

Marshall Lane Elementary School

Student Handbook

2023-2024



Dear Families:

You belong here! A warm welcome to the 2023-2024 school year! Quite a lot has changed over the summer, and we look forward to how those changes will challenge us in new ways.

Our administrative team is the most obvious difference. I am excited to join the Marshall Lane staff and its long-standing tradition of excellence. Previously, I was just up the road as assistant principal at Rolling Hills Middle School and have already met a number of familiar faces. I am a mother of two girls and am starting my 30th year in education, including years as a teacher, intervention specialist, instructional coach and administrator. I am a firm believer in the value of collaboration- at the student level, the teacher level, and of course my partnership with you. Additionally, I push for strong and clear communication and I invite constructive feedback when we fall short.

This year, we also welcome a part time assistant principal, Michelle Beddo. We've already partnered successfully for a number of years in some of our various positions, and she's been a tremendous asset as I've transitioned into this role. Her familiarity with Marshall Lane along with her dedication to quality instruction for all will position us both to meet your children ready to take on a year of learning.

You have chosen to entrust the safety and education of your child to us, a mission we take very seriously. While your child attends Marshall Lane Elementary School, (s)he will receive engaging instruction in an environment that recognizes each child's potential. Our staff is eager to partner with you, our families, as we aim to provide the best possible education for your child. In that spirit, we welcome your insights and observations about your child as we move forward through the new year.

Our goal this year is to focus on **inclusivity** as we:

- provide high quality academic instruction for all
- provide high quality social-emotional learning for all
- fully engage parents, guardians and the community in support of student wellbeing

This handbook has been prepared with information, policies, procedures, rights, and responsibilities for all students and families at Marshall Lane Elementary School. We ask your support in helping us create and maintain a positive community by reviewing this handbook with your child. As we are committed to developing a strong partnership between the home and school, we encourage you to stay in touch with us. Should you have questions, please do not hesitate to call teachers and staff.

Sincerely,

Amy Vanderbosch,
Principal

Michelle Beddo,
Assistant Principal

Vision Statement

Marshall Lane will be a school where educators and parents collaborate to provide a rigorous and meaningful educational experience for all students in a supportive school environment.

Mission

Marshall Lane is a community that is committed to inspiring and empowering life-long learners who possess the mindset and the skills necessary to thrive in a changing world.

Bell Schedule

	Grade	Warning Bell	Start Time	Recess	Lunch	Play	Dismissal
Regular Schedule (M, T, Th, F)	TK/K	8:12	8:15	10:00-10:20	11:40-12:00	11:20-11:40	2:20
	1				12:00-12:20	12:20-12:40	
	2						
	3	8:02	8:05	10:00-10:20	12:20-12:40	12:00-12:20	2:30
	4						
	5						
	Grade	Warning Bell	Start Time	Recess	Lunch	Play	Dismissal
Wednesday Schedule and last three days	TK/K	8:12	8:15	10:00-10:20	11:40-12:00	11:20-11:40	1:20
	1				12:00-12:20	12:20-12:40	
	2						
	3	8:02	8:05	10:00-10:20	12:20-12:40	12:00-12:20	1:30
	4						
	5						
	Grade	Warning Bell	Start Time	Recess	Lunch	Play	Dismissal
Parent Conference Week	TK/K	8:12	8:15	10:00-10:20	11:20-11:55		12:20
	1						
	2						
	3	8:02	8:05	10:00-10:20	11:55-12:30		12:30
	4						
	5						

Campbell Union School District
Student Academic Calendar / Calendario Académico del Estudiante
2023-2024

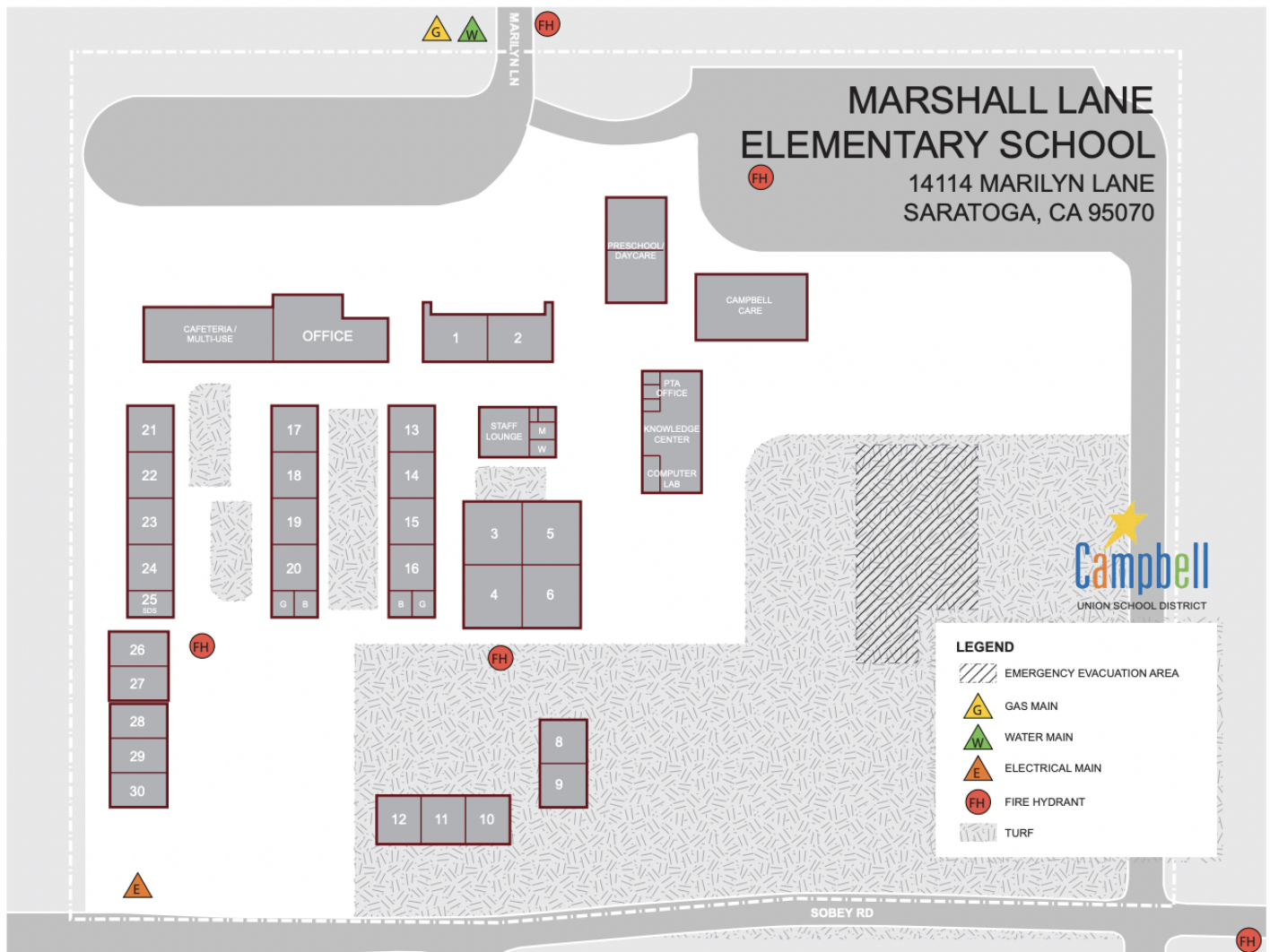
JULY					July		AUGUST				
M	T	W	Th	F	4	Independence Day (no school) / Día de la Independencia (escuela cerrada)	M	T	W	Th	F
3	4	5	6	7				1	2	3	4
10	11	12	13	14			7	8	9	10	11
17	18	19	20	21			14	15	16	17	18
24	25	26	27	28			21	22	23	24	25
31							28	29	30	31	
SEPTEMBER					August		OCTOBER				
M	T	W	Th	F	16	First Day of School / Primer día de escuela	M	T	W	Th	F
				1			2	3	4	5	6
4	5	6	7	8			9	10	11	12	13
11	12	13	14	15			16	17	18	19	20
18	19	20	21	22			23	24	25	26	27
25	26	27	28	29			30	31			
NOVEMBER					September		DECEMBER				
M	T	W	Th	F	4	Labor Day (no school) / Día del Trabajo (escuela cerrada)	M	T	W	Th	F
											1
6	7	8	9	10			4	5	6	7	8
13	14	15	16	17			11	12	13	14	15
20	21	22	23	24			18	19	20	21	22
27	28	29	30				25	26	27	28	29
JANUARY					October		FEBRUARY				
M	T	W	Th	F	2-6	Parent-Teacher Conf. (early release) Conf. de padres-maestros (salida temprana)	M	T	W	Th	F
					20	Prof. Devel. (no school) / Desarrollo profesional (escuela cerrada)					
1	2	3	4	5			5	6	7	8	9
8	9	10	11	12			12	13	14	15	16
15	16	17	18	19			19	20	21	22	23
22	23	24	25	26			26	27	28	29	
29	30	31									
MARCH					November		APRIL				
M	T	W	Th	F	10	Veterans' Day (no school) / Día de los Veteranos (escuela cerrada)	M	T	W	Th	F
				1	20-24	Thanksgiving (no school) / Día de Acción de Gracias (escuela cerrada)	1	2	3	4	5
4	5	6	7	8			8	9	10	11	12
11	12	13	14	15			15	16	17	18	19
18	19	20	21	22			22	23	24	25	26
25	26	27	28	29			29	30			
MAY					December		JUNE				
M	T	W	Th	F	18-29	Winter Break (no school) / Vacaciones de invierno (escuela cerrada)	M	T	W	Th	F
							3	4	5	6	7
6	7	8	9	10			10	11	12	13	14
13	14	15	16	17			17	18	19	20	21
20	21	22	23	24			24	25	26	27	28
27	28	29	30	31							
JUNE					January		Shortened Day				
M	T	W	Th	F	1	New Year's Day (no school) / Día de Año Nuevo (escuela cerrada)	6	Last Day of School for Students/ último día de clases para estudiantes			
					15	M.L.King Jr. holiday (no school) / Día de M.L.King Jr. (escuela cerrada)					
3	4	5	6	7							
10	11	12	13	14							
17	18	19	20	21							
24	25	26	27	28							

Board Approved 11/10/22

180 instructional days

www.campbellusd.org/calendar

Map ([Link](#))



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Academics

Homework

- | | |
|-----|--|
| K-2 | 10-20 minutes (plus nightly reading) |
| 3-6 | 60 minutes (including nightly reading) |

(Administrative Regulation AR6154)

Homework assignments are designed to extend and practice what has been learned in the classroom, and students should be able to complete the homework assignments independently. Parents, or persons assisting with the homework may notify their children's teachers if the children struggle with completing the homework assignments independently, as this may highlight for the classroom teacher areas needing additional focus.

School Materials and Supplies

The Governing Board furnishes assigned books, materials and instructional equipment as needed for the educational program. Any supply lists from a classroom teacher are requests only. Your student will be provided what they need.

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Special Services

Special Education Assistance/Section 504 Plans

CUSD provides specialized educational programs for students with identified learning disabilities. Some of these programs function in a special class setting and others are incorporated into the regular instructional setting. These programs require referral, assessment, and parental permission. Questions regarding special education or Section 504 procedures should be directed to the school principal.

Student Study Team (SST)

This group meets on a regularly scheduled basis to take a closer look at students who are experiencing academic, attendance or behavioral difficulty. Membership on the Student Study Team may include the school psychologist, the resource specialist, the principal, the child's teacher, and the child's parent.

Technology

Computer, printer, and internet access are available in every classroom at Marshall Lane Elementary School. Internet access allows for expanded and global educational opportunities for students.

Before using the district's technological resources, each student receives instruction in appropriate technology use and digital citizenship, culminating in a grade level appropriate pledge to acceptable use. Additionally, each family will be provided with an Acceptable Use Agreement specifying user obligations and responsibilities. In that Acceptable Use Agreement, the student and his/her parent/guardian shall agree not to hold the district and all district personnel responsible for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence. They also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. The Acceptable Use Agreement shall further provide that, unless a student and his/her parent/guardian have chosen to opt out of the Acceptable Use Agreement, by using any District technological resources, they are agreeing to the terms of the Acceptable Use Agreement.

Library

The Marshall Lane Elementary School library contains many books and reference materials, including a special section of donated materials about parenting. Each classroom may have a regular schedule for visiting the library. The library staff and volunteers instruct students on using the library, caring for books, using reference materials, and using the computer retrieval system.

AIM

Specialists will be providing meaningful art, STEAM and music lessons to students in 3 week cycles.

Project Cornerstone

Parent volunteers support our teachers in students' social emotional development through read-alouds and monthly activities.

Art Vistas

Parent volunteers lead art lessons throughout the school year.

Rhythm and Moves

All students will receive physical education through the Rhythm and Moves program. Special attention will be paid to skills, cooperation, good sportsmanship and leadership through games and sports.

Student Leadership

Student leadership opportunities are provided to upper grade students who express interest. Planning of spirit days, fundraising activities, and service learning projects may be part of the program.

Reading Intervention

Intensive Reading Intervention is provided for students in Kindergarten to 2nd grade for those who qualify.

Designated and Integrated ELD

Our qualified classroom teachers will provide instruction in English Language Development for those who require it.

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Activities and Events

August 2023	January 2024
Kindergarten Round Up - August 8, 2023	First Day Back in 2024 - January 2, 2024
New Parent Orientation - August 14, 2023	Principal Coffee - January 12, 2024
PTA Playdate/Social - August 14, 2023	Martin Luther King, Jr. Day (no school) - January 15
Class Placements posted online - August 15, 2023	PTA Meeting - January 16, 2024
Yard Duty Training - August 16, 2023	Family Bingo Night - January 26, 2024

First Day of School - August 16, 2023	February
Volunteer Fair - August 18, 2023	Intervention Conferences - February 5-9, 2024
Back to School Night - August 23, 2023	Staff Appreciation Lunch - February 7, 2024
PTA Meeting - August 25, 2023	Principal Coffee - February 9, 2024
Back to School Picnic - August 25, 2023	PTA Meeting - February 16, 2024
September	Presidents' Week Holiday (no school) - February 19-23
Labor Day Holiday (no school) - September 4, 2024	March
Principal Coffee - September 8, 2023	Principal Coffee - March 8, 2024
Family Bingo Night - September 22, 2023	Staff Development Day - March 15, 2024
PTA Meeting - September 26, 2023	Spring Pictures and 5th Grade Panorama- TBD
October	PTA Meeting - March 19, 2024
Picture Day - October 10, 2023	Spring Fling - March 23, 2024
Parent Teacher Conference Week -October 2-6, 2023	April
Principal Coffee - October 6, 2023	5th Grade Science Camp - April 2-5, 2024
Staff Development Day (no school) - October 20, 2023	Spring Break (no school) - April 8-12, 2024
Pumpkin Fest - October 21, 2023	PTA Meeting - April 19, 2024
PTA Meeting - October 27, 2023	STEAM Day - April 20, 2024
November	SBAC Testing Window Opens - April 22, 2024
Principal Coffee - November 3, 2023	Spring Book Fair - April 29-May 3, 2024
Veteran's Day (no school) - November 10, 2023	May
Picture Day Retakes - November 14, 2023	Art Show - May 1, 2024
Staff Appreciation Lunch - November 15, 2023	Family Bingo Night - May 3, 2024
Thanksgiving Break (no school) - November 20-24	Principal Coffee - May 10, 2024
PTA Meeting - November 28, 2023	Walk-a-thon - May 10, 2024
December	PTA Meeting - May 24, 2024
Glow Dance- December 1, 2023	Memorial Day Holiday (no school) - May 27, 2024
Winter Book Fair - December 4-8, 2023	June
Principal Coffee - December 8, 2023	Shortened Days (all grades) - June 5-6, 2024

PTA Meeting - December 15, 2023	5th Grade Promotion Ceremony - June 5, 2024
Winter Break (no school) - December 18-January 1	Last Day of School - June 6, 2024

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Safety

Emergency Procedures

All schools in the Campbell Union School District follow established procedures during emergencies. Emergency preparedness includes monthly school-wide drills. These drills help both staff and students to be better prepared should an emergency situation arise.

In the case of an area-wide emergency situation, the superintendents of all school districts act as emergency officers for their respective districts. If the school superintendent declares a state of emergency during school hours, all students will be required to remain at school or an alternate safe site supervised by district personnel. The students will be released at regular dismissal time only if it is deemed safe. At that time, students will be released to authorized adults only (the parent, legal guardian, or adult listed on the Personal Information Form). If students are on a bus, they will continue to their destination during an emergency. Likewise, students walking to school during an emergency should proceed to school. If they are on their way home, they should continue home. Thank you for reviewing that expectation with your children.

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Behavior Guidelines

Our expectation is that all students, staff, parents, and community demonstrate respect, integrity and safety.

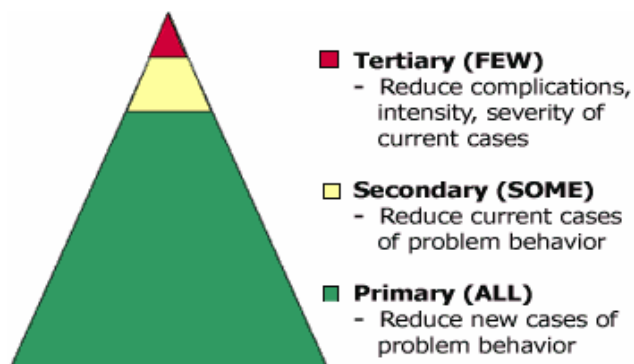
Marshall Lane is a PBIS (Positive Behavior Interventions and Support) school, meaning we explicitly instruct, review and reinforce behavior expectations schoolwide. Our aim is to create a predictable, positive and safe school environment.

ALL Students-Primary

- Consistent expectations
- Consistent school wide lesson plans-common areas
- Common understanding-Major/Minor behaviors
- Consistent Referral Process

Secondary and Tertiary Strategies include:

- Check-in-Check-out
- Individualized Behavior Plans (tiered approach)
- Intervention Team (SIT)
- Student Study Team (SST)
- Behavior Contract



Marshall Lane PBIS Matrix

	Respect	Integrity	Safety
Office	<input type="checkbox"/> Enter quietly <input type="checkbox"/> Be patient	<input type="checkbox"/> Carry a pass <input type="checkbox"/> Wait your turn	<input type="checkbox"/> Open the door carefully <input type="checkbox"/> Walk safely
Restrooms	<input type="checkbox"/> Flush every time <input type="checkbox"/> Keep the bathroom clean <input type="checkbox"/> Wait patiently for your turn	<input type="checkbox"/> Wash hands thoroughly <input type="checkbox"/> Use the restroom during breaks <input type="checkbox"/> Use the nearest restroom	<input type="checkbox"/> Report messes or problems to an adult
Library	<input type="checkbox"/> Enter quietly <input type="checkbox"/> Follow directions <input type="checkbox"/> Use polite language and volume	<input type="checkbox"/> Leave food and drink outside <input type="checkbox"/> Care for materials	<input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Walk safely <input type="checkbox"/> Push in chairs
Hallways	<input type="checkbox"/> Pay attention to others <input type="checkbox"/> Use polite language and volume <input type="checkbox"/> Respect landscaping	<input type="checkbox"/> Carry a pass during class time <input type="checkbox"/> Dispose of your trash <input type="checkbox"/> Walk on designated paths only	<input type="checkbox"/> Walk safely <input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Avoid door areas
Snack Area	<input type="checkbox"/> Share the space <input type="checkbox"/> Use polite language and volume	<input type="checkbox"/> Dispose of your trash <input type="checkbox"/> Eat only your own food	<input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Play ball games on the blacktop <input type="checkbox"/>
Lunch Areas	<input type="checkbox"/> Use polite language and volume <input type="checkbox"/> Keep eating areas clean <input type="checkbox"/> Wait your turn	<input type="checkbox"/> Bring your lunch ID card <input type="checkbox"/> Take only your share <input type="checkbox"/> Join the end of the line	<input type="checkbox"/> Use the assigned doors to enter and exit <input type="checkbox"/> Stay seated as you eat
Blacktop/ Play Structure	<input type="checkbox"/> Take turns and include others <input type="checkbox"/> Eat food in assigned areas <input type="checkbox"/> Check out and return equipment	<input type="checkbox"/> Leave the blacktop when the bell rings or whistle blows <input type="checkbox"/> Follow the school's game rules	<input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Use equipment appropriately
Field	<input type="checkbox"/> Use polite language <input type="checkbox"/> Respect all ability levels	<input type="checkbox"/> Follow the school's game rules	<input type="checkbox"/> Keep hands and feet to yourself <input type="checkbox"/> Avoid games you are not playing
Arrival/ Dismissal	<input type="checkbox"/> Wait quietly to come or go <input type="checkbox"/> Use polite language and volume	<input type="checkbox"/> Arrive at school on time <input type="checkbox"/> Arrive at dismissal area immediately after school	<input type="checkbox"/> Wait in designated waiting spaces <input type="checkbox"/> Use crosswalks with an adult

Common Definitions

In order to provide clear and consistent responses for behavior at Marshall Lane, we have developed common definitions for identifying behaviors.

	Minor Behavior Problem (Supervising adult or teacher)	Major Problem Behavior (Referral to administration)
Language	Inappropriate language not directed at an individual or group.	Inappropriate or abusive language at an individual or group.
Physical Contact	Non-serious, but inappropriate physical contact such as bumping in line, pushing, shoving, etc.)	Physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, etc.)
Defiance	Brief or low-intensity failure to respond to multiple adult requests.	Refusal to comply after 3 requests (refuses to comply with stated consequences – see flow chart).
Disruption	Low-intensity, but inappropriate disruption.	
Harassment/ Bullying		<p>Disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes.</p> <p>Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin, which may or may not be sustained or intense verbal</p>

		attacks based on ethnic origin, disabilities or other personal matters.
Dress	Clothing that is not within the dress code guidelines defined by our school/district.	Unable or unwilling to comply with dress code guidelines defined by our school/district without family intervention.
Property	Low-intensity misuse of property.	Activity that results in destruction or disfigurement of property.
Technology	Non-serious but inappropriate use of cell phone, music/video players, camera, computer, etc.	Inappropriate, intentional use of cell phone, music/video players, camera, computer, etc.

Violations and Consequences

With safety as priority, education and growth are the goals of discipline at Marshall Lane. Teachers are our first line of intervention for most behaviors. Students who exhibit ongoing or more serious challenges with behavior may be sent to the office. Depending on the behavior, one or more of the following actions may be taken by school officials:

- parent contact
- parent meetings
- student mediation
- time out
- behavior contracts
- schedule changes
- detention
- removal from busing
- campus beautification
- restriction from extracurricular activities

The frequency and severity of student behaviors will determine the level of intervention or discipline administered, the most severe of which follow:

- **Suspension** is the temporary removal of a student from ongoing instruction.
- **Expulsion** is the removal of a student from ongoing instruction in the district for a specific length of time. Pursuant to State law and District policies, the principal of a school may recommend or be required to recommend expulsion of a student, but only the Governing Board may actually expel a student.

It is important to keep in mind that students are under the jurisdiction of the school site and can receive consequences for actions:

- While on campus
- While going to or coming from school
- During the lunch period
- During, or while going to or coming from a school sponsored activity

School Property

Students are responsible for all textbooks, library books, desks, computers, and all other types of property issued to them during the school year. The school will solicit replacement costs in the event of loss or damage. Grades and/or transcripts may be withheld until payment has been made.

Appropriate Attire

The home is the most encouraging environment for setting appropriate appearance standards. While we recognize the importance of individual expression, there is an expectation that students arrive at school in a manner appropriate and conducive to learning:

- hairstyle, clothing, jewelry and makeup should not be distracting
- vulgarities, drug and alcohol themes are never acceptable
- gang-related apparel* is not permitted
- ill-fitting clothing (skin tight, excessively baggy or short) is not appropriate
- closed toed shoes are required at all times. Sandals must have straps around the back.
- hats and sunglasses are only permitted outdoors

(Governing Board Administration Regulation 5132)

*Gang Related Apparel defined

- Insignias, symbols, numeric references, violent themes, weapon themes, logos depicting gang-related behavior, clothing that exhibits affiliation with gangs, wearing of one color, other regalia known by local law enforcement

Campbell Union School District makes every effort to maintain a safe, positive school environment that promotes student welfare and academic achievement. The District expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct, and respect for others. Students who jeopardize the safety or welfare of others on campus shall be referred to an administrator for disciplinary action, including involvement of local law enforcement agencies when necessary.

Prohibited Items

Items that are disruptive and/or can cause a safety hazard do not belong at school. Our main responsibility is to provide an environment that is safe and conducive to learning. Specifically, Campbell Union School District prohibits the following items on school campuses:

- All weapons or devices that may be used to harm others. This includes chains of any sort or tools
- Replicas of a weapon, including water guns, trainer knives, etc.
- Matches, lighters, firecrackers, BB shot, knives, or fireworks
- All controlled substances such as tobacco, drugs, nicotine, or alcohol
- Mopeds, skateboards, scooters, rollerblades, or rollerblade athletic shoes, or any motorized vehicle
- Music players, headphones, and cameras
- Toys (such as fidget spinners, balloons, silly string, cards, dice, pogs, etc.) including electronic computer games.
- Permanent markers, whiteout, aerosol spray cans, hairspray, perfume, cologne, aftershave lotion, etc.
- Large amounts of money, card collections, etc.
- Laser pointers
- Unauthorized athletic equipment
- Live animals cannot be brought to school unless a previous arrangement has been made with the teacher.
- Gum, sunflower seeds, or other food items that are not common to a child's lunch

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited. School personnel may also confiscate permitted items that are used inappropriately. Students may be subject to disciplinary procedures, which may result in suspension from school.

Search and Seizure

When incidents jeopardize the health and safety of students and/or staff, those incidents may necessitate the search and seizure of students and property. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The parent/guardian of a student subject to an individualized search shall be notified by the district as soon after the search as possible.

Law Enforcement Law enforcement officers have the right to interview and question students on school premises. Police officers, officers of the juvenile court, and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student.

Campbell Union School District works closely with local law enforcement agencies in the preparation, review, and annual adoption of school safety plans. In emergency situations, which may pose a threat to campus safety, local police will work closely with school staff and will direct all safety and security operations. In order to ensure student safety, all school personnel, students, and parents must comply with the law enforcement directives in such emergency situations. Non-school personnel, including parents, will not be permitted on school grounds or access to students until the police have determined a threat to safety no longer exists.

(Governing Board Policies and Administration Regulations 5131.4, 5145.11, and 5145.12)

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Health

School Health Office

Students sent to the health office are attended to by office staff. The District Health Services Department works in collaboration with all school health offices and trains district personnel in first aid, safety, and emergency procedures. A district nurse is on call for emergencies and oversees all specialized health services. The district nurse also administers the state-required vision and hearing screenings for specific grade levels and reports any concerns directly to parents.

Immunizations

Students entering a district school or childcare and development program, or transferring between school campuses, shall present an Immunization Record, which shows *at least* the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization regulations only as allowed by law.

*A transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school.

Tuberculosis (TB) School Mandate The TB School mandate includes all students entering Transitional Kindergarten, Kindergarten and students transferring into grades TK through 12 from outside Santa Clara County. Refer to the CUSD Parent Notices-Communicable Disease Control; Immunization section for more information.
(CUSD AR 5141.31;CUSD BP 5141.31; California Immunization Handbook)

Oral Health Assessment

State Law requires that each child have an oral health assessment (dental check up) by a licensed dentist or registered dental health professional or a signed waiver on file by May 31 in either kindergarten or first grade, whichever is the child's first year in public school. An Assessment completed within 12 months before a child enters school also meets this requirement.

(Ed. Code 49452.8)

First Grade Physicals

State Law requires that each child enrolling in the first grade must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months, unless provisions for exemption have been made.

(Ed. Code 49450) (Health and Safety code 321.50 and 323.5)

Medication

Any student required to take medication during school hours may do so provided his or her parents and physician complete a *Medication Administration At School* form. The medication must be in its original container with clear directions on the label, including the student's name, medication name, and dosage instructions. All medication must be stored in the health office, although special circumstances may exist to allow a student to carry an emergency medication and self-administer the medication with parent/guardian and physician approval (i.e. asthma inhalers, EpiPens). A district nurse must approve any special circumstance.

Illness

For health and safety purposes, students who exhibit any of the following symptoms should not be sent to school:

- A fever or more than 100 degrees
- A productive cough with yellow or green nasal discharge
- Eyes that are red, swollen, crusty, draining, or oozing
- A severe sore throat
- Diarrhea, nausea, or vomiting
- Head lice (*notify school immediately*)
- Contraction of a childhood communicable disease such as chicken pox, measles, or mumps (*notify school immediately*)
- An untreated infectious illness such as upper-respiratory infection, pink eye, strep throat, or bronchitis (*notify school immediately*)
- Rash of unknown origin (not diagnosed by health care provider)
- Acute, severe earache or purulent drainage from ear
- Severe toothache
- Pain that does not subside after resting

If a student exhibits any of the above symptoms, the office staff notifies the parents and requests that the child be taken home.

A child diagnosed with a bacterial infection should return to school only after receiving at least 24 hours of antibiotic therapy *and* has been 24 hours without a fever (excluding fevers controlled by fever reducing medication, i.e. Tylenol).

In physician-confirmed cases of childhood communicable diseases, some bacterial infections, and/or head lice, the office staff sends home an exposure notice. Be sure to read the notice carefully as it contains detailed information on symptoms and the incubation period.

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Meals and Snacks

Campbell Union School District participates in the National School Lunch Program which is free for all students for the 2023-2024 school year. Students will need to notify their teachers each day during morning attendance if they need to receive a breakfast snack and school lunch. Students may bring cold lunches from home and/or a nutritious snack to eat during the morning break.

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Attendance

The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, law requires regular attendance. As a result, office staff must verify all absences and classify them as excused or unexcused. California Education Code 46010 defines only the following reasons as excused absences from school:

- Illness
- Funeral service (immediate family)
- Medical, dental or chiropractic appointment
- Quarantine
- Religious Observance
- Court appearance

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence.

(AR 5113)

Unexcused or unverified absences are absences for reasons not approved under State guidelines. All absences are recorded on a daily basis. California law states that a child is considered truant if he/she has three or more unexcused absences in one year. Students with excessive absences will be referred to the School Service's office, which may result in a home visit and/or referral to District Attorney Mediation.

(Ed. Code 48260)

Appointments

In order to avoid missing valuable class time, we ask that you make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday shortened days when possible.

Questionable/Excessive Absenteeism

When a student's total number of absences is in excess of ten days of his/her enrollment of the current school year due to illness and verified by approved methods, any further absences for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician or school nurse/personnel will result in these absences being recorded as unexcused.

Tardies

Unless approved in advance, the failure of a student to be in the assigned classroom within the first 30 minutes of class will receive unexcused tardy. When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered a legal truant (Ed. Code 48260)

Truant Defined

The student was absent from school without a valid excuse for three days or was tardy or absent for more than a 30-minute period during one school day without a valid excuse on each of the three days, or any combination thereof. This is the first truancy. After the first three unexcused absences, each unexcused absence or tardy over 30 minutes that follow count as one more unexcused absence. These are the second, third, fourth, etc. truanies.

Habitual Truant Defined

Any student is deemed a habitual truant who has been reported absent without valid excuse for three days or was tardy for more than 30 minutes, or any combination thereof, had a letter sent to the parent or guardian, and has had three more unexcused absences or tardies over 30 minutes, or combination thereof. A district employee has made a conscientious effort to hold at least one (1) conference with the student and his/her parent or guardian, after filing reports required by Education Codes 48260-48261.

District Attorney Mediation

Students who fall under the truancy law shall be reviewed according to law and the rules and regulations established by local board policy. This review process may include a referral to the district DA Mediation, a panel of district and community representatives.

(Ed. Code. 48260-48263)

Purpose of DA Mediation

1. To identify and provide coordinated district and community services to assist parent(s) and students when the student is truant or has school behavior problems.
2. To ensure that appropriate District and community resources have been used prior to referral to the judicial system.
3. To consider the following options if District and community resources are unable to correct school attendance or behavior problems:
 - i. Propose the use of alternatives to the juvenile court system
 - ii. Refer the student and parents to the Santa Clara county District Attorney's Office

Absence and Tardy Reporting

A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

Whenever a child has missed more than 10 days in a school year for a verifiable excused reason, the parent must provide supporting documentation for any further absences to be considered excused. Verification may include notes from doctors, dentists, or other medical professionals (on letterhead), a school nurse or health clerk verification, funeral notices, or other supportive documentation.

A verification of the reason for absence shall not be accepted after 20 school days after the occurrence or 14 calendar days after the last school day of the school year

(Ed. Code 46015)

Absence 24 hour Reporting Line:

408- 341-7076

**Information needed: Child's name, grade, name of parent/guardian reporting,
dates absence(s), and reason for absence**

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Arrival and Dismissal

The upper lot is generally used for upper grades (4 and 5). The lower lot is for lower grades (TK-3). Details for the upper and lower lot are below. Outside of special events, parents are to leave campus once students have entered their classrooms. All parts of the campus, including the playgrounds are closed before and after school.

Students are expected to leave school at dismissal time, unless they are attending an after school program. No supervision is provided after school. As a reminder, campus remains closed from 2:30 p.m. to 6:00 p.m.

[Parent Drop-off and Pick-up](#)

To ensure the safety of our community, please follow these guidelines during drop-off and pick-up times:

All

- Students are to arrive on time for school, but not before 7:50 a.m. If you typically arrive before 7:50 please enroll in Campbell Care. Before or after school care is only provided to enrolled students.
- During the school day, all gates are locked for safety. Anyone who needs to enter the campus must sign in at the office.
- Upon dismissal, students are to move promptly to their designated pick up area.
- Students may cross the lot only with an adult and in the crosswalks
- Cell phones are not to be used by drivers or students during pick up and drop off
- Respectfully abide by all yard duty requests
- Drivers may park in legally marked spots only. No parking in red zones, vanpool, fire lanes or in the circle in front of the school steps
- Drivers should abide by the "drive thru" and "drop off" designations
- Children may not enter a car in the "drive thru" lane

- Drivers must stay in car at all times
- No accessing the trunk in the “drop off” lane. Plan ahead.
- Students waiting for pick up are to remain in the designated areas in each lot. Students should be ready for pick up by looking for their ride.

TK-3rd

- The lower lot gates will open at 8:05 and classrooms in TK-3rd grade will open their doors by 8:12.
- TK and Kindergarten students must be accompanied by an adult to their classrooms.
- All TK-3rd grade students and adults are to remain in the breezeway near the front office until 8:05.
- Any student dropped off in the upper lot, who is not a 4th or 5th grader, should proceed down the hill to the breezeway.
- Parking lot supervision ends at 2:30. If your child is still waiting at that time, they will be escorted by a yard duty to the office.

4th and 5th

- The back gates will be open for students who enter from Sobey Road at 7:55, at which time the 4th-5th grade students will be able to walk appropriately to their classrooms.
- Classroom doors will open at 8:02 with a final bell at 8:05.
- After 8:05 all students will need to enter through the office.
- Parking lot supervision ends at 2:40. If your child is still waiting at that time, they will be escorted by a yard duty to the office.

Walking

Students walking to and from school are encouraged to walk with family members or friends, not alone. Students are expected to follow the school’s behavioral standards and all safety laws, including crossing at the crosswalk. Parents can set a good example by following the safety laws at all times. Make sure your child is familiar with the safety laws and how to handle an emergency situation.

Riding Bicycles

With parental approval, students are eligible to ride their bicycles to school. Students must lock licensed bicycles (one per lock) to the racks provided through the front entrance next to the school’s Garden. The district will not be responsible for bicycles, which are lost, stolen, or damaged.

The law requires children to wear helmets when riding. While on campus, students must walk their bicycles. When riding off campus, students must obey all traffic rules. Violations may result in a student losing his or her bicycle riding privilege.

Student Check-out Procedure

Once a student arrives on campus, he or she cannot leave during school hours except when an authorized person signs the child out in the office. If any staff member observes a child being escorted from school without such

documentation, the staff member may stop and question the person or persons involved. If a student leaves without proper permission, that student will be considered truant and the police may be called.

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Communication

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. Be sure to do your part by reading all information sent home through ParentSquare, SeeSaw and reading the weekly electronic newsletter, attending monthly PTA meetings, and asking questions. The best way to ensure solid communication is to subscribe to our newsletter at <https://mlane.campbellusd.org/#newsletter-signup>.

Marshall Lane Elementary School staff and PTA board members are happy to answer any questions you might have.

School Office

The school office is open from 7:30 a.m. to 4:00 p.m. on school days. Our office telephone number is 408-364-4259. If you are reporting your child absent, you may call our 24-hour absence recorder at 408-341-7076.

Thursday Communication

Every Thursday, teachers will be sending home complete classwork, flyers, etc. Each classroom will provide either an envelope or folder. Please read the contents and complete any necessary forms.

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Family Engagement and Volunteers

There are a number of ways to get involved at Marshall Lane.

Yard Duty

We encourage you to volunteer for a regular shift for supervision during the day. Our time of greatest need is lunch. You will be briefly trained to implement our Code of Conduct confidently. Extra adult presence on campus during the day supports our discipline efforts by helping students with conflict resolution and other behaviors that can impact the classroom. Please consider volunteering to help before school, during lunch or after school.

PTA

The Marshall Lane PTA enhances the educational growth of our children by sponsoring events that make our year fun for students and families. The PTA also provides funds for educational and exciting field trips, classroom supplies, and support for our library. PTA meetings are ___ of every month, and we encourage all parents to attend. For more information, please visit us at <https://mlane.campbellusd.org>

School Site Council

The School Site Council is a decision-making body made up of parents, community representatives, and school staff members. The School Site Council's primary responsibility is to oversee the funds the school receives under the Local Control and Accountability Plan (LCAP). The funds are designed to improve student performance as measured by standardized tests, the District's assessment program, and classroom performance.

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Other Important Information

Personal Belongings

Parents should be sure to write their child's name or initials in permanent marker on all personal belongings such as backpacks, lunch boxes or sacks, sweaters, coats, hats, and bicycle helmets. Unmarked items left outside the classroom will end up in the Lost and Found.

Personal Items, Toys, and Games are Prohibited Items

Items that are disruptive and/or can cause a safety hazard do not belong at school. Our main responsibility is to provide an environment that is safe and conducive to learning. Please see a full list on pages 14-15.

Cellular Phones and Electronic Devices

Campbell Union School District permits students to carry cellular phones and electronic devices. However, students may not use cellular phones, electronic devices, and/or wearable devices during the school day. As stated in District policy, cellular phones, electronic devices, and wearable devices must be turned off during the school day. Students who violate this policy may be subject to disciplinary action.

The District assumes no liability for the loss or theft of cellular phones, wearable devices and/or any electronic devices.

Lost and Found

The Lost and Found is located near the staff room during school hours. Students and/or parents may claim articles before or after school. Small items of value, like rings, wallets, keys, and calculators, are kept in the office. After a reasonable period of time, Marshall Lane Elementary School donates unclaimed items to charity.

Smoke Free Campus

Every school in CUSD is a smoke-free school. Smoking is not permitted at any time in any campus location.

Birthday Parties

In an effort to maximize instructional time, birthday "parties" should be celebrated outside of the school day. Additionally, we encourage any school treats that promote health and wellness. Communication with your child's teacher is required.

Contact Information/Address Change

Be sure to call the office if your home address, work location, or telephone number changes. If you have moved outside CUSD attendance boundaries, you must obtain an interdistrict attendance agreement from your resident district. The transfer must be approved by both districts for your child to continue his/her attendance in the Campbell Union School District.

Closed Campus

- Students may not leave campus without permission from the time of their arrival through dismissal.
- Students arriving late to school must report to the office before going to class.
- All school gates are locked during school hours. Visitors must enter through the office and obtain a visitor's badge. Visitors must also check out and leave campus through the front office.
- Parents with a delivery for their student must go through the office. Adults may not go directly to the classroom or onto the playground.
- Parents must sign their student out if they are taking them off campus for any reason.
- Food from delivery services will not be accepted (ie. DoorDash, Uber Eats, etc.)
- Students may not have visitors (such as friends or relatives) at school.

Annual Parental Notifications

At the beginning of every school year, Campbell Union School District distributes the Parents Rights and District Code of Conduct. Please review these documents carefully. Questions may be directed to either the school principal or to the Director of School Services at 341-7000 extension 6250.

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Contact Information

Do You Have a Question or Concern?

Parents play an active part in our district. We encourage your involvement and welcome your questions. We consider you part of our team. In that spirit, we ask that parents approach teachers with questions and concerns, as they are most closely connected to your child. Questions that cannot be resolved with parent-teacher contact should be brought to administration. If questions still remain, these are important contacts at the district office.

Department	Topics	Contact Information
School Services	Students Interdistrict Transfers	(408) 364-4200 extension 6250
Human Resources	Personnel	(408) 364-4200 extension 7235
Teaching & Learning	Instruction	(408) 364-4200 extension 6245
Special Education	Special Education	(408) 364-4200 extension 6253
Enrollment	Enrollment	(408) 364-4200 extension 6209

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