

**James W. Marshall
Elementary School**

"Home of the Miners"

**PARENT AND STUDENT
HANDBOOK**



**9525 Goethe Road
Sacramento, CA 95827
Phone: (916) 395-4605
Fax: (916) 228-5819
www.jamesmarshall.scusd.edu**

Dear Parents and Students,

Welcome to James W. Marshall Elementary School! We are so excited to begin a new year with you. We encourage you to become an active member of the Parent Teacher Group (PTG) and various other school committees. Our PTG meets on the first Thursday of each month at 5:00. The meetings are on campus in room 8. Anyone is welcome!

This handbook will provide you with information that will lead to a positive school year here at James Marshall. It will cover some of the basic information you will need to get through the school year as well as some of the special programs offered at James Marshall. Please take the time to read and discuss this handbook with your child. **Please save it as it has all the dates the school is closed for holidays.**

Sincerely,

James Marshall Staff

James Marshall Vision

Children are first at James Marshall. Staff is engaging every student so they are challenged in a meaningful and captivating manner. There are strong community ties creating a happy and safe environment for students.

BELL SCHEDULE

KINDERGARTEN

9:00 – 12:20

PRIMARY GRADES

Mondays, Tuesdays, Wednesdays, and Fridays: 9:00-3:02
Thursdays: 9:00-2:02 (including August 30)

Primary Recess: 10:35-10:45

2:00-2:15

Thursdays: 1:47-2:02

INTERMEDIATE GRADES

Mondays, Tuesdays, Wednesdays, and Fridays: 9:00-3:07
Thursday: 9:00-2:07 (including August 30)

Intermediate Recess: 10:50-11:00

LUNCH SCHEDULE

1st, 2nd and 3rd Grades: 12:00-12:40

3054th, 5th and 6th Grades: 12:45-1:25

SHORTENED DAY SCHEDULE

Primary Grades 9:00 – 1:15

Intermediate Grades 9:00 – 1:19

(Lunch will be served after dismissal)

Note: Because there is no adult supervision before 8:30 a.m., students are not to be on campus before that time, unless they are participating in a specific program which requires them to be on campus early. Please do not drop your child off before 8:30a.m. or let them walk to school earlier than 8:30. All students are to leave campus as soon as they are dismissed.

Office Staff

Principal

Marla Van Laningham

Office Manager

Tina Ajirogi

Clerk II

Dawn Aragon

Plant Manager

Dennis Smith

Custodian

Vacant

Cafeteria Manager

Gina Lujan-Carrillo

Support Staff

Preschool Teacher

Roxanne Sjolund

Ming Hung

Preschool Aide

Kim Whitespear

Zhara Ghovanlou

Speech/Language

Lisa Starrett

Katie Kilbourn

School Psychologist

Adam Frank

RSP Teacher

Gerry Ryan

RSP Aide

Teri Newland

Bilingual Aide

Irina Leshchinskiy

Instructional Aides Kinder/Primary SDC

Andrew Liddell

Leanne Egan

Betty Moyo

Instructional Aide Intermediate SDC

Kimberly NG

Tiffany Hansen

Instructional Aides

Teri Newland

Tracy VanDerKamp

Danielle Rivas

Library Media Technician

Tracy VanDerKamp

Teachers

Kindergarten (AM)

Patty Dionisio

Mai Vang

Kindergarten SDC (LH)

Michelle Ward

Kindergarten/1st Grade SDC (LE)

Vacant

1st Grade

Jill Harris

Christina Coppola

2nd Grade

Samantha Perry

Jolaine Hoang

3rd Grade

Jan Arai-Phillips

Heidi Bowie

Nicole Figueroa

4th Grade

Linda Stump

4th/5th Grade

Tom Peixoto

5th Grade

Paul Nicholas

6th Grade

Andrea Jones

Davin Main

Primary SDC (Autism)

Seema Sokolis

Intermediate SDC (Autism)

Krista Butler

PE Prep Teacher

Nadine Nouchi

School and Office Procedures

Attendance

Students are required to attend school regularly and punctually according to the California Education Code. Teachers check attendance daily. If your child is absent, a note, letter, or a phone call to the school is required. A note or letter must contain the date and specific reason for the absence.

All absences without an excuse will be considered unexcused until verified. **Absences may only be verified through the end of that register month.**

Illness, medical appointments, and death in the immediate family are the only

“excused” absences allowed by law. If attendance for a full day is not possible, it is recommended your child attend school as much of the day as possible. **Parents are only able to verify 10 absences per year for illness. Any after that must have a doctor’s note.**

Date: March 4
(To Teacher) Miss James
(Student’s Name) John was absent from school on (date(s)) March 3, because he had a fever and a stomachache.

Attendance Procedures: Excessive unexcused or unverified absences will result in the following procedures being implemented.

- **1st truancy letter:** sent after 3 unexcused absences or tardies of 30 minutes or more
- **2nd truancy letter:** sent after 1 additional unexcused absence or tardy
- **3rd truancy letter:** sent after 1 additional unexcused absence or tardy and a SART (Student Attendance Review Team) appointment is made
- **SART** (Student Attendance Review Team) hearing is held with the principal and a contract is completed and signed.
- **SARB** (Student Attendance Review Board) hearing is held by the district office staff and a new contract is completed and signed. Failure to follow this contract can lead to a referral to the District Attorney’s Office for prosecution.

Tardiness

Being on time to school is extremely important. Not only does it establish good habits for life, but it prevents your child from falling behind the rest of the class first thing in the morning. Also, tardy students tend to disrupt the entire class when entering during instruction. Any child arriving to school after 9:00 will need to report to the office to get a late slip.

Communication with Parents

James Marshall makes every effort to keep parents informed of what is going on at school. There are several different ways we will try to communicate with you.

- James Marshall sends home a monthly Home and School connection. This goes home with each child in their red Tuesday folder. It will provide important dates and items of interest at school. Please be sure to read it and save it so you are informed.
- James Marshall uses a state-of-the-art school to parent telephone communication system. This system allows us to reach out to our community to inform parents of upcoming events, report cards, meetings and other important information. It also allows the school to notify parents and staff during an emergency, providing accurate and timely information.
- We have a state of the art marquee that is updated weekly. Please read it to see what is going on!
- If you would like to talk to the Principal or a teacher at any time, please feel free to drop into the office or call to schedule an appointment (395-4605).

SST/IEP/504

If your child is having difficulties mastering grade level standards, or is struggling with behavior, you may be asked to attend a Student Study Team Meeting (SST) or an Individual Education Plan Meeting (IEP). Your attendance at these meetings is critical, as you have much more information about your child than we do. You will receive notice of the meeting in writing and by phone. Please do your best to attend or call in advance to reschedule.

Parent/Teacher Conferences and Report Cards

Parent/Teacher conferences take place at the end of the first and second trimesters. A conference is mandatory for every child at the end of the first trimester. Teachers may use their discretion as to whether a student needs one at the end of the second trimester. If you would like to request a conference at the end of the second trimester or any other time of the year, please call your child's teacher. Report cards will go home following the parent/teacher conferences and on the last day of school.

Early Dismissal

Early dismissals cause a general disturbance and loss of class time for your child. Please make every effort to schedule appointments after school hours. Once children have arrived at school, they are not permitted to leave the school grounds without parent permission. If it is necessary for you to take your child out of class early, you must sign the early dismissal log in the office. For your child's safety, the teacher will not release a child to anyone who has not obtained permission from the office.

Visitors

We encourage parents to visit our school at any time. Policy mandates all visitors and volunteers to sign in with the office and obtain a visitor's badge. Teachers are always willing to discuss the educational process with parents, but cannot be interrupted during class time to do so.

If you arrive early to pick up your child, please wait for him/her in the front of the school. This eliminates the disruption of parents coming to the door while teachers are trying to get students ready for dismissal.

District policy prohibits children not enrolled at James Marshall from visiting during school hours. If you need to bring a child to a meeting during school hours, please approve this ahead of time with the Principal.

Emergency Cards

Each child must have an emergency card on file in the school office. In addition to the home phone number, each card must have at least two different numbers listed in case of an emergency. It is important to keep emergency information up to date throughout the year. Your child will only be released to someone listed on his/her emergency card. The office staff may ask for proof of identification before releasing your child. If there is a custody issue, parents should provide the school with the most recent court documents.

Telephone Use

Students will be allowed to use the phone for emergencies only. Calling home because they forgot their homework, would like to go home with a friend, want a ride home, etc. are not an emergency. All after school arrangements should be made before school begins. Please have a plan with your child as to how he/she will get home if it is raining at dismissal time or if you are not home. Plan in advance what your child should do if you will be late.

Medication

Medication

The school cannot administer medicine, including aspirin, without a signed medical authorization form on file. Students who need to take prescribed medication during school hours must have the "Medication Permit" form (available in the front office) signed by the child's physician and the parent before the medication can be brought to school. Any medication and the authorization form are to be left in the office. Students are not allowed to have any medication, including aspirin and cough drops in their possession at any time while at school.

Accidents

If your child is seriously injured at school, we will call you immediately. If you cannot be reached, we will attempt to contact persons listed on the emergency card. In case of an injury or illness requiring emergency care (left to the discretion of the office staff), an ambulance will be called.

Lost and Found

All clothing should be marked with your child's name so it may be identified if lost. The school has a lost and found area in front of the cafeteria where items may be claimed by children and parents. Anything not claimed after a period of time will be donated to a clothes closet.

Cafeteria Breakfast and Lunch

Breakfast and Lunch are served daily in the cafeteria. Every child must have a LCFF Form filled out with the school for funding purposes. These forms are due by the end of October. All students will receive free breakfast and lunch. We ask that students do not share food with one another in the cafeteria for safety reasons!

Cell Phones

If a student needs a cell phone for safety before and after school, the phone must remain turned off in the child's backpack during school hours. If at any time during the day the cell phone rings or a student takes it out, it will be confiscated and will only be returned to a parent/guardian.

James Marshall School-Wide Expectations

<p style="text-align: center;"><u>Be Productive</u></p> <p>On Task – Do/Finish Work Stay Engaged Participate in Activities Have Necessary Materials for Learning</p> <p style="text-align: center;"><u>Be Respectful</u></p> <p>To Self: Hygiene Positive Self Talk Be Grateful</p> <p>To Others: Kind Words Considerate Mindful (Put Yourself in Others’ Shoes) Respond Appropriately Treat Others as You Want to be Treated</p> <p>To Property: Take Care of Other People’s Things Take Care of School Supplies/Books Take Care of the School Campus/Classroom</p>	<p style="text-align: center;"><u>Be Responsible</u></p> <p>Make Correct Choices BE Prepared: Materials, Handouts, Homework, Etc. Follow Adult Instructions Follow School Rules and Procedures Return Equipment/Supplies Clean Up Your Messes</p> <p style="text-align: center;"><u>Be Safe</u></p> <p>Walk in Hallways Be Hands Free Use Restrooms Appropriately School Sports Equipment Only Follow Play Structure Rules No Playing Tag Follow End of Recess Procedures</p> <p style="text-align: center;"><u>Be Kind</u></p> <p>Use Positive Words Include Others Take Turns Share Help Others Try and Make Others Feel Good About Themselves Give High Fives/Compliments/Smiles</p>
--	---

Bullying

Bullying is severe or pervasive, aggressive behavior. It is intentional and is meant to harm. Bullying can be verbal, physical or psychological. James Marshall is strictly a “No Bully” campus. That being said, not all playground/classroom incidents are classified as bullying. If your child has an issue at school, please report it to your child’s teacher immediately. The teacher will investigate and report findings to the principal. If the problem is not resolved, please make an appointment with the principal.

Cafeteria Rules

1. Use quiet inside voices.
2. Remain seated until you are dismissed.
3. Leave your area clean.
4. **Sharing food is not permitted. This could be a safety issue for students who have specific food allergies!**
5. Show respect to all school staff and students.
6. **The new Sacramento City Unified School District's Wellness Policy does not allow for unhealthy treats at school. Please do not send cupcakes or high sugar snacks for children, even for birthday celebrations!**

Dress Code

1. Mid-torso shirts, tube, see-through or low cut tops, or spaghetti straps are not allowed. Tank tops should have a wide shoulder strap.
2. Shorts and skirts should be as long as or longer than your child's finger tips when arms are down by his/her sides. All pants must be worn at waist level – no sagging.
3. T-shirts, shorts, or pants with obscene words, alcohol or tobacco ads, questionable logos or statements, gang references, or suggestive artwork are not acceptable.
4. All shoes should be appropriate for play (no heels, all shoes must be closed toe and have a back strap).
5. Cut-off pants, pants with chains, or overalls with unfastened straps are not to be worn.
6. Makeup, perfume or cologne are not allowed (students with allergies to perfumes and colognes are greatly affected when other students wear it).
7. Jewelry is discouraged but large hoop earrings are prohibited.
8. Hats are not to be worn indoors at any time.

Students not dressed appropriately will call home for a change of clothes. If a change of clothes is not available, the school may provide clothing. If appropriate shoes are not available, the student may be asked to sit out of recess and PE for safety purposes.

Special Services and Programs

Language Arts Intervention

Students in Kindergarten through 3rd grade receive a half an hour per day where their individual needs are met. Students who are struggling with grade level standards meet in small groups with instructional aides and other support staff while students who need to be challenged and enriched also get instruction on their level.

Behavior Intervention Program

A Behavior Intervention Specialist is provided by the district and is responsible for assessing students with unique behavior needs and providing a plan for their success in the classroom. The plan will consist of intervention that build social skills and bring about positive change.

English Language Development

Students who have a primary language other than English are identified for English Language instruction through the CELDT test. These students receive instruction from a certified teacher for 30 minutes a day. Instruction focuses on vocabulary, conversation, and English language structure.

Psychologist

A school psychologist is on campus one day a week. This time is strictly for administering tests for the Special Education process.

Resource Specialist Program (RSP)

The Resource Specialist works with students for up to 49% of the day to work on reading and/or mathematics. These services are only available to students who qualify for Special Education services. The majority of the students receive this support in the classroom using the co-teaching model. Some pull out services may be used as well.

Special Day Class

Students in grades 1st through 6th with more serious learning disabilities receive instruction in self-contained classes. Students meet educational goals according to their Individualized Education Plan (IEP). They are assessed annually to determine progress toward meeting their goals. Staff for these classes includes

a trained and certified Special Day class teacher and one or more instructional aides.

Speech and Language

Our speech and language specialist establishes remedial programs for students having moderate to severe problems in language and speech areas.

Physical Education

Physical Education is a required part of your child's school day. A doctor's excuse is necessary to allow your child to withdraw from participation for any extended period of time.

Library

Our library is located in Room 32. Classes visit the library on a weekly basis and each student (with a parent consent form) has the opportunity to check out library materials. If a student loses or damages the library item, that student will be required to pay for the purchase price of the book. Report cards and Yearbooks will be held until all fines are paid.

Computer/Science/Art Labs

Our labs are located in room 8 and in room 28. All computer programs are standards based and are used to increase students' proficiency in Language Arts and Mathematics. Classes will also visit the lab when doing science experiments and art projects.

Target Excellence

Target Excellence is a free after school program sponsored by the SCUSD. Target Excellence is a safe, quality after school program for 1st through 6th graders. Students receive academic support, enrichment, recreation, and a nutritious snack. The program is from 3:00 p.m. to 6:00 p.m. Monday through Friday. There are attendance requirements for participation. If you would like an application or have questions, please come to the main office or visit Room 10 after school.

After School Programs

James Marshall offers different after school programs such as the Drama Club, Lego Club, and Sports Teams. These groups meet after school with parent

permission only. Different clubs are for different age levels. Please refer to the individual information sheets that will come home about each club.

Preschool

James Marshall houses a parent participation preschool on campus. The preschool is not directly affiliated with the school, so enrollment information must be obtained through the preschool program. You may also visit Room 1 or call (916)277-7151 for more information.

Elementary School Calendar of Holidays/School Closure

School Opens	August 30
Labor Day	September 3
Veterans' Day Holiday	November 12
Thanksgiving Holiday	November 19 - November 23
Winter Holiday	December 24 - January 4
Martin Luther King, Jr. Day Holiday	January 21
Lincoln's Day	February 11
Washington's Day Holiday	February 18
Spring Holiday	April 15 – April 19
Memorial Holiday	May 27
Last Day of Instruction	June 13

Shortened Days for Parent Teacher Conferences

November 30-December 10

March 15-March 22

June 13

Sacramento City Unified School District Guidelines for Textbooks

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results in normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for lost or damaged textbooks.
5. When materials are damaged but still usable the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities-drawn or written)	Full cost of the book
Missing bar codes	\$5.00

6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904) The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

Please return this page to your child's teacher.

James W. Marshall Parent and Student Handbook

I have read and discussed this handbook with my child. I will help to enforce all school rules, policies, and procedures.

Student Name

Teacher

Parent Signature

Date