edu | (626) 585-3342 (Office)  
or (626) 230-0273 (Cell)

Educational Advisor - Grant 1

(626) 230-0289 Cell

(626) 585-3342 Office

## **Early Academic Outreach Program (EAOP)**

Britanny Lewis blewis@eaop.ucla.edu

## **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).

## 8th Grade Promotion Ceremony

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 **8<sup>th</sup> Grade Promotion Ceremony is a privilege, not a right**. Students may be excused from the ceremony if found violating 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 7<sup>th</sup> grade
- Earn no Fs (final grades) in 8<sup>th</sup> 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 8<sup>th</sup> grade year

Students earning one or more Fs in the first semester must speak with their 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 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 violating the guidelines in this handbook and 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 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 Defense Portfolio

To participate in the graduation ceremony, students must:

- **Participate in all graduation rehearsals.**
- 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 and Media Arts, 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](mailto:torres.maria@pusd.us) or at 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 9<sup>th</sup> and 10<sup>th</sup> grade may elect to join the AP Capstone program for the 11<sup>th</sup> and 12<sup>th</sup> 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 Ms. Torres at [torres.maria@pusd.us](mailto:torres.maria@pusd.us).

## 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 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 an 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. 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, 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 x64030.

# Attendance/Tardy Policy

## Excused Absences

An excused absence includes personal illness, doctor-directed quarantine, 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. Parents 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 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 justifiable reasons.* 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

Students are not allowed to leave campus without a parent or other adult designee during school hours. When students depart early from school, parents 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 us.

## **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. 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 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 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 8<sup>th</sup> grade activity and promotion privileges
- Loss of senior activity and graduation privileges

## CA Ed Code Violations Expellable Offenses

- 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

## 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

### **CA Education Code 48900 – Suspendable Offenses:**

- R: Bullying – 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.

# 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](http://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 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 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)
- 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

Skateboards and scooters must be stored in a designated location during school hours.

No 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 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 \$10 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 students must walk bicycles 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 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 made 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 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.** 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 shirts 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.

# 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.

# 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 issued to him/her during the school year. Fines will be assessed for all damaged and lost books and/or chromebooks. Students must pay for all fines associated with their assigned textbooks/technology. Each student is responsible for the EXACT textbooks/technology issued to them. Any outstanding fines and textbooks 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 for identification. Tampering with or removal of barcodes will be assessed a \$5.00 fine.

Students must maintain the appearance and cleanliness 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 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 \$45 and for high school students is \$55. 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 our 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 games and away games
- 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 or tardies will be disqualified from participating in school events. It is mandatory for students to attend a 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/8<sup>th</sup> Grade Activities

Participation in senior and 8<sup>th</sup> 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 the 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 photo ID attached and complete an interview process with a Marshall administrator before receiving approval. **Guests for senior events must be at least a junior 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 that guests may 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 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.

\* A \$0.75 credit card transaction fee will be included.

## Check Writing Policy

Checks will be accepted 7 business days prior to an event and/or distribution of goods. The check writer must be the parent/guardian of the student attending the event or receiving merchandise. **No personal checks will be accepted after April 17, 2026.** If a check is returned due to insufficient funds, a NFS fee of \$30 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<br>(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       | 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 |