

# “Marshall Superstars, Rockin’ Success for 60 Years!”

## Student/Parent Handbook 2024 – 2025



# E.J. Marshall Elementary School

## A No Excuses University School

**Principal: Ofelia Verdugo**

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## **Chino Valley Unified School District**

**5130 Riverside Drive**

**Chino, California 91710**

**(909) 628-1201**

### **Board of Education**

Sonja Shaw, President

Jonathan Monroe, Vice President

Andrew Cruz, Clerk

Donald L. Bridge, Member

James Na, Member

**Dr. Norm Enfield, Superintendent**

# EJ Marshall Elementary School

## *Superstar Success – No Excuses University*

### Welcome Page

It is with great pleasure that we take this opportunity to welcome you to EJ Marshall Elementary School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed to help you and your child learn as much as possible about school policies, expectations and procedures and the service we offer. It is a quick reference guide you will find extremely useful as questions arise throughout the school year.

**Mission Statement:** E.J. Marshall Elementary students will achieve high levels of academic learning in a positive and safe environment through a rigorous system of collaboration, communication, critical thinking, and creativity, in partnership with faculty, students, parents, and the community.

#### **Core Beliefs:**

- All students can learn.
- High academic expectations can be met through excellent teaching and active learning.
- Each student has unique strengths that are recognized and nurtured.
- Each student has unique needs that are recognized and addressed.
- Building character is as important as building minds.
- Parents/guardians are our partners in the educational system.
- Collaboration, cooperation, and mutual respect are essential in the learning environment.
- Community partners are essential to enriching the lives of students.
- We provide excellent service to all students.
- Positive school climate supports student learning.

**No Excuses University School (NEU):** The philosophy of NEU is beyond providing visuals about college/university. Underneath the college environment, EJ Marshall has committed to put in place the Six Exceptional Systems to support the students' academic growth. The Six Exceptional Systems are: Culture of Universal Achievement, Collaboration, Standards Alignment, Assessment, Data Management, and Interventions.

NEU believes when these Six Exceptional Systems are in place, all students achieve and succeed. They also believe that all students should have the opportunity to be prepared for college when they graduate from high school. We share these ideals and are excited to have joined the NEU network. As a staff, we look forward to providing a safe and challenging learning environment for all of our Superstar students. Their road to college begins today! To learn more about NEU, you may visit [www.noexcusesu.com](http://www.noexcusesu.com)





# No Excuses University (NEU) at EJ Marshall Pledge

No Excuses University requires participation by all to ensure success. All students, staff, and parents will be actively involved to ensure student success.

Teacher Pledge	Student Pledge	Parent Pledge
<p>I understand the importance of fostering a positive school experience for every child. I am committed to creating a school that knows no limits or excuses to the academic success of each student. I agree to carry out the responsibilities of a Superstar Teacher. I will:</p> <ul style="list-style-type: none"> <li>• Teach the CCSS with rigor, relevance, and engagement.</li> <li>• Ensure students are accountable to our behavioral expectations</li> <li>• Provide timely, specific feedback to students regarding academic progress.</li> <li>• Communicate with parents on a regular basis about their child's performance.</li> <li>• Provide targeted intervention, extension, and enrichment.</li> </ul> <p>Each of these speaks to my commitment to hold ALL students to high academic and behavioral expectations.</p> <p>Teacher Signature:</p> <hr/> <p>Date:</p>	<p>I understand that my education is critical to my future. It will help develop the tools I need to become a successful and productive person of great character. I know that my education now will prepare me for college in the future. Because of this, I am committed to following the requirements and expectations found in the 2021-22 EJ Marshall School Handbook. In addition, I will place extra focus on:</p> <ul style="list-style-type: none"> <li>• Arriving at school every day on time.</li> <li>• Following our school-wide behavioral expectations (Respectful, Responsible, and Safe).</li> <li>• Completing and returning homework on time.</li> <li>• Reading nightly for at least 30 minutes.</li> <li>• Completing ALL assignments with 100% of my effort every time.</li> </ul> <p>Each of these expectations speaks to my commitment to learn and become the best student I can be.</p> <p>Student Signature:</p> <hr/> <p>Date:</p>	<p>I understand that my child's education is essential for their success in life and will support him/her to become a successful and productive person who is college bound. Because of this, I am committed to following the requirements and expectations found in the 2021-22 EJ Marshall School Handbook. In addition, I will place extra focus on:</p> <ul style="list-style-type: none"> <li>• Ensuring my child arrives at school on time every day.</li> <li>• Checking my child's agenda, homework, and assignments nightly.</li> <li>• Ensuring my child reads nightly for at least 30 minutes.</li> <li>• Attending Parent Conferences, Back to School Night/Open House.</li> <li>• Attending at least 1 NEU Parent Academy</li> <li>• TALKing to my child about the importance of school.</li> </ul> <p>Each of these expectations speaks to my commitment to support my child to ensure a bright future.</p> <p>Parent Signature:</p> <hr/> <p>Date:</p>

# E. J. Marshall Elementary Bell Schedule 2024-2025

## PREP

**AM Session** 8:00 a.m. – 11:00 a.m. -- Breakfast • 7:20 a.m.

**PM Session** 11:45 a.m. – 2:45 p.m. -- Lunch • 11:30 a.m.

## Kindergarten

**Early Start** 7:50 a.m. – 11:50 a.m. -- Breakfast • 7:20 a.m.

**Late Start** 10:30 a.m. – 2:30 p.m. -- Lunch • 10:00 – 10:15 a.m.

*Every Wednesday - All Kindergarten 7:50 A.M. – 11:20 A.M. -- Breakfast • 7:20 a.m.*

## SBCSS State Preschool

**AM Class** 8:00 a.m. – 11:00 a.m. -- Breakfast • 8:15 a.m.

**PM Class** 11:45 a.m. – 2:45 p.m. -- Lunch • 11:55 p.m.

## SBCSS County School

Breakfast • 8:15 a.m. Lunch • 11:30 a.m.

## SOAR

**Hours:** 11:30 a.m. – 6:00 p.m.

SOAR Kinder Lunch • 12:15 p.m.

SOAR Lunch on Minimum Days • 11:30 a.m.

**Grades 1 through 6: 7:47 A.M.**

## **Students Line Up**

7:50 a.m. – 2:30 p.m. (Mon, Tue, Thu, Fri)

7:50 a.m. – 11:20 a.m. (**Every Wednesday**)

**Morning Recess:** (Mon, Tue, Thu, Fri)

Grades 1 through 6 9:50 a.m. – 10:03 a.m.

## **Lunch**

11:00 a.m. – 11:40 a.m. Grades 3 & 6

11:30 a.m. – 12:10 p.m. Grades 2 & 5

11:55 a.m. – 12:35 p.m. Grades 1 & 4

## **Inclement Weather**

11:00 a.m. – 11:30 p.m.

11:30 a.m. – 12:00 p.m.

11:55 a.m. – 12:25 p.m.

**Afternoon Recess:** (Mon, Tue, Thu, Fri)

Grades 1 through 3 1:35 p.m. – 1:48 p.m.

## **Wednesday Minimum Day Lunch Schedule**

**(Additional Minimum Days 9/23 through 9/27, 10/31, 2/14/, 5/20, 5/22)**

9:50 a.m. – 10:20 a.m.

Lunch Recess Grades 1 & 6

10:10 a.m. – 10:40 a.m.

Lunch Recess Grades 2 & 5

10:30 a.m. – 11:00 a.m.

Lunch Recess Grades 3 & 4

# **EJ MARSHALL ELEMENTARY SCHOOL**

## **School Calendar of Minimum Days, Non-School Days, Report Card Distribution Days**

**2024/2025**

August 5	First Day of School
September 2	Labor Day Holiday ( <b>No School</b> )
September 23-27	Fall Conference Week ( <b>Minimum Days</b> )
October 31	Trimester 1 Grade Reporting ( <b>Minimum Day</b> )
November 6	Trimester 1 Report Cards Distributed
November 11	Veterans' Day Holiday ( <b>No School</b> )
November 25-29	Thanksgiving Break ( <b>No School</b> )
Dec. 19 – Jan. 3	Winter Break ( <b>No School</b> )
January 20	Martin Luther King, Jr. Day ( <b>No School</b> )
February 10	Lincoln's Birthday ( <b>No School</b> )
February 14	Trimester 2 Grade Reporting ( <b>Minimum Day</b> )
February 20	Washington's Birthday ( <b>No School</b> )
February 26	Trimester 2 Report Cards Distributed
March 24-28	Spring Break ( <b>No School</b> )
April 18	Friday Before Easter (Good Friday)
May 20	Trimester 3 Grade Reporting ( <b>Minimum Day</b> )
May 22	Last Day of School ( <b>Minimum Day</b> )

## Classroom Placement Procedures

### The Process

Annual classroom placement is carefully determined prior to the start of school for each student returning to EJ Marshall. Placement is determined by the student's current teacher and grade level team of teachers. Newly enrolled students are added to the classes as they register, with classroom decisions based on whatever information is available from referring schools and parents and the need to balance class composition. In addition, the principal and the certificated personnel assist with placement.

### Purpose

The primary purpose of the placement process is to create equitable classroom environments that allow teachers to meet academic, social and emotional needs of every student. The placement teams ensure a balance of variables in each classroom setting through careful consideration of each student's individual needs and strengths. These variables include, but are not limited to:

- Gender ratios
- Levels of academic progress and student needs
- Degrees of self-direction and independence
- Class size as it relates to state and district guidelines

Requests for specific teachers are discouraged, since it would be highly unlikely that the staff could successfully build the most productive, balanced class groups on the basis of parent requests (rather than the information and criteria previously outlined).

### Combination Classrooms

As most of our community is aware, combination/multi-age classrooms (serving two grade levels) are a fact of schooling in most public elementary schools in California. Because students do not come to us in neat groups of 26 or 31, Marshall may experience combination classes. When forming combination classes, we assign students based on their instructional strengths and learning styles. Such careful consideration contributes to students' academic and emotional success in the class. Students in each grade level receive rigorous instruction and support to in achieving and excelling in grade level standards. In a single grade level classroom, there are a variety of learners who may be grouped throughout the day based on their ability. Similarly, in a combination class, one group of students work on an independent task while another group receives direct instruction from the teacher.

### Thoughts to Consider

Occasionally children are initially upset with their class placement at the beginning of school. It is not uncommon for a child to initially be perplexed if his/her new teacher is another than expected or unlike last year's teacher. Also, it is not uncommon for someone to hear that "so-and-so" is the only and best teacher to have in "such-and-such" grade. Sometimes, too, a student will initially feel his/her teacher is "too mean" or "too strict" or "too" something else. Fortunately, once given a chance to succeed at adapting to a new classroom and building a new student-teacher relationship, most parents discover that their child's placement is working well after all. Remember, placement was carefully selected for your child by the current teacher, principal and support personnel.

Finally, it is critically important for you to know that students' attitudes towards their teachers and school are highly influenced by the attitudes and strategies of their parents. **We can all provide our children with a successful beginning of the year experience by responding to their classroom assignments with positive enthusiasm.** Through confidence in our children's ability to deal with change, knowledge, cooperation, and trust, we can all work together to enhance personal development and the general school climate for all our Marshall Superstars!



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Ofelia Verdugo  
Joshua Reger

Principal  
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**BOARD OF EDUCATION:** Sonja Shaw • Jonathan Monroe • Andrew Cruz • Donald L. Bridge • James Na • **SUPERINTENDENT:** Dr. Norm Enfield

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August 5, 2024

Welcome Back Superstar Families!

As we begin a new year, we want to ensure our communication system at EJ Marshall runs smoothly between all members of our community, so the communication loop is never left open. **The communication line always flows from parent to teacher and, if necessary, to administration.** Please read over the following information carefully.

- We always encourage communication between parents and teachers, but please remember that mornings before school are an extremely busy time for our teachers. If you need to speak with your child's teacher in person, please email or call them to set up an appointment.
- If your child reports to you that something happened to him at school involving another student, please notify the **teacher** at the first opportune time, not administration, so that the incident can be investigated as soon as possible. *Please note if the incident is severe and can be classified as an immediate threat to your child's safety and well-being, then please contact administration right away. In all other cases, the teacher will notify administration if necessary.* Please do not conduct investigations yourself, as we use a specific investigation process that enables us to keep the facts straight throughout the entire investigation.
- If you report an incident to the teacher, please understand that all information collected during our investigation pertaining to other students involved is confidential during the investigative process.

As always, our goal at Marshall is to ensure all students are learning to the highest of their ability in a safe environment. For this to take place, communication is always critical. If you have any questions or concerns, please do not hesitate to ask. We are looking forward to an amazing school year as we construct college bound scholars for the future!

*Ofelia Verdugo*

Ofelia Verdugo, Principal

*Josh Reger*

Josh Reger, Assistant Principal





Chino Valley Unified School District  
**E. J. Marshall Elementary School**  
*Home of the Superstars*



# A

**ACADEMIC PROGRAM:** EJ Marshall Elementary School uses the district-adopted curriculum at all grade levels. Information regarding Common Core State Standards can be obtained from your child's teacher, the CVUSD website, or found at: <http://www.cde.ca.gov/re/cc/index.asp>

**ACCELERATED READER (AR):** Incentive-based reading program for students. By reading books and taking online quizzes about the books students earn point towards different levels of awards. AR awards are presented to students during the trimester awards.

**ASSESSMENT INFORMATION:** Each teacher will inform parents how they assess student progress as part of the Back-to-School Night information. At the fall parent/teacher conference, teachers will review grade level standards, show student samples and district assessments. Teachers in grades 3-6 will also discuss the Smarter Balanced Statewide Assessments for English Language Arts and Math and the California Science Test (5<sup>th</sup> grade).

**ATTENDANCE:** Our goal is to have 96.5% actual attendance to ensure the best education possible for all our students. It is state law that all children attend school for the time that school is in session. All absences and tardies must be accounted for. Should your child be absent or tardy for any reason, please notify the school office as soon as possible so that we can record the reason for the absence. **Any absence not called in will be marked as being unverified and unexcused.** If your child is tardy, they must come to the office, be added to the tardy log, and take a tardy slip before going to class.

Please see **Tardies** for more information.

Actual attendance is the basis for our funding from the state. We receive funding only if the student is actually in school. All absences cost us valuable educational services for our students and cost the student important learning experiences. It is very important that all students be in school every day for the full instructional day.

According to state law, the parent(s) or legal guardian(s) of students are responsible for seeing to it that their students attend school until the student attains the age of 18 or graduates from high school. Students shall be punctual and regular in their class attendance (Education Code Sections 48200).

Any student absent from school without valid excuse 3 days or tardy in excess of 30 minutes on each of 3 days in one school year shall be reported truant (Education Code 48260ff). Legally, students must be in school unless a valid excuse (illness, doctor's appointment, attending a funeral of an immediate family member, quarantine by health officer) applies. **Please be advised that after 10 absences (excessive) a note from the doctor is required. ALL students who have excessive absences may be taken before the School Attendance Review Board.**

In some cases when students must be absent from school, short-term independent study is available to avoid the truancy declaration and to help retain funding. There are specific restrictions and forms that must be completed.

Attendance will be closely monitored, and parent contact will be made for frequent tardies or absences. Attendance awards will be given to students who attend every day, are not tardy, and do not leave early (*except for verified medical/dental appointments or students sent home via the Health Office*). **Remember, there is NO SUBSTITUTE for regular school attendance!**

**AWARDS PROGRAMS:** A school-wide recognition system is used as part of our Positive Behavior System to encourage students to excel both academically and socially. Awards are distributed to deserving students who have met or exceeded the school's high expectations during each trimester.

- **Academic Achievement** - high achievement (3s and 4s) in all academic areas
- **Academic Improvement** - significant academic improvement in one or more areas
- **Teacher's Choice** – award presented based on teacher's choice
- **Superstar Expectations**- presented to students who have exemplified our 3 school-wide expectations of being Respectful, Responsible, and Safe.
- **Good Attendance** – 2(two) or less absences and/or tardies during the trimester.
- **Perfect Attendance**- no absences/tardies during the trimester
- **Accelerated Reader Awards**-awarded for success and achieving personal reading goals.

## B

**BELLS:** A warning bell will ring 3 minutes prior to the start of the school day at 7:47. Students are expected to be in line when the instructional bell rings at 7:50. **Students who have not passed through the gates by 7:50 will be marked tardy.**

**BICYCLE RIDERS:** Students in Grades 3 and above may ride bicycles to school with parent permission if they follow safety rules and wear protective helmets and have a lock for their bicycles (CVUSD Board Policy 5142.3).

Bicycle riders are to follow bicycle safety rules on the way to and from school. They are to walk their bicycles in the crosswalk, on the sidewalk, and on campus at all times. Bicycles must be placed on the bike rack. Failure to follow safety and/or procedural rules will result in loss of bicycle, skateboard, or scooter riding privileges.

**BIRTHDAYS:** Birthdays are a special day for all our Superstars. **Please let your classroom teacher know beforehand so that some time can be set aside during the day (lunch, or at the end of the day) to recognize your child's special day.** Per district policy and for the safety of our students, only store-bought treats may be brought to school. Also, birthday balloons are NOT allowed on campus.

**BREAKFAST:** Breakfast will be offered daily, free, to every day from 7:20 –7:40 am. Only students eating breakfast will be allowed to enter the MPR upon arrival to school.

**BUS RIDERS:** District bus transportation is available for students living in certain designated areas. Free or reduced bus passes are available for qualifying households. Please contact the District Office of Transportation for more information @ 909-628-1202, ext. 1525.

Glass, animals, gum, eating, and large items are prohibited on the bus. All food and drink must remain in closed containers. Large projects may require that the parents arrange alternate transportation to and from school. Whether the student rides the bus to and from school, or only for field trips, it is imperative that all bus rules be followed. Bus riding is a privilege, not a right. Students who fail to follow rules will be denied bus-riding privileges.

## C

**CAASPP:** California Assessment of Student Performance and Progress, California's assessment system, assesses ALL students in grades 3-8 and 11 in the areas of English Language Arts and Mathematics and Science for students in grade 5. These assessment scores are a vital piece of information used to track student progress and growth from each grade level. The results of these assessments help to guide student placement in elementary school, junior high, and high school as well as to determine any interventions which students may need. In California, we utilize the Smarter Balanced Assessment Consortium (SBAC) assessments. Students typically take these secure, online assessments during the months of April and May. Scores for parents are available online through the AERIES parent portal account.

**CAMPUS CLEANLINESS:** Our custodians do a great job keeping our campus looking great. However, it is up to all of us, students, staff, parents, and visitors to help keep it that way. If you see someone littering, remind him or her not to do so. We need to establish a norm of taking pride in our school and campus. If you have any concerns about the cleanliness of the campus, please see the principal or assistant principal.

**CAMPUS CLUBS AND ACTIVITIES:** Marshall offers students a variety of activities, clubs and enrichment opportunities such as, but not limited to:

- GATE Club
- Green Team
- Student Council
- Track Team
- Drama Club/Theatre
- Spelling Bee
- Lunchtime Sports

**CAMPUS VISITORS:** No one should be on campus without office clearance. Per Board Policy (BP & AR1250) **all parent volunteers or other visitors must sign in at the office upon entering the campus, be scanned into our RAPTOR system, and wear an ID sticker at all times.** Parents are not allowed on the playground area during school hours at any time. Teacher conferences must be prearranged with the teacher (see Classroom Interruptions).

**CELL PHONES:** Students are encouraged not to bring cell phones to school. **If they do bring them, cell phones are to ALWAYS remain powered off, out of site, and not used until students exit the front gates at dismissal.**

**CLASSROOM INTERRUPTIONS:** School staff shall ensure that interruptions are kept to a minimum to allow students to take full advantage of learning opportunities while in the classroom as delineated by Board Policy and Administrative Regulations 6116. Therefore, we make every effort to minimize classroom interruptions. **Teacher conferences must be prearranged with the teacher.** *The office will be notified in advance if a conference is scheduled.* **Please do not go directly to the classroom.** Teachers can be reached by email, phone message, or by a hand-written note. If students are expecting parents to drop off items at the office, they may check for them inside the office during recess and/or lunch.

**CLASSROOM PARTIES:** PTO/Room parents work with the teachers to provide parties for the classroom. This is a great way to ‘get your feet wet’ in becoming active in your child’s classroom.

Guidelines for parties are:

- 1 Only room parents are responsible for planning parties.
2. All parties, including food and activities, are to be planned with the teacher.

**COMBINATION CLASSES:** As much as we try to avoid them, combination classes may occur during your child’s time at EJ Marshall.

**COMMUNICATION:** **Please refer to letter from Administration at the front of the Handbook.**

We believe that communication between home and school is necessary to guarantee the best possible education for our children. We make every effort to inform parents of matters relating to district and school wide policies, procedures and events through this Parent Handbook, the Parent Information Packet at the beginning of the school year, Back-to-School Night, and Open House and special notices. **THE BEST AND QUICKEST WAY TO RECEIVE SCHOOL INFORMATION IS TO ENSURE YOU RECEIVE OUR PARENT SQUARE MESSAGES.**

Information about your child is communicated through progress reports, report cards, parent conferences, behavior or homework notices, playground reports, awards, letters or phone calls, and student agendas. Many teachers send regular notices home outlining classroom events. Classroom policies on homework, discipline and classroom management are sent home the first week of school by individual teachers and/or given out at Back-to-School Night.

***The most effective way to keep up with your child’s progress is by accessing the Aeries Parent Portal on a regular basis.***

Emphasize to your child the importance of bringing home all communication from school, and of remembering to show it to you. Be certain to read all notices from school and to follow up appropriately. Monitor progress on projects or reports, look over homework, student agendas, and test papers, discuss school events and activities, and attend conferences and events that involve your child.

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of specific interests, strengths or needs of your child. Tell teachers when your child has difficulty with an assignment or finds one especially interesting or meaningful. When you have concerns about classroom incidents, assignments, workload (too little, too much, or no homework), please talk with your child's teacher. Of course, if something is going well, please be sure to communicate that to the school also. The communication line always flows from parent to teacher and, if necessary, to administration.

**If you need to meet with your child's teacher, please arrange a meeting that does not conflict with instructional time. You may call the office to leave a voice mail, send a note with your child, or contact your child's teacher via email.** Morning arrival is not an appropriate time to conference with your child's teacher.

**Important Contact Information:**

- Office Phone Number: (909) 627-9741
- Fax Number: (909) 548-6066
- CVUSD Website: [chino.k12.ca.us](http://chino.k12.ca.us)
- Marshall Website: [chino.k12.ca.us/Marshall](http://chino.k12.ca.us/Marshall)
- Staff email (use for any staff member): [firstname\\_lastname@chino.k12.ca.us](mailto:firstname_lastname@chino.k12.ca.us)

**COMPUTERS (Chromebooks):** All students will be issued a CVUSD district chromebook at the beginning of the year. They are for student use to enhance their learning and to take a variety of assessments. All students are required to fill out a Technology Acceptable Use Contract at the beginning of the year. Students who fail to use technology appropriately will have the use privilege taken away from them. Parents will be responsible for paying for any intentional damage to school devices or other technology. Unless specifically stated by their teacher, students are NOT allowed to bring personal devices (other than cell phones) to school.

**CUSTODY:** In most cases, divorced parents continue to have equal educational rights (such as access to information) where their children are concerned. **If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc., please provide a copy for the school.** Unless your court order is on file in the Office, we must provide equal rights and access to both natural parents. If both parents wish copies of student reports, discipline information, etc.; please notify your child's teacher at the beginning of the school year.

# D

**DISCIPLINE:** See Positive Behavior Intervention and Supports (PBIS) System and Office Referrals.

**DISMISSAL:** At dismissal all students are to walk directly to front gates to exit the school, or to the bus gate on Philadelphia if they are riding the bus. Students are always to remain on the walkways and out of planters. Upon exiting the gates, students are expected to immediately walk home or proceed towards the front of the pick-up area towards the north end of the parking lot.

**DRESS CODE:** Students should wear comfortable, casual clothing that permits running, freedom of movement, and is washable so as not to be ruined by participation in P.E. or Art. Comfort and good taste are the guiding principles in clothing selection.

Student grooming that interferes with or detracts from an environment conducive to academic learning or study, disrupts or threatens to disrupt the educational or instructional process, or which creates an unnecessary or unreasonable risk of injury to any student is prohibited.

AR 5132 of the CVUSD Board Policy addresses Student Dress Code. This policy information is also a part of the beginning of the year packet and on the District web site.

Please note that the above are minimum guidelines. For clarification, please note the following:

1. All shoes must have a restraining strap across the back. Sandals and open-toes shoes are discouraged for safety

reasons. Students should wear shoes appropriate for running and vigorous physical activity.

2. Platform shoes, high heels, clogs, flip-flop style, and backless shoes are prohibited; roller shoes are prohibited.
3. No make-up is allowed.
4. All hats shall be worn appropriately. The bill of the hat must face forward and hats shall be removed while indoors.
5. Tank tops must have straps at least 2" wide. Spaghetti straps are not permitted. No oversized arm holes.
6. No short shorts, visible undergarments, midriffs, or clothing with inappropriate messages or logos.
7. No hairstyles/color which may distract other students.

These dress code restrictions will be enforced. In cases of inappropriate student dress, parents will be called and asked to bring a change of clothing to school. Repeated infractions will result in further discipline.

Please feel free to contact us with questions. In accordance with District policy, "In cases of questionable dress, the Principal will make the final decision."

## E

**EARLY ARRIVALS:** Students **must not** arrive before 7:00 a.m. as there is no supervision available; front gates will open at 7:10 for those students who will be eating breakfast and 7:40 for everyone else. There is no eating, playing with toys or balls, running or playing in front of the school before and after school as this creates a safety hazard.

**EMERGENCIES:** The staff at EJ Marshall Elementary School is trained to provide care for all students in the event of an emergency, e.g., a severe earthquake. Both the District and the school site have comprehensive emergency plans with each staff member assigned specific duties. Our primary responsibility is to account for the whereabouts and ensure the safety of all students. In the event of a major emergency, students will be released **only at the large double gate at the far north visitor parking lot and only to adults indicated on the emergency card.**

**EMERGENCY CARDS:** Digital emergency cards must be on file for each student. This card is used for day-to-day student release, and for emergency contact in the event of injury or illness. The card also lists allergies, pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.

**It is extremely important that this card contain the full (first and last) name of each person authorized to pick up the student.** This includes the names of parents, any step-parents, older siblings, relatives, friends, baby-sitters, and neighbors who have your permission to pick up your child. Someone should be available to pick up your child within 15 minutes of a call from school. **We cannot accept telephone calls to release students to individuals not on the emergency card.**

It is imperative that we be notified immediately if any information changes. **Please do not jeopardize the health and safety of your child by forgetting to update his/her emergency card or by failing to provide complete information.**

**ENGLISH LANGUAGE LEARNERS:** English Language Learners (ELL) will be clustered in classes as much as possible. Parents and teachers will be informed of student's placement in the program at the beginning of the year. Teachers will also be informed of student's ability levels for lesson planning and grading purposes. **The ELPAC (English Language Proficiency Assessment of California) is the current required state test for English language proficiency that must be given to students identified as Limited English Proficient (LEP).**

California Ed. Code requires that local educational agencies administer a state test of English language proficiency to eligible students in kindergarten through grade twelve. The ELPAC is aligned with the 2012 California English Language Development Standards. It is comprised of two separate assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of English proficiency in reading, writing, listening, and speaking.

More information about the ELPAC can be found at: <http://www.cde.ca.gov/ta/tg/ep/>

# F

**FIELD TRIPS:** Field trips are an extension of the classroom and should provide experiences related to the curriculum. Dress for field trips should be appropriate to the activity and must still adhere to the District and school dress code guidelines. **Students are required to ride the bus to and from all field trips.**

**FUNDRAISING:** In accordance with California law, all fundraising activities must be approved by the Board of Education. Field trips, assemblies, library books, computer software, and instructional materials are just a few of the wonderful educational contributions these fund-raisers bring to our school.

We encourage you to support our PTO fund-raisers, and in turn, our students. PTO's primary goal is to enhance the educational opportunity for all students.

Please do not allow your children to sell to strangers. We encourage them to limit recruitment to family, friends, teammates, and parents' coworkers. While it is our desire to have highly successful fund-raisers, our primary concern is the safety and well-being of our students.

Outside fundraisers, such as Girl Scout Cookies, etc. is not permitted on campus by students.

# G

**GATE PROGRAM:** Teachers will provide appropriate activities so that students are challenged with a differentiated (not different) curriculum, providing greater depth and breadth of the curriculum and not just "additional work". Marshall also offers an after-school GATE enrichment program for all of our GATE students.

**GRADES:** See Standards-Based Grading Policy

# H

**HEALTH SERVICES:** Our school has the part-time services of a Nurse and a Health Technician. While on duty, it is their role to see to the physical well-being of our students. The Office Staff provides coverage for student health needs at other times during the school day when the Nurse or Health Technician is not on duty.

**Medications** of any kind (including over the counter items prescribed by a physician) must be brought to the Health Office for dispensing. They must be in the original container and must be accompanied by a Parent/Physician Medication Permission Form. These forms are available from the Health Office. No medication can be administered at school without proper authorization. **Students may not have any medication, including aspirin or cough drops, on their person.**

Routine screenings for hearing and vision acuity are provided for all new students and at certain grade levels.

**HOMEWORK:** Homework shall be assigned according to the District-adopted guidelines listed below.

**Kindergarten:** Homework assignments shall stimulate students to talk often with their parents/guardians. Teachers shall encourage parents/guardians to read and discuss stories with their children.

**Grades 1-6:** Homework assignments in grades 1-6, on average, should be completed within the following time frames:

Grade 1	10-20 minutes
Grade 2	20-30 minutes
Grade 3	30-45 minutes
Grades 4-6	60-90 minutes

Students are expected to read at least 30 minutes each day, in addition to regularly assigned homework. (AR 6154)

Homework will consist of activities that reinforce, review, and extend learning. It will not be new material but will be based on skills and concepts that were taught and explained in class.

In some cases, class work that was not completed during the school day will be added to the regular homework assignment. If your child consistently has more than the recommended amount of homework, or consistently says he/she does not have homework, please contact the teacher as soon as possible to ensure that a problem does not develop.

It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality work of which he/she is capable, and complete the assignments on time. Assignment calendars and/or Agendas are available and required by many teachers. These can help the students with organization and can help parents monitor the work. Please encourage systematic study, show an interest in the assignments, commend satisfactory performance, and provide the proper conditions for home study. Consistency is essential. **Parents can help by checking assignments, including Reading Logs and Student Agendas, each evening for accuracy, neatness, and completeness.** It is also important to communicate any concerns or questions to the teacher, and to read, discuss, and respond to (as applicable) all notes from the teacher or school.

Students who fail to complete and return assigned homework will receive appropriate consequences and will have grades lowered. Please contact the teacher if your child is spending too little or too much time on homework each night.

# I

**INDEPENDENT STUDY - SHORT TERM:** If your child must be absent from school for 5 days or more, you may request a Short-Term Independent Study Contract. This request must be made **at least two weeks** before the absences and should be directed to the Office Staff as well as the teacher. The teacher will provide 4 hours of work for each school day of the absence. **All work must be completed and turned in on the date stated on the** contract (normally the first day back) otherwise no credit will be given. **NO EXCEPTIONS.** Based upon the quality and amount of work, the teacher will apportion credit. Remember, it requires 4 hours a day of work. *Independent Study is only available through the beginning of March, so please check with the office staff prior to making any plans to see if it is available for your child's absence.*

There is no way for Independent Study to provide the full educational opportunity your child has in school. Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out of town trips during school holidays.

**INSTRUCTIONAL TIME:** Time on task is the single most important controllable factor in learning. We are committed to preserving our instructional minutes for academic purposes. This means that we must keep classroom interruptions to a minimum.

We will not call classrooms for forgotten homework, lunches, band instruments, or other items. Students are instructed to check at the Office prior to lunch or band. Homework or other small items will be placed in the teacher's mailbox.

(See "Communication" for additional information)

**INTERVENTION:** EJ Marshall offers intervention to our students for both academic and social/emotional needs. Services are provided by site-based and district-based intervention teachers and counselors and through the city of Chino. Some data used to determine if intervention services are needed include:

- Below grade level expectations/standards on district and/or state assessments
- Universal Academic/Social Emotional Screening for all students in grades K-6 three times per year
- Poor classroom performance
- Teacher/Parent recommendation

# K

**KINDERGARTEN SCHEDULE CHANGES:** The regular schedule for kindergarten may be changed from time to time in order to enable teachers to collaborate and plan the best possible program for the students. Please pay close attention to all communications sent home by the teachers in this regard.

# L

**LIBRARY:** Our school library is a valuable resource for our students. Students generally visit the library once a week. They may have only one library book checked out at a time. If they forget their book on library day, they will not be allowed to check out another book.

Parents will be charged the repair/replacement cost for lost or damaged books. Damage includes ripped or torn pages, water damage, graffiti, missing pages, damaged covers, etc. It is very important that students take care of all school and library books.

We also encourage you to take your child to the public library on a regular basis. The public library is one of our most valuable community resources. Reading is a very important habit to foster in children. We encourage all students to participate in the schoolwide *Accelerated Reading Program*.

**LOST AND/OR DAMAGED BOOKS/TEXTBOOKS:** All textbooks are now barcoded and are checked out to each individual student through our Library system as well as all student workbooks. Students are responsible for school property they use or checkout. If a student loses, damages, or misplaces school property, parents will be notified and expected to reimburse the school. **Damage to books includes ripped or torn pages, water damage, graffiti, missing pages, damaged covers, etc. We highly recommend that all textbook be covered to avoid damage and excessive wear.**

**LOST AND FOUND:** Please label all your child's belongings to help prevent loss. Found items of clothing are placed in the lost and found closet near the office. Small items of value such as watches, glasses, jewelry, etc. are brought to the office where they are kept in a safe place until claimed by their owner. Please encourage your child to periodically check the Lost and Found clothing to claim items. Several times a year (Winter Break, Spring Break, end of year) unclaimed items are donated to local charities.

**LUNCH:** Breakfast and lunch are available daily and are free to all students. Students are expected to eat lunch every day, including on minimum days. Children learn better and have more energy if they eat regular meals and maintain a constant level of nourishment. Students who bring lunches may take a milk in the cafeteria if desired. Lunches brought from home and stored in the classroom must be in a carefully sealed package in order to prevent a reoccurring ant problem.

**LUNCH EXPECTATIONS:** Please refer to "Cafeteria Expectations" on our Marshall Superstar Expectations matrix under "PBIS."

IMPORTANT - All students are expected to eat lunch - even on minimum days.

# M

**MINIMUM DAYS:** Our weekly minimum day is Wednesday. Dismissal time is 11:20 p.m. for all students, K-6. Please watch the newsletter and/or communications from teachers for any additional changes such as additional minimum days for parent conferences and staff development.

# N

**NO EXCUSES UNIVERSITY (NEU):** The philosophy NEU is beyond providing visuals about college/university. Underneath the college environment, Marshall has committed to put in place the Six Exceptional Systems to support the



students' academic growth. The Six Exceptional Systems are: Culture of Universal Achievement, Collaboration, Standards Alignment, Assessment, Data Management, and Interventions.

NEU believes when these Six Exceptional Systems are in place, all students achieve and succeed. They also believe that all students should have the opportunity to be prepared for college when they graduate from high school. At Marshall, we share these ideals, and we are excited to have joined the NEU network. As a staff, we look forward to providing a safe and challenging learning environment for all our Superstar students. Their road to college begins today! To learn more about NEU, you may visit [www.noexcusesu.com](http://www.noexcusesu.com)

**NOTICES:** Notices come home as needed to keep our school community informed. These may include assignment sheets, homework or project assignments, PTO and class newsletters, and other valuable information. Please emphasize with your child that it is vitally important that all notices from school be given to you. Information will also be provided on our Marshall Website and Twitter Feed, PTO Facebook Page, and through our AERIES communication system (phone call, text message, or email). **See also Communication**

## O

**OFF LIMITS AREAS FOR STUDENTS:** Students are not to play in the lunch area, between or behind classroom buildings, covered walkways, or near the storage bins. Students are always to remain on the walkways and out of planter areas. During recess and lunch, students are only permitted in the hallways if they are traveling to the playground or using the restrooms.

**OFFICE REFERRALS:** Office referrals will be issued to students who fail to follow school wide expectations after several corrective actions or to students who commit a serious offense (see list under **PBIS** "consequences")

## P

**PARENT-TEACHER CONFERENCES/COMMUNICATION:** We encourage frequent communication between teachers and parents. **The first, and usually best person to contact about any concern regarding your child is the classroom teacher.** Please speak to your student's teacher before scheduling an appointment to speak to an administrator. *However, if the incident is severe and can be classified as an immediate threat to your child's safety and well-being, then please contact administration right away.*

Parent conferences are scheduled at the end of the first six weeks of class. It is very important that parents attend this conference. Your child's teacher will arrange a time to meet with you. Second trimester conferences may be arranged by the teacher or requested by parents. Also, at any time when a teacher or parent feels there is a need, a conference may be scheduled. Please call the Office to leave a message or send a note to the teacher. Effective parent conferences require planning and preparation by the parent(s) and the teacher(s). Write down any concerns, questions, or observations you wish to discuss.

**PARENT, COMMUNITY VOLUNTEERS:** There are many jobs that volunteers can do in classrooms. They can listen to children read, help with writing tasks, tutor children, assist with clerical tasks, supervise follow-up activities, work with the computers, run learning centers, teach special lessons. Many parents also provide valuable assistance by volunteering to work on projects at home. Parents can provide further support at home by stressing the importance of education, by ensuring that homework is a priority, by supporting the school's program and activities, and by making sure the child's busy schedule does not leave him/her too tired to effectively carry out the requirements of school. EJ Marshall offers a variety of ways for parents to become involved at the school site such as: English Learner Advisory Committee (ELAC), Local Control Accountability Plan (LCAP) Committee, NEU Parent Academies, PTO, Room Parent, School Site Council (SSC), and Tailgate End of Year Event. For the safety of our students, parents who are on campus 10 days or more per month will need to meet with Human Resources to complete a Volunteer Screening Process to be cleared to be on campus.

**PARENT/SCHOOL PARTNERSHIP OPPORTUNITIES:** Successful schools result from parents and school personnel consistently working together. We encourage parent participation through several programs. Our **Marshall PTO** is an excellent organization made up primarily of parents. They provide valuable program support by paying for field trips, grade level activities, assemblies, instructional materials, library books, computers/software, and other school

gifts, and by giving thousands of volunteer hours for the benefit all students. We encourage every parent to join PTO, and to participate in and support all of the activities of this organization.

Our School Site Council (SSC) is elected by parents and staff members to help set priorities and goals for school improvement.

Our English Language Advisory Committee (ELAC) is elected by parents to help support those students learning to read, write, and speak English.

Our Local Control Accountability Plan (LCAP) committee works together to set goals and specific actions to achieve those goals for all pupils and each subgroup of pupils including pupils with disabilities, for each of the state priorities and any locally identified priorities.

**PARENT OBSERVATIONS IN CLASSROOMS:** To visit your child’s classroom, please speak to the teacher beforehand so that a suitable time can be arranged. Be sure to come to the office to sign in. **Administration will not schedule a parent observation without at least a 24-hour notice.**

**PARENTS PICKING UP CHILDREN DURING SCHOOL HOURS:** Teachers will not release students to anyone who goes directly to the room to pick up a child. Please come to the office first to sign out your child. The Office staff will then call for your child to be dismissed. Parents who come onto campus during school hours to pick up their child will need to wait in the office while their child is called up from the classroom which includes recess/lunch time. **Whenever possible please notify your teacher in advance that your student will be leaving early.** This allows the teacher to have your child’s personal belongings ready to go. **If you pick up your child without making prior arrangements (especially during lunch time), they, more than likely, will not be able to return to the classroom to gather their personal belongings and/or backpack.**

**PETS:** Animals may not be brought to school unless they are a service animal. **No dogs other than service dogs are allowed on campus.**

**PLAYGROUND EXPECTATIONS:** Please refer to “Playground Expectations” on our Marshall Superstar Expectations matrix under “PBIS”.

Food may not be eaten on the playground. At snack time food is to be eaten inside the MPR only. Healthy snacks are strongly encouraged. Please do not send your child with a sugary drink or snack. All trash is to be thrown away before playing.

**PLAYGROUND EQUIPMENT:** Playground equipment is available to students in order to provide the appropriate equipment to assure that students achieve the following: Basic muscular strength, physical agility, worthwhile physical and recreational skills, and the inner qualities of courage, initiative, alertness, self-control, cooperation and sportsmanship within group activities.

Students **May Not** bring playground equipment from home.

**GENERAL EXPECTATIONS FOR PLAY EQUIPMENT:**

1. Keep moving - No standing or visiting on the equipment.
2. Keep a safe distance between you and other people.
3. No pushing, pulling, or crowding another student while on the equipment.
4. No toys, playground balls, jump ropes or other equipment may be taken on to the climbing apparatus.
5. No running or chasing on equipment.
6. Do not create long lines waiting for a particular exit. Keep moving.

**SLIDES:**

1. Only one person at a time on any slide; only slide down. No walking up slide.
2. Students must sit facing forward on the slide and go down with feet extended in front of them. They may not lie down on their back or stomach or go down headfirst.

**POSITIVE BEHAVIOR INTERVENTION and SUPPORTS SYSTEM (PBIS):** A successful Positive Behavior Interventions and Supports System (PBIS) is designed to teach acceptable/appropriate behaviors, not just to punish unacceptable behavior. It must be firm, fair and consistent. It is important that every student feel accountable to all school staff for behavior. Anytime a staff member notices a student's behavior, they will take the appropriate action (reward/discipline). Various levels of social-emotional supports are available for to your child based on individual needs. For more information please visit the PBIS page on our Marshall School website.

**Fair, consistent student discipline enhances the learning process for all students and ensures a safe learning environment.** It is expected that all students will abide by our 3 school wide expectations of Being Respectful, Responsible, and Safe across all school locations.



## Marshall Superstar Expectations



ALWAYS	Be Responsible	Be Respectful	Be Safe
 <b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Make a healthy food choice quickly</li> <li>Eat something</li> <li>Clean-up your area</li> <li>Stack your tray</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently to be excused</li> <li>Use inside voices</li> <li>Say, "Please" and "Thank You"</li> <li>Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>Straight, single file line</li> <li>Sit flat on your pockets</li> <li>Report and help clean-up spills</li> <li>Stay in the first seat you pick (i.e. saving spots)</li> </ul>
 <b>Restroom</b>	<ul style="list-style-type: none"> <li>Keep water in the sink while washing hands</li> <li>Keep a clean and orderly restroom</li> <li>Use the toilet and sinks promptly</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Knock politely</li> <li>Wait your turn</li> <li>Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Report any concerns</li> </ul>
 <b>Hallways</b>	<ul style="list-style-type: none"> <li>Report problems to staff members</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space and property</li> <li>Use quiet voices</li> <li>Hold playground equipment</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times and face forward</li> <li>Keep clear of doors, and outside the yellow lines</li> </ul>
 <b>Playground</b>	<ul style="list-style-type: none"> <li>Walk to the line after the bell rings</li> <li>Report concerns to staff</li> <li>Use restroom/drinks during your recess</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Share equipment</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Use age appropriate equipment</li> <li>Keep wood chips, sand, and rocks on the ground</li> <li>Walk on the blacktop</li> <li>Run only on the grass</li> <li>Keep hands and feet to yourself</li> </ul>

 <b>Assembly</b>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use inside voices</li> <li>Arrive on time</li> </ul>	<ul style="list-style-type: none"> <li>Display good listening skills and proper manners</li> <li>Sit quietly during presentations</li> <li>Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep hands and feet to yourself</li> <li>Sit flat on your pockets</li> </ul>
 <b>Drop Off/Pick-Up Area</b>	<ul style="list-style-type: none"> <li>Walk out the gates in a timely manner</li> <li>Watch for your ride</li> <li>Follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>Wait calmly for your ride</li> <li>Keeps hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Wait in the pickup zone</li> <li>Walk</li> <li>Use crosswalks</li> </ul>
 <b>Classroom</b>	<ul style="list-style-type: none"> <li>Be on-time</li> <li>Take care of <b>ALL</b> materials</li> <li>Always do your <b>BEST</b> work and complete assigned tasks</li> <li>Use appropriate words</li> </ul>	<ul style="list-style-type: none"> <li><b>ALL</b> people are important</li> <li>Treat others the way you want to be treated</li> <li>Use inside voices</li> <li>Listen while others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self at all times</li> <li>Follow directions</li> <li>Sit and push in chairs appropriately</li> </ul>
 <b>Library</b>	<ul style="list-style-type: none"> <li>Return books on time</li> <li>Use shelf markers</li> <li>Put books back where they belong</li> </ul>	<ul style="list-style-type: none"> <li>Handle books with care</li> <li>Enter and speak quietly</li> <li>Read quietly until excused</li> </ul>	<ul style="list-style-type: none"> <li>Walk calmly and cautiously</li> <li>Push in chairs</li> </ul>
 <b>Devices</b>	<ul style="list-style-type: none"> <li>Carry device with two <b>hands</b></li> <li>Power down at the end of each day and charge</li> <li>Follow CVUSD Responsible Use Policy</li> </ul>	<ul style="list-style-type: none"> <li>Keep food and drinks away from your <b>device</b></li> <li>Only use the device assigned to <b>you</b></li> </ul>	<ul style="list-style-type: none"> <li>Keep usernames and passwords <b>private</b></li> <li>Only visit approved sites</li> </ul>



## E. J Marshall Elementary School Behavioral Flow Chart

### Observed Behaviors

#### Teacher Managed (Minors)

Use at least 3 classroom interventions.

Monitor Effectiveness of Interventions and collect data.

On 4<sup>th</sup> Fix-it-Ticket in same expectation (behavior) area, an office referral will be made.

#### Teacher Managed Behaviors

- Defiance/Disruption/Disrespect
- Physical Contact (non-fighting/mutual combat)
- Property/School Supplies Misuse
- Inappropriate Language/Teasing
- Minor Dress Code
- Minor Technology Misuse

#### Classroom Interventions

- 5:1 Positive Praise
- Teach/Reteach Expected Behavior
- Change Seat
- Expectations reminders
- Adjust Assignments
- Student Conference
- Loss of Privileges
- Support Room
- Parent Conference/Phone Call
- Timeout in Another Class
- Behavior Chart
- Provide Choices
- Request for Support Form/STEP Meeting

#### Administration Interventions

- Positive, Corrective Feedback
- Reteach Expected Behavior
- Counsel Student
- STEP Meeting
- Referral for MTSS-B Supports
- Loss of Privileges
- Parent Conference
- Behavior Contract
- Counseling Referral
- STEP Meeting
- Sent Home
- In-House Suspension
- Suspension

#### Administration Managed Behaviors

- Repeated Defiance/Disrespect/Disruption
- Destruction of School Property
- Physical Aggression/Fighting
- Vandalism/Graffiti
- Repeated Inappropriate Language/Abusive Language
- Harassment/Bullying/Sexual Harassment (grades 4-6)
- Major Technology/Social Media Misuse
- Threats to Self/Others
- In possession of weapon/sharp object/drugs/alcohol

#### Admin Managed Office Referrals (Majors)

Administration determines intervention.

Administration assigns intervention.

Administration provides teacher feedback; family is contacted.

# Behaviors Defined

## Teacher Managed (Minors)

- **Defiance/Disruption/Disrespect:** failure to follow school or classroom expectations. Off task behaviors/comments, eye rolling, rude statements, disturbing others, etc.
- **Physical Contact (non-fighting/mutual combat):** shoving, poking, touching (except for private areas), bumping.
- **Property/School Supplies Misuse:** breaking crayons or pencils, tipping back in chairs, writing on desks in pencils, misusing recess equipment, etc.
- **Inappropriate Language/Teasing:** name calling, teasing, using inappropriate words that are not racial or sexual in nature.
- **Dress Code:** inappropriate shoes, bra straps showing, inappropriate language or pictures, midriffs, etc. Send to health office if a change of clothing of is necessary.
- **Minor Technology Misuse:**
  - Chromebooks/School Devices: on other websites (appropriate but not at that time), unsafe handling, forgetting devices at home.
  - Personal: device is accidentally out, but not powered on. If in doubt, you can confiscate the device until the end of the day. Best practice: collect cell phones to start the day and return before dismissal.

## Admin Managed Office Referrals (Majors)

- **Repeated Defiance/Disrespect/Disruption:** see above
- **Destruction of School Property:** intentional destruction of technology, textbooks, chairs, desks, and other higher end items.
- **Physical Aggression/Fighting:** one sided fighting (ie a student is jumped) or mutual combat between two students regardless of who started it. A single punch or kick, depending on severity, can be handled at the teacher level.
- **Vandalism/Graffiti:** writing/defacing school property, structures, or supplies (books, etc.)
- **Repeated Inappropriate Language/Abusive Language:** see above and any racial slurs/homophobic comments, etc.
- **Harassment/Bullying/Sexual Harassment (grades 4-6):** typically acts for bullying are pervasive, occur more than once, and are one sided. Bullying includes in-person and cyber bullying. Sexual harassment would include any comments/gestures/written/posted messages of a sexual nature directed towards another student or staff member. Per ed code, sexual harassment is only applicable in grades 4 and above.
- **Major Technology/Social Media Misuse:** accessing inappropriate websites, phones being on and used during school hours, posting inappropriate material on social media or without others consent during school hours.
- **Threats to Self/Others:** student states/writes/makes a gesture/posts on social media he/she wants to harm or kill another student, staff member, or self. Notify admin immediately.
- **Possession of weapon/sharp object/drugs/alcohol:** knife/gun/weapon or any other dangerous object. Notify admin immediately.

**REWARDS:** We believe that students who choose to follow these rules should be recognized for exhibiting responsible behavior. We do this through our Spirit Rallies every other week where we recognize students who have received a Marshall Expectation Pass (E-Pass) and through our Trimester Awards. Please refer to the Awards Program section for an explanation of the various Marshall awards.

**CONSEQUENCES:** Reference Observed Negative Behaviors and Consequences above.

**Severe acts of disobedience, violence, or possession of weapons/drugs may result in suspension or a recommendation for expulsion in accordance with the District Behavior Code that is included in the Parent Information Packet (copies also available in the school office).**

**PROBLEM SOLVING TECHNIQUES:** Many of the minor disagreements that occur on the playground (“You stepped out”, “The ball was on the line”, etc.) can be settled by students who have been taught to use “Rock-Paper-Scissors” to solve disputes between the and through using the strategies students learn in the Second Steps Curriculum. This keeps students from losing fun time at recess and helps them to be problem-solvers. The following techniques for solving interaction problems have been taught and reinforced with students:

1. TALK to the other person using an “I message”. Tell them, “I don’t like it when you \_\_\_\_\_, because it makes me feel \_\_\_\_\_.”
2. WALK away. If the other person persists, tell them again using an “I message.”
3. TELL an adult. If your child is followed, he/she is to walk directly to an adult supervisor for help.
4. If your child is being REPEATEDLY bothered by the SAME student, please notify your students’ teachers.

In the event of a severe problem, e.g., hitting, kicking, etc., the child is to go directly to an adult for help. Children should never attempt to break up fights, but they should go directly to an adult for help.

**PROGRESS REPORTS/STANDARDS-BASED REPORT CARDS:** Mid-term progress reports provide an additional communication link with parents concerning the progress of their child. See calendar for dates. Also see: Ed. Code 49067, CVUSD Board Policy 908.01. **In accordance with Educational Code 49076 a signature is required by a parent for a student to hand-carry his/her report card/progress report home.**

## R

**RAINY DAY/INCLEMENT WEATHER SCHEDULE:** On rainy days, or other inclement weather days (excessive heat) the staff works especially hard to guard the health and safety of students. On these days recess is spent in the classroom. Students are given a restroom break and usually play quiet games in the classroom during recess time.

1. The Principal or designee will call inclement weather schedule whenever the weather appears to be too inclement for the health and safety of children.
2. The rainy-day lunch schedule will be in effect on days when it is too wet and/or unsafe for students to be on the blacktop.
3. It is imperative that students understand they must talk softly and follow the directions of the supervisors in the MPR during these times.
4. The cafeteria supervisors, administrators, and support staff will monitor students to maintain order and safety.

**RESTROOMS:** Students must not run, push, loiter or play in or near the restrooms. Students should use the restrooms at recess and only use the restroom during instructional time if it is an emergency. If there is a medical issue that requires your child to use the restroom frequently, please let the teacher know. **Please refer to “Restroom Expectations” on our Marshall Superstar Expectations matrix under “PBIS”.**

**RETENTION IN GRADE:** Assembly Bill 1626 became effective January 1, 1999 and provides for mandatory retention and/or intersession classes for students who do not meet proficiency standards for their grade level.

Parents will be informed as early in the year as possible if a student is in danger of retention based on classroom

performance and/or district and state assessments. This does not mean that the student will be retained, but an intervention plan will be developed to try to ensure the student's success during the year. Near the end of the year, a Retention Team meeting will be held to determine if the student has made sufficient progress to advance to the next grade. Most students do make sufficient progress, especially with the combined efforts of the teacher, student, and parent. If the team recommends that retention be in the best interest of the student, parents will be notified. Parents have 10 days to appeal any retention recommendation.

For more information see AR 5123 under Board Policies on the CVUSD web site.

## S

**SART/SARB:** SART (School Attendance Review Team) and SARB (School Attendance Review Board) are different levels of intervention for students who have excessive absences or tardies. Students and Parents who are placed on school-based SART contract agree to improve attendance or risk being referred to the CVUSD SARB attendance hearing.

**SCIENCE FAIR:** Students in grades 4-6 are eligible to compete in the Marshall and the CVUSD Science Fair. Teachers may require projects which may be on an individual or partner basis. Please ask your child's teacher for more information. Only projects from grades 4-6 are eligible for the District Science Fair, which is generally held in early March.

**SIGNING OUT STUDENTS:** Students will only be called out of class once the parent has arrived to sign them out. Please communicate with the teacher ahead of time so any classwork and/or homework is ready to go. **Students will NOT be allowed to be signed out the last 20 minutes of the day.**

**SNACKS:** Healthy Snacks are permitted during recess. Candy as a snack is not permitted at Marshall. Please limit chips and other snacks to a single serving size. Large size (family size) bags are not permitted. Sharing of snacks is also prohibited due to health safety.

**SPIRIT DAYS:** Marshall students are highly encouraged to show their Superstar school spirit by wearing their spirit.

- **Music Mondays-** As we are celebrating our 60<sup>th</sup> Anniversary, our theme is "Marshall Superstars, Rockin Success for 60 Years!", students are encouraged to wear any type of music shirt on Mondays.
- **College Wednesdays-** Students wear their classroom university/college shirts to show that all Marshall Superstars are college bound.
- **Marshall Spirit Wear Fridays-** Students wear their Marshall Spirit gear to show their school pride.
- **1<sup>st</sup> Friday of each month-** The 1<sup>st</sup> Friday of each month is a special school wide spirit theme day. Students are encouraged to dress according to the theme.

**SPECIAL PROGRAMS:** EJ Marshall Elementary School is proud to offer many special programs to meet the diverse needs of our students.

Students identified with specific learning or language disabilities are eligible to participate in the offered Speech and Language Program and/or the Resource Specialist Program. These programs have specific criteria for qualification. Extensive testing is required, and there are several steps in the process. If you feel your child might have a learning disability or need speech and language assistance, please discuss it with the teacher or the Assistant Principal.

The Gifted and Talented Education (GATE) program gives opportunities for differentiated learning through clustering GATE students into one or two classes at each grade level.

English Language Learners (ELL) receive instruction according to the English Language Development (ELD) Standards by teachers credentialed and trained to teach ELL students. We are very proud of the programs we offer as all are designed to develop the gifts and meet the specific needs of students.

Social-emotional counseling and support, at various levels, are available to all students. Should your child need assistance, feel free to utilize our Request for Support form, available on our Marshall website.

**STAFF:** Marshall has an excellent staff of teachers and support personnel. All teachers are credentialed to teach at the elementary level, and many have advanced degrees and additional credentials or certificates.

Many teachers attend workshops during the summer or on weekends to learn new techniques to better serve our students and are very willing to share new information and ideas with other staff members.

All staff members are evaluated both formally and informally on a regular basis. The outstanding, highly qualified and professional staff is the main key to the excellent program at Marshall.

**STANDARDS-BASED GRADING POLICY:** Grading is one of the most difficult parts of teaching. Teachers grade students against objective standards. The district curriculum standards are written for average or grade level students. In measuring achievement of grade level standards, all students in grades K-6<sup>th</sup> will be graded on a growth-minded 1 - 4 performance level scale indicating their progress towards mastery of the California Common Core State Standards. The District Grading Policy is available online at: <http://www.chino.k12.ca.us/Page/15701>

**STUDENT DROP OFF AND PICK UP:** **Students should not arrive at school before 7:00 A.M. since there is no supervision of students before that time,** and they should be picked up promptly at dismissal time. When picking up your child if you have parked your car either on the street or in a parking space, please wait for your child outside the gate or by the office. Do not wait in the MPR or go inside your child's classroom. Siblings should not wait in the MPR or outside of classrooms, but they should wait in front of the school where supervision is available.

1. Follow the school's recommended traffic plans. Picking your own route and drop-off area not only disrupts the normal traffic flow, but it also makes it less safe for children and inconvenient for the parents who are following the rules.
2. Pull as far forward as possible in the unloading zone which is the right lane. Signs will be posted as a reminder. Either all the way to the end of the unloading zone or until the car in front of you stops. This allows more parents to drop off at the same time and speeds up the "drop-off" process. Please, DO NOT stop in the left lane as this is drive through only.
3. Follow school staff directions, they are only trying to expedite the unloading process and make things safer for your children.
4. Make sure your child is ready to get out of the car when you reach the unloading zone. Have all books, lunches, and backpacks close at hand.
5. Unload as quickly as possible, but make sure your children are out and the car doors are closed before moving.
6. All students should exit on the right side of the vehicle.
7. Do not park in the loading zone. Drivers are never permitted to exit their cars in the loading zone.
8. Leaving home a few minutes early could mean missing the school traffic altogether and being on time to school. Walking your kids to school is a healthy alternative and allows you time to talk to your children.
9. Please DO NOT park in spaces marked "STAFF" as these are reserve for Marshall staff members.

The traffic moves very quickly and smoothly through our drop-off lane when these rules are followed. Please allow enough time for proper drop off/pick up, be patient, wait in line for your turn, and drop off or pick up your children in a manner and place that will help to ensure their safety as well as the safety of others. Thank you very much for consistently adhering to these procedures that help create a safer environment for everyone.

**STUDENT EXPECTATIONS IN HALLWAYS:** Students must walk in the hallways and corridors. No running is permitted. See "**Hallway Expectations**" on our **Expectations matrix.**

**STUDENT TEACHER EXCELLENCE PLAN (STEP):** The purpose of a STEP meeting is to address any academic and/or behavior concerns from either the teacher or the parent. The STEP team will usually be made up of the current teacher(s), the parent(s), an administrator and the student, when appropriate. Any concerns should be directed first to the classroom teacher.



# T

**TARDIES:** If your child is tardy, they must come directly to the office and take a tardy slip before going to class. **Remember, at the elementary level it is YOUR RESPONSIBILITY as the parent to ensure that your child is at school, ON TIME, every day.** Students with excessive tardies will be placed on a SART contract.

**TELEPHONES:** Students may only use the office phone when an emergency situation exists. Students must have prior permission from the teacher to use the classroom phone. *Student cell phones must be turned off and out of sight (such as in the backpack) during the instructional day.* **If a student's phone rings or is used during instructional hours including recess or lunch, it will be confiscated and must be picked up by a parent in the office at the end of the school day.**

**TEXTBOOKS, SCHOOL SUPPLIES:** Textbooks, library books, chromebooks, and basic school supplies are provided to all students. However, in accordance with District policy and Education Code provisions, parents will be billed for the cost of replacement or repair of lost or damaged school property. The replacement cost of textbooks will most likely exceed \$100.00; the cost of many library books is close to \$30.00.

**TOYS:** Toys, trading cards, and personal sports equipment are NOT permitted at Marshall. Please leave these at home for enjoyment after school.

**TRANSPORTING STUDENTS:** Parents/teachers may not transport children to or from field trips.

# V- W

**VANDALISM AND THEFT:** Although rare, if you spot anything that looks like vandalism, please report it to the office. Discourage theft by locking your car when visiting the campus.

**VISITORS:** Per District Policy, all visitors, including parents, will be required to show a valid government- issued ID, which will be scanned into the Raptor Visitor Management System and be issued a Visitor's Badge which must be worn while on campus. Likewise, all visitors are required to check out in the office before leaving campus. **Parents will not be permitted to go to the class to deliver lunches or other items to your child.** These items must be brought and left in the Office. Parents will not be allowed on the playground area during school hours at any time.

**WALKING ROUTE TO SCHOOL:** Students are to walk directly to and from school and should not go to local shopping centers, parks, or other areas before or after school as this can create a significant safety risk. Students should follow street routes only and should, whenever possible, walk with a sibling, friend, or neighbor.

Students should always walk on sidewalks and not on private property when going to and from school. Parents may be held liable for any damage caused by their children. **Students are subject to school discipline while in route to and from school (Education Code 44807).**