

# **Marshall Elementary School**

**Providing Students Opportunities to Shine**

## **Student/Parent Handbook**

**2022 - 2023**



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# Marshall Elementary School

142 N. Armstrong      Phone (559)834-6120      Fax (559)834-9125

**Jim Cardenas,**  
Principal

**Myranda Price ,**  
Instructional Specialist

Dear Parents/Guardians,

On behalf of Marshall Elementary school, I would like to welcome each of you to the start of our 2022 - 2023 school year. I am extremely excited and looking forward to working with all of our students, parents/guardians, and community members.

This handbook provides general information regarding our elementary school procedures. Please read the handbook with your child and refer to it as needed throughout the school year. It is our goal to protect the health and safety of our students and staff. We value the partnership we have with our Marshall families

All staff members have been spending a great amount of time planning and preparing in order to get ready for this school year. I can assure you that the staff at Marshall Elementary is committed to providing an outstanding nurturing and excellent academic environment for all students. We are prepared to begin the school year strong and your support is greatly appreciated.

We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We recognize that in order to be successful in school, our students need support from both the home and school. We know that a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our students' success and want you to know that we will do our very best to carry out our responsibilities.

On behalf of the entire staff at Marshall Elementary, we are pleased to be partners with you in the educational experience of your child. Each year we continue our tradition of learning together, exploring, discovering, and sharing. We continue to provide a program that supports all children at their individual level of development. We strive for all students to perform at or above grade level in reading, writing, and math. This is our firm commitment to our students, parents, and the Fowler community.

We also ask you to be a key supporter in your child's education. Please be involved in your child's learning experience by being a member of the Parent Teacher Organization (PTO), School Site Council (SSC), or English Learner Advisory Council (ELAC). It is important for every parent to be actively involved with your child's education.

The Marshall Team looks forward to working together to make this a success-filled year of learning for your child.

Sincerely,

*Jim Cardenas*

## ***Marshall Elementary Instructional Staff***

Grade	Teacher	Room Number	Email Address
TK	Diana Jimenez	4	<a href="mailto:djimenez@fowlerusd.org">djimenez@fowlerusd.org</a>
TK	Lucy Lopez	5	<a href="mailto:llopez@fowlerusd.org">llopez@fowlerusd.org</a>
K	Jazmin Chavero	6	<a href="mailto:jchavero@fowlerusd.org">jchavero@fowlerusd.org</a>
K	Josephine Braner	7	<a href="mailto:jbraner@fowlerusd.org">jbraner@fowlerusd.org</a>
K	Malina Muro-Veliz	8	<a href="mailto:mveliz@fowlerusd.org">mveliz@fowlerusd.org</a>
K	Jennifer Kubar	9	<a href="mailto:jkubar@fowlerusd.org">jkubar@fowlerusd.org</a>
K	Elizabeth Gimbel	10	<a href="mailto:egimbel@fowlerusd.org">egimbel@fowlerusd.org</a>
K	Courtney Kitzmiller	11	<a href="mailto:ckitzmiller@fowlerusd.org">ckitzmiller@fowlerusd.org</a>
1	Lisa Gionfriddo	13	<a href="mailto:lgionfriddo@fowlerusd.org">lgionfriddo@fowlerusd.org</a>
1	Shauna Haller	14	<a href="mailto:shaller@fowlerusd.org">shaller@fowlerusd.org</a>
1	Yessenia Mendoza	17	<a href="mailto:ymendoza@fowlerusd.org">ymendoza@fowlerusd.org</a>
1	Annie Lopez	18	<a href="mailto:alopez@fowlerusd.org">alopez@fowlerusd.org</a>
1	Tara Machnik	19	<a href="mailto:tmachnik@fowlerusd.org">tmachnik@fowlerusd.org</a>
1	Mandip Gill	25	<a href="mailto:mgill@fowlerusd.org">mgill@fowlerusd.org</a>
2	Brittany Fordyce	20	<a href="mailto:bfordyce@fowlerusd.org">bfordyce@fowlerusd.org</a>
2	Talin Tanossian	21	<a href="mailto:ttanossian@fowlerusd.org">ttanossian@fowlerusd.org</a>
2	Erika Audino	22	<a href="mailto:eadino@fowlerusd.org">eadino@fowlerusd.org</a>
2	Marcia Moore	23	<a href="mailto:mmore@fowlerusd.org">mmore@fowlerusd.org</a>
2	JD Mendez	24	<a href="mailto:jmendez@fowlerusd.org">jmendez@fowlerusd.org</a>
2	Jennifer Guerra	27	<a href="mailto:jguerra@fowlerusd.org">jguerra@fowlerusd.org</a>

## ***Support Staff***

District Psychologist	Tara Townsend	ISSC	<a href="mailto:ttownsend@fowlerusd.org">ttownsend@fowlerusd.org</a>
Resource Specialist (RSP)	Brittany Tavlian	15	<a href="mailto:btavlian@fowlerusd.org">btavlian@fowlerusd.org</a>
Speech and Language Pathologist	Ashley Henderson	15	<a href="mailto:henderson@fowlerusd.org">henderson@fowlerusd.org</a>
Student Support Specialist	Kristina Cordova	26	<a href="mailto:kcordova@fowlerusd.org">kcordova@fowlerusd.org</a>
Special Day Class	Andrea Brodsly	16	<a href="mailto:abrodsly@fowlerusd.org">abrodsly@fowlerusd.org</a>
Intervention Teacher	Crystal Smith	12	<a href="mailto:csmith@fowlerusd.org">csmith@fowlerusd.org</a>

## ***Classified Staff***

Office Manager	Minerva Alvarez	<a href="mailto:malvarez@fowlerusd.org">malvarez@fowlerusd.org</a>
Accounts Clerk	Barbara Carrillo	<a href="mailto:bcarrillo@fowlerusd.org">bcarrillo@fowlerusd.org</a>
Health Technician Home School Liaison	Irene Martinez	<a href="mailto:imartinez@fowlerusd.org">imartinez@fowlerusd.org</a>
Library Aide	Tanya Chavez	<a href="mailto:tchavez@fowlerusd.org">tchavez@fowlerusd.org</a>
Head Custodian	Joe Gonzales	<a href="mailto:jgonzales@fowlerusd.org">jgonzales@fowlerusd.org</a>
Custodian	Sergio Cruz	<a href="mailto:scruz@fowlerusd.org">scruz@fowlerusd.org</a>
Special Education Assistant	Susan Pantoja	<a href="mailto:spantoja@fowlerusd.org">spantoja@fowlerusd.org</a>
Special Education Assistant	Crystal Reyes	<a href="mailto:creyes@fowlerusd.org">creyes@fowlerusd.org</a>
Special Education Assistant	Nannette Wilkins	<a href="mailto:nwilkins@fowlerusd.org">nwilkins@fowlerusd.org</a>
Instructional Assistant	Jacob Goerzen	<a href="mailto:jgoerzen@fowlerusd.org">jgoerzen@fowlerusd.org</a>
Instructional Assistant	Nirmaljit Gill	<a href="mailto:ngill@fowlerusd.org">ngill@fowlerusd.org</a>

Instructional Assistant	RoseAnn Gonzalez	<a href="mailto:rgonzalez@fowlerusd.org">rgonzalez@fowlerusd.org</a>
Instructional Assistant	Karla Torres	<a href="mailto:ktorres@fowlerusd.org">ktorres@fowlerusd.org</a>
Instructional Assistant	Sandra Ortiz	<a href="mailto:sortiz@fowlerusd.org">sortiz@fowlerusd.org</a>
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Instructional Assistant	Amber Rodriguez	<a href="mailto:arodrigue@fowlerusd.org">arodrigue@fowlerusd.org</a>
Instructional Assistant	Karen Santillan	<a href="mailto:ksantillan@fowlerusd.org">ksantillan@fowlerusd.org</a>
Instructional Assistant	Felicia Shoopman	<a href="mailto:fshoopman@fowlerusd.org">fshoopman@fowlerusd.org</a>
Instructional Assistant	Aracely Silva	<a href="mailto:asilva@fowlerusd.org">asilva@fowlerusd.org</a>
Instructional Assistant	Tabitha Renn	<a href="mailto:trenn@fowlerusd.org">trenn@fowlerusd.org</a>
Instructional Assistant	Rose Gutierrez	<a href="mailto:rgutierrez@fowlerusd.org">rgutierrez@fowlerusd.org</a>
Instructional Assistant	Sonia McPhail	<a href="mailto:smcphail@fowlerusd.org">smcphail@fowlerusd.org</a>
Instructional Assistant	Lizbeidy Soberanis	<a href="mailto:lsoberanis@fowlerusd.org">lsoberanis@fowlerusd.org</a>
Food Service Lead	Catalina Alejandre	<a href="mailto:calejandra@fowlerusd.org">calejandra@fowlerusd.org</a>
Food Service Assistant	Anna Roman	<a href="mailto:anna.roman@fowler.k12.ca.us">anna.roman@fowler.k12.ca.us</a>
Food Service Assistant	Daniela Alvarez	<a href="mailto:dalvarez@fowlerusd.org">dalvarez@fowlerusd.org</a>

# ***Vision and Guiding Principles of Fowler Unified***

## ***Our Promise***

Fowler Unified School District's success is built on the tradition of community collaboration and partnership with Fowler and the Malaga Communities. Fowler Unified is student-centered, and committed to meeting the needs of all students through rigorous exceptional learning environments. For students, the journey of their lives is rooted in, and rises from Fowler Unified.

## ***Guiding Principles***

- We are committed to ensuring that our schools are clean, safe, and conducive to learning.
- We will model for our students the highest behavioral and academic standards.
- We believe that parents, teachers, classified staff, and management personnel are all responsible for improving student learning.
- We are committed to providing all students with a learning environment that recognizes diversity and enhances growth and development through a challenging curriculum.
- We support continuous improvement of staff as a means of ensuring that our students are provided with quality learning experiences.

## ***Vision and Mission Statements of Marshall Elementary***

*What we strive for:*

### ***Vision Statement***

*Marshall Elementary will provide all students the foundational resources to become successful lifelong learners, thinkers and contributing members of society in a safe, positive, clean and enriching environment.*

## *What we do:*

### *Mission Statement*

*As a Marshall Team shining brighter together, we build foundations each day in students for thinking and learning academically, socially, and emotionally, in a safe, clean, enriching environment.*

The health and safety of all students at Marshall School is our priority. Students **will be admitted** on campus at 7:45 a.m., thirty-five minutes prior to their designated instructional start time at 8:20AM. The arrival and departure locations are listed below:

#### **Student drop-off/arrival**

**Parents will not be allowed on campus due to safety protocols.**

- **All Students** may enter either from the Armstrong drive through or gate, or from the Adams drive through or gate beginning at 7:45 a.m.
- **Those eating breakfast at school need to please arrive as soon as the gates open** so there is time to finish eating prior to instruction starting at 8:20.
- If students are eating breakfast at school they need to arrive early so they can finish eating before instruction begins at 8:20 AM. Contact home will be made if this becomes an issue so we can ensure the student has ample time to eat and start instructional time with the class.
- All bus riders will report to the cafeteria upon arrival before 7:45 a.m.. where they will be supervised. At 8:00 AM students in the cafeteria will be dismissed to their classrooms
- If arriving late, after the designated start time of 8:20 AM, the **parent/guardian must sign the student in** by entering through the main office located in the front of the school off of Armstrong Ave.

#### **Student pick-up/departure**

**Parents will not be allowed on campus due to safety protocols.**

- Once the dismissal bell rings:
  - **After School Program** students will be sent to the cafeteria
  - **Bus riders** will be supervised to the bus loading area off of Adams Ave.
  - **Students being picked-up:**
    - TK - in the school drive through off of Armstrong Ave
    - Kindergarten - in front of school on Armstrong Ave.
    - 1st Grade - in front of school on Armstrong Ave.
    - 2nd Grade - **after buses leave**, from the Adams parking lot area.

ALL PARENTS PICKING UP, EITHER IN THE DRIVE THROUGH OR IN PERSON AT THE GATE MUST HAVE THE STUDENT PICK-UP PLACARD IN HAND OR DISPLAYED. THIS IDENTIFIES YOU AS THE APPROPRIATE PERSON TO BE PICKING UP THE CHILD. ANYONE WHO IS NOT LISTED AS A CONTACT ON THE EMERGENCY CARD MAY NOT PICK UP THE CHILD. IF ANYONE OTHER THAN THE PARENT OR GUARDIAN IS PICKING UP A CHILD, THE OFFICE MUST BE NOTIFIED, EVEN IF LISTED ON THE EMERGENCY CARD. PARENTS AND THE SCHOOL NEED TO BE INFORMED OF WHO IS PICKING UP A CHILD.

After 10 - 15 minutes students will be escorted to the front office where parents will be directed to pick up their student. Please notify the office if you are running late.

- Parents who wish to pick up their children during school hours need to sign them out in the front office.

<p><b>Regular Day</b></p> <p><b>7:45</b>                    <b>Gates Open - Breakfast Begins</b>  <b>8:20</b>                    <b>Instruction Begins</b>                                    <i>(Arrival after 8:20 is TARDY)</i></p> <p><b><u>Grade TK/K</u></b>  9:25 - 9:40            K Recess  10:00 - 10:15        TK Recess  11:00 - 11:40        Lunch/Recess for TK  11:00 - 11:40        Recess/Lunch for Kindergarten  2:00                    Dismissal</p> <p><i>Aug. 16th - Sept. 2nd TK/K students only will be released at 12:30pm. <u>Beginning September 6th, TK/K will be released on the regular day schedule with dismissal at 2:00pm.</u></i></p> <p><b><u>Grade 1</u></b>  9:45 - 10:00        Recess  11:50 -12:30        Lunch/Recess  2:15                    Dismissal</p> <p><b><u>Grade 2</u></b>  10:05 - 10:20        Recess  11:50 - 12:30        Recess/Lunch  2:15                    Dismissal</p>	<p><b>Minimum Days – December 16, 2022  June 8, 2023</b>  <i>(These are the only minimum days for the 2022 - 2023 school year.)</i></p> <p><b>7:45</b>                    <b>Gates Open - Breakfast Begins</b>  <b>8:20</b>                    <b>Instruction Begins</b>                                    <i>(Arrival after 8:20 is TARDY)</i></p> <p><b>12:30</b>                    <b>ALL GRADES dismissed</b>  -----</p> <p><b><u>Grade TK/K</u></b>  10:50-11:10        Lunch/Recess  12:30                    Dismissal</p> <p><b><u>Grade 1</u></b>  11:15-11:35        Lunch  12:30                    Dismissal</p> <p><b><u>Grade 2</u></b>  11:20-11:40        Lunch  12:30                    Dismissal</p>
<p><b>Foggy Day</b></p> <p>9:15                    Class Begins for ALL Students</p> <p><u>Bus riders, refer to the Foggy Day Bus Schedule below for further directions.</u></p> <p><i>The Regular Day schedule will be followed for recess, lunch and dismissal times on a foggy day.</i></p>	<p><b>AAA/Parent Conferences</b>  <i>(Please refer to the Fowler Unified School District Calendar for the Triple A (AAA) and Parent Conference dates.</i></p> <p>1:30                    TK - 2<sup>nd</sup> dismissal</p> <p><i>The Regular Day schedule will be followed for start times, recess, and lunch for all grade levels.</i></p>



## FOGGY DAY PROCEDURE-BUS SCHEDULE

Media will announce foggy day transportation scheduling for Fowler Unified Schools by indicating one of the plans listed below, using only the letter designation, such as Plan "A." Parents and students should be familiar with these plans. Parents are urged to use caution in determining how conditions affect their child's method of getting to and from school. Parents may opt to send children after the fog has lifted. Students will not be penalized if tardy due to the fog.

***If there is a foggy day on a AAA Day, dismissal will be 2:15 for all TK - 2nd Grade students.***

### PLAN "A"

*When this announcement is made, it will indicate:*

2 hour bus delay

### PLAN "B"

*When this announcement is made, it will indicate:*

3 hour bus delay

### PLAN "C"

*When this announcement is made, it will indicate:*

Busses canceled

**FOGGY DAY HOTLINE PHONE NUMBER: 834-6198. Please call this before calling the office.**

### FOGGY DAY REPORTS

**available on: Radio KMJ Dial AM 580 and, KVPT – TV Channel 18**

<b>Advancing Academic Achievement Days</b> <b>AAA Days</b>
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### AAA Days

**All Students begin at 8:20 and are dismissed at 1:30 on AAA Days.**

Advancing Academic Achievement Days (AAA Days) allow teachers to receive professional development and collaborate. Research clearly shows a direct correlation between the time devoted to professional development of teachers and student academic performance. Collaboration and training is vital to our students' continued academic growth. The Marshall staff will be focusing on:

- Data analysis and student work samples
- Improving instructional practices
- Addressing the curriculum needs of *all* students,
- The schedule below indicates the **Wednesdays** in which students in grades TK-2 will be released early, at 1:30 p.m., in order to accommodate *Advancing Academic Achievement* (AAA Days).

**All students TK - 2nd will be dismissed at 1:30 p.m. on AAA Day**

**AAA Day Schedule for 2022 - 2023**

August	24, 31
September:	7, 14, 21, 28
October:	5, 12, 19, 26
November:	2, 9, 16
December:	No AAA days
January:	11, 18, 25
February:	1, 8, 15, 22
March:	1, 8, 15, 22, 29
April:	12, 19, 26
May:	3, 10

## **POLICIES AND GENERAL SAFETY PROCEDURES**

**On a Traditional Daily Schedule, campus opens at 7:45 A.M. Breakfast will be served from 7:45 - 8:15 a.m.**

**Students may not be on the playground without a FUSD employer supervisor present.**

**Anyone picking up a child from school must be listed on the emergency card and authorized by the parent.**

**During school hours the designated person will be required to sign out the child in the office. NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT LISTED ON THE EMERGENCY CARD UNLESS AUTHORIZED BY THE PERSON WHO SIGNED THE CARD.** In the event, we are unable to obtain authorization; the student will be sent back to class or kept in the school office.

### **EMERGENCY PROCEDURES**

In the event of a disaster, such as a major earthquake, all students will be kept at school until parents come to pick them up, including bus riders. Students will be released only to an authorized adult after checking in with the child's teacher.

The teacher will note the name of the person taking the child and the time.

### **LOST AND FOUND**

**Label all clothing!!!** If your child loses anything at school, have him/her check the Lost and Found located in the cafeteria. Items still at school at the end of the school year will be given to charity.

### **ASSIGNMENT OF STUDENTS TO CLASSROOMS**

Assigning children to a teacher is an important matter – certainly to us and especially to parents. Because this task may be approached in various ways at different schools, some insights into the philosophy, rationale, and procedure used at Marshall Elementary may be useful to you.

First, we regard the classroom assignment of students as an important educational decision. One that is just as critical to individual and group success as our decisions concerning the selection of personnel, books and materials, instructional programs, and teaching strategies. Careful consideration and deliberate attention must be given to several important factors: 1) Classes must be balanced with respect to class size. 2) Classes must be balanced with respect to gender, achievement levels and ethnicity. 3) The composition of the classroom is important. The students must be compatible to the extent that an effective learning environment and atmosphere of cooperation can be established. As you know, there are certain combinations of students which, in their best interest (as well as the teacher's) should not be placed in the same classroom. Individual personalities, the collective personality of the group and the social/educational dynamics of the school must be weighed. All of these factors must fit together to create a positive school climate and provide equal educational opportunities for all students.

Near the end of every school year, the teachers meet as a grade level with the principal and make recommendations for placement for the coming school year. Their first hand knowledge of the students ensures the very best class placement.

Parents who have serious educational concerns about class placement are urged to make an appointment with the principal to discuss the concern, review various options, and decide on the best placement for their child.

### **SCHOOL MEALS**

ALL STUDENTS will be allowed free meals. This includes breakfast and lunch. Breakfast is served beginning at 7:45 a.m. Milk is served to all students eating a school meal.

Adults will be charged \$2.50 for Breakfast and \$4.00 for lunch.

**Please notify the school office if your child has a food allergy.**

The lunch program is closely supervised, and good manners and proper eating habits are reinforced. Each child is encouraged to eat a reasonable amount of food on his/her plate.

### **PERSONAL POSSESSIONS**

We discourage children from bringing personal possessions or extra money to school, unless requested to do so by the teacher or principal. Items such as toys, electronic devices, etc., are distracting to the educational climate of the school and pose problems to both the student and teacher if they are lost or broken. Inappropriate items brought to school will be taken from the child and given back at the end of the day. **THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR PERSONAL OR UNNECESSARY ITEMS BROUGHT TO SCHOOL.**

### **PARENT VISITATIONS**

**IN THE INTEREST OF SAFETY, ALL PARENTS AND/OR VISITORS MUST CHECK IN AT THE OFFICE.** DURING THIS TIME OF COVID, THERE ARE NO ADDITIONAL PERSONNEL ALLOWED ON CAMPUS IN AN EFFORT TO LIMIT EXPOSURE AND CONTACTS INCLUDING PARENTS AND PARENT VOLUNTEERS UNLESS OUTSIDE OF THE NORMAL SCHOOL DAY.

### **STUDENT/STAFF SAFETY**

Student safety is a primary concern in Fowler Unified. For that reason, all talk or rumors threatening student or staff safety will be taken seriously. Students are not to joke about such seriousness. Consequences will include detention, suspension and/or recommendation for expulsion and/or referral to the appropriate law enforcement agency.

### **SCHOOL BUS TRANSPORTATION**

Students board the buses after school in the bus terminal area off of Adams Avenue. **Please notify the office ASAP if you need to pick up your child instead of having them ride the bus.**

## **STUDENTS WITH FOOD ALLERGIES**

Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools, parents and health care providers work together to minimize risks and provide a safe educational environment for students with allergies.

### **Parents/Guardians Responsibilities:**

1. Notify the school administrator, nurse and/or food service director (when necessary) of the child's allergies.
2. Provide the school with the health care provider's medical statement from the child's allergy testing indicating all known allergens.
3. Work with the school to develop an Emergency Care Plan that accommodates the individual child's needs while in school including the classroom, cafeteria, after school programs, and school- sponsored activities.
4. Provide the school with written medical documentation, instructions, and medications as directed by a health care provider.
5. Provide a photo of the child for the student's Emergency Care Plan.
6. Provide the school with current/updated emergency contact information.
7. Provide the school with properly labeled medications and replace medications after use or upon expiration.

### **Student's Responsibility (based on student's level of knowledge and age):**

1. Should always LOOK at the food being served.
2. Should not trade food with others.
3. Should not eat anything with unknown ingredients or foods known to contain any allergens.
4. Should notify an adult immediately if they eat something they believe may cause an allergic reaction.
5. Should not share food, beverages, personal items, medications, etc.

### **Parents/Guardians can assist their child in the self-management of his/her food allergy by:**

1. Recognizing safe and unsafe allergens.
2. Identifying strategies for avoiding exposure to unsafe allergens.
3. Recognizing symptoms of allergic reactions.
4. Alerting an adult if they believe they may be having an allergy-related reaction.
5. Reading food labels (age appropriate) and/or be aware of environmental triggers.
6. Never sharing personal items including food, eating utensils, medication, etc.

### **Cafeteria**

The cafeteria **does not** serve products *containing peanuts and/or tree nuts or products produced in commercial facilities that manufacture peanut/tree nut products*. **Students who are allergic to peanuts and/or tree nuts sit with their class, at assigned tables during lunch time, regardless of whether they eat a school lunch or bring a lunch from home.**

This policy does not include students' lunches brought from home. A separate area of the cafeteria is designated for students who bring lunch from home.

## **FOOD IN CLASSROOMS**

All foods served at designated classroom parties and school events must be in compliance with the district's wellness policy. All food items must be **commercially prepared** and have a visible label listing ingredients on the package.

**Homemade treats will not be served at classroom parties and/or school events.**

Due to the increasing number of children with food allergies in our school, ***NO PEANUTS, TREE NUTS, or products containing peanuts and/or tree nuts or produced in commercial facilities that manufacture peanut/tree nut products will be served on school grounds.*** This includes, but is not limited to, the school lunch program, classroom celebrations, after school programs, PTO sponsored events and functions, and any other occasion where food will be served to or shared by students. All foods served must have a visible ingredient label on the package. **There will be no exceptions to this policy.** Parents **will not** be able to provide any food item.

## **RECOGNITION OF A CHILD'S BIRTHDAY**

As a general health and safety policy, a child's birthday **is not** to be celebrated with food items. However, a parent or guardian may bring or send **non-food** related items for the birthday child to share with students (i.e. pencils, stickers, erasers, crayons, a special book, etc.). A parent/guardian will need to make prior arrangements with the classroom teacher before sending or bringing items into the classroom.

## **BOOKS AND EQUIPMENT**

School equipment, Chromebooks, library, and textbooks are the responsibility of the student to whom they have been checked out. The cost of replacement for damaged, lost, or stolen books and equipment is the responsibility of the parent/guardian.

## **VOLUNTEERING AT MARSHALL SCHOOL**

There are times that volunteers are needed at Marshall. For those willing to do so, please coordinate times with your child's teacher. **All volunteers must be cleared through our security system (RAPTOR) with a valid driver's license or ID. Volunteers always need to check in and out through the office before reporting to a classroom. This includes those attending field trips.**

## **MESSAGES TO YOUR CHILD AT SCHOOL**

**EXCEPT IN THE CASE OF AN EMERGENCY, THE OFFICE STAFF WILL NOT INTERRUPT CLASSROOM**

**INSTRUCTION WITH LAST MINUTE MESSAGES.** Please try to remind your child about appointments, changes in after school pick-up, etc., before he/she leaves home in the morning. **Messages received BEFORE 11:00 A.M.** will be placed in the teacher's box. Teachers are instructed to check their boxes at morning break and lunch.

### **INSURANCE**

The Fowler Unified School District **does not** provide medical insurance coverage for students in the event of a school accident. Parents are responsible for any medical expenses incurred if their child is hurt while participating in a school activity. An accident/health application is available in the informational packet distributed to students on the first day of school. Parents are not obligated to purchase this insurance.

### **ATTENDANCE**

Your child should be in school, on time, every day. State law requires students to attend school except in the case of illness, suspension, or family bereavement. All other absences are unexcused. Whether excused or not, a student cannot be absent more than 10% of the current number of school days, or they are considered chronically absent and will be put on a contract. Because your child misses valuable learning time when he/she is not in class, we encourage you, whenever possible, to plan vacations and make appointments when school is not in session. Office personnel monitor absences and tardies daily and may call you if your child's attendance becomes a concern. If you have a question, please call the office. We're here to help.

### **WHAT DO I DO IF MY CHILD IS ABSENT?**

1. Call the school **attendance line at 834-6121** each time your child is absent. When you call, please: 1) state your child's name, 2) room number and/or teacher's name, and 3) reason for the absence.
2. If your child is going to be out for more than 5 days, call the school immediately. At that time, an Independent Study Agreement **may be** initiated.
3. If you are unable to call, please send a note to school with your child. All notes will be kept on file in the school office.

### **WHAT DO I DO IF MY CHILD IS TARDY?**

If your child arrives after 8:20 A.M. a parent/guardian must bring the student to the office and sign them in. The student will be given an admit slip to class.

### **WHAT DO I DO IF I NEED TO PICK UP MY CHILD WHO IS ALREADY IN SCHOOL?**

Come directly to the school office. We will call the classroom and have your child sent to the office while you sign him/her out.

## **FOWLER UNIFIED SCHOOL DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

### **I. Procedures**

#### **A. SITE LEVEL**

1. The principal/designee will send the FIRST SARB LETTER to parents after a student has accumulated three (3) days or periods of unexcused absences. The Home School Liaison/Health Aid or School Nurse may be designated to make a home visit.
2. The principal/designee will send the SECOND SARB LETTER to parents when the student accumulates ten (10) days/periods of excused, unexcused, or parent excused absences. The letter will inform parents of a conference/mini-SARB to be held with the Principal /designee to discuss the student's attendance problems.
3. At the mini-SARB, the parents and student will enter into an agreement with the Principal/designee. The attendance agreement will include, but is not limited to, the following elements:
  - a. attendance requirement
  - b. behavior requirement
  - c. absence verification requirement
  - d. parent responsibility requirement
  - e. school-site accountability requirements

This attendance agreement will be monitored by the principal or designee at twenty (20) school day intervals to determine if the conditions of the attendance agreement are being met.

4. If the principal/designee determines that the student has accumulated a combined total of three (3) excused, unexcused or parent excused absences during a twenty (20) school day period, the Principal or designee will send the THIRD SARB LETTER, informing the parents that their child will be referred to the District SARB board. The principal/designee will inform the SARB Chairperson of the student referral using the STUDENT REFERRAL FORM.
5. The principal will forward documentation to the District SARB Chairperson within five (5) days.



## **II. Composition of SARB**

The Fowler Unified School District School Attendance Review Board will consist of the following representatives:

- A. Principal of Continuation/Opportunity School (Chairperson).
- B. A representative of the Fowler Police Department
- C. District Nurse
- D. District Psychologist
- E. The principal of each school or his/her designee
- F. A community representative (if available)

## **GRADING POLICY**

Report cards are issued on a trimester basis to all students in grades TK-2. Students are assessed in the areas of Language Arts, Mathematics, History/Social Science, and Science. Some areas are effort only grades and others are proficiency grades. Progress reports are issued three times during the course of the year. Parent conferences are held twice a year in November and March. During conferences, all grades are discussed and grading standards/expectations are reviewed.

## **STUDENT RECOGNITION**

Most effective schools have student awards which provide incentives for students and a means of acknowledging their efforts and accomplishments. More importantly, the goals, expectations, and values of the school and community are communicated through the criteria for student recognition. In an effort to promote curricular and co-curricular goals and to recognize student effort and achievement in the goal areas, Marshall provides many opportunities for individual students and classes to receive recognition. Our goal is always to recognize the efforts, abilities and achievements of students and to reinforce desired learning and positive behaviors. Although this is done daily in many informal ways by all staff members, formal recognition occurs at our Student Award Assemblies. Parents will be notified when their son/daughter has been selected so they may attend the awards assembly.

## **STAR READER**

Students are awarded medals for meeting the goals established by each grade for the months of October, November, December, January, February, March, and April.

### **CHARACTER OF THE MONTH**

Each classroom will recognize a Character of the Month. Students nominated for this award will be recognized at an assembly by receiving a certificate. Teachers will select students based on "Fowler's Big 10" character education traits.

### **END OF YEAR AWARDS**

Qualifying students will be recognized for the following awards: Perfect Attendance, Star Reader Gold Medals, Character of the Month, and Service Learning hours.

### **HOME/SCHOOL COMMUNICATION**

Communication is essential to having a basic understanding of our school programs, activities, policies and procedures. If, at any time during the year, you have a question, compliment, complaint, or suggestion, please speak with your child's teacher or the Principal.

### **PARENT CONFERENCES**

Formal parent conferences are held in November and March. **HOWEVER, YOU MAY REQUEST A CONFERENCE AT ANY TIME.** A parent or teacher may also request the Principal to be present. Every effort is made to accommodate the busy schedules of both the teacher and the parent.

### **REPORT CARDS**

Report cards are issued three times a year (November, March, and June).

### **PROGRESS REPORTS**

Progress reports are issued at the midpoint of each trimester.

### **1st/2nd BACK-TO-SCHOOL NIGHT or TK//K Orientation Meetings**

At the beginning of each school year, parents are invited to visit their child's classroom, meet their child's teacher, and hear a presentation on the instructional programs, academic and student behavior expectations for the year. A brief introductory meeting is held prior to classroom presentations in the cafeteria.

### **OPEN HOUSE**

During the month of April you are invited to tour the classrooms and the school to see displays and exhibits of student activities and work completed throughout the year.

### **SCHOOL ACCOUNTABILITY REPORT CARD**

The School Accountability Report Card (SARC) is posted on the district's website ([www.fowlerusd.org](http://www.fowlerusd.org)). Information

regarding test results, school programs, and district policies are included.

### **AUXILIARY SERVICE**

Marshall School has trained personnel available to help you, your child, or members of your family if you have questions, needs or concerns about behavior, health issues, or drug, tobacco, alcohol addiction. These trained professionals can also refer you to community agencies who can work with you more closely. Please feel free to contact your administrator, school psychologist, nurse or counselor by calling the school at 834-6120. All information is considered confidential.

### **SPEECH & LANGUAGE SPECIALIST**

Our speech and language specialist works with students who require specialized instruction in the areas of language, voice, articulation or fluency proficiency. Additional duties include, directing the district speech program for preschool students, and advising teachers, parents and paraprofessionals in the area of language processing.

### **RESOURCE SPECIALIST**

The resource specialist is a classroom teacher with special certification in special education and learning disabilities. The resource specialist provides specific prescriptive instruction in academic areas to students who have been certified as requiring such instruction. She serves as a resource to teachers in designing and implementing teaching strategies for students with learning difficulties.

### **DISTRICT PSYCHOLOGIST**

The district psychologist is available to provide assessment and psychological information beyond the scope of the classroom teacher. She provides services to students and parents while providing assistance to teachers in the implementation of effective teaching strategies for individual students exhibiting learning, adjustment, and/or behavioral difficulties. She has referral information for outside agencies if needed.

### **STUDENT STUDY TEAM**

The Student Study Team (SST) is a regular education function that is provided as a service to teachers and parents. Students with behavior, emotional, and/or academic concerns that interfere with school performance may be referred to the team for suggestions and/or modifications of the child's learning environment or program. All children that may be considered for a formal educational assessment are required to be reviewed by the SST prior to evaluation by the psychologist to determine eligibility for special education and/or student needs.

**SPECIAL EDUCATION NOTIFICATION**---Any child age 0 through 21 suspected of or having a disabling condition is entitled to a free and appropriate education. All students have the right to be referred for special education services after the resources of the regular education program have been considered and where appropriate interventions have been utilized. A referral to special education means that a student is assessed to determine if a learning disability is present which may interfere with a student's academic growth. A parent/guardian may refer their child for these services by

contacting the school principal at 834-6120. The SST process is a prior function to determine student need into this process.

### **SECTION 504 OF THE REHABILITATION ACT (BP 6164.6)**

It is the District's policy that no otherwise qualified handicapped student shall, on the basis of the handicap, be excluded from participation in, be denied the benefits of a free and appropriate education as provided to students identified as disabled under Section 504. A Section 504 Team will evaluate each referral based upon a review of the student's school records and the student's needs. The 504 Team will develop a plan for serving the needs of students identified as a qualified handicapped student under the conditions of Section 504.

### **INSTRUCTIONAL PROGRAMS**

The instructional programs at Marshall School feature both group instruction emphasizing student interaction/cooperative learning and individualized instruction based on diagnostic/prescriptive procedures.

### **LANGUAGE ARTS/READING**

The Benchmark Advanced program was developed around the current academic standards in the areas of listening, speaking, reading, writing and language. It includes basic skills and comprehension, while also providing enrichment through related activities to ensure a well-rounded program. The process of reading, writing, speaking and listening are integrated into the total language arts program. All students learn language arts through this balanced, integrated skills and literature based curriculum that utilizes a meaning centered approach based on intensive reading, writing, speaking, listening and language.

### **MATHEMATICS**

Our math program, Ready Math, emphasizes the development of basic computation skills and problem solving, while also providing enrichment and related activities to ensure a well-rounded program for the total development of the child. The math program involves mastery of arithmetic skills, the application of those skills, and the understanding of key mathematical concepts.

### **SCIENCE**

Science instruction is integrated into all curricular areas. The science program is well balanced and includes life, earth, and physical science. Supplemental instructional activities are used to enhance the science program when appropriate.

**HISTORY - SOCIAL SCIENCE** Our Social Science program is an integral part of the curriculum emphasizing the interrelationship between disciplines. Students learn through an integrated/correlated subject approach, which allows them to acquire information by listening, observing, using community and other resources. Our Benchmark Advance English Language Arts Curriculum provides the content for our social studies literature and content focus.

## **PHYSICAL EDUCATION**

Teachers use a variety of instructional methods and teaching styles to meet the abilities, interests and goals of all students. Our physical education goals strive to foster the development of such attributes as sportsmanship and teamwork, as well as skills associated with individual and team sports. Adaptive P.E. is available to Special Education students and students with special needs in that area.

## **VISUAL & PERFORMING ARTS**

Drama, music and the visual arts are integrated within all curricular areas. All students have the opportunity to perform in the annual Winter Program. Art instruction is also an integral part of Marshall's curriculum. Teachers provide a variety of opportunities for students to express themselves artistically. Exposure to and experience with a variety of art media is an essential part of the curriculum.

## **PARENT COMMITTEES AND ORGANIZATIONS**

### **MARSHALL/FREMONT SCHOOL PARENT TEACHER ORGANIZATION (P.T.O.)**

The goal of this organization is to promote good school and community relations and to support activities that benefit all students. If you are interested in becoming a PTO member, please call the school (834-6120) and let us know you are interested. P.T.O. sponsors many kinds of activities throughout the school year. Committees always need extra hands and new ideas.

### **SCHOOL SITE COUNCIL/ENGLISH LANGUAGE ADVISORY COMMITTEE**

The School Site Council (SSC) is an advisory committee composed of parents, teachers, and site administrators. The main function of this group is to be knowledgeable of the educational plan, program, and budget of Marshall Elementary School and to share community feedback that enhances our program. The English Language Advisory Committee (ELAC) is composed of parents of English learners. Their role is to advise the principal on the development of a detailed English Learner Plan, help to encourage regular attendance, and help to administer the school's language census. They meet at least three times a year.

## **PARENT/GUARDIAN INVOLVEMENT**

Each school is required to include in their school site plan, a parental involvement component that promotes meaningful and comprehensive parental involvement aimed towards promoting and sustaining student achievement and well-being.

Additionally, schools with Title 1 programs are required to (1) hold an annual meeting to explain the Title 1 program and activities, (2) discuss at parent conferences how parents can support instruction, (3) develop (in consultation with parents) goals for parent involvement activities.

## **HEALTH INFORMATION**

### **FIRST AID AND ILLNESS DURING THE SCHOOL YEAR**

First Aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify the parent at once. **FOR THIS REASON THE SCHOOL REQUIRES AN EMERGENCY NUMBER TO CALL WHEN PARENTS ARE NOT AT HOME.**

### **EMERGENCY Information**

Because of the possibility of sudden illness or injury, it is imperative that each parent complete all **EMERGENCY Information** on each child the first week of school. Your cooperation in this matter will be greatly appreciated and will enable the school to provide swift medical care according to your instructions. If your child has a known allergy or any other medical condition, this should be noted on the card. **Any changes in address, telephone numbers or medical condition should be reported immediately to the school office at 834-6120.**

Emergency Information helps us locate you in case of an accident or unplanned events. Please help us by doing the following:

1. Make sure all information is current and correct and that there are phone numbers or information on how to get in touch with you during the school day, along with alternative contacts in the event you cannot be reached.
2. A parent signature is required.
3. Please list all adults on the emergency card who are authorized to take your child from school.  
When you move or get a new phone number, please call us as soon as possible so that we may record it.

## **MEDICATION**

California State Law states that medication (prescription and non-prescription) may not be dispensed by school personnel without a physician's order. Parents may obtain a "Medication at School" form from the school health office in order to assist your child's doctor in providing the necessary information. It is not recommended that children carry medication to school. All medication is kept in the school health office in a locked cabinet.

## **TOBACCO FREE SCHOOL DISTRICT**

Smoking and the use of all tobacco products are strictly prohibited on all school district property.

## **IMMUNIZATION - WHO SHOULD BE IMMUNIZED?**

Infants, young children and teenagers who have not received all their inoculations need to be immunized. These populations are especially susceptible to disease, and complications can be more severe. Inoculations should be started at the age of two months -- not delayed until school age. Remember, accidentally missing even one inoculation means that the individual is unprotected.

## **HEALTH REFERRAL SERVICES**

We have trained personnel available at the school to help you, your child, or members of your family if you have questions, needs or concerns about behavior, health issues, or drug, tobacco, alcohol addiction. These trained professionals can also refer you to community agencies who can work with you more closely. Please feel free to contact your administrator, school psychologist, nurse or counselor by calling the school at 834-6120. All information is kept confidential.

## **SCHOOL SAFETY**

The safety of Fowler Unified students is a primary concern of staff at all school sites. For this reason, any mention of violence or potentially violent behaviors will be taken seriously and will be handled by appropriate measures including referral to counselors, administration and /or law enforcement.

## **MARSHALL ELEMENTARY SCHOOL POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) PROGRAM**

Marshall Elementary School participates in a school-wide positive behavior program called Positive Behavioral Interventions and Supports (PBIS). We have incorporated the Fowler Unified Character Education pillars into our PBIS program. Our faculty and our PBIS team have implemented a common approach to discipline. We use a positive approach to teach our school expectations to our students. We teach, model, practice, and reward our students for using appropriate behavior. We have clear consequences for inappropriate behavior. When students have not followed the set expectations, they may be sent to The Responsibility and Accountability Center during the morning recess for a ten minute period. Those students will sit quietly and reflect upon their behavior under the supervision of a faculty member. They will be dismissed before the bell rings so that they can use the restroom before class resumes.

Our “**STAR POWER** Pledge” is recited every morning by our Marshall Stars.

I am **Safe**

I am **Trustworthy**

I am **Accountable**

I am **Respectful**

*I have **STAR POWER!***

If a child is having some difficulty with any of these rules, certain actions take place:

1st step - Teacher warning.

2nd step - Teacher conference/Reteach expectation with student/Student reflection

3rd step - Referral for documentation/Reteach expectation/Loss of privilege/Parent contact

4th step - Referral documentation/ send to principal/parent conference.

#### **STUDENTS - SUSPENSION AND EXPULSION**

The Governing Board believes that one of the major functions of public schools is the preparation of youth for responsible citizenship. The District shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult directed to self directed with minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education in the District, there must be in existence certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provide the basis for sound disciplinary practices within each school in the District.

The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of District policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to student discipline.

The Board recognizes that not all students will adhere to District rules for appropriate behavior. Therefore, students may be assigned to alternative programs or be subject to removal from school if necessary.

To ensure that school site rules for student discipline are enforced fairly, uniformly, and consistently, the Superintendent shall establish procedures for the development of such rules. All school site rules shall be based on District policies,



regulations, and existing laws.

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities.

All avenues provided in policy, regulation, and law for the discipline of students may be utilized in developing site level rules. These include but not limited to, advising and counseling students, conferencing with parents/guardians, detention during and after school hours, alternative educational environments, community service, and, if necessary, suspension and expulsion.

### **Intradistrict/Interdistrict Attendance Policies**

Students may be granted authorization to attend other districts or other schools within Fowler Unified School District if certain criteria are met. For a copy of the policy call the Superintendent's Office at 834-6080.

BP 5116.1

BP 5117

### **Complaint Procedure**

Any person may file a complaint who alleges that a violation of State or Federal regulations has occurred, including noncompliance and/or discrimination, and, relating to the following programs: consolidated categorical aid; migrant education, vocational education; and Special Education. Complaints shall be initiated by contacting the school principal.

BP 1312

## **DRESS CODE**

**Students**

**AR 5132 (a)**

### **DRESS AND GROOMING**

In cooperation with teachers, students, and parents/guardians, the principal or designee shall regularly review school rules and may establish additional school rules that reflect Board Policy governing student dress and grooming. The following guidelines shall apply to all regular school activities. Final interpretation of these regulations rests with an administrator(s).

### **Apparel**

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times. Clothing will be worn as its design was traditionally intended.

- 1 Sandals or shoes without heel straps are not acceptable (K-5). In grades 6-12 at Fowler High School or Sutter Middle School, all sandals without heel straps are acceptable. House slippers are not allowed at any time – either during school or at school-sponsored activities.

2. Clothing, including headwear and jewelry, shall be free from writing, pictures, or any other insignia that (1) are crude, vulgar, or profane, (2) are sexually suggestive, (3) represent gangs or gang affiliation, (4) advocate the use of drugs, alcohol or tobacco, (5) are degrading to the integrity of individual groups and/or advocate racial, ethnic or religious prejudice.
3. The wearing or displaying of colors/apparel that may relate to gang affiliation or the appearance of such or is worn for the purposes of intimidation is prohibited. Administrators may exercise discretionary authority in the determination of whether colors/apparel are being displayed.
4. A hat or cap may be worn if the hat or cap is worn with the bill forward and all logos or symbols meet district dress code requirements. All hats or caps must be taken off while inside school buildings.
5. Hoods and knitted caps without bills may be worn outside only during inclement weather.
6. Any article of clothing that does not fully cover the chest, stomach, and torso – when in a standing position – is not permitted. Shoulder straps on tops must not be less than two inches (2”) in width (K-5). All shirts must have sleeves and no off-the-shoulder tops or sleeves are permitted (6-12).
7. Shorts and skirts are acceptable provided students fingertips do not extend past the hem of the shorts when standing. They must be hemmed and cannot be form fitting. Bicycle shorts (i.e. spandex, nylon) are not allowed. Appropriate shorts may be worn for physical education activities and athletic practices. Shorts in a frayed style must be worn over leggings if the frayed area is such that it is in violation of the length rule mentioned above. If the frayed area is below the length of acceptable shorts, leggings are not required. Jeans in a frayed style, which reveal skin, are acceptable as long as the frayed areas are below the length stated above.
8. Pants are to be worn above the hip and conform to district standards of appearance

**Students**

**AR 5132 (b)**

**DRESS AND GROOMING**

**Apparel** (continued)

9. Excessively saggy or loose fitting clothing is not acceptable school attire.
10. Jackets, coats, and other apparel depicting professional sports are not allowed.
11. University apparel may be worn on campus and at school events if the mascot's name or picture (logo) is not on the clothing.  

Acceptable examples: Fresno State, USC, Reedley College  
Unacceptable examples: Fresno State Bulldogs, USC Trojans, Reedley College Tigers
12. Non-prescriptive sunglasses may not be worn indoors.
13. Haircuts or hairstyles, which cause undue attention, are not acceptable (i.e. unusual designs, symbols, messages, Mohawks, Faux-hawks, or unusual razor cuts, etc...). Complete shaving of the head is allowed.
14. Body piercing (eyebrows, lips, tongue) is not allowed. Nose piercing must be limited to a very small stud that sits flush with the skin. Earrings that may constitute a danger to self or others are unacceptable. Ear gauges (used to stretch the skin of the ear lobe) that are larger than ¼ inch in diameter are unacceptable
15. Chains are not allowed at school. This includes, but is not limited to, wallets with chains to attach clothing, heavy necklace chains, and key chains.

16. Students in the Fowler Unified School District are at no time permitted to wear trench coats.
17. Tattoos and hickey marks are not acceptable and must be covered at all times while the student is on school grounds or at school-sponsored events/ activities/ games.
18. Pajamas, sleepwear, and house slippers are not allowed at any time during school or at school- sponsored events/ activities/ games.

## **EXEMPTIONS**

Health and safety grounds and religious beliefs, when verified, may be considered on an individual basis as grounds for an exemption to a specific portion of the Dress and Grooming regulations.

**Students**

**AR 5132 (c)**

## **DRESS AND GROOMING**

Apparel (continued)

### **CONSEQUENCES OF DRESS AND GROOMING VIOLATIONS:**

#### **First Offense:**

1. Warning and/or parent notification to bring clothes to school and/or school loaner clothing
2. Disciplinary Documentation

#### **Second Offense:**

1. Parent notification or conference
2. Parent notification to bring clothes to school and/or school loaner clothing
3. Disciplinary Documentation

#### **Third Offense:**

1. Parent notification
2. Disciplinary Documentation

*The dress code will be reviewed annually.*

**FOWLER UNIFIED SCHOOL DISTRICT**

**Fowler, California**

Regulation adopted: June 22, 1994

Revised: August 14, 2001, April 9, 2008, June 23, 2010, July 11, 2012, June 25, 2014, July 17, 2017, June 13, 2018, May 29, 2019