



**JOHN MARSHALL ELEMENTARY SCHOOL  
PARENT HANDBOOK**

# PRINCIPAL'S MESSAGE

Dear John Marshall Families:

On behalf of all the staff, I would like to welcome you to John Marshall Elementary school where students are provided with a nurturing environment and are challenged to reach their maximum potential. Our instructional focus is Reading Comprehension and our teachers are dedicated professionals committed to providing our students with exciting and rewarding educational experiences that will prepare them for *their* future.

My goal is to support the teaching and learning by visiting classrooms and seeing how our students develop their skills through rigorous classroom discussions, collaboration, critical thinking, communication, and creativity. In August 2020, our school was a recipient of the Panda Express, *Leader In Me* grant. The Leader In Me is an evidence based, comprehensive school improvement model which focuses on leadership, culture, and academics. The goal is to teach, promote, strengthen, and enhance the *7 Habits of Highly Effective People*. Utilizing the 7 Habits will positively impact the development of the students academically, personally and professionally.

**Our school's Mission Statement:** *John Marshall Elementary School is a culturally diverse and caring community with dedicated and nurturing staff who are committed to a school environment preparing all students for their future.*

**Our school's Vision Statement:** *John Marshall Elementary staff and families collaborate to create an inclusive school culture where all students feel safe and are encouraged to develop academically, socially and emotionally to reach their fullest potential. Students will participate in rigorous standards-based lessons and engaging activities (including small group instruction and targeted in-class intervention) as they demonstrate understanding through writing across all content areas. Students will develop academic and personal goals as they participate in leadership opportunities, which will prepare them for college, career and life.*

The following are a few things you can do to support your child's academic needs:

1. *Please take some time and review the information in this handbook. You may also find our information on the website [www.gusd.net/marshall](http://www.gusd.net/marshall)*
2. *Ensure that your child arrives to school every day, on time, and is ready to participate and learn. Every minute counts!*
3. *Make every effort to be involved in your child's academic day. Communicate regularly with your child's teacher and attend school meetings and events. Take some time and volunteer in your child's classroom.*
4. *Read to your child daily or have your child read to you. Ask your child questions about what he/she read.*

Together we form a strong partnership to ensure that all students at Marshall move forward in their academic endeavors to become critical thinkers, problem solvers, effective communicators, and exceptional members of this diverse and ever-changing world.

Sincerely,  
*Mrs. Juanita Shahjianian*  
Principal

## **THE MARSHALL TIGER SCHOOL SONG**

*To the tune of "Yankee Doodle Dandy":*

I'm a happy Marshall Tiger,

A Marshall Tiger, hear me ROAR!

I Respect Others, Act Responsibly,

Treat other people kindly...

I keep my hands and feet to myself,

Listen to hear what people say.

I make good choices, use my words,

Walk nicely down the hallway.

Let's have a tigerrific day...

Let's have a tigerrific day!!

# DAILY SCHEDULE

The playground opens at 7:30 a.m. for student drop-off.

Students must be in line with their class at 8:10 a.m.

**All students must be dropped off at the Chevy Chase gate. No drop off at the front office is allowed.**

**Students arriving after 8:10 a.m. will need to come to the front office accompanied by a guardian.**

**Students arriving after 8:15 a.m. will receive late/tardy slip (depending on arrival time).**

## BELL SCHEDULE

7:30	Playground opens with supervision
8:10	Gate closes
8:15	Instruction begins Gr. TK – 5

## RECESS

9:30–9:47	TK, K, 1
10:00–10:17	2 – 3
10:30–10:47	4 – 5

## LUNCH

11:10 –11:50	TK, K, SAI K/1
11:35 –12:15	1, 2, SAI 2/3
11:55 – 12:35	3, 4
12:15 – 12:55	5

## DISMISSALS

1:01	TK
1:11	Kindergarten
2:07	Grades 1, 2, 3
2:27	Grades 4, 5

## MINIMUM DAY DISMISSAL

11:40	TK
11:50	KINDER
12:10	1, 2, 3
12:30	4, 5

## SCHOOL OFFICE HOURS

7:30 a.m. – 4:00 p.m.

Monday - Friday

Phone: (818) 242-6834 Fax: (818) 242-1761

[www.gusd.net/marshall](http://www.gusd.net/marshall)



# FOOD SERVICES

## BREAKFAST

Students can start the day with breakfast every morning at John Marshall. Students can get their free breakfast before school from 7:30 – 8:00 a.m. **OR** at recess. If students want breakfast before school **AND** at recess, the 2<sup>nd</sup> breakfast would cost \$1.25 payable by cash or funds provided on the students' account.



## LUNCH

Students may bring their lunch to school or receive free lunch in the school cafeteria. Two free meals are provided to each student per day (breakfast **OR** snack and lunch).

Additional/2nd meals and a la carte items like bottles of water, baked chips, etc. will need to be purchased with cash or funds deposited by guardian on the student's account.

See the menu on the GUSD app for pricing. <http://mealapp.gusd.net>

If students bring lunch from home, please remember to bring it to school with them or they can access free lunch from the cafeteria. The office will not interrupt classroom instruction for delivered lunch.

**GRAB AND GO LUNCH IS SERVED ON MINIMUM DAYS**

## SNACKS

Snacks are optional. You may send a single portion, nutritional snack to be eaten during recess. Snack suggestions include carrots or celery sticks, granola bars, fruit, raisins or other nutritional foods.

We encourage families to support the district's Student Wellness Board Policy 5030 and nutrition education program by considering nutritional quality when providing snacks and drinks.

No cooling or heating of food is available on campus for food brought from home. Sharing of food is not permitted.

**Bringing WATER** is highly recommended. Students must be seated while eating/drinking their snacks, and must dispose of trash properly.



## NUTRITION SERVICES

For more information on nutrition services please visit the following website: <https://www.gusd.net/Page/800>

# HEALTH SERVICES

## GENERAL INFORMATION

Basic First Aid – The school gives first aid for injuries occurring at school only. The parent is called only if care beyond immediate first aid is required.

Teacher notifications regarding students with special health problems that affect learning are provided.

### **Screenings are conducted at respective grades:**

Heights and Weights – Grades K, 2, 5

Vision \ Hearing screening – Grade K, 2, 5

Dental Screening – Grades K – 1

Maturation Program – Grade 5

Parent notification regarding communicable disease control, medication at school, problems related to physical defects, and referral to community resources are provided.

Administration of medication – District form **MUST** be signed by a doctor.

**Contact Information:** It is critical that we maintain updated contact information for our students. Please make sure to:

1. Visit our Parent Connection portal at [parent.gusd.net](http://parent.gusd.net)
2. Log in using your PIN and password
3. Click “Annual Student Information Update” in the top right corner

## ABOUT MEDICATION AND INJURIES

If a child requires medication during school hours, a special form, available in the office, must be completed and signed by a doctor and by the parents before such medication can be given.

Students may not bring or keep any over-the-counter medicine with them. (cough drops, aspirin, vitamins, lozenges, cold remedies, sunscreen, etc.)

Prescribed and/or over-the-counter remedies must be brought to the school office with the appropriate completed form.

Students with temperatures over 100° must be kept home for 24 hours.

Students using crutches or wearing casts must have a doctor’s release indicating they have received training in going up and down stairs and permission from the principal to attend school.

4. Update your student and parent/guardian information for each section. (*Note: each parent/guardian will need to update their information using their individual PIN/Password*)

**Please notify the health clerk/nurse if your child’s health needs or care changes. Immunization Cards must be brought in after each update.**

# TRAFFIC SAFETY TIPS

Keeping our students safe is a team effort. We have a Glendale City Crossing Guard at the intersection of Broadway and Chevy Chase for student safety, and a drive-through lane that is manned with School Safety Patrol personnel before and after school to assist with safe entry and exit to school. For our process to work successfully, **ALL** drivers must follow the traffic lane procedures. We need **YOUR help** in the traffic lane when dropping off and picking up your student.

## PLEASE REMEMBER:

Remain calm, courteous to other drivers, and model appropriate behavior at all times for your children. They learn from watching you. Follow the instructions of all school staff working the drivers' lane. They are there for your child's safety. All capable students should open their car door.

The entrance to the traffic lane is at the first orange cone, and drop off / pick up is in the green cone area only. **Do not cut in front of other cars to enter.**

To ensure safety along the traffic lane, please do not park or stop for any longer than needed to drop off or pick up your child. Cars may not block traffic at any time. **The playground opens at 7:30. Arrive early to avoid traffic and tardiness.** When the Bell rings at 8:10, the gates close immediately.

In the morning, walkers enter through the rotating gate to the playground; drivers enter through the Chevy Chase gate. There are no exceptions.

If your child is not there when you come to pick them up, you need to go around the block and re-enter the traffic lane. **You cannot park and wait.**

In the afternoon, if you drive to pick up your child, they must be picked up at the drivers' gate, not the walkers' gate.

Follow driving laws regarding double parking and U-turns – do not double-park, stop, or do U-turns in the middle of the street. This is illegal and dangerous to children AND adults.

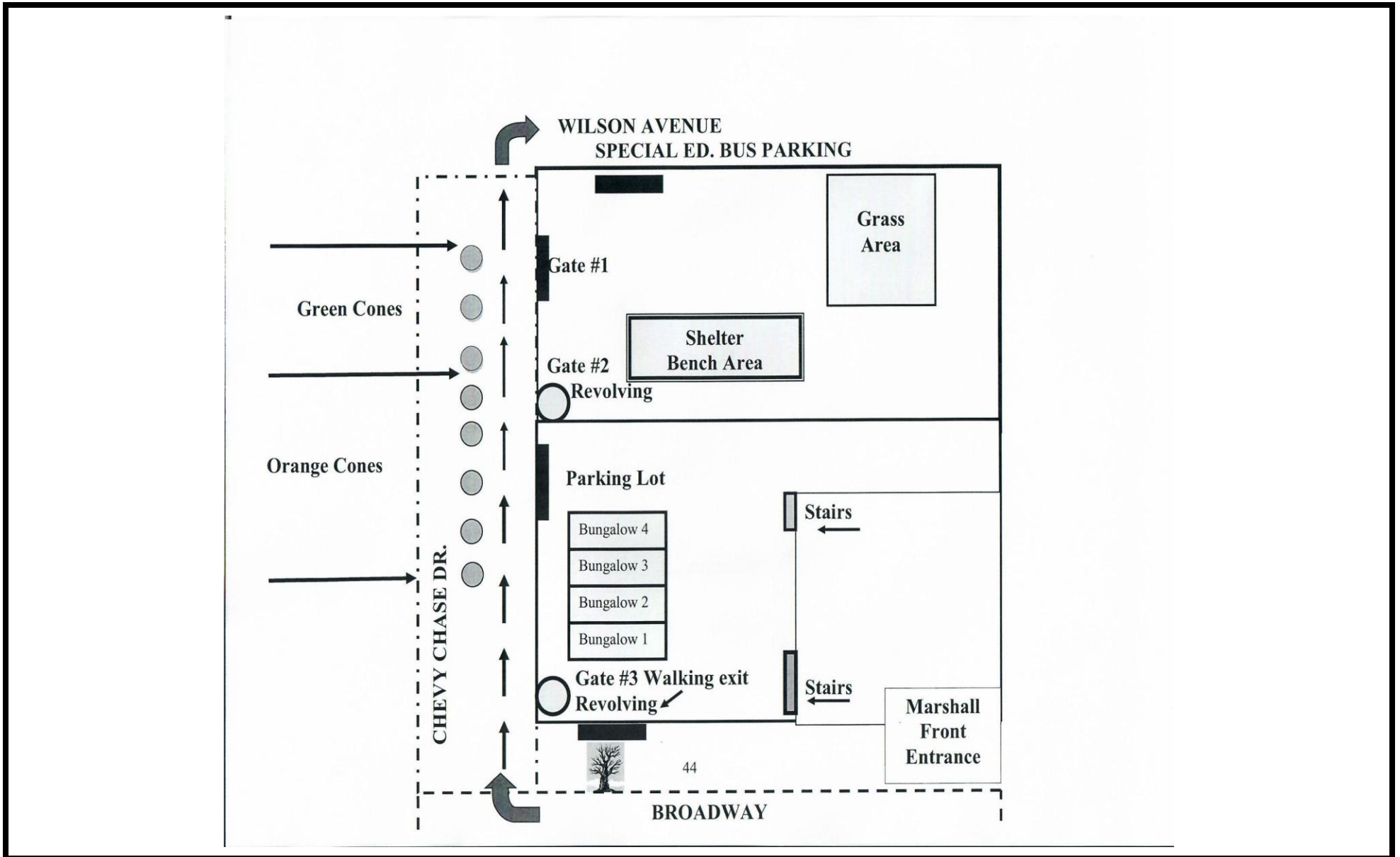
Cross only at the crosswalks, and instruct your child to do the same. Please don't call them to cross in the middle of the street. If necessary, walk across the street to your child and escort them to your car.

Do not block the Special Education bus area on Wilson. You will be ticketed.

Students cannot be dropped off or picked up at the front doors, even on rainy days. They must enter and exit at their usual gates.

Most importantly, please share these suggestions and procedures with all the people who pick up your child, including after-school tutors and childcare providers.

Parents witnessing unsafe driving may report to a special GPD traffic phone number: 818-548-3131. They will need the license number and description of the vehicle involved. Everyone's safety is our top priority. **Please do not let an accident change your driving habits. Drive Safely Now!**





# MORE TRAFFIC SAFETY TIPS

Drop off your children between 7:30 a.m. – 8:00 a.m. Avoid the traffic!

The drop off / pick up lane on Chevy Chase is a **NO STOPPING ZONE** between 7:30 a.m. – 9:00 a.m. and 2:00 p.m. – 3:30 p.m.

Students may not enter through the front doors before 8:10am. We have a traffic lane for your child's safety.

Students arriving after 8:10am must come to the office (accompanied by a guardian). Students will receive late/tardy slip depending on the arrival time. for a tardy slip, which affects their attendance record. Attendance is recorded daily.

The District has a “No Loitering” policy for all schools. When students are picked up at the walkers' gate, you must leave the campus. Students cannot play on the front lawn. Children may not enter the school after dismissal without an adult.

At dismissal, all walkers must exit through the walkers' gate. If you are driving to pick up your child, you must pick them up at the **drivers'** gate. You cannot park your car to wait for a student to exit the walkers' gate. You and your child will be directed to the drivers' gate.

Primary students who have older siblings will wait inside the gate until their brother / sister joins them.

5<sup>th</sup> Grade students only may walk home with a parent's handwritten note delivered to the office. Students who walk must go directly home as soon as they exit the walkers' gate.

Remind your children that ALL strangers may be dangerous – young or old; male or female. Be careful when people in cars ask for directions. Always respond from a distance. Never get close to the car. If someone grabs at a student, attract help in any way you can, and report what happened to an adult immediately.

**SAFETY FIRST IS SAFETY ALWAYS**

# DISCIPLINE POLICY

Although each child and discipline situation is different, we try to follow a consistent step by step procedure. Our teachers maintain close communication with parents of youngsters who are having difficulty adjusting to school, playing with other children, or following school rules. This close communication with parents is often time consuming for teachers and our administrative staff; however, we believe it is essential for the well-being of each child as well as the safety and security of our campus. Both teachers and the administrators have the primary responsibility for discipline at Marshall.

We are always grateful for the wonderful support we receive from our Marshall parents. We want parents to know our discipline plan as follows so they can help us guide their children to behave themselves in class and on the playground:

There are Positive Behavior Intervention Supports (PBIS) assemblies conducted by the principal at the beginning of the school year explaining to the students our expectations for student behavior. Classroom rules are posted in each classroom, and throughout the school campus.

The teacher explains classroom and school rules to parents and students at Back-to-School Night.

The teacher reviews school rules with the class as needed.

As children misbehave or break a school rule during recess or lunch they are given a “blue slip”. The yard duty assistant discusses each “blue slip” incident with the individual student(s).

According to District Policy AR5144, a teacher may detain a student in grades TK – 3 for 20 minutes; a student in grades 4 – 5 for 30 minutes after school.

The parent of a student who has received several blue slips is notified with a written note or a phone call, and the student may be assigned Saturday school.

The classroom teacher is assisted with discipline problems by other teachers, the School Psychologist, or the Teacher Specialist.

The parent conference is conducted. A contract for behavior may be developed.

The discipline problem is brought to the attention of the Assistant to The Principal or Principal for other alternatives which may include a parent conference, detention, referral or professional counseling, suspension, Saturday School, central office intervention, school transfer, etc.

We also believe in acknowledging and recognizing positive behavior by giving students “Terrific Tigers” for following school rules consistently.

# SCHOOL RULES & CODES OF CONDUCT

John Marshall students exemplify the culture of ROAR: Respect Others Act Responsibly



**John Marshall Elementary School**  
**High Five to the Culture of ROAR**  
**Schoolwide Behavior Expectations**



Location	We will... <b>Respect Others, when</b>	We will... <b>Act Kindly, when</b>	We will show... <b>Responsibility First, when</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>We raise our hand and wait our turn</li> <li>We walk in the classroom</li> <li><b>We attend daily and participate proactively</b></li> </ul>	<ul style="list-style-type: none"> <li>We listen to others speak</li> <li><b>We seek first to understand then be understood by using I messages</b></li> <li>We use materials appropriately</li> <li><b>We synergize by cooperating and helping others</b></li> </ul>	<ul style="list-style-type: none"> <li>We follow classroom rules</li> <li>We do our best to complete our work</li> <li>We use appropriate voice level</li> <li><b>We are proactive when we follow our mission statement</b></li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>We keep our hands and feet to ourselves</li> <li><b>We follow rules of each game with clear expectations</b></li> <li>We share equipment and include others in play</li> </ul>	<ul style="list-style-type: none"> <li>We take turns</li> <li>We are a good sport</li> <li>We use kind words</li> <li><b>We are good sports when we focus on Win-Win</b></li> </ul>	<ul style="list-style-type: none"> <li>We freeze when the bell rings and we walk to line</li> <li>We clean up and pick up our belongings</li> <li>We are truthful and make good choices</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>We keep our hands and feet to ourselves</li> <li>We use our inside voice</li> <li>We raise our hand when we need something</li> </ul>	<ul style="list-style-type: none"> <li>We say "please" and "thank you"</li> <li>We wait patiently to be excused</li> <li>We help clean up</li> </ul>	<ul style="list-style-type: none"> <li>We throw trash away</li> <li>We clean up after ourselves</li> <li><b>We begin with the end in mind by only taking what we will eat</b></li> </ul>
<b>Auditorium &amp; Amphitheater</b>	<ul style="list-style-type: none"> <li><b>We proactively use attentive listening</b></li> <li>We are considerate</li> <li>We keep our hands and feet to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>We keep our feet down at all times</li> <li>We applaud appropriately</li> <li>We participate politely</li> </ul>	<ul style="list-style-type: none"> <li>We enter and exit slowly and quietly</li> <li>We stay in line</li> <li>We keep our hands and feet to ourselves</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>We give others privacy</li> <li><b>We wait patiently with mutual respect</b></li> <li>We flush and clean up after ourselves</li> </ul>	<ul style="list-style-type: none"> <li>We are quiet</li> <li>We keep our hands and feet to ourselves</li> <li>We let an adult know if a student needs help</li> </ul>	<ul style="list-style-type: none"> <li>We wash our hands</li> <li>We return to our classroom promptly</li> <li>We put used paper towel into the waste basket</li> </ul>
<b>Hallway &amp; Courtyard</b>	<ul style="list-style-type: none"> <li>We walk quietly</li> <li>We keep our hands and feet to ourselves</li> <li>We stay in line</li> </ul>	<ul style="list-style-type: none"> <li>We hold the doors open for others</li> <li>We keep personal belongings tidy</li> <li>We walk in an orderly manner</li> </ul>	<ul style="list-style-type: none"> <li>We hold equipment with both hands</li> <li><b>We sharpen the body while drinking water at recess</b></li> <li>We use the restroom during recess</li> </ul>
<b>Library, Computer Lab, Chromebooks</b>	<ul style="list-style-type: none"> <li>We use our inside voice</li> <li>We have clean hands</li> <li>We use whole body listening</li> </ul>	<ul style="list-style-type: none"> <li>We return materials to the right place</li> <li>We follow rules</li> <li>We are patient and wait for our turn</li> </ul>	<ul style="list-style-type: none"> <li>We return books on time</li> <li>We recharge Chromebooks</li> <li><b>We use our time wisely when we put first things first</b></li> </ul>

## **WELLNESS POLICY**

The Board of Education and the Glendale Unified School District are committed to providing a Wellness Policy that promotes nutritional, physical, and mental health. We believe that a positive, safe, and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental, and social success. The Board of Education and GUSD recognize that teacher, staff and community involvement, participation and practice of the Wellness Policy are necessary for comprehensive and collaborative wellness culture. For more information, please visit the GUSD website AR5030.

## **GENERAL SCHOOL RULES**

- Students may not possess, sell or otherwise furnish any firearm, knife, explosive, or other dangerous object. Toys or replicas that look like or could be mistaken for and/or used as a weapon are also not allowed. Possession of such objects is grounds for expulsion from school.
- Students may not sell items to or exchange money with other students at any time on campus.
- For safety and health reasons, when dropping off or picking up your child, please keep your dog on a leash at all times. No pets are allowed on campus at any time. Please use common sense when bringing your leashed dog while waiting on the sidewalk as many children have allergies or phobias and bites and scratches can occur.
- Profanity, foul language, racist or sexual remarks are not allowed.
- Children are not to talk with strangers or other people who may approach the school yard or who are at the fence.
- Only approved school supplies may be brought to school (no toys, fidget spinners, cubes, or similar devices, balls, electronics, trading cards, etc.).
- Chasing, tag, and playing fighting games are not permitted anywhere at any time!
- Students must have a pass in the hallways at all times.
- Students must respect and obey all school personnel – teachers, specialists, campus supervisors, office staff, cafeteria workers, and custodians.
- Students may NOT leave school without permission.
- Our school policy is to not allow anyone to open a classroom after school hours for a student to get a forgotten item or classwork. To promote responsibility, we encourage students to remember taking items home when needed.

## **THE RULES AT JOHN MARSHALL ARE IN PLACE FOR FOUR REASONS:**

1. To ensure the safety of all John Marshall students and staff.
2. To provide guidelines fair to all.
3. To help students learn the importance of kindness and consideration for others.
4. To provide school wide consistency by enforcing these rules by all school personnel.

## **GUIDING STUDENTS TO INDEPENDENCE & HELPING THEM MAKE GOOD CHOICES.**

Our goal at Marshall is to help students learn how to solve problems and conflicts calmly and peacefully. When an incident happens, students should inform their teacher or any adult staff. The student has an opportunity to complete a Problem Report, explaining the incident and coming up with alternatives to solve the problem. The teacher will refer an incident / student to the principal as needed. At that time, the principal will speak to all students involved in the incident and assign consequences as deemed appropriate.

The discipline policy at John Marshall is a combination of strategies to help students understand the reason for rules and ways for them to handle the problems that they encounter.

Students are informed by their teachers and the administration about classroom/school rules and about rewards and consequences for their behavior. At Marshall, we strive to focus on the positive.

Marshall is a *Leader In Me* school and we look for opportunities to support the leadership skills of our students. We reward our students with “Terrific Tigers” and “Leadership Awards” during our monthly award ceremonies.

## **BREAKING SCHOOL RULES – CONSEQUENCES**

- Students who break the school rules will get one warning. If a student persists in breaking a particular rule, they will receive a Behavior Infraction Notice.
- The infraction notice will be sent home for parent signature and must be returned to the teacher the next day.
- Student will receive a consequence for poor behavior choices.
- Parent and administrator involvement will occur as appropriate.

# SUSPENSION POLICY

Students and parents must know that, as provided by the California Education Code 48900, students can be suspended from school for a variety of rule violations that occur at school or while a student is traveling to or from school including:

- Causing, attempting to cause, or threatening to cause physical injury to another person
- Possession of any firearm, knife, explosive or other dangerous object or replica of a firearm, toy gun or toy knife
- Possession or sale of any controlled substance or drug related equipment, alcohol, cigarettes, drugs, cigars
- Being under the influence of a controlled substance or alcohol
- Theft or extortion
- Sexual Harassment
- Causing or attempting to cause damage to school or private property, including electronic files and databases
- Disruption of school activities or willfully defying staff members
- Knowingly receiving stolen school or private property
- Stealing or attempting to steal school property or private property
- Committing an obscene act or engaged in habitual profanity or vulgarity

**We expect all students to use good manners,  
be thoughtful toward one another and toward all adults at our school.**

# **GUSD POLICY ON BULLYING**

*The full Board Policy 5131 can be found under Resources for Parents at [www.gusd.net](http://www.gusd.net)*

## **BULLYING PREVENTION**

To the extent possible, District and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of District and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying. The District may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-worth development, resiliency, assertiveness skills, and appropriate online behavior. School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

## **INTERVENTION**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

## **COMPLAINTS AND INVESTIGATION**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures. When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

## **DISCIPLINE**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District policies and regulations. In accordance with Education Code sections 32261 and 48900, any student in grades 4-12 inclusive, who participates in an act of bullying, while on school grounds, during or while traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus, is subject to the District's rules and policies that govern student discipline. Consequences for acts of bullying may include suspension from school or expulsion from the school district. The District has the authority to discipline a student for off-campus conduct when an act of bullying causes, or is foreseeably likely to cause, a substantial disruption to school activities or to the school attendance, educational performance, physical or mental health or safety of the targeted student.

## **ENFORCEMENT OF STANDARDS OF CONDUCT**

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, the matter shall be referred to a supervisor or administrator for further investigation. Students who violate District or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion, or transfer to alternative programs in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.





# **PARENT / SCHOOL COMMUNICATION**

## **SCHOOL COMMUNICATIONS - PHONE MESSAGES & E-MAILS FROM THE PRINCIPAL**

Regular communication to parents is important to ensure that parents know about school activities. GUSD and John Marshall Elementary are going increasingly paperless. It is essential that parents have their current phone numbers and e-mail addresses on file. Families will receive automated phone messages and e-mails from the principal throughout the year with important information about school events, activities, and dismissal information. You can also follow John Marshall on Facebook, Twitter, and check our website regularly for information.

## **WEBSITES –[www.gusd.net](http://www.gusd.net) and [www.gusd.net/marshall](http://www.gusd.net/marshall)**

The Marshall website has information about the school, including the school calendar of events, activities, programs, parent calendar, dismissals, etc. Marshall also has Facebook and Twitter as information resources: [www.facebook.com/marshallterrifictigers](http://www.facebook.com/marshallterrifictigers) and [www.twitter.com/terrifictigers](http://www.twitter.com/terrifictigers) Go “Like” and “Follow” us! Download the Glendale USD App on your phone for updated information.

## **MARQUEE**

The reminders of upcoming dates and events are posted on a weekly basis on the marquee at the front lawn of the school.

## **CONFERENCES**

If you would like to have a conference with your child’s teacher, you may leave your name and phone number with the school office or email the teacher directly. The teacher will call you as soon as possible to set up a convenient time.

## **PARENT HANDBOOK**

This Parent Handbook is produced and published by the school. The Handbook contains important information, including school rules and disciplinary policies; administrative policies; a description of special programs and services offered to students and their families.

# ADMINISTRATIVE POLICIES

## ABSENCE FROM SCHOOL

If your child is not going to be attending school on a particular day, please call the main office to report the absence as soon as possible that day. We are required to secure an absence excuse from a parent or guardian when a child has been absent from school. Missed classwork will be made up when the child returns to class. Parent/Guardian must verify absence within three days of student's return to school. **Absences not verified within 3 days of students return to school will automatically be recorded as a truant absence and can no longer be verified.**

**Absence notes need to include the dates of and reason for the absence (see sample below).** When the reason for absence is illness, the specific nature must be given, such as cold, fever, sore throat, etc. According to state law, the only excused absences are for illness, medical treatment, bereavement, and some legal commitments. Any student absent for two or more consecutive days are required to have a doctor's note upon return for the absences to be excused.

Family vacations, religious holidays / commitments, or "personal business" are not considered excused reasons for an absence.

*Absence Note Example* →

Date  
Dear Teacher,  
  
Please excuse John for his absence on September 6 & 7. He had a cold.  
  
Sincerely,  
Mrs. Smith  
Parent/Guardian

## ARRIVAL TIME / DISMISSAL TIME

Students should not arrive on campus before 7:30 unless they are participating in a before school program. Please read the daily schedule locate on page 2 of this handbook. Consistent, on-time attendance is a priority. Please be aware that, when your student is even 5 or 10 minutes late in the morning, they disrupt the learning that is already in progress. Every instructional minute is important and valuable. We appreciate your support in planning ahead to ensure that your student in at school on-time.

Upon dismissal, students must go home unless going to an after school program or Day Care. For the safety of our students, after dismissal, students may not play or run on the sidewalks or grass areas. Students must stand with their parent / guardian. Please do not loiter on the front lawn after you pick up your child.

There is no supervision after 3pm. Therefore, students left after 3pm will be taken to the office. Guardians or emergency contact will be called to pick up the students. **Please be aware that law enforcement will be notified of students who are not picked up by 3:45pm. This is to ensure the safety of the student when the office closes at 4pm.** If you are in need of after school child care, please contact the district's Child Development & Childcare (CDCC) program at (818)247-0775 to arrange for supervision for your child. Please access this link for more information <https://www.gusd.net/Domain/40>

## **BICYCLES, SKATEBOARDS AND ROLLER BLADES**

These are not permitted on the school playground at any time.

Students in grades 3 – 5 may ride their bicycles to school provided they wear a helmet and follow bicycle safety laws.

We cannot assume liability for the theft or destruction of any bicycle brought to school.

The bike rack is on the playground to the right of the Chevy Chase entrance. Students must provide their own bike locks.



## **BIRTHDAY AND CLASSROOM PARTIES**

Each teacher designates two class parties to have during the school year. These may be to celebrate a holiday, a whole-class birthday party, or an end of the year party.

## **NO BIRTHDAY ACKNOWLEDGEMENTS ALLOWED DURING INSTRUCTIONAL TIME.**

This includes all grades TK-5. You may honor your child's birthday by donating appropriate items to the classroom such as pencils, books, or stickers. Please check with your child's teacher for specific needs. No food items (cupcakes, candy, goody bags) will be allowed.

## **CHEWING GUM/CANDY/SODA**

Students are not permitted to chew gum or bring candy or sodas to school. Please help us enforce this rule in order to have a clean and sanitary campus.

## **BALLOONS**

Helium balloons and balloon bouquets are not allowed in the school building at any time.

## **CLASSROOM INTERRUPTIONS**

In fairness to the students and their educational programs, classroom instruction will not be interrupted. We ask that you plan ahead and assist students with the responsibility of bringing their own items to school including water bottles, lunches, PE towels, etc. These items cannot be accepted by the office.

## **CLASSROOM VISITATIONS**

You are welcome to visit your child's classroom during the year. We ask that you contact the school office and your child's teacher prior to the visit to make an appointment. Arrangements must be made at least one day in advance. You will be asked to obtain a visitor's badge from the office before entering the classroom. Visits are limited to 20 minutes. Please do not go directly to a classroom prior to checking in at the office.

## **COMBINATION CLASS PROCEDURES:**

Formulating student classroom assignments at the beginning of the school year is a complex process. It involves the input of the school principal as well as the input of each child's classroom teacher who worked most closely with the children throughout the previous year. Many factors are considered as the teachers work together to develop educationally sound groupings for each classroom. Testing data is also considered so as to maintain the integrity and balance required for a good instructional environment in every class. During this important process, our professional staff carefully evaluates the social, academic, and emotional needs of every child which are also considered prior to assignment.

When new students enroll in our school, they are distributed based on class size. District policy set class size for grades TK-K and grades 1, 2, 3 is set at 24 students, while 36 students make up grades 4-5.

When a student is assigned to a combination class, the child will have the unique opportunity of enjoying an exciting year filled with a variety of learning experiences. Parents are often concerned and sometimes wonder why their child has been placed in a combination class. As detailed above, the staff and principal carefully consider each and every student prior to assignment in a combination class. Students are not randomly placed, because we want to make sure each child has a successful experience. We follow the following criteria when selecting students for combination classes: current Marshall students, independent workers who are self-motivated and express a positive attitude towards learning, and students who are above average academically in core subjects.

Students in combination classes retain their respective grade-level assignments and maintain their grade-specific curricula. Teachers often choose grade level standards, which overlap and create small groups to meet the needs of the individual students. GUSD has specific curriculum pacing plans and benchmark assessments, which hold all teachers accountable.

Marshall has an exceptional staff and all of our teachers have experience in combination classes throughout their careers. Also, all staff has been trained in differentiation of instruction, which supports all students. With experience, flexibility, and creativity, our teachers are capable of successfully teaching a dual-age class. Grade levels work together to support the combination teacher, which may include rotations in Science and/or Social Studies, field trips and special projects.

When possible, staff will not place students in a combination class more than once during their years at Marshall. However, due to circumstances beyond our control, we cannot guarantee that students will not be in more than one combo class during their enrollment here.

Assignment of student teachers, high school interns, and retired teachers when available, will be offered first to the teachers of combination classes. Your child's teacher will explain the logistics and challenges of the combination class as well as suggest ways for you to support your child at home to ensure a successful year of learning during Back to School Night.

## **COMPLAINTS/CONCERNS:**

To provide efficiency, all complaints or concerns about your student need to begin with the classroom teacher. Phone calls, faxes, emails and letters received in the office with questions about an incident that occurred in the classroom, on the playground, or about the student's program will be directed to the classroom teacher first. Only after a conference with the teacher may a parent request a conference with the Principal.

## **Civility Policy ([GUSD Board Policy 1312.5](#)[GUSD Board Policy 1312.5](#))**

The Board of Education is committed to maintaining an orderly, educational and administrative process in keeping the school and the District sites free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the District staff will address colleagues, students, parents, and members of the public with respect and expect the same in return. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free work place for our pupils and staff. In the interest of presenting positive role models to the pupils in this District, the Glendale Unified School District expects civil and positive communications. The District will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive, volatile, hostile or aggressive actions or loud, obscene, and/or offensive language. The District seeks employee, student, parent, and public cooperation with this endeavor. District staff shall be trained to recognize and address behaviors that constitute a disruption in violation of Board Policy. Employees, students and parents will be informed of this policy and will be provided with the appropriate measures available to them in addressing non-civil behavior.

## **DRESS CODE**

John Marshall faculty, staff, and administration are committed to establishing a positive educational atmosphere for all students. Good grooming signifies the difference in character and motivation that should distinguish the John Marshall student. School is the students' place of work, and we want our students' dress to reflect the professional character of our school. Therefore, all clothing must be neat, clean and acceptable in appearance. John Marshall Elementary School has a mandatory uniform policy. We expect all Marshall students to wear the school uniform which consists of navy blue bottoms and white or red tops. If you wish to have your student wear clothes other than uniform, please contact the school's office to meet with the principal. All students must comply with the district's Administrative Regulation 5132 pertaining to Uniform Policy. Please access this link for more information [GUSD Dress Code Policy](#)

### **The following applies to all apparel worn by students, including school uniforms:**

Pants, shorts, skirts, dresses must be hemmed. Jeans, sport/sweat pants, and leggings (without a skirt over them) are not permitted.

Shirts and dresses must NOT bare midriff when arms are raised above the head

Shorts, skirts and dresses must be no shorter than mid-thigh. Clothing must fit the student properly.

For safety reasons, socks and closed toe shoes like tennis shoes are recommended. Light up or wheeled shoes are not permitted.

**The following are NOT allowed:**

Any gang related attire/clothing such as: jerseys/T-shirts/jackets with professional sports logos, baggy pants / shorts /overalls, pocket/watch chain. No hats/hoodies may be worn inside at any time, including hallways, classrooms, library, computer lab, cafeteria, auditorium.

No clothing with visible branding / logos / graphic of any kind (excepting Marshall spirit shirts, when offered).

Tank tops with thin straps (less than one inch), or any low neckline/backline, strapless, and/or see-through clothing are not permitted.

Platform, backless, high heel shoes, shoes with cleats, wheels, lights, or noises are not permitted.

Bandanas or hair nets

Clothing or jewelry with inappropriate slogans, pictures, or anything that contains crude, vulgar, profane, or sexually suggestive words, or which promotes any form of prejudice or violence

Clothing or jewelry that depicts or promotes drug, alcohol, or tobacco use

Excessive jewelry, accessories, hairstyles, or false fingernails which can endanger a child's safety or distract others from learning

Students may not wear makeup, bring makeup or beauty products to school. Hair must be its natural color.

**Dress code violations will result in the following actions:**

Parent will be asked to bring appropriate clothing to the office, where the student will remain until it arrives. If we are unable to contact the parent, the student will wear clothing on loan from the office for the remainder of the day. Loaned clothing must be washed and returned to the office within 3 days. Parents will be charged for replacement of clothing not returned promptly. Administrative detention and/or suspension may follow for willful defiance or repeat offenders of the dress code.

## **iREADY**

iReady is a web-based, 100% Common Core Standards program in Reading (ELA) and Math. An iReady adaptive diagnostic assessment is taken by all GUSD students three times a year to determine their current abilities in reading and math, and identifying their challenges. The iReady program then helps each student with a path of learning to meet their specific needs. All students in grades K-5 will complete iReady lessons on a weekly basis. In order for students to make learning progress, two hours per week is the recommended time is for students to spend - one hour per week for ELA and one hour per week for Math. Students will work on iReady during school Computer Lab or Chromebook Lab visits, and may complete iReady lessons at home to meet their 2-hour goal. At certain times, after school Intervention on iReady will also be offered. iReady is differentiated instruction that works! Remember that iReady may be assigned as homework to meet this goal as well.

## **EXTENDED LEARNING OPPORTUNITIES (ELO)**

- We believe extended learning opportunities helps establish study habits that are essential, and is a cooperative effort between home and school.
- In addition to daily reading, additional assignments may be assigned for a variety of reasons: to strengthen basic skills, extend classroom learning, develop initiative, responsibility and self-direction, and stimulate independent thinking.
- It would be helpful if you would take a few minutes each night to review concepts taught during the classroom.
- When a child is absent, the student will make up or complete missed classwork or assignments upon their return.



The California State Standards require a new kind of learning for students as well as a new kind of teaching for educators. The primary goal of our State Standards is to ensure that our students are ready for College and Career. As such, these standards focus on students becoming creative, collaborative, and critical communicators and thinkers. Teachers will be working on this in the classroom. Additionally, our staff has worked together to adapt our classwork and assignments to support these learning goals.

**Students may be asked to do nightly traditional pen and paper assignments.**

Students will be **required** to read a minimum of 20 minutes nightly. This can include students reading on their own or being read to. Students can read any type of reading material on any topic they enjoy.

Our district wide online iReady learning program will available for students to use at home. Teachers will send home information regarding iReady log in and passwords.

Teachers may also provide suggested activities for skill practice or family activities that support learning.

Students **may** be asked to work on parts of projects at home.

Teachers **may** send home items such as: study guides, word rings, math rings, spelling lists, vocabulary lists, etc.

**HOW CAN PARENTS GET INVOLVED?**

Parents are encouraged to support your child’s learning in the following ways:

Become familiar with the classroom procedures of how extended learning opportunities are assigned and organized for each of your children’s teachers at the beginning of the school year.

Provide a consistent specific study area and the necessary materials to complete assignments.

Establish a specific time and monitor after school activities to allow sufficient time for assignment completion.

Praise your child’s efforts and express an interest in their assignments.

If questions arise about the assignments, and your child asks for help, ask him/her questions, or work through an example, rather than providing the answers.

Review assignments and encourage your child to correct mistakes.

**INDEPENDENT STUDY**

When a child must be taken out of school for unavoidable personal reasons, parents may ask for schoolwork for their child. A voluntary Independent Study Program is in place to enable students to keep up with class work when they will be absent for more than 10 school days.

In order to participate in an Independent Study Program, the parent/guardian must give the school a minimum of two weeks advance notice.

Approval of a parent request for an Independent Study Program is based on evidence that the student can work independently and an indication that the student will complete assigned work.

The school is required to maintain records for each student participating in this program including copies of all completed and evaluated student work.

The student, parent, teacher and principal must sign an agreement.

Based on GUSD Board Policy 6158, no individual with exceptional needs, as defined in Education Code 56026, may be enrolled in an Independent Study Program unless his/her Individualized Education Plan (IEP) specifically provides for such enrollment.



## **LOST & FOUND**

Each year a distressing amount of beautiful clothing is found and unclaimed. **Please place names on your child's clothing, jackets, and lunch boxes so that lost articles can be promptly returned.** Our lost and found area is located in the Health Office. We donate unclaimed clothing at the end of every month.



## **MEDICATION/INJURIES**

*Please see "Health Services".*

## **PERSONAL BELONGINGS**

Per GUSD Board policy, cell phones/electronic signaling devices must be turned off during the school day. Toys, playground equipment, money (other than lunch money), baseball cards, trading or collectible cards, iPads, Apple watches, or other electronics and personal items are not to be brought to school. The school cannot assume responsibility for damage or loss of such possessions. If one of these items is found to be at school, it may be confiscated and the student subject to disciplinary action. Parents will need to retrieve the items.

## **RAINY DAY PROCEDURES**

On rainy day mornings, the teachers are in their rooms at 8:00 a.m. to greet students. Students still must enter through the Chevy Chase gate, not through the front doors.

During lunch, noon aides continuously supervise students.

Throughout the rest of the day, students are given classroom based recess breaks as usual and opportunities to use the restrooms.

Make sure your child has an umbrella or a waterproof jacket. Students must also exit through the playground gates, not the front doors. This will be strictly enforced.

## **REMOVING STUDENTS DURING THE DAY**

We encourage you to schedule doctor and dental appointments after your child's dismissal time. Learning is affected by early pick up as well as tardies. We provide your child a full day of instruction from 8:10 a.m. until your child's scheduled dismissal. Please optimize your child's learning by keeping them in school for the full day. Students who are to leave school during class time must be signed out and picked up in the office. Please come to the office, and we will send for your child.

Students will NOT be released to anyone who is not on their emergency card or contact list.

## **REPORT CARDS / PROGRESS REPORTS**

Report cards are given three times per year. A parent-teacher conference may be held any time to discuss a student's progress. Progress reports are sent home six weeks before the reporting period to notify parents if a child will be receiving an unsatisfactory grade unless improvement is shown in a particular subject area.

## **SAFETY & SECURITY**

Safety and security for all staff and students on campus is our priority.

All gates on site are kept locked during school hours.

A visitor's pass and a sign-in are required for all individuals visiting the school and/or entering the classrooms between 7:30am and 4:00pm

## **"SCORCHER" DAYS**

When the temperature rises above 98 degrees, the following procedures will be in effect:

No playground balls or equipment on the playground

No running

Sit in the shade as much as possible

Drink plenty of water throughout the day

No primary or upper P.E. outside once "Scorcher Day" has been announced.

## **SEXUAL HARASSMENT**

The Board of education prohibits sexual harassment of any student by another student, employee, or other person in or from the district.

Teachers shall discuss the policy with their students in age-appropriate ways and assure them that they need not endure any form of sexual harassment.

Any student who engages in sexual harassment in grades 4 through 12 is subject to disciplinary action up to and including expulsion from the Glendale Unified School District.

## **TARDIES**

Punctuality is a critical life skill and an important habit to develop early. Please plan accordingly to ensure that the student arrives to school on-time. Students arriving after 8:10 a.m. will need to come to the front office accompanied by a guardian. Students arriving after 8:15 a.m. will receive late/tardy slip (depending on arrival time). Attendance are recorded daily.

The walking and driving gates are closed and locked at precisely 8:10 a.m.

All tardies are recorded on the attendance register and report card.

A student must be in their seat and prepared to do work for class at 8:15 a.m.

To prevent tardies, please drop off your child between 7:30 and 8:00 a.m. - playground supervision is provided.

## **TELEPHONES**

We do not allow students to use the telephone during the school day except in the case of emergencies and with the teacher's permission. Student cell phones are never to be used on campus.

Forgotten assignments, musical instruments, lunches or lunch money do NOT constitute emergencies.

This policy is necessary to reinforce student responsibility and to ensure that school lines are kept open for incoming and emergency calls.

Cell phones are to be turned off and kept in the student's backpack while on school grounds.

If students are found to be using their cell phone to talk, text, take pictures and/or video, it will be confiscated and returned to the parent.



## **TEXTBOOKS**

Textbooks are provided for all students.

It is the responsibility of the student to see that all books are treated with care and covered when possible.

Textbooks and library books that are lost or damaged must be replaced at the parent's expense.

## TESTING

Reading/Language Arts and Mathematics Assessments are conducted in the classroom on an ongoing basis in order to determine how well students are learning the concepts taught and meeting grade level standards.

ELPAC – English Language Proficiency Assessment California Test - the federal law requires that the State of California administer this test to newly enrolled second language students and English Learners as an annual assessment.

### Smarter Balanced/CAASPP Assessments

Summative: Mandatory comprehensive accountability measures that include computer adaptive assessments and performance tasks, administered in the last 12 weeks of the school year in grades 3–8 and 11 for English language arts (ELA), literacy and mathematics; Designed to provide valid, reliable and fair measures of students’ progress toward and attainment of the knowledge and skills required to be college- and career-ready; Capitalize on the strengths of computer adaptive testing (e.g. efficient and precise measurement across the full range of achievement and quick turnaround of results); and, Produce composite content area scores, based on the computer adaptive items and performance tasks.

Interim: Optional comprehensive and content-cluster measures that include computer adaptive assessments and performance tasks, administered at locally determined intervals throughout the school year; Results reported on the same scale as the summative assessment to provide information about how students are progressing; Serve as the source for interpretive guides that use publicly released items and tasks; Grounded in cognitive development theory about how learning progresses across grades and how college- and career-readiness emerge over time; Involve a large teacher role in developing and scoring constructed response items and performance tasks; Afford teachers and administrators the flexibility to select item sets that provide deep, focused measurement of specific content clusters embedded in the CCSS; administer these assessments at strategic points in the instructional year. - use results to better understand students’ strengths and limitations in relation to the standards; support state-level accountability systems using end-of-course assessments. **Visit [www.SmarterBalanced.org](http://www.SmarterBalanced.org) to learn more about the Smarter Balanced Assessment Consortium.**

## **VISITORS AND VOLUNTEERS**

All visitors and volunteers are required to check in at the school office when arriving on campus between the hours of 7:30 a.m. – 4:00 p.m. A visitor's pass must be clearly displayed and worn at all times while on campus. Classroom visits require an appointment with the teacher and the principal and may not exceed (20) minutes. Visitors may be accompanied by a staff person while observing/visiting. We encourage volunteers to be an active part in the school. Volunteers help in classrooms, the library, computer lab and work directly with children. Volunteers need to provide the office with proof of a TB test, and arrange with the teacher to set up times to volunteer. Volunteers must attend a training with school staff and sign volunteer guidelines.



## **P.R.I.D.E. – PARENTS REALLY INVOLVED AND DEDICATED TO EDUCATION**

Marshall students and teachers need the support, participation, and involvement of parents to help our school and programs thrive. Parents are encouraged to be the Marshall PRIDE by making a commitment to organize, attend, and support school events. Please talk to the office or your child's teacher about opportunities to volunteer in the classroom or in the office on an ongoing basis, working with your schedule and ours.

## **SCHOOL SITE COUNCIL**

The John Marshall School Site Council is comprised of teachers, support staff, parents, and an administrator. This committee meets four times a school year actively participating in the decision-making process of school programs and budgets, as well as in discussion of relevant school topics. Additionally, its purpose is to help develop, recommend, and implement a school improvement plan. Meetings of the School Site Council are open and interested parents are encouraged to attend.

# SPECIAL PROGRAMS AND SERVICES

## COMPUTER LAB / TECHNOLOGY

The John Marshall Computer Lab offers a network of state-of-the-art computers, educational software, and an experienced instructor who facilitates 21<sup>st</sup> century learning. The Computer Lab is Wifi connected and students use the center for student reports, classroom and grade level projects, and leveled keyboard and program instruction. Each class at John Marshall Elementary School has the opportunity to visit the computer lab weekly. In order for students to access the Internet, they must bring a signed permission slip from their parents. The permission slips are given to students in the computer lab. In addition, students have access to over 200 Google Chromebooks to use in the classroom. Our goal is for all students to become technology proficient.



## AFTER SCHOOL CHILCARE PROGRAMS – CDCC

Glendale Unified offers elementary child care opportunities for all types of schedules. Please access [this link](#) for more details. You may also contact CDCC office for information /application (818)247-0775



## AFTER SCHOOL YOUTH RECREATION AND SPORTS PROGRAM (ASYSP):

The City of Glendale department of Community Services and Parks offers a youth sports and recreation program for Marshall students in the 4<sup>th</sup> and 5<sup>th</sup> grades. Student learn and play various sports over the course of the year, by season: Fall – Flag Football; Winter – Basketball; Spring – Soccer; Pre-Summer – Volleyball. The program runs Mondays – Thursdays from dismissal time until 5:00 p.m. Every Wednesday, the teams are transported to a local park to play teams from other schools. Detailed information is provided to parents, and the program’s City Administrator can answer questions.

## ENGLISH LANGUAGE LEARNER (ELL) PROGRAM

John Marshall Elementary School provides a quality education for each and every student. The District has developed a multi-faceted plan to ensure that students become fluent in English, attain their highest academic potential, and develop self-esteem and multi-cultural understanding. The English Language Development (ELD) Program will provide each Limited English Proficient student the opportunity to acquire English skills necessary for

successful academic achievement. Parents should plan to attend the ELD Program Information Meeting in the fall to hear specific information regarding the qualifications and criteria for the program.

## **GIFTED AND TALENTED EDUCATION (GATE) PROGRAM**

Gate is an enrichment program offered to students beginning in fourth grade who have met District criteria and have been recommended by their classroom teacher as well as the school psychologist. At John Marshall School, alternative learning activities for identified students are provided during the regular classroom instruction and during non-school hours.

## **INSTRUMENTAL MUSIC**

An optional instrumental music program is available for students in grades 4 -5 once a week. The District has a limited number of instruments that may be rented. Students may also rent from local music stores.



## **INSURANCE**

A low-cost, optional student insurance policy is available to all students.

Parents are encouraged to study the application when it is sent home at the beginning of the school year or upon enrollment.

## **LCAP:**

Glendale Unified School District - LCAP Goals



1. Maximize Student Achievement
2. Create a Culture of Learning
3. Increase Engagement
4. Maintain District Solvency & Financial Responsibility

## **LIBRARY**

Each class at John Marshall Elementary School is given the opportunity to visit the school library weekly. Kindergarten classes visit the library for a weekly story time. Students may check out two books per week provided they have returned the book(s) from the previous week.

Any book that is LOST or DAMAGED must be paid for! A receipt will be made out to the student and if the book is later found, the student/parent will be refunded. We encourage the students and parents to visit the Glendale Public Library located at 222 E. Harvard Street.

Each student has library card for Glendale Public Library.



## **PHYSICAL EDUCATION PROGRAM**

A credentialed PE teacher provides a sequential, balanced program for 120 minutes per week for all students in grades 4-5. In grades TK-3, the classroom teacher is responsible for the physical education program, averaging 20 minutes per day throughout the school year.

A specific curriculum has been developed and all teachers have been trained in its implementation. All outdoor activities, including physical education classes, are curtailed and moved indoors based upon inclement weather or unhealthy air alerts from air quality control authorities. Students must wear closed-toe athletic shoes and clothing appropriate for physical activities.



## **SCHOOL PSYCHOLOGIST**

We are fortunate to have a full time school psychologist on our campus to provide educational counseling and administer psycho-educational testing and evaluation of students. Students are referred for testing by the Student Success Team (SST) if the team suspects that a child may require Special Education services.

## **SPECIAL EDUCATION PROGRAMS**

Students identified as having special needs may be served in a variety of ways. Placement is contingent upon the results of extensive testing, evaluation, assessment, and observation by specially trained personnel, followed by an Individualized Education Program (IEP) meeting.

## **SPECIALIZED ACADEMIC INSTRUCTION CORE PROGRAM (SAI Core)**

The SAI Core Program is designed for those students who have particular learning disabilities which may be affecting their achievement in one or more academic areas and which may require intervention for less than half of the school day.





## **SPEECH AND LANGUAGE PROGRAM**

The Speech and Language Program is designed for those students who demonstrate a delay or disorder in one or more of the following areas: articulation, language, voice, or fluency.

## **SPECIALIZED ACADEMIC INSTRUCTION SELF-CONTAINED CLASSES (SAI)**

Specialized Academic Instruction classes provide specialized full-day instruction for those students who have a particular learning disability which may be affecting their achievement in one or more academic areas and which require intervention for more than half the school day.

## **STUDENT SUCCESS TEAM (SST)**

Whenever there is a growing concern regarding a student's academic progress, a team of individuals including the teacher, parent, principal, school psychologist, resource specialist and/or teacher specialist may meet. The student's educational history is discussed, work samples are shared and actions for greater success in the classroom are planned.

## **SCHOOL INSTRUCTIONAL LEADERSHIP TEAM (ILT)**

The Leadership Team is comprised of the principal, teacher specialist, and teacher representatives from each grade. The Leadership Team is a school-based decision making team that serves to work through school issues that involve budget, discipline, curriculum and other school programs/activities. Meetings are held monthly.

## **TITLE I**

This federally funded program provides assistance to those students who are not meeting grade level standards with adequate success in reading/language arts and mathematics. Based on district criteria, services for identified students and/or their parents may include access to support personnel, classroom assistants, supplemental instructional materials, academic support services, clubs, tutoring, parent education, etc.

## **TIGER ACADEMIES**

Students in grades 1 through 5 who are performing at the basic and below basic level in English Language Arts (ELA) and/or Math are provided differentiated instruction during the regular school day by credentialed teachers. Individualized support is provided to students in order to support their progress toward meeting grade level standards in ELA and/or Math. The Academy teachers collaborate with the 1 - 5 grade teachers to ensure students receive appropriate, skill-based instruction.

# SPECIAL EVENTS

## FIRST DAY OF SCHOOL

Classroom assignments are posted on the first day of school. Students line up with their classes on their line numbers and will be escorted by their teacher to their rooms. Only TK and Kinder parents may enter the classroom with their child for a short time. Parents of students in the 1<sup>st</sup> – 5<sup>th</sup> grades must exit the playground when the 8:10 a.m. bell rings.

## BACK TO SCHOOL NIGHT – All grades begin with a presentation in the auditorium



This is an event during the first month of school where parents/guardians have the opportunity to meet their child's teacher and to learn about the classroom program for the coming year. This night is intended for parents/guardians only. Back to School Night begins **promptly** at the designated times **in the auditorium**. The Principal and Teacher Specialist will present information regarding school and district policies. Teachers will meet parents at the auditorium and escort them back to their classroom for grade level specific information for the remainder of the time. Please refrain from asking specific questions about your child. This night is for GENERAL INFORMATION only, not parent conferences.

## PICTURE DAY

All students and staff will have their individual pictures taken by a professional photographer. Uniforms are required unless otherwise noted. Pictures can be purchased in various packages.

Fall Portraits - Dates will be shared with families– Uniforms must be worn for these photos.

Spring Portraits and 5<sup>th</sup> Grade Promotion pictures – Dates will be shared with families - This is Dress Up Day – dress for a special event or party!  
5<sup>th</sup> Grade Panoramic Picture – Dates will be shared with families - 5<sup>th</sup> grade students must wear their uniform with a red shirt.

## **FIELD TRIPS**

Each teacher is encouraged to take at least one trip that supports the curriculum during the school year. Parent permission is required for all field trips.

Please be aware that, due to District policies, as well as policies of the venues our students are visiting, only a certain number of parents are able to accompany a class on field trips. If you are not an official, bus-riding chaperone for a field trip you may not follow the bus in your own car and join the group at the venue. It is expected that parents adhere to this chaperone policy. Please do not put our students, teachers, and hosts in a difficult situation and detract from the trip our teachers have organized by showing up on your own at a designated location.

## **RED RIBBON AND YELLOW RIBBON WEEK**

Red Ribbon Week has been an annual event at schools throughout the United States since 1986. Red Ribbon activities are organized to present a unified, positive and visible commitment toward a safe and drug free America.

Yellow Ribbon Week is an annual event at schools throughout the United States that highlights strategies and activities that promote positive peer relationships and conflict resolution.



## **OPEN HOUSE: Minimum Day**

This is a special evening when students can accompany their parents and families on a visit to their classrooms. It gives the children the opportunity to explain what they have learned and to display examples of their schoolwork. Please note that this is not a time to conference with your child's teacher. It provides an opportunity for all family members to visit and look at all the wonderful work that students have been doing all year through. Everyone is invited to attend this event. Please check our calendar on the website for details.



## **PATRIOTIC OBSERVANCES**

At our Patriotic Assemblies, the Pledge of Allegiance to our nation's flag is recited and a patriotic song is sung. Parents are welcome to attend these ceremonies.

## **STUDENT OF THE MONTH / LEADER OF THE MONTH AWARDS**

At the monthly Spirit Awards Assembly, students are honored as Students of the Month and Leaders of the Month. Each teacher selects a student to represent each category. Recognition is given to Students with certificates, and in various other ways. Parents are welcome to attend our monthly Awards Assemblies.

## **STAFF DEVELOPMENT DAYS**

In accordance with state guidelines, each school is allowed up to three days to use for staff development purposes. There will be no school for students on those days so that training may be provided for the teaching staff. Please check the website calendar for details.



# EMERGENCY PREPAREDNESS

In the event of an actual emergency, parents are asked to follow these procedures

Tune to radio station KIEV, AM 870, T.V. channel 15 or channel 6 for emergency information.

Do NOT call the school office.

Be assured that school personnel will remain with your child until someone comes for him/her.

The goal of the John Marshall Emergency Preparedness Plan is the protection of students and employees should a major emergency situation occur in the area. The plan identifies members of the school's emergency teams and outlines responsibilities. The plan is updated and revised annually. In accordance with Glendale Unified School District's policy for the release of students during an emergency, parents can expect the following procedures to occur at John Marshall School:

## **BASIC ACTION FOLLOWING A DISASTER / EARTHQUAKE**

When it is safe, teachers, and students will evacuate the building and go directly to their classroom line-up area on the playground.

Teachers will take roll call and report the names of the missing or injured to the school emergency center.

School emergency teams will report to their stations.

District employees will remain with and supervise students until they are picked up.

## **LOCKDOWN**

In a school-wide lockdown situation, all doors and gates will be locked.

All students will take shelter in the nearest classroom.

No student will be released to go home until an "all clear" is given

*We practice the various safety drills –  
Earthquake, Fire, and Lockdown – throughout the year to ensure student preparation.*



**EMERGENCY PROCEDURES FOR ALL PARENTS OF JOHN MARSHALL STUDENTS:**

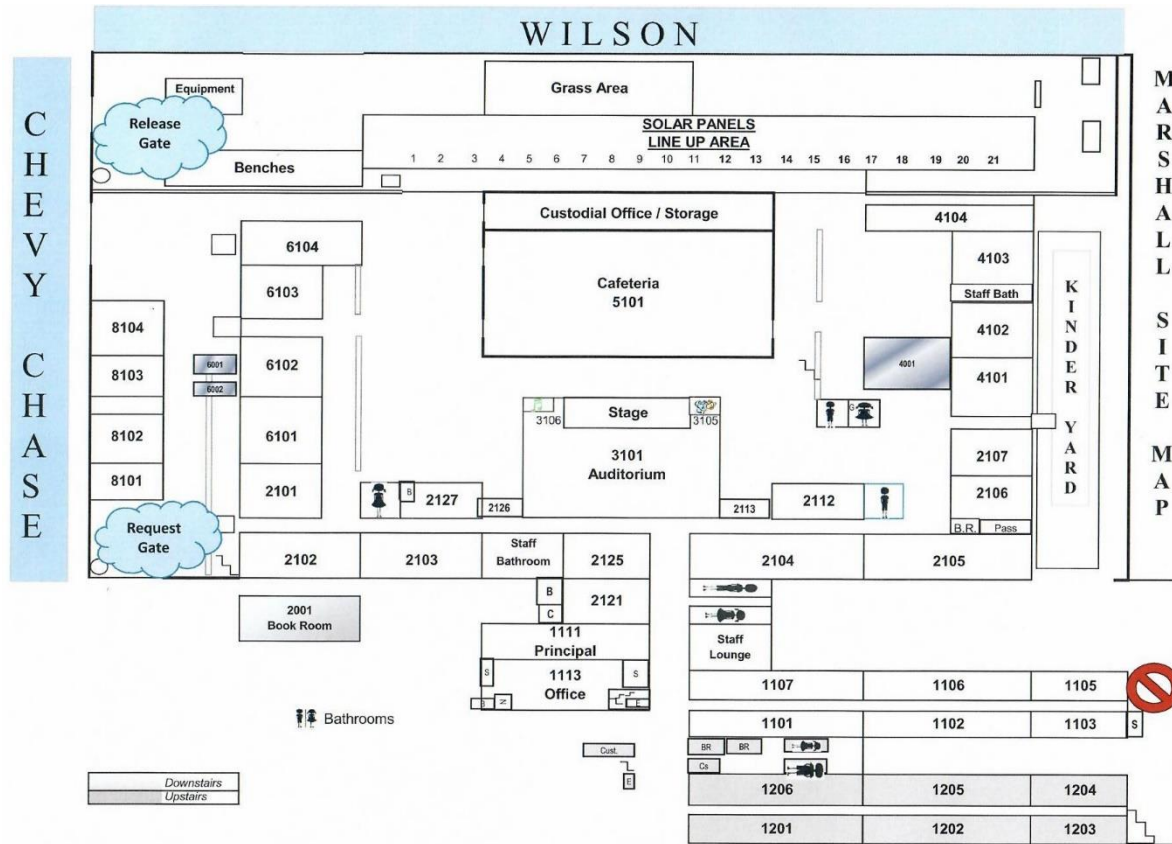
**PLEASE STAY CALM.**

Line up at the **Request Gate** (*Walkers gate*) in front of school.

Provide your photo identification and identify your child to our staff. Please know your child's teacher's name.

We will follow our process to release the student.

**IMPORTANT:** Please make sure to update the student information system with individuals who are allowed to pick up the student. We will not release students to individuals who are not listed on the student information system.



**PLEASE NOTE:**

No parents will be allowed on the school grounds, and no child will be allowed to run to the fence if called by a parent or relative. If your name is not on the child's Blue Emergency ID Tag, you may not pick them up.

**Blue Emergency ID Tag (*Blue card*)**

<p><b>EMERGENCY ID TAG</b> John Marshall Elementary School</p> <p>Teacher: _____ Room: _____</p> <p>Student Name: _____</p> <p>Hm Address: _____</p> <p>Hm Phone: _____</p> <p>Father Name: _____</p> <p>Father Cell: _____</p> <p>Father Work: _____</p> <p>Mother Name: _____</p> <p>Mother Cell: _____</p> <p>Mother Work: _____</p> <p>Out of State Contact: _____</p> <p>Phone #: _____</p> <p>AUTHORIZE MY CHILD TO BE RELEASED TO: *PERSONS LISTED ON THE REVERSE __Y__N *PERSONS HE/SHE RECOGNIZES __Y__N</p> <p>Parent/Guardian Signature _____ Date _____</p>	<p><b>EMERGENCY ID TAG</b> John Marshall Elementary School</p> <p>Teacher: _____ Room: _____</p> <p>Student Name: _____</p> <p>Hm Address: _____</p> <p>Hm Phone: _____</p> <p>Father Name: _____</p> <p>Father Cell: _____</p> <p>Father Work: _____</p> <p>Mother Name: _____</p> <p>Mother Cell: _____</p> <p>Mother Work: _____</p> <p>Out of State Contact: _____</p> <p>Phone #: _____</p> <p>AUTHORIZE MY CHILD TO BE RELEASED TO: *PERSONS LISTED ON THE REVERSE __Y__N *PERSONS HE/SHE RECOGNIZES __Y__N</p> <p>Parent/Guardian Signature _____ Date _____</p>	<p><b>MY CHILD <u>MAY</u> BE RELEASED TO:</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p><b>DO NOT RELEASE MY CHILD TO:</b></p> <p>Name: _____</p> <p>Reason: _____</p> <p><b>SCHOOL USE ONLY</b> Child was released to</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____ Time: _____</p> <p>Destination: _____</p>	<p><b>MY CHILD <u>MAY</u> BE RELEASED TO:</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p><b>DO NOT RELEASE MY CHILD TO:</b></p> <p>Name: _____</p> <p>Reason: _____</p> <p><b>SCHOOL USE ONLY</b> Child was released to</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____ Time: _____</p> <p>Destination: _____</p>
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## **ATTENDANCE MATTERS**

In California, students with poor attendance or behavior are dropping out of school in alarming numbers. Parents need to understand their role in establishing a pattern of regular school attendance. Glendale Unified School District welcomes open and effective communications, such as meetings with administration, teachers, counselors, and connecting through Parent Connect.

A student is chronically absent from school when they have missed two or more days per month. It may not seem like a lot, but it adds up quickly. Over a school year, that can be a whole month of school missed.

Sometimes children get sick. However, even two days each month can put your child's education behind – students in Kindergarten and First Grade are much less likely to learn to read by the end of 3<sup>rd</sup> grade. By 6<sup>th</sup> grade, chronic absences lead to student dropouts. By 9<sup>th</sup> grade, good attendance can predict graduation even better than test scores. Clearly, school attendance matters!

A student must be in their seat and prepared to do work for class at the beginning of the period. Morning gates close at 8:10 a.m. Instruction begins at 8:15 a.m.

While there are many factors that contribute to success in school, regular school attendance and appropriate school behavior are required to ensure that all students are successful. We would like to help your family with any problems that may arise causing your child to miss school. Together, we can find the most appropriate solution for each student and family. Your child's education is important!

### **WHAT YOU CAN DO TO SUPPORT YOUR CHILD BEING AT SCHOOL, EVERY DAY, ON TIME**

Set a regular bedtime and morning routine.

Prepare for school the night before, finishing homework and getting a good night's sleep.

Find out what day school starts and make sure your child has the required immunizations.

Do not let your student stay home unless they are truly sick. Keep in mind complaints of a stomachache or headache can be a sign of anxiety and not a reason to stay home.

Plan doctor and dental appointments after your child's dismissal time. Do not plan extended trips when school is in session.

Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.

Keep track of your student's attendance. Missing 2 days or more per month could put your student at risk of falling behind.

Talk to your student about the importance of attendance.

Encourage your child to be a member of Team Tiger: At School, On Time, Every day!



# PARENT HANDBOOK

## ACKNOWLEDGEMENT SIGNATURE PAGE

Please complete read and sign the forms on each side of this page.  
Return the page to your child's teacher no later than Friday, August 26, 2022.

Student \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

*I have read and discussed the John Marshall Elementary Handbook with my child. I agree to follow all policies and rules as stated, to ensure that my child complies with all rules and policies, and to support my child's learning at home.*

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

*I have read and discussed the John Marshall Elementary Handbook with my parent. I agree to follow all policies and rules as stated, to ensure that I comply with all rules and policies, and to support my learning at home.*

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

# SCHOOL / PARENT COMPACT 2022-2023

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

## **THE TEACHER PLEDGE:**

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities:

- Teach state and district grade level content standards
- Integrate technology throughout the curriculum
- Strive to meet the individual needs of each child
- Provide feedback in a timely manner
- Encourage active parent involvement
- Communicate with parents regarding student progress
- Communicate with students / parents about school / classroom expectations
- Interact with students in a positive manner, maintaining dignity
- Support the school's/district's Positive Behavioral Interventions and Supports, and Attendance Policies

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **THE STUDENT PLEDGE:**

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities:

- Strive to do my best every day
- Ask for help when needed
- Come to school every day, on time, ready to learn, wearing school uniform
- Read and write every day for learning and pleasure
- Respect school property and the property of others
- Replace or pay for school property or materials that I damage/lose
- Treat all other students and adults with kindness and respect
- Take my weekly Thursday folder home to my parents and return it to school the next day
- Be responsible for my own behavior and follow the school's Positive Behavioral Interventions and Supports
- Maintain positive and respectful communication with school staff
- Complete remote learning assignments by due dates, and without assistance

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **THE PARENT/GUARDIAN PLEDGE:**

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities:

- Ensure my child comes to school every day, on time, ready to learn
- Ensure that my child gets adequate sleep and eats nutritious foods
- Encourage my child to put forward his/her best effort every day
- Provide support with a quiet place / time for my child to read and do work
- Review all school communications and return necessary paperwork
- Attend Back to School Night, conferences, Open House and school events
- Limit TV watching, computer, cell phone usage and video games
- Support the school's/district's Positive Behavioral Interventions and Supports, as well as Attendance Policies
- Ensure my child is wearing the school uniform
- Communicate with my child's teacher when I have questions or concerns
- Replace or pay for school property or materials that student damages/loses
- Read through, empty and return Thursday Folder weekly
- Maintain positive and respectful communication with school staff
- Assist students with remote learning while maintain school and district Computer Safety Guidelines

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Revised 4/12/2022*