



Marshall SuperStars

Keep reaching for the stars!

Parent Handbook
2015 - 2016

12045 Telephone Ave.
Chino, CA 91710
627-9741 Fax: 548-6066
<http://www.chino.k12.ca.us/Domain/14>

CHINO VALLEY UNIFIED SCHOOL DISTRICT

5130 Riverside Drive

Chino, CA 91710

(909) 628-1201

District Web Address

www.chino.k12.ca.us



Board of Education

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Andrew Cruz, Vice President

Sylvia Orozco, Clerk

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James Na, Member

Wayne M. Joseph, Superintendent

Dr. Norm Enfield, Deputy Superintendent

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Stacey Heston, Principal

Rhea Boyd, Assistant Principal

School Mascot

The Superstars

School Colors

Blue & White

**E.J. Marshall Elementary School
Bell Schedule
2015-2016**

Early Start

8:40 A.M. Class Begins
12:00 P.M. Dismissal

Kindergarten

Late Start
10:10 A.M. Class Begins
1:30 P.M. Dismissal

Minimum Day Wednesday - All Kindergarten 8:40 A.M. - 12:00 P.M.

Regular Day Schedule

8:37 A.M.	Students Line Up
8:40 A.M.	Classes Begin
	<u>Recess</u>
10:30-10:43 A.M.	Grades 1-6
	<u>Lunch</u>
11:30 A.M.-12:10 P.M.	Grade 1
11:45 A.M - 12:25 P.M.	Grade 3
12:00 - 12:40 P.M.	Grade 2 (and Miss Bliss)
12:15 - 12:55 P.M.	Grade 5 (and Mrs. Churchill)
12:30 - 1:10 P.M.	Grade 4 (and Ms. Fordyce)
12:45 - 1:25 P.M.	Grade 6

Afternoon Recess Grades 1-3

2:00 - 2:13 P.M.

Dismissal

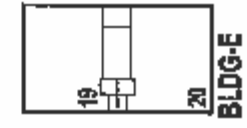
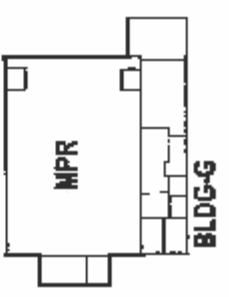
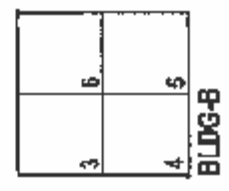
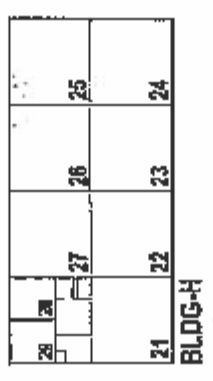
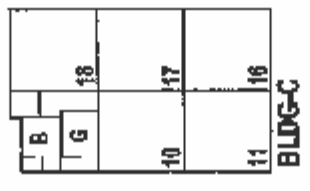
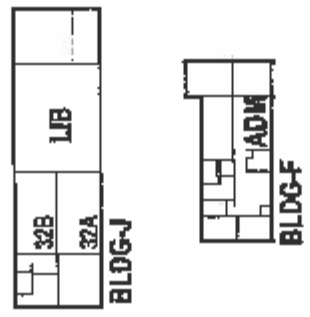
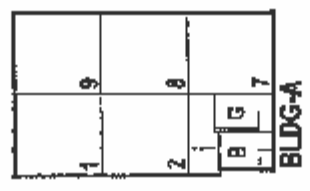
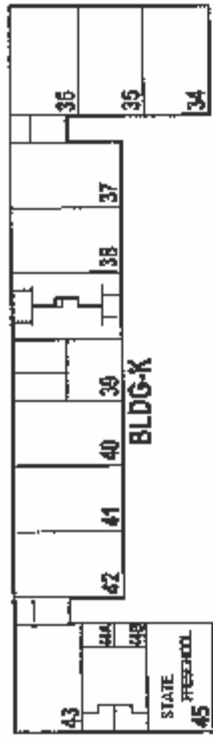
3:20 P.M. Grades 1-6

Wednesday Minimum Day Schedule

(Additional Minimum Days 10/5/15, 10/6/15, 10/8/15, 10/9/15, 11/13/15, 11/20/15, 12/18/15, 2/26/16, 5/27/16, & 6/7/16)

8:37 A.M.	1 st Bell
8:40	Classes Begin
10:30 - 11:00 A.M.	Lunch Recess Grades 1 & 3
11:00 - 11:30 A.M.	Lunch Recess Grades 2 & 5
11:30 A.M. - 12:00 P.M.	Lunch Recess Grades 4 & 6
12:10 P.M.	Dismissal Grades 1-6





MARSHALL ELEMENTARY SCHOOL

Chino Valley Unified School District
2015-2016 STUDENT ATTENDANCE CALENDAR

JULY 2015

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2015

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	●	●	X	○	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	△	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016

S	M	T	W	Th	F	S
			1	2	3	4
5	6	E	S	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

IMPORTANT DATES

Aug 17/18	● New Teacher Workday	Feb 8	Lincoln's Birthday	 First day of School  Last Day of School
Aug 19	X K-6 Teacher Workday	Feb 15	Washington's Birthday	
Aug 20	○ All Teacher Workday	Mar 25-Apr 1	Spring Break	 Legal Holiday
Aug 24	First Day of School	May 30	Memorial Day	
Sept 7	Labor Day	June 7	E Last Day of School	 School Closed
Nov 11	Veteran's Day	June 8	E Teacher Workday	
Nov 23-27	Thanksgiving Holiday	June 8	S Last Day of School	 Spring Break
Dec 21-Jan 1	Christmas/Winter Break	June 9	S Teacher Workday	
Jan 18	Martin Luther King Day			
Jan 22	△ Workday 7-12/Schoolday K-6			



Message from Administration

Welcome to the 2015-2016 school year. We are excited to continue to increase student achievement. Listed below is our character program and college awareness information. These elements along with our mission, vision, and commitments will help our students SHINE like Superstars.



Character Counts at E.J. Marshall

Students are encouraged to follow the six pillars of character. Students “caught being terrific” will receive Terrific Tickets to be used to earn prizes.

Marshall Superstars are College Bound

Each classroom has adopted a college. Students will learn information about that college and what they can do to attend college. Wear your classroom college shirt or colors on Mondays.

E.J. Marshall is transitioning to the Common Core Standards in ELA. Continue to read with your child and practice math facts every night.

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Please read this handbook carefully because it contains information regarding procedures, rules and expectations for both parents and students. The contents should be discussed with your students in order to ensure that the school year is successful.

VISION AND VALUES

E.J. Marshall Commitments

- Assess current reality and potential strategies, programs, and procedures to improve upon the reality.
- Make informed decisions on the basis of evidence rather than opinion
- Make Collective Commitments and honor them "How must we behave to create the school that will achieve our purpose?"

Staff Commitment

We are committed to creating a school environment where every student will SHINE. Every student will be successful, develop their personal character, and master academic skills. The elementary education we provide will serve as a foundation upon which our students will build their lives.

Student Commitment

We, as students of E.J. Marshall Elementary, are committed to learning how to SHINE. We will demonstrate a positive attitude toward our learning, our fellow students, and teachers. We will work to develop our character and our academic skills. We will take responsibility for the choices we make and work together to make E.J. Marshall Elementary a safe place for us to grow. We will ask our teachers and family for support when we need it and always give our best effort. The education we earn at E.J. Marshall Elementary will be the foundation upon which we can build our lives.

Family Commitment

We, as E.J. Marshall families, are committed to our children's education. We will ensure that our children are present, on time, and prepared for school daily. We will be active participants in our children's education both inside and outside of school. The support we provide our children will enable them to SHINE

Daily Character Pledge

I pledge to be a person of **CHARACTER**.

I will be worthy of **TRUTH**.

I will be **RESPECTFUL** and **RESPONSIBLE**, doing what I must.

I will always act with **FAIRNESS**.

I will show that I **CARE**.

I will be a good **CITIZEN**, and always do my share.

Character Counts at E.J. Marshall Elementary School!

On Campus Visitors

All visitors to Marshall campus are required to follow the guidelines provided by Chino Valley Unified School District.

- Visitors must register/sign-in at the school office.
- A visitor/Volunteer badge must be worn at all times while on campus
- Parents and volunteers must coordinate time of visit with the teacher prior to any visits, observations, or conferences
- In accordance with school policy, parental classroom observations must be scheduled with the classroom teacher at least one day in advance.



Emergency Cards

One emergency card for each student is maintained in the office. This is used for day-to-day student release and for emergency contact in the event of injury or illness. It is extremely important that the card contains the full (first and last) name of each person authorized to pick up the student.

Students will only be released to persons whose name appears on the Emergency Release Card. It is critical for parents to list ALL the names, addresses and telephone numbers of the individuals who are authorized to pick up your child. That person must have a valid picture I.D. with a name that matches the name written on the emergency card. It is very important to ensure that this information is updated on a regular basis with all numbers in working order.

Signing out Students

Students will only be called out of class once the parent has arrived in the office to sign them out. If you know ahead of time that your child will be leaving school early, please send a note to the teacher to assist them in gathering any class work or homework your child may need.

When removing your child from school early please make sure to notify your child's after school care provider (babysitter, car pool, day care etc.) of the change in your regular schedule. Students are not able to be signed out during the last 20 minutes of the school day.

Emergency Prep

Fire, earthquake, lockdown and disaster preparedness procedures are taught by each teacher. Emergency drills, are scheduled regularly to provide students an opportunity to practice the procedures for each situation. It is highly recommended that parents support this practice by discussing home procedures and communication lines in case of emergencies or disaster.

Disaster resources and materials are stored on campus and each classroom is equipped with an emergency first aid kit. Parents are asked to keep emergency names and phone numbers up to date at all times.



Health Center and Services

Please do not send children to school if they are sick.

We have a school nurse who is on campus two days each week and a health clerk who is on campus daily from 11 a.m. to 2:30 p.m. In addition, the office staff is trained to provide coverage for student's health needs at times when the nurse or health clerk are not on duty.

The health office is not equipped to take care of sick or injured students for any length of time.

Parents are responsible for their children and must pick them up or have someone listed on the emergency card do so when this is requested by the school. Failure to pick up a sick/injured child could result in a referral to Child Protective Services. **It is absolutely imperative that emergency cards be kept up to date.**



Fever

If your child has a fever they must be fever free for 24 hours (without medication) before returning to school.

Head Lice

Students who have been identified with head lice will be excluded from school until all NITS (eggs) are removed from the hair. These students must be seen in the health office prior to re-admission to school

Family Life Education

Family Life Education classes are offered to all fifth and sixth grade students. There is a preview and a discussion for the parents on all curriculum materials. Parent consent forms are sent home prior to the students' participation. Only students who have returned written positive parental consent forms may attend the classes. The school staff will lead the discussion with boys and girls taught separately.

Administration of Medications

If it is necessary for your son/daughter to take medication of any kind at school, it must be kept in the Health Office for dispensing by the School Nurse, Health Technician or office staff. Proper forms must be completed before the medication can be given. The forms are available in the office. A physician's authorization & signature is required for all medications, including over the counter medications. Please obtain a signed medication permission form for the doctor prior to sending medication to school. Medication must be brought to school in the original pharmacy container, with the pharmacy label showing the student's name and time and dosage information.

School Traffic and Safety Guidelines



For the safety of your child and others, the following guidelines, procedures and policies have been developed. Please read them carefully and follow accordingly. It is our expectation to work together, parents, teachers and administration, in implementing and facilitating these guidelines.

Arrival & Dismissal

Students may be dropped off at 8:05 for breakfast but must stay in the cafeteria. There are yard supervisors who monitor students and their activities before school, starting at 8:10 a.m. We have after school supervision for approximately 20 minutes in the designated pick up areas. If the student is not picked up they are brought into the office and parents are called. Once a student is brought into the office someone on the emergency card must come to pick up the student and present a picture I.D.

Parents who arrive early for dismissal must wait outside the school in the designated pick up areas for their students. Please do not leave your car unattended if you are not parked in a designated parking spot.

Student Pick Up

There are two lanes in the parking lot. The lane closest to the school is for loading students in the cars only. The lane closest to the street is a drive through lane only. Drive (inching along) the drive through lane and stop at the north end of the yellow marked students loading zone. Move along as cars that are loaded pull out. Do NOT drive or park in the yellow marked student loading zone. You may NOT pick up your child in the lane closest to the street. Children may NOT walk through cars to get in a car that is in the land closest to the street. If you are parked in the parking lot, an adult must walk their child to the car. Children may NOT walk through cars unattended. You may park legally on the street and walk to pick up your child. You may park legally in the parking lot to pick up your child.

Bicycles

Fourth, fifth and sixth grade students may ride their bicycles to school if the student has parent permission, wears an approved helmet at all times, and follows all local safety regulations.

Bicycles must be locked onto the bicycle rack between the office and the library.

Riders must walk their bicycles on campus and on all sidewalks. Failure to follow bicycle safety rules on or off campus will result in a revocation of riding privileges.

Students must ensure that bicycles are locked and stored appropriately. The school is not responsible for any damaged or stolen bicycles.

No skateboards or scooters are allowed on campus at anytime



Attendance

Students are expected to be at school on a regular basis. However, illnesses, injuries, doctor appointments etc., are a part of life and a reasonable excuse to be absent from school. Board policy requires all absences to be "cleared" with an e-mail, note, or phone call WITHIN 5 DAYS of the absence to keep the student from being considered truant. After 5 days, the "truant" status becomes permanent. Excused absences include illness, doctor appointments, and family funeral.

If a student is absent from school, parents will need to contact us by either one of these three methods:

Call the school (909) 627-9741, send a note with your child.

Excused Absences:

- Illness, quarantine, medical appointment
- Funeral attendance for family member
- Religious observance

Students absent for the above reasons are allowed to make-up any missing scores due to absences.

Unexcused Absences:

- Family vacation (except through an Independent Studies contract)
- Family member is ill
- Studying or lack of sleep
- Helping parents in the home or babysitting

Please help your child and our school to meet the 97.5% attendance rate. Prepare your child everyday to come to learn. Thank you in advance for your partnership in this matter. We look forward to a fantastic year with your child.

Make up work

If you would like to request make-up work, your absence notification will need to be made by 10:00 a.m. The make-up work will be available in the office between 3:30 & 4:30 P.M.

Tardiness



It is essential that students arrive on time to begin the school day. Students coming to the classroom late create a disruption as the teacher must stop to correct the attendance roster and lunch count. The entry gates are locked at 8:40 a.m. Students arriving after 8:40 a.m. must report to the office to be signed in and get a Tardy Pass to give to the teacher. It is also important to pick up students on time after school. Even with our heavy traffic flow, the campus usually clears out within 20 minutes of dismissal. Students not picked up after traffic ceases, will be brought to the office. Parents need to come into the office and sign the students out. Habitual tardy or late pick up patterns will prompt a meeting with the school administration.

Independent Study

Independent Study contracts will be available for students who are absent five (5) or more days. A minimum of one-week advance notice is required so that appropriate materials can be gathered. Your child must complete all work for it to count for Independent Study credit. Your child must return all work on the day he/she returns to school.

SARB (School Attendance Review)

In 1976, California school districts were mandated to form an administrative board to hear cases of chronic truancy, thus the creation of the School Attendance Review Board or SARB. The purpose of the Board is to foster students' academic success by requiring on-time, regular attendance.

Prior to a referral to SARB, Marshall and the District Office will attempt to discover why a student has poor attendance and work with the student and his/her family to correct the situation. Attendance letters are automatically generated and sent to parents/guardians to notify them of absences and /or tardies. Continuous absence and/or tardy concerns will be addressed by the school administrator to avoid a SARB hearing.

SARB hearing: The Board consists of district personnel and representatives of community agencies such as the police department, department of children and family services and health officials. The Board meets with family in a further attempt to diagnose and recommend procedures for alleviating circumstances that are contributing to specific tardiness, truancy, or attendance problems. Attendance will be closely monitored through SARB to meet our attendance goal of 97.5%.

Note: There is no substitute for regular attendance at school. The goal of SARB at every school in our District is to promote positive, successful students through regular, on-time attendance.

Communication

Office Phone Number	(909) 627-9741
Fax Number	(909) 548-6066
Marshall Web Site	http://www.chino.k12.ca.us/Domain/14
District Web Site	Chino.k12.ca.us
Teacher's email	firstname_lastname@chino.k12.ca.us

Calendar- A monthly calendar is published and distributed for parents, teachers and students. The calendar informs parents of activities, events and current developments.

Person -to-person and /or via telephone - Parents may come into the office and/or telephone to leave messages for their child's teacher. Please allow at least one day for response. Teachers are not able to conference with parents at the spur of the moment, during class time, and/or immediately before or after school. Appointments are recommended to allow sufficient time for discussion.

Transfers or Withdrawals

If you move, or withdraw your child please notify the school office as soon as you know that a change will be made. There is a form that must be filled out in the office prior to leaving.

Please give the office 24 hour notice before you would like to pick up your students transfer papers.

Parent Conferences

We encourage frequent communication between teachers and parents. Parent conferences, Back to School Night and Open House are established to promote such communication and contact. These particular events offer overviews of the programs designed specifically by your child's teacher for use within the classroom.

Parent conferences are scheduled for all parents at the conclusion of the first six weeks of school and at the end of the second trimester as requested by either the teacher or the parent.

Please make an appointment with your child's teacher if you wish to discuss your child's progress at any time during the year. At the beginning of the school day and during class time the teacher is not available for a conference.

If a translator is needed for the conference, please notify your child's teacher 48 hours prior to the conference.



Dress Code

Student dress and grooming at school and at school activities are aligned with the Chino Valley Unified School District guidelines. It is the intent of the Board of Education that students be dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, disrupt or threaten to disrupt the educational or instructional process, or create or present an unnecessary or unreasonable risk of injury or harm to any student. It shall be the policy of the Chino Valley Unified School District to enforce the requirements of Title 5, Section 302, of the California Administrative Code that provides:



"A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the school room before entering."

All of these dress code restrictions will be enforced. In case of inappropriate student dress, parents will be called and requested to bring a change of clothes to school. Repeated infractions will result in disciplinary action.

Specific Minimum Dress and Grooming Standards

- Shoes must be worn; the absence of shoes will be allowed only upon a showing of medical necessity. **Backless or strapless shoes may not be worn** by students in grades K-6; shoes above 2 inches high are not permitted. Roller sneakers are not permitted. Students AR 5132(a).
- Clothing which allows undergarments to be visually observed is not permitted.
- The absence of shirt or other clothing covering the upper torso is not permitted.
- Bare midriffs are not permitted.
- Halter, tube or strapless tops are not permitted. Spaghetti straps are not permitted Straps on tops must be two inches wide.
- Short shorts are not permitted.
- Dress, skirt and short length must be at least mid thigh in length.
- Clothes must be the appropriate size and length when worn.
- Clothing containing emblems, printing, lettering, or pictures pertaining to drugs, alcohol, sex, profanity or inappropriate language or put downs are not permitted.
- Make-up is not permitted. Nail polish may be worn.
- **Exaggerated or distracting hair styles like: Tails, dyed hair, & Mohawks longer than 1 inch is not permitted.**
- Oversized clothing such as oversized t-shirts, pants, shorts and overalls are not permitted. Pants must fit at the waist without alteration.
- Oversized, hanging belts are not permitted.
- Tattoos (temporary/fake or permanent) are not permitted.
- Jewelry which creates a health/safety hazard or can readily/reasonably be used as a weapon is not permitted.
- Dangling earrings are not permitted.

- Students will be allowed to wear sun-protective clothing, including but not limited to hats as approved by the principal, for outdoor use during the school day. (Education Code 35183.5)
- College logo apparel is permitted as long as it adheres to the guidelines outlined above.
- Hair shall be clean and neatly groomed. Colored hair (such as blue, orange, green, etc.) is not permitted
- **NO HATS ON CAMPUS.**

Character Education

It's not what you have. It's not how you look. It's not who you know. What matters the most is your character. It will decide the path of your life, the success of our community, and what kind of person you are. Your **Character Counts!**

This year EJ Marshall Elementary School will be focusing on six core character values: **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**. These are the "**Six Pillars of Character**" and they are helpful as we make decisions in our daily lives.



Discipline/Behavior Guidelines

School Rules

- Be Respectful
- Walk in hallways and on blacktop
- Hands, feet and objects to yourself
- Follow all playground rules
- Follow all adult supervisors' directions

Playground Rules

Boundaries

- Stay within the boundaries
- Grades 1 & 2 on north blacktop and field
- Do NOT go behind bins
- Do NOT go passed the buildings
- Grades 3-6 on south blacktop and field
- Do NOT go passed the grades 5/6 buildings
- Do NOT go passed the 4th grade building
- Not too far on field along back of 5/6 building



General

- Do not kick the ball near the fence
- No playing in the restroom
- No gum at all
- Do not go in hallways between classrooms
- No handball against classroom walls
- Do NOT climb over wall or run around playground equipment
- No monkey bars for 1st grade
- No equipment from home

Bell/Lining Up

- Recess bell - walk to line up when bell rings
- Use restroom and get a drink BEFORE the bell rings
- After bell do not play with playground equipment
- 2 Whistle blow - stop with you are doing

Slide

- Sit down on the slide
- One person at a time
- No horseplay
- No hanging or climbing on the supports
- Keep away from the bottom of the slide while in use
- No throwing or placing object on the slide

Foursquare

- Box A serves by hitting the ball
- No catching, holding, spiking
- Lines are out
- First in line is the judge
- Use appropriate ways to settle disagreements and go to an adult for help if needed.

Tether Ball

- Two players at a time may play
- Two students stand opposite each other in the tetherball circle. All others stand outside the circle
- The server puts the ball in play by hitting the ball in one direction around the pole
- The other player hits the ball the other direction around the pole
- The first player to wrap the rope completely around the pole is the winner.
- If a player commits a foul during the play, then all play stops and the player making the foul goes to the end of the waiting line.
- The first player in line then comes inside the circle to be the new player. The new player serves, chooses side and direction to hit the ball
- Use appropriate ways to settle disagreements go to an adult for help if needed.

Fouls

- Hitting the ball with any part of the body other than the hands or forearm
- Stopping continuous play by holding or catching the ball
- Touching the pole with any part of the body
- Touching or hitting the rope
- No climbing of the pole or adjusting of the rope and chain are allowed
- Serving/Hitting the ball twice before the opponent hits it once
- Setting the ball up to oneself
- Throwing the ball
- Stepping across the centerline
- Reaching around the pole and hitting the ball

Scoring

- The game is won by the player who first winds the rope completely around the pole or by forfeit in the case of a foul committed by an opponent.

Use appropriate ways to settle disagreements; go to an adult for help if needed

Nation Ball

- You may play with no more than two balls at once.
- There are four ways to get "out":
- If a player is hit below the waist.
- If s/he tries to catch the ball and drops it.
- If s/he throws the ball and someone on the other team catches it before it bounces.
- If a player goes out of bounds while trying to avoid being hit.
- If a player purposefully throws a ball too high and hits someone above the waist.
- When any of the above happens, that player must go out of bounds on the other team's side.
- Players outside the boundaries must get the ball anytime it goes out of bounds on that side.
- They are still trying to get the opposite team's players out.
- At any time, players can pass to their teammates, whether those teammates are in or out.
- The game ends when all players from one team are outside the boundaries.
- Students may only play with other students in the same grade level.

Playground Consequences

- Recess/Lunch Detention
- Parent Phone Call
- In house-suspension
- Formal Suspension

Rewards

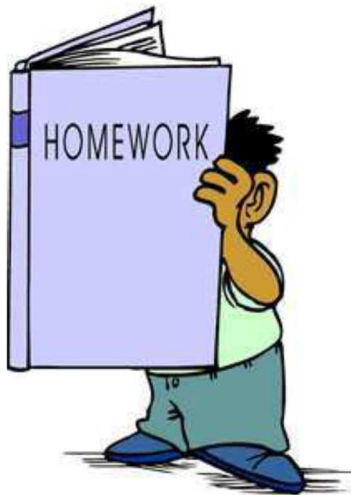
Student will be given tickets when they are caught being Terrific. They will place these tickets in their grade level box. Names will be drawn from the box randomly during lunchtime and students will earn a prize.

Cell Phones

Students may carry cell phones for parent communication before and/or after school. **Cell phones must be turned off during the school day.** Cell phones that ring during instructional period, including recess and lunch times, will be confiscated and given to the office. Confiscated cell phones will only be returned to parents/guardians.

Other technological items, such as iPods, video games, etc. are not allowed at school. If a student has an item that distracts student learning and instruction, the item will be confiscated and returned only to parents/guardians.

Homework



Kindergarten homework is given monthly. Each assignment is design to encourage and stimulate students to talk often with their parents/guardians. Teachers will encourage parents/guardians to read and discuss stories with their children.

The following minutes are guidelines and may vary with each student's ability and effort.

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

In addition to regularly assigned homework students should read 15-30 minutes every day.

Please remember the above minutes are for the specific homework assignments and does not include assignments which must be completed.

It is also the student's responsibility to keep an accurate record of assignments and to remember to bring the assignments and all necessary materials home each day that homework is assigned. On rare occasions, when students need to return to the classroom for homework, **they may do so only if the teacher is available.**

Students will not be allowed to call home for homework that was forgotten. Homework brought to school after the school day has begun will be considered late.

Parents can help by providing a quiet place for children to do homework and by checking assignments each evening for accuracy, neatness and completeness. It is also important to communicate any questions to the teacher and read and discuss all notes from the teacher or school.

Students who do not return assigned homework may be assigned appropriate consequences, such as detention, missed recess, and /or loss of school privileges.

Assessments

California Assessment of Student Performance and Progress (CAASPP)

At the end of April and throughout May students in grades 3-6 are given the California Assessment of Student Performance and Progress (CAASPP) to monitor students' progress toward grade-level standards. Below is the testing schedule for each grade level:

Grade 3	CAASPP (Language Arts and Math)
Grade 4	CAASPP (Language Arts and Math)
Grade 5	CAASPP (Language Arts and Math) CST (Science) Physical Fitness Test
Grade 6	CAASPP (Language Arts and Math)

Kindergarten, First, and Second grade students do not take state standardized tests; they are assessed using multiple measures that include reading levels, writing levels, math test, and other appropriate grade level assessments. Each teacher will inform parents how they assess student progress on Back-to-School Night. In addition, teachers will review grade-level standards and the previous spring's CST assessment results at the fall parent conferences.

CMA (5th Grade Science) and CAA (Grades 3-6) are alternative tests given to students who receive special education services and is agreed upon by the Individualized Education Program Team.

Standards

Chino Valley School District has set standards of achievement for students in Kindergarten through 6th grade to be reached by the end of each school year. All students are expected to meet grade level standards.

Grading

Report cards will be issued 3 times during the year for students in grades K through 6. They are sent home at the end of every trimester. Mandatory parent conferences are held during the first trimester.

Progress reports are sent home for every student all three trimesters. This notification gives the student an opportunity to raise their grades before the end of the grading period.

KINDERGARTEN

Grading in Kindergarten is based on a developmental approach and the following format is used for academic skills, social behaviors and work habits:

- O Outstanding 4 Advanced 90-100%
- S Satisfactory 3 Proficient 80-89%
- N Needs Improvement 2 Basic 70-79%
- U Unsatisfactory 1 Below Basic/Far Below Basic 0-69%

GRADES 1-6

Subject grades will reflect actual achievement rather than effort. However, the "Effort" grade itself should be given top priority by all parents. O, S, N, or U grades will be used for Speaking, Listening, Visual Arts, Performing Arts, and P.E. Letter grades (A - F) will be given for homework and playground behavior.

Grades 1 and 2

Course Content and District Writing Prompts

O Outstanding 90-100%	5 Advanced 90-100%
S+ Satisfactory 80-89%	4 Proficient 80-89%
S Satisfactory 74-79%	3 Basic 70-79%
S- Satisfactory 70-73%	2 Below Basic 60-69%
N Needs Improvement 60-69%	1 Far Below Basic 0-59%
U Unsatisfactory 0-59%	

Grade 3 through 6

Course Content and District Writing Prompts

A Advanced 90-100%	5 Advanced 90-100%
B Proficient 80-89%	4 Proficient 80-89%
C Basic 70-79%	3 Basic 70-79%
D Below Basic 60-69%	2 Below Basic 60-69%
F Far Below Basic 0-59%	1 Far Below Basic 0-59%

The evaluation of each student's progress and achievement in each subject is based on the following criteria:

Assessments (test, quizzes, projects), homework, class work and assignments.

A student who is found to be cheating shall receive an "F" grade on the assignment, project, test, or any other activity where the cheating occurred, and will receive disciplinary action.

Trimester SuperStar Awards



Academics

Principal's Honor Roll

3rd-6th: 3.5 - 4.0 GPA in core subjects (Math, Reading, Writing, Science, Social Studies), No "N" or more than 1 "U" in any area, AND no "F" in any subject.

Honor Roll

3rd - 6th: 3.0 - 3.49 GPA in core subjects (Math, Reading, Writing, Science, Social Studies), No "N" or more than 1 "U" in any area, AND no "F" in any subject.

Attendance

Perfect Attendance

K-6th: No Absences and no more than 1 tardy.

Citizenship

K-6th: SuperStar Citizen

3 per class

Super Effort/Teacher's Choice

K-6th Academic Achievement Award

3 per class

Presidential

6th Grade: Top Cumulative GPA in each class

Lunch

Hot lunch is served daily. Lunch may also be prepaid via online, www.myschoolbucks.com. Applications for free and reduced price for lunches are available through the District Nutrition Services Department, located at 5130 Riverside Drive, Chino.

Parents who wish to eat lunch with their child at school may order an adult lunch prior to 9:00 a.m. of the same day. Please call the office to indicate your attendance.

If your child is not eating school lunch, please send a nutritionally balanced sack lunch. All students must eat lunch daily. It is also recommended that parents send a light snack for recess. Vegetable sticks, fruit, juice or cheese and crackers are options that have healthy nutritional value.

Lunches brought to the school office after school begins will be put on the stage in the MPR so the child to pick it up at the beginning of their lunchtime. Class instruction will not be interrupted to notify students that a forgotten lunch has arrived.

Breakfast is also available daily. You can find the monthly breakfast and lunch menu on line at www.chino.k12.ca.us

School lunches must be consumed on campus and may not be shared with other family members. Parents wishing to purchase a lunch for themselves or a sibling may do so at the regular lunch price.



Library

Students have regularly scheduled classroom time to use the library. Teachers coordinate and collaborate with our school librarian to educate students on how to use the library as a resource for their studies. Research papers, science projects, and special core subject assignments may dictate visits to the library and use of resource books and materials. Each child in grades 1-6 is provided a library contract to be signed and kept on file.



Curriculum

The CVUSD elementary school curriculum is based on subject and grade level Common Core State Standards established by the California State Department of Education. Teachers are required to provide instruction so that the students are able to achieve mastery of these Standards. The California State Testing program is designed to assess each school's progress toward having their students master the Standards. Because we are in a so-much-to-learn-so-little-time situation, teachers often integrate subject matter. Students receive instruction in Reading/Language Arts, ELD (if applicable), Math, Social Studies, Science, Music, Art, Physical Education, and Health.

College Bound

EJ Marshall Superstars are college bound! Each classroom has a college / university theme. Students will learn college awareness. They will get excited by learning the college chant, fight song, and other information. Every Monday students will wear their college colors/shirt. This opportunity allows for students to be exposed to information regarding college / university life.

Technology

Technological items, such as iPods, video games, etc. are not allowed at school. If a student has an item that distracts student learning and instruction, the item will be confiscated and returned only to parents/guardians

Below are the computer programs we use at school and encourage all students to also use at home. Most programs require the students to have their dedicated log in information. All links can be found on our school website, www.chino.k12.ca.us/Domain/14

AR - Marshall Elementary uses Accelerated Reading Program in grades 1-6. This is a reading program designed to motivate and increase reading comprehension.

Students are given goals and read books in their reading level. After reading a book, they take a comprehension test on the computer. They earn points towards their goal for each test they pass. Students are awarded prizes and certificates as they work to achieve their goal.

ST Math - A computer based math enrichment program based on grade level standards.

Ticket to Read - Ticket to Read, a fun and motivating online reading program, helps students become active readers. The program is designed for grades K-6, and students work independently on leveled fluency and reading skills.

Ticket to Read facilitates independent practice from school, home, or any computer that has an internet connection. The online program teaches and builds reading skills at the individual level with adaptive instruction in:

Phonics Fluency Vocabulary Comprehension

All The Right Type - This student friendly typing program is available for all students 2nd Grade thru High School. Typing has become a critical skill for all students to master and this program starts with the basics and helps build their skill level.

IXL - Is a quiz based program that covers both Math and Language Arts.

Visit our website at www.chino.k12.ca.us/Domain/14 for more information.

Parent Involvement

The most successful schools are those in which parents and school personnel work together. Parents provide valuable assistance by volunteering to work in classrooms or to help with student projects at home. All parents can provide support at home by stressing the importance of education, by ensuring that homework is a priority, and by supporting the school's programs and activities. We encourage parent participation through several programs. Please review the following resources as they may assist you in promoting your child's success at school.

Services and Programs for Students and Families

Counseling - In conjunction with Chino Human Services, we provide the Youth Counseling program. This program provides counseling to those students experiencing family difficulties, low self-esteem, social adjustment problems and or behavioral difficulties. All counselors are interns working under the supervision of a licensed Marriage and Family Therapist.

ELAC - A bilingual parent group that meets to discuss the English Learner Program, importance of attendance, R30 Census, and school issues.

Partnerships for Learning- a program designed to create parent involvement policies and action plans that link school improvement goals with parent/community activities.

School SMARTS - Parent Academy meets to discuss the best way parents can support their children through the educational process.

School Site Council- a committee of Marshall staff and parents to help set priorities and goals for school improvement. The council meets throughout the year to discuss school budget, curriculum, instruction, attendance, and school issues.

Family Literacy - is a program that helps parents work with their children in the area of language arts. Bilingual stories are provided weekly throughout the sessions.

The office has information regarding where you can receive services and help for food, shelter etc.

Field Trips

Field trips will support academic learning. Parents may be asked to chaperone. **Students may not go on a field trip without a permission slip signed by a parent or guardian.**

Restroom Use



Proper use of these facilities is expected from all children at all times. Students should use the restroom during scheduled recess time, which includes before school, morning recess, lunch recess, and P.E. Parent notes requesting exception to restroom rules for one to five days due to minor illness or a temporary condition will be honored. Students with long term, recurring physical or emotional disabilities, which require frequent use of the restroom must have a note from a doctor on file in the health office. Students are not to use the restroom at dismissal, as this causes serious delays in the flow of after school pick up traffic for parents and daycare providers.

Lost and Found

Lost and found items are kept inside the MPR. The office maintains smaller lost and found items such as, eyeglasses, cell phones, money and jewelry.

The school is not responsible for loss of personal belongings. Please help your child by labeling all of your child's clothing, lunch pails, etc. to prevent loss. It is recommended that you check lost and found for any missing items.

Unclaimed items will be donated to charitable organizations at the end of each trimester.

Personal Property

Students should not bring valuable personal property to school. The school is not responsible for lost or damaged personal items. Students may not bring toys, electronic games, sports equipment, etc. to school unless their classroom teacher has approved these items for use during a school planned activity, and the student understands that he/she is fully responsible for their safe return home.

Retention and Promotion

Recent legislation stipulates that all students being promoted to the next grade level must meet minimum grade level standards. Using multiple measures, student progress will be carefully monitored. Parents of students who are at risk of failing will be notified by their child's teacher by the eighth week of school. A remediation/intervention plan will be established. The final decision regarding retention/promotion will be made in May.

Support Staff

Office Staff

Secretary	Gladys Rodriguez
Clerk II	Audra Stahl
Clerk I	Luisa Chicamcham
Heath Tech	Indara Carrol

Custodial Staff

Day Custodian	Mike Smith
Night Custodian	Steve Braga

Instructional Aides

Cecilia Quintero
Carmen Martins
Teresa Orr
Sadia Haynes
Shelly Scotto
Susan Mayer

Noon Duty Supervisors

Maria Aguilera
Maria Martinez
Nancy Luna
Jessica Orozco

Cafeteria Staff

Debbie Shinn
Lori Bernier

Library

Robin Emery

Computer Lab

Cheryl Barthe