John Marshall High School

FACULTY HANDBOOK

2003-2004
# John Marshall High School
## Faculty Handbook

## TABLE OF CONTENTS

### Administrative and School Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Bell Schedule</td>
<td>4</td>
</tr>
<tr>
<td>Bulletin Notice</td>
<td>5</td>
</tr>
<tr>
<td>Calendars – A Track</td>
<td>6</td>
</tr>
<tr>
<td>Calendars – B-Track</td>
<td>7</td>
</tr>
<tr>
<td>Calendars – C-Track</td>
<td>8</td>
</tr>
<tr>
<td>Calendar (Master) Reservation Form</td>
<td>9</td>
</tr>
<tr>
<td>Classroom Coverage and Illness—Calling in an Absence</td>
<td>10</td>
</tr>
<tr>
<td>Coverage for Pay</td>
<td>11</td>
</tr>
<tr>
<td>Partial Day Absence</td>
<td>12</td>
</tr>
<tr>
<td>Preparing for Substitute Teacher</td>
<td>13</td>
</tr>
<tr>
<td>Computers Log-In—PC</td>
<td>14</td>
</tr>
<tr>
<td>Computers Log-In—MAC</td>
<td>15</td>
</tr>
<tr>
<td>Counseling Department</td>
<td>16</td>
</tr>
<tr>
<td>Equipment Policy</td>
<td>17</td>
</tr>
<tr>
<td>Emergency Procedures—Campus Crisis Plan and Responsibilities</td>
<td>18</td>
</tr>
<tr>
<td>Conducting Emergency Drills</td>
<td>19</td>
</tr>
<tr>
<td>Evacuation Map-1</td>
<td>20</td>
</tr>
<tr>
<td>Evacuation Map-2</td>
<td>21</td>
</tr>
<tr>
<td>Expected Schoolwide Learning Results</td>
<td>22</td>
</tr>
<tr>
<td>Faculty Roster</td>
<td>23</td>
</tr>
<tr>
<td>Keys</td>
<td>24</td>
</tr>
<tr>
<td>Legal Notification</td>
<td>25</td>
</tr>
<tr>
<td>Child Abuse Notification</td>
<td>26</td>
</tr>
<tr>
<td>Internet Acceptable Use Policy</td>
<td>27</td>
</tr>
<tr>
<td>Nondiscrimination Statement</td>
<td>28</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>29</td>
</tr>
<tr>
<td>Software Policy and Code of Ethics</td>
<td>30</td>
</tr>
<tr>
<td>Map</td>
<td>31</td>
</tr>
<tr>
<td>Meeting Schedules (Need from kathy)</td>
<td>32</td>
</tr>
<tr>
<td>Parking</td>
<td>33</td>
</tr>
<tr>
<td>Phones—Operation of Brown Phones</td>
<td>34</td>
</tr>
<tr>
<td>Phone Directory</td>
<td>35</td>
</tr>
<tr>
<td>Roll Book Check</td>
<td>36</td>
</tr>
<tr>
<td>Roll Book Check Form</td>
<td>37</td>
</tr>
<tr>
<td>School-Based Management Overview</td>
<td>38</td>
</tr>
<tr>
<td>Signing-in and Sign-Out Procedure</td>
<td>39</td>
</tr>
<tr>
<td>Student Restrooms</td>
<td>40</td>
</tr>
</tbody>
</table>

### Classroom Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Marking Procedures</td>
<td>41</td>
</tr>
<tr>
<td>Attendance Marking Symbols</td>
<td>42</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>43</td>
</tr>
<tr>
<td>Course Description Form</td>
<td>44</td>
</tr>
<tr>
<td>Field Trip Checklist</td>
<td>45</td>
</tr>
<tr>
<td>Homework and Makeup Assignments</td>
<td>46</td>
</tr>
</tbody>
</table>
# Bell Schedule 2003-2004

## Regular Bell Schedule

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<th>Period</th>
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<th>Duration</th>
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<td>09:43</td>
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<td>09:43</td>
<td>10:03</td>
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<tr>
<td>Period 3</td>
<td>10:09</td>
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<td>Period 5</td>
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<td>02:03</td>
<td>01:04</td>
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## Shortened Day Schedule

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<tr>
<td>Period 5</td>
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<td>12:33</td>
<td>00:52</td>
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<tr>
<td>LUNCH</td>
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<td>13:03</td>
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<tr>
<td>Period 6</td>
<td>13:09</td>
<td>14:01</td>
<td>00:52</td>
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Bulletin Notice Procedures

A written bulletin will be printed and distributed every Monday, Wednesday and Friday. To place an item in the bulletin:

- Obtain a form (see below) in the Main Office, on the counter in the box labeled Bulletin Notices.

- Keep bulletin information succinct and give the WHO-WHAT-WHY-WHERE.

Sponsors must read, edit, approve and sign all items before being submitted for publication.

Notices are due no later than 12:30 p.m. on the day before the date of appearance. The maximum time for each item to run will be two weeks.

Sample Bulletin Notice Form

Notice For Daily Bulletin

Section:  Student  Submitted by:  __________________________

Faculty  Faculty Signature:  _______________________

Sports  Printed Faculty Name:  _________________

Clubs

Date to appear on: ________ Day: ____________ Until date: ________ Day: __________

PLEASE BE BRIEF. NOTICES WILL APPEAR ONLY FOR TWO WEEKS. Notices must be submitted to the Main Office no later than 12:30 p.m. on the day preceeding the date of appearance. Use separate sheets for each notice. Please print or type. (If the notice does not have a faculty signature or if the office staff can’t read the notice, it won’t be printed.)

TITLE OF NOTICE:  ____________________________________________________________

NOTICE:  ____________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
### A Track Schedule 2003-2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 26, 2003</td>
<td>First Day of School for A Track</td>
</tr>
<tr>
<td>Monday, September 1, 2003</td>
<td>Holiday – NO SCHOOL</td>
</tr>
<tr>
<td>Tuesday, September 9, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
</tr>
<tr>
<td>Tuesday, September 23, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
</tr>
<tr>
<td>Wednesday, September 24, 2003</td>
<td>Four Week Grades Due</td>
</tr>
<tr>
<td>Thursday, September 25, 2003</td>
<td>Open House 5 – 7 P.M.</td>
</tr>
<tr>
<td>Tuesday, October 7, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
</tr>
<tr>
<td>Tuesday, October 14, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
</tr>
<tr>
<td>Friday, October 24, 2003</td>
<td>Midterm Grades Due</td>
</tr>
<tr>
<td>Tuesday, November 4, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
</tr>
<tr>
<td>Tuesday, November 11, 2003</td>
<td>Holiday – NO SCHOOL</td>
</tr>
<tr>
<td>Wednesday, November 19, 2003</td>
<td>Twelve Week Grades Due</td>
</tr>
<tr>
<td>Thursday, November 20, 2003</td>
<td>Parent Conference Night 5 – 7 P.M.</td>
</tr>
<tr>
<td>Tuesday, November 25, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
</tr>
<tr>
<td>Wednesday, November 26, 2003</td>
<td>Shortened Day, Dismissal at 2:01 P.M.</td>
</tr>
<tr>
<td>Thursday, November 27, 2003</td>
<td>Holiday – NO SCHOOL</td>
</tr>
<tr>
<td>Friday, November 28, 2003</td>
<td>Holiday – NO SCHOOL</td>
</tr>
<tr>
<td>Tuesday, December 2, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
</tr>
<tr>
<td>Tuesday, December 9, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
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<tr>
<td>Wednesday, December 17, 2003</td>
<td>Final Exams – Minimum Day – Dismissal at 12:19 P.M.</td>
</tr>
<tr>
<td>Thursday, December 18, 2003</td>
<td>Final Exams – Minimum Day – Dismissal at 12:19 P.M.</td>
</tr>
<tr>
<td>Friday, December 19, 2003</td>
<td>Final Exams – Minimum Day – Dismissal at 12:19 P.M.</td>
</tr>
<tr>
<td>Monday, December 22, 2003</td>
<td>Last Day of Fall Semester for A Track</td>
</tr>
<tr>
<td>Friday, March 5, 2004</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td>Monday, March 8, 2004</td>
<td>First Day of Spring Semester for A Track</td>
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<tr>
<td>Tuesday, March 9, 2004</td>
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<td>Tuesday, March 16, 2004</td>
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</tr>
<tr>
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</tr>
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<td>Wednesday, March 31, 2004</td>
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</tr>
<tr>
<td>Thursday, April 1, 2004</td>
<td>Back to School Night 5 – 7 P.M.</td>
</tr>
<tr>
<td>Friday, April 9, 2004</td>
<td>Shortened Day, Dismissal at 2:01 P.M.</td>
</tr>
<tr>
<td>Tuesday, April 13, 2004</td>
<td>Professional Development Day 1:43 P.M.</td>
</tr>
<tr>
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</tr>
<tr>
<td>Tuesday, May 4, 2004</td>
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</tr>
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<td>Tuesday, May 11, 2004</td>
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<td>Wednesday, May 26, 2004</td>
<td>Twelve Week Grades Due</td>
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<tr>
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<td>Parent Conference Night 5 – 7 P.M.</td>
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<td>Monday, May 31, 2004</td>
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<tr>
<td>Tuesday, June 1, 2004</td>
<td>Professional Development Day 1:43 P.M.</td>
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<td>Tuesday, June 15, 2004</td>
<td>Professional Development Day 1:43 P.M.</td>
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<tr>
<td>Wednesday, June 23, 2004</td>
<td>Final Exams – Minimum Day – Dismissal at 12:19 P.M.</td>
</tr>
<tr>
<td>Thursday, June 24, 2004</td>
<td>Final Exams – Minimum Day – Dismissal at 12:19 P.M.</td>
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</table>
### B TRACK SCHEDULE 2003-2004

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
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<td>Tuesday August 5, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
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<tr>
<td>Thursday August 7, 2003</td>
<td>Open House 5 – 7 P.M.</td>
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<tr>
<td>Friday August 8, 2003</td>
<td>Shortened Day. Dismissal at 2:01 P.M.</td>
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<td>Tuesday August 19, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
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<tr>
<td>Friday August 22, 2003</td>
<td>Midterm Grades Due</td>
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<tr>
<td>Wednesday October 22, 2003</td>
<td>Pupil-Free Day</td>
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<td>Thursday October 23, 2003</td>
<td>B Track Returns</td>
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<tr>
<td>Tuesday November 11, 2003</td>
<td>Holiday – NO SCHOOL</td>
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<tr>
<td>Wednesday November 19, 2003</td>
<td>Twelve Week Grades Due</td>
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<tr>
<td>Thursday November 20, 2003</td>
<td>Parent Conference Night 5 – 7 P.M.</td>
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<tr>
<td>Tuesday November 25, 2003</td>
<td>Professional Development Day 1:43 P.M.</td>
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<td>Wednesday November 26, 2003</td>
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<tr>
<td>Thursday November 27, 2003</td>
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<td>Friday November 28, 2003</td>
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<td>Tuesday December 9, 2003</td>
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<tr>
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<tr>
<td>Thursday December 18, 2003</td>
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<td>Final Exams – Minimum Day – Dismissal at 12:19 P.M.</td>
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<tr>
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<td>Monday January 5, 2004</td>
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<td>Friday February 6, 2004</td>
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<td>Tuesday February 10, 2004</td>
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<td>Monday February 16, 2004</td>
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<td>Friday February 27, 2004</td>
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<td>Tuesday March 2, 2004</td>
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<td>Last Day of Mester for B Track, Vacation begins March 8</td>
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<td>Friday April 30, 2004</td>
<td>Pupil Free Day</td>
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<td>Monday May 3, 2004</td>
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<td>Day</td>
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<tr>
<td>Friday</td>
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<td>October 7, 2003</td>
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<tr>
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<td>Friday</td>
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<td>April 28, 2004</td>
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## MASTER CALENDAR RESERVATION FORM

<table>
<thead>
<tr>
<th>NAME OF EVENT OR ACTIVITY:</th>
<th>__________________________________________</th>
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<tbody>
<tr>
<td>DATE OF EVENT:</td>
<td>____________________________</td>
</tr>
<tr>
<td>DATE SUBMITTED:</td>
<td>____________________________</td>
</tr>
<tr>
<td>TIME (Inclusive):</td>
<td>_________________________________________</td>
</tr>
<tr>
<td>LOCATION (Room, Faculty, Area of Campus):</td>
<td>____________________________</td>
</tr>
<tr>
<td>APPROVAL SIGNATURES:</td>
<td>Auditorium _______ College Center _______</td>
</tr>
<tr>
<td></td>
<td>Gym ___________ Hospitality Rm. _________</td>
</tr>
<tr>
<td></td>
<td>Oral Arts ___________</td>
</tr>
<tr>
<td></td>
<td>Principal’s Conference Rm. _____________</td>
</tr>
<tr>
<td></td>
<td>(McKnight) (Hom) (Philips/Toscano) (Watstein)</td>
</tr>
<tr>
<td></td>
<td>(Main Office Staff)</td>
</tr>
<tr>
<td>SPONSORED BY</td>
<td>(Name of Organization, Club, etc.) ________</td>
</tr>
<tr>
<td>NAME OF CONTACT PERSON</td>
<td>(Please Print) __________________________</td>
</tr>
<tr>
<td>SPONSOR’S SIGNATURE:</td>
<td>_________________________________________</td>
</tr>
<tr>
<td>ADMINISTRATOR’S SIGNATURE:</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

**OFFICE USE ONLY**

- Approved and entered on Master Calendar
- Facility not available on date requested
- Suggested alternate date(s) ____________________________

Comments: ____________________________

Approved by: ____________________________ Date: ____________________________

NATE: All calendar requests should be submitted at least TWO WEEKS prior to the activity!

**REVISED 8/03**
CALLING IN AN ABSENCE

If you are going to be out for the day, you must call both SubFinder and Marshall before 6:30 a.m. of the day of the absence.

CALLING THE SUBFINDER SYSTEM

• Call SubFinder Access # 877-528-7378
• The system will ask you for the PIN number. This is your employee number.
• The system will prompt you to Report an Absence, Review an Absence, cancel an Absence, Review Personal Information and Leave the System.

Note: The Main Office has a sheet of EMPLOYEE INSTRUCTIONS for the LAUSD SubFinder System.

• When reporting an absence, always wait for the JOB NUMBER before disconnecting or your absence may not be recorded.

REQUESTING A SUBSTITUTE

• You may ask the SubFinder to select a substitute for you or you may request a specific substitute.

• Marshall High School has a list of substitutes (both off-track teachers and regular substitutes) that you may call and request. You will need the substitute’s employee number when requesting a specific substitute.

CALLING MARSHALL HIGH SCHOOL

Be sure to call Marshall High School to report your absence, the number to call is (323) 660-1440 x202

Reference: Carolyn Montez
CLASSROOM COVERAGE FOR PAY

During your on-track time, period class coverage is sometimes needed for an unforeseen teacher emergency or meeting. At the beginning of each semester, you will be given the opportunity to cover another teacher’s class for pay during your conference period.

A form similar to the one below will be placed in your box with instructions to complete and return it to Alice Parish’s box

Teacher’s Name

Conference Period

Yes, I wish to be assigned classroom coverage for pay.

Teacher’s Signature
PARTIAL DAY ABSENCE

If you come to school and need to leave because of a sudden illness or an emergency, you must contact Doris Portillo in Alice Parrish’s Office to request coverage for the day. Coverage is generally provided by teachers who have a conference period during the time you will be gone.

You will need to complete a form for class coverage which can be obtained from Ms. Portillo.

If you know ahead of time, you may try and arrange your own coverage by asking teachers who have conference periods during the periods you will be gone.
PREPARING FOR SUBSTITUTE TEACHER COVERAGE

It is important for all teachers to prepare for those times when a substitute teacher must assume responsibility for one or more of your classes. Those covering your class might be a Marshall faculty member assigned to cover a single period or a day-to-day substitute assigned by the District Personnel Office.

Preparations should include:

1. Roll book or a temporary roll sheet with the names of all students.
2. Seating chart for each class.
3. Names of student service workers if any.
4. Name of student teacher(s) if any.
5. Names of educational aides if any.
6. Lesson plans:
   a. Include name of textbook, edition being used, and assignment to be covered.
   b. Describe written assignment or project.
   c. If there is a guest speaker, be sure prior approval has been obtained from the principal, and leave the name, period(s), and subject of guest presenter.
   d. List period(s) that the class might possible be attending an assembly. Provide seating chart and directions for the assembly.
   e. Provide any information if there is not a regular bell schedule for the day(s) of absence.

These preparations will show your support for the colleagues who will be covering your classes the instructional program of Marshall High School.
COMPUTER LOG-IN—PC

LOGIN ON TO THE DOMAIN
Be sure your computer is on and on the Login screen “Welcome to Windows.”
1. Press and Hold CTRL and ALT and press the DEL key once.

A message from the Server Welcoming you to the JMHS DOMAIN will appear.
2. Click OK to continue.
3. Enter the following items:
   Username: This will be your 6-digit Employee Number Password: The default password is teach.
4. Change your password after login.
5. Be sure that the “Log on to:” says JMHS. Use the down arrow to make your change to JMHS if necessary

CHANGING YOUR P
T
ED
PASS
W
R
D
To change your password follow the following directions
1. Press CTRL + ALT + DEL the same as when you were logging in.
2. A screen pops up with an option to change the password.
3. Click “Change Password”

In order for you to change your password you must
4. Enter “Old Password”
5. Enter “New Password”
6. Click OK to continue
7. The prompt “Your Password has been changed” will appear
8. Click OK

After the password has been changed, you will be sent back to the original screen.
9. Click Cancel to go back to the Windows desktop.

LOGGING OFF
After you have finished your task on the computer, it is important that you log off.
1. Click on “Start” (bottom right corner)
2. Select “Log off” your username will appear next to the log off option in the start menu

Windows will ask “Are you sure you want to log off?”
3. Click Yes to log off.
COMPUTER LOG-IN: iMacs or Apple

To logon to campus iMacs or Apple desktop stations:

1. Click anywhere on the screen to begin.

2. Type in your name and password in the space provided
   3. Name: Your employee number
   4. Password: Teach (or changed password)

5. Click OK to continue

6. Click anywhere to complete your login.

7. Don’t forget to logout.
## JMHS COUNSELING DEPARTMENT

### Jorge Espinoza, AP, Secondary Counseling Services
(323) 660-1440 ext. 207

### Position

<table>
<thead>
<tr>
<th>AT Track Counselor, A-F</th>
<th>Patricia Kjunak</th>
<th>302</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT Track Counselor, G-O</td>
<td>Esther Snodgrass</td>
<td>221</td>
</tr>
<tr>
<td>AT Track Counselor, P-Z</td>
<td>Samuel Dennis</td>
<td>212</td>
</tr>
<tr>
<td>B Track Counselor, A-F</td>
<td>George Ono</td>
<td>211</td>
</tr>
<tr>
<td>B Track Counselor, G-O</td>
<td>Patricia Kjunak</td>
<td>302</td>
</tr>
<tr>
<td>B Track Counselor, P-Z</td>
<td>Barbara Knight</td>
<td>218</td>
</tr>
<tr>
<td>C Track Counselor, A-F</td>
<td>Julie Mack</td>
<td>301</td>
</tr>
<tr>
<td>C Track Counselor, G-O</td>
<td>Nan Ng</td>
<td>277</td>
</tr>
<tr>
<td>C Track Counselor, P-Z</td>
<td>Llona Novak</td>
<td>215</td>
</tr>
<tr>
<td>EL Coordinator</td>
<td>Claudia Lara</td>
<td>222</td>
</tr>
<tr>
<td>College Counselor</td>
<td>Trisha Bryan</td>
<td>239</td>
</tr>
<tr>
<td>Gifted Magnet Coord.</td>
<td>Rachel Marton</td>
<td>230</td>
</tr>
<tr>
<td>Perkins Academy Advisor</td>
<td>Jerry Devries</td>
<td>214</td>
</tr>
<tr>
<td>Work Experience Coord.</td>
<td></td>
<td>238</td>
</tr>
</tbody>
</table>
use of district equipment and property

Personal telephone calls, e-mail messages, and Internet communications or use is to be brief, kept to a minimum, limited to calls within the local calling area and placed, received, or reviewed only during lunch, break time or before or after work hours. If personal calls are received for employees, a message will be taken. All other District equipment is, except in emergencies, available only for official business.

**NON-PRIVACY**

Users of LAUSD computer or communication systems can have no expectation of privacy. Data in the district computer including documents, electric files, e-mail, Internet, recorded voice mail messages belong to the District.

**OFFENSIVE USE WARNING**

The District’s computer and communication systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, including slurs or disparagement based on race, color, national origin, gender, sexual orientation, age, disability, or religious or political beliefs. The District’s computer and communication systems must not be used to solicit or proselytize others for religious, political or commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

**Exception to Non-Job Related Use**

If an employee is an official union representative at the site, he or she may have:
- Reasonable use of office telephones for local telephone calls involving representation matters only, and only so long such use does not interfere with normal office business at the location.
- Access to make appropriate brief announcements, via the school bulletin and/or public address system, union-related meetings, special events, in-service/staff development, and the like but only provided that reasonable advance administrative approval is received before making such announcements (before or after student hours).

**Removal of District Property**

No one may remove property owned by the District for personal use.

**Violation of Policy**

Any violation of any provisions of this rule shall be grounds for discipline up to and including termination.

**Reference: LAUSD Board Rule 1266**
Communication Responsibilities

- Notification to L.A.P.D.: Mr. Abraham
- Notification to Local District
- Media Coordination:
  - Written statement for media: Mr. Abraham/
  - Room location for media-college center: Mr. Abraham
  - Telephone statement for Teachers/Student: Mr. Abraham
- Preparation of Statement for Teachers/Students: Mr. Abraham/
- Communication with Community (rumor control): Mr. Abraham/

Coordination of Injury/Health needs

- Coordinate Immediate Physical Need: Ms. Iskhanian
- Call Paramedics
- Contact parents-maintain log
- Complete accident reports
- Coordinate Crisis Team Activities: xxxxx
- Contact Team Members
- Request District crisis team
- Meeting location: Room 151

Supervision Assignments for Additional Staff

- Coordinator: Ms. Parrish/School Police
- Additional Staff (NRD’s, Counselors, class personnel): Conference Room
- Campus Map
- Walkie Talkie Distribution
- Campus lock down: Mr. Di Pietro/custodians
# CONDUCTING EMERGENCY DRILLS

<table>
<thead>
<tr>
<th>Event</th>
<th></th>
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<tbody>
<tr>
<td><strong>Fire Drill</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Signal:</strong></td>
<td>Bell for 10 seconds; pause for 5 seconds; bell for 10 seconds – repeat sequence</td>
</tr>
<tr>
<td><strong>Action:</strong></td>
<td>Evacuate to outside assembly area.</td>
</tr>
<tr>
<td><strong>All clear:</strong></td>
<td>One long (10 second) bell or oral notification by staff that drill is over.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td><strong>Earthquake Drop/Cover/Hold</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Signal:</strong></td>
<td>Command of DROP given by the teacher or staff member.</td>
</tr>
<tr>
<td><strong>Action:</strong></td>
<td>Drop to knees; take cover under desk; hold onto leg of furniture.</td>
</tr>
<tr>
<td><strong>All clear:</strong></td>
<td>Given by teacher or staff member.</td>
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<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Drop/Take Cover</strong> (Used for explosions, airplane crash, shooting incident, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Signal:</strong></td>
<td>Alternating long and short bells; command of DROP given by teachers or staff member.</td>
</tr>
<tr>
<td><strong>Action:</strong></td>
<td>The immediate cover. Drop, facing away from windows or hazard. Bury face in arms to protect head. Close eyes tightly. Remain in position until directed to evacuate or until emergency is over.</td>
</tr>
<tr>
<td><strong>All clear:</strong></td>
<td>One long bell (10 seconds) or oral notification by staff member that drill is over.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Lock Down</strong></td>
<td>(Used to secure school during police action or a campus intrusion emergency, hazardous material leak).</td>
</tr>
<tr>
<td><strong>Signal:</strong></td>
<td>One long continuous bell, intercom, word of mouth, or other system of warning developed by school.</td>
</tr>
<tr>
<td><strong>Action:</strong></td>
<td>Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain inside until emergency is over.</td>
</tr>
<tr>
<td><strong>All clear:</strong></td>
<td>One long bell (10 seconds) or oral notification by staff that drill is over.</td>
</tr>
</tbody>
</table>

**ALTERNATESIGNALS:** manual ringing of bells, bull horn, messenger, intercom, others.
<table>
<thead>
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<th>506</th>
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<td>730</td>
<td>731</td>
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</table>
EXPECTED SCHOOLWIDE LEARNING RESULTS

JHMS SCHOOLWIDE LEARNING GOALS

By the time they graduate from John Marshall High School, students will be

EFFECTIVE COMMUNICATORS, who
  Speak effectively
  Write competently

Read with comprehension
  Communicates in a variety of media

CRITICAL THINKERS, who
  Analyze data
  Solve problems
  Communicate effectively
  Identify and utilize resources

ACTIVE CITIZENS, who
  Respect themselves
  Respect their community
  Respect people and property
  Respect and appreciate multicultural diversity
Acuna, Ricardo  
Akerson, John  
Alvarez-Tostado, Susie  
Arboaga, Jeremy  
Arboaga, John  
Baldauf, Mary  
Brown, Donald  
Brownell, Maureen  
Bryan, Tricia  
Bush, Elizabeth  
Bush, Regina  
Chase, Phil  
Dennis, Samuel  
Duran, Philip  
Durkin, Kenneth  
Ebeling, John  
Fierro, Beverly  
Finn, Michael  
Fortenberry, Hursey  
Fulgoni, Dennis  
Futala, Bohdan  
Garcia, Patricia  
Grand-Pre, Laurie  
Harris, D'Airdre  
Jamison, Pamela  
Kijunak, Patricia  
Kwok, Rose  
Kepenyan, Nelly  
Lalinde, Beatrix  
Lapre, Margaret  
Larkin, Gary  
Lee, Dorothy  
Mack, Charles  
Manahan, Joseph  
McKnight, Carolyn  
Min, Angela  
Mitchell, Jo Anne  
Molina, Suzanne  
Morrimoto, Bonnie  
Moy, Monty  
Myrick, Barbara  
Onoye, David  
Paakkari, Dee Dee  
Palacios, Pete  
Pfenniger, Beverly  
Phillips, Andrea  
Rader, Larry  
Rand-Smith, Jacqueline  
Rodriguez, Jose  
Saldana, Ronnie  
Sitarayna, Eshwar  
Snodgrass, Esther  
Tange, Rodney  
Tripplett, Wendy  
Turner, Judi  
Vollandt, Lori  
Walsh, Jean  
Ware, Cynthia  
Weiss, Leonard  
Young, Eugene

Acuna, Ricardo  
Akerson, John  
Alvarez-Tostado, Susie  
Arboaga, Jeremy  
Arboaga, John  
Baldauf, Mary  
Brown, Donald  
Brownell, Maureen  
Bryan, Tricia  
Bush, Elizabeth  
Bush, Regina  
Chase, Phil  
Dennis, Samuel  
Duran, Philip  
Durkin, Kenneth  
Ebeling, John  
Fierro, Beverly  
Finn, Michael  
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Fulgoni, Dennis  
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Molina, Suzanne  
Morrimoto, Bonnie  
Moy, Monty  
Myrick, Barbara  
Onoye, David  
Paakkari, Dee Dee  
Palacios, Pete  
Pfenniger, Beverly  
Phillips, Andrea  
Rader, Larry  
Rand-Smith, Jacqueline  
Rodriguez, Jose  
Saldana, Ronnie  
Sitarayna, Eshwar  
Snodgrass, Esther  
Tange, Rodney  
Tripplett, Wendy  
Turner, Judi  
Vollandt, Lori  
Walsh, Jean  
Ware, Cynthia  
Weiss, Leonard  
Young, Eugene

A TRACK
Acuna, Ricardo  
Akerson, John  
Alvarez-Tostado, Susie  
Arboaga, Jeremy  
Arboaga, John  
Baldauf, Mary  
Brown, Donald  
Brownell, Maureen  
Bryan, Tricia

B TRACK
Arango, Jennifer  
Armstrong, Celeste  
Banks, Scott  
Brown, Kenneth  
Carmona, Georgia  
Cohen, Andrea  
Cook, James  
Cutter, David  
Dandridge, David  
Diaz, Genette  
Eisenberg, Artene  
Erpino, Wendy  
Eslick, Judy  
Eulmessekian, Hagop  
Evans, Joey  
Fris, John  
Garate, Martha  
Gedemer, Sabrina  
Gladden, Kyle  
Gonzalez, Victor  
Graham, Richard  
Henderson, Robert  
Hom, Lin  
Horta, John  
Inman, Paul  
Kirkman, Jeffrey  
Klass, Teri  
Klein, Jack  
Knight, Cheryl  
Lee, John  
Lee, Sophie  
Lee-Park, Sarah  
Leija, Elizabeth  
Lippre, Robert  
Madden, Tom  
Marshall, Tom  
Miller, Sally  
Montes, Victoria  
Moran, Andy  
Moran, Kevin  
O’Neill, Linda  
O’Kultich, Michael  
O’no, George  
Patterson, Jane  
Payne, Paul  
Pearson, Joan  
Petrosyan, Sarina  
Philippoff, Pete  
Schroeder, Paul  
Slaten, Marcia  
Slepak, Joseph  
Soto, Jeffrey  
Stachelek, Ronni  
Talwani, Rajeev  
Toscano, Belinda  
Tserunyan, Kristine  
Vazquez, Alberto  
Watson, Larry  
Zanotti, Stephen

C TRACK
Andrews, Brandon  
Arellano, Adrian  
Atwell, Martha  
Avakian, Juliet  
Avessian, Raymond  
Beaudoin, Rachel  
Benoit, Jason  
Bernal, Alicia  
Brard, Julie  
Camacho, Mary  
Carjan, Simona  
Carter, Diane  
Celsis, Albert  
Centeno-Castillo, Janicia  
Chan, Dale  
Colato, Mario  
Cristiani, Emilio  
Daniel, James Thomas  
Devries, Gerald  
Diamond, Jill  
Eldridge, Marnie  
Farley, Michael  
Fredrick, Molly  
Fukuchi, Wesley  
Galdos, Jose  
Gonzales, David  
Graves, William  
Hamlin, Diane  
Hathaway, Michael  
Heffler, Shelley  
Hoyt, Marjie  
Jigman, Debra  
Kerr, Joe  
Labrador, Orquidea  
Lara, Claudia  
Lenny, Deborah  
Leonard, Alfred  
Liebling, John  
Mack, Julie  
McDermott, Art  
Merrifield, Mary  
Miller, Jenny  
Molina, Edgardo  
Mosqueda, Maggie  
Munda, Reynaldo  
Nagash, Kevin  
Ng, Nan  
Nor, Ruth  
Novak, Ilona  
Novik, Julia  
Parker, Robert  
Platt, Gayle  
Reed, Sam  
Reyes, Gladis  
Richard, David  
Richardson, Michael  
Rumbo-Ramirez, Marissa  
Scheaffer, Jean  
Semon, Alicia

ADMINISTRATORS
Abraham, Thomas -Principal  
Parrish, Alice -Asst. Principal  
O’Connell, Kathleen -Asst.

Espinoza, Jorge -A.P. SCS  
Lee-Ramirez, Robin -A.P. SSS  
Di Pietro, Bob -A.P. SSS  
Telesiz, Richard -A.P.

ADAPTED PE.
Keyfauser, Margaret

GEAR-UP COUNSELORS
Elefteriou, Anna  
Bustamante, Blanca  
Erdos, Joanna  
Iger, Sunday  
Lee, Mia  
Torres, Martina

LIBRARIAN
Zimmermann, Fran  
Lee, Joyce  
Johnson, Fred

SCHOOL NURSE
Ishkhanian, Charlene

SCHOOL PSYCHOLOGIST
Savage, Scott

MAGNET TEACHERS
Devine, Catherine  
Duncan, Daniel  
Fundukian, Alice  
Jeffries, Patrick  
Jones, Michael  
Kaiser, Sue  
Motoke, Kathleen  
Navarro, David  
O’Connell, Ed  
Shih, Peter  
Ursini, James  
Wong, Andrew  
Zwick, Roland

MAGNET COORDINATOR
Morton, Rachel

PROBATION OFFICER
Luna, Jose

SECONDARY MATH COACH  
Ideal, Trevelin

LITERACY COACH
Cone, Mariah  
Gallagher, Nancy  
Grakal, Robert

PSA COUNSELOR
Rosal, Bernardo
All keys are distributed in the Main Office on the basis of necessity.

No one is to give school keys to students under any circumstances. Keys are not to be loaned to students to open gates or doors. Keys are never to be kept in classroom cupboards, filing cabinets, in or on teacher’s desks or in faculty mailboxes.

If any keys are lost or stolen, please notify the Main Office and the School Police immediately.
LEGAL NOTIFICATION

All staff members are under a legal obligation to report Child Abuse to the proper authorities. All Child Abuse forms can be found in the Health Office or in the Assistant Principal’s Office.

Any questions relating to the report to the Child Abuse Reporting, Sexual Harassment Policy and the Nondiscrimination Policy of the District should be directed to Alice Parrish, Assistant Principal.

For assistance in any of these incidents, please see Alice Parrish, Assistant Principal.
LEGAL NOTIFICATION OF CHILD ABUSE

MANDATED REPORTERS OF SUSPECTED CHILD

All employees at Marshall High School are responsible for reporting any observations or reasonably suspected incidents of suspected child abuse.

REPORTING OBLIGATION

- Report the incident to a Child Protective Agency, Law Enforcement [*School Police does not qualify as reporting], or the Department of the Children and Family Services immediately by phone.

  *Note: Legislation in 1988 has established that school police is not a child protective agency and that reports made to school police are not a means of complying with the law.

  AND

- Send a written report of the incident to the agency that you submitted a telephone report within 36 hours of receiving the information concerning the incident.

If you make a report as an employee, you will be defended by the District against any actions or claims that may be made as a result of the report.

CONSEQUENCES FOR NONCOMPLIANCE

If you do not comply with the policy, you may be subject to school district disciplinary action and personal, professional, civil and or criminal liability.

LAUSD POLICY

As an employee of the LAUSD, you will be asked to sign that you know of your reporting obligations concerning child abuse reporting. A copy of the statement becomes a part of your personnel and work location files.

Reference: Bulletin No. 10
Statement Acknowledging Legal Requirements and District Policy Concerning Child Abuse
INTERNET ACCEPTABLE USE POLICY

Valid signatures from students and their parents are required for permission to use the Internet. Permission must be renewed each year of the student’s enrollment at John Marshall High School. Students cannot be access the Internet unless they have received a sticker on their ID card from the library.

Student and staff Internet use shall be legal, efficient, and consistent with school purposes and with general standards of decency. All Internet users are expected to show consideration and respect for other users communicating on-line, as well as respect for equipment and school property.

The school holds the following activities as just cause for taking disciplinary action, up to and including dismissal, revoking network privileges, and/or making referral to legal authorities:

- Degrading or disrupting equipment or system performance
- Gaining intentional access to obscene or inappropriate files
- Using the network for any illegal activity, including violation of copyright or other licenses or contracts
- Accessing “chat lines” which are not a part of a class activity directly under the supervision of a teacher
- Using abusive or otherwise objectionable language in either public or private messages
- Harassing, insulting or attacking others
- Posting anonymous messages
- Wasteful use of limited resources provided by the school, including paper
- Causing undue congestion of the network through lengthy downloads of files or by engaging in idle activities
- Vandalizing the data of another user
- Gaining unauthorized access to resources or files
- Identifying one’s self with another person’s name
- Using an account or password of another user without authorization
- Using the network for financial or commercial gain
- Theft of data, equipment, or intellectual property
- Invading the privacy of individuals
NONDISCRIMINATION STATEMENT

The Los Angeles Unified School District does not discriminate on the basis of race, color, national origin, gender, physical or mental disability, or age in any of its policies, procedures, or practices, in compliance with federal rights laws: Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to gender), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title II (pertaining to disability), and the Age Discrimination Act of 1975. (State laws and District policies further provide that the District does not discriminate on the basis of religion, ancestry, marital status, sexual orientation, medical condition (cancer related), political belief or affiliation, or in retaliation.)

This nondiscriminatory policy covers admission or access to, or treatment or employment in, the District’s programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission or participation in the District’s programs.

Additional information in regard to the nondiscriminatory statutes mentioned above may be found in District policy bulletins available at all schools and offices. Any inquiries regarding this District nondiscrimination policy or the filing of discrimination grievances may be directed to:

Deanne Neiman, Director
Educational Equity Compliance
Los Angeles Unified School District
450 North Grand Avenue, Room H-235
Los Angeles, California 90012-2100

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District’s compliance with those provisions may also be directed to:

Office for Civil Rights
United States Department of Education
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, California 94102-4987
(417)437-7700
NOTIFICATION/SUMMARY OF SEXUAL HARASSMENT POLICY/PROCEDURES WITH REGARD TO ALL DISTRICT EMPLOYEES AND STUDENTS.

It is the policy of the Los Angeles Unified School District to maintain a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, and, for that reason, is a violation of state and federal laws and a violation of this policy. The District considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complain investigation process. Each complaint alleging sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

DEFINITION OF SEXUAL HARASSMENT: ANY UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL, VISUAL, OR PHYSICAL CONDUCT OF A SEXUAL NATURE, MADE OF SOMEONE FROM OR IN THE WORK OR EDUCATIONAL SETTING…(EC212.5)

Sexual harassment includes, but is not limited to:

- Verbal conduct such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as display of sexually suggestive objects, pictures, posters, cartoons, or drawings, or use of obscene gestures.
- Physical conduct such as displays of sexual suggestive objects, pictures, posters, cartoons, or drawings, or use of obscene gestures
- Physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual’s gender
- Threats and demands to submit to sexual requests in order to keep a job or academic standing to avoid other loss, and offers of benefits in return for sexual favors
- Retaliation for opposing, reporting, threatening to report or participate in an investigation or proceeding on a claim of sexual harassment

Each District administrator shall be held responsible for promoting the understanding and acceptance of, and assuring compliance with state and federal laws and District policy and procedures governing sexual harassment within his/her school or office.

For further assistance (with student concerns), contact Deanne Neiman, Director Educational Equity Compliance at (213) 229-5900
For further assistance (with employee concerns), contact the Equal Opportunity Section at (213) 633-7735
SOFTWARE POLICY AND CODE OF ETHICS

Los Angeles Unified School District

The Los Angeles Unified School District licenses the use of computer software from a number of their parties. The software developer normally copyrights such software. Federal law and district policy prohibit the unauthorized copying and use of computer software programs. Any employee found copying software (other than for backup purposes) and/or giving software to any other person is subject to appropriate administrative and/or disciplinary action, up to and including dismissal.

All employees and students shall use software only in accordance with its license agreement. Unless otherwise noted in the license, or in the event that software arrived without a license agreement, any duplication of copyrighted software, except for backup and archival purposes, is a violation of Federal law and district policy.

This signed Code of Ethics will be filed with the site administrator:

- I will use software according to the provisions of the license agreements.
- I will not make unauthorized copies of software under any circumstances.
- I recognize that the District will not tolerate the use of any illegal software copies on District computers.
- I understand that anyone found copying software other than for backup purposes is subject to disciplinary action, up to and including dismissal.
- I understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to $250,000 per work copied and/or termination from district.

You will be asked to sign that you know about and will comply with the Federal law provisions and District policy that prohibits the unauthorized copying and use of computer software programs.

DATE: __________________

NAME: _________________________ SIGNATURE: _________________________

SITE: JOHN MARSHALL HIGH SCHOOL
Griffith Park Blvd.
Football Field

Parking

Emergency Assembly Area #1
615
616
6
0
3
604
605
611
610
601
602
606
609
608
607
Baseball
Field
1st fl.
701-720
2nd fl.
721-730/
Com. Rm.
1st fl.
501-506
2nd fl.
521-528
Tracy Street
1st fl.
150-154
2nd fl.
250-256
3rd fl.
350-356
1st fl.- Adm.
2nd fl. – 200-206
3rd fl. – 300- 310
The Mound

Auditorium
Student
Store
Art
All cars that are parked on campus need to have a parking permit. This will enable us to identify the car’s owner in case of an emergency. Parking permit forms (example below) are in the Assistant Principal’s Office. Please see Doris Portillo for assistance.

Sample Parking Permit Form

Sticker # __________

JOHN MARSHALL HIGH SCHOOL
PARKING PERMIT

Name: ________________________________

Car Make: ________________ Color: __________

Model: ________________ Year: __________

License: ________________________________

Room #: ________________________________
OPERATION OF BROWN CLASSROOM PHONES

The brown phones located in offices and classrooms perform the following functions:

- **Emergency Calls** - Press ** to call the main office in an emergency.
- **Classroom to Classroom Calls** - Press the four digit extension number of the desired classroom.
- **Classroom to Office Calls** - Press “0” and wait for a dial tone. Press the three digit office extension.
ADVANCED STUDIES
CHASE, Phillip ........................................... 293

ALUMNI ASSOC./CLASS REUNION
Alumni Office .........................(323) 953-6542

ASSISTANT PRINCIPALS
PARRISH, Alice (A.P.) ......................... 229
PORTILLO, Doris (Off. Asst.) ................. 231
LEE- RAMIREZ, Robin (A.P., S.S.S) ...... 226
TOSCANO, Steve (Off. Asst.) ................. 228
O’CONNELL, Kathleen (A.P.) ................. 224

ATTENDANCE OFFICE
DI PIETRO, Bob (A.P., S.S.S) .................. 268
ANZO, Bernice (Senior Off. Asst.) .......... 265
VAZQUEZ, Lisa (Off. Asst.) .................... 271
PEÑA, Adrienne (Off. Asst.) ................. 269

ATHLETIC DIRECTOR
TRIPLETT, Wendy .........................236

BAND ROOM
PARKER, Robert ..........................289

C.A.T.S
TRUDEAU, Chuck (Located in B/C) .... 206
POWELL, Al ........................................ 206

CAFETERIA
PEREZ, Jose ..............................248

COLLEGE COUNSELOR
BRYAN, Trisha .............................. 239

COMMUNITY SERVICE
ZIMMER, Steve .........................(323) 661-1942
# Roll Book Check List

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Date</th>
<th>Checker</th>
</tr>
</thead>
</table>

Check-in staff will check off in the “Yes” or “No” column.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Explanation/Remarks</th>
</tr>
</thead>
</table>

1. All the information, including grades and attendance, must be in blue or black ink.

2. Summary (Class Roster) sheet completed for each period
   
   a) Entry and leaving dates
   b) Check-out marks FINAL marks
   c) Complete columns for summary of absences and tardies, plus number(s) of comments for the final report card.

3. Attendance for entire semester must be complete. Must indicate dates at the top of the attendance pages. Correct symbols used for attendance

4. Marks-minimum of one(1) per week. assignments and marks need to be labeled. Dates must be included.

5. Left-hand side of the mark reporting rosters (4, 8, 12 week grades).

6. Explanation of your marking practices/procedures.

7. Roll book certification signed by Teacher in the space provided.
Roll Book Check List

Check-in staff will check off in the “Yes” or “No” column.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Explanation/Remarks</th>
</tr>
</thead>
</table>

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6. Explanation of your marking practices/procedures.

7. Roll book certification signed by Teacher in the space provided.
Goals of the School

John Marshall High School will offer a wide variety of curricula and programs in order to prepare each student for success in college, vocational school, or other occupations they choose to pursue. John Marshall High School will strive to meet the needs of its vast and diverse student body by:

- Providing students with highly qualified staff members who are trained in language development techniques and who understand and are sensitive to the dynamics of a multicultural campus.
- Providing new teachers support through working with veteran teachers and creating a professional development academy that would address needs of faculty members.
- Creating an environment where students can feel special on a campus that often seems impersonal because of its immense population.
- Creating smaller components of academic communities within the school.
- Attracting the interest and participation of the parents and community in the pursuit of academic success for the student body.
- Increasing the percentage of students who graduate from Marshall.

SBM Council meets on the second and fourth Tuesdays at 4:30 p.m. All staff are welcome to attend council meetings. Only council members may participate in making final decisions.

Areas of domain:
- Student discipline
- All Staff Development
- All scheduling of regular schedules and special schedules and special events
- All non-categorical school budgets
- School direction, vision and strategic plan
- Determination of school enrollment
- Policy decisions under the purview of school site
- Parental outreach and involvement
- School-community relations
- School-wide programs not under the directives of categorical (federal or state) guidelines
- Magnet School (Option3 Article XXVII page 247) to have a single council representing both the regular school program and any magnet center.
SIGN-IN AND SIGN-OUT PROCEDURES

All faculty members are reminded to sign-in prior to 7:20 a.m. at the beginning of school and to sign-out after 3:24 p.m. at the end of the day.

Article IX, Sections 2.0 and 3.3. states:

All employees, upon arrival to and departure from their assigned work location, are to enter their initials on a form provided by the District. Secondary classroom teachers shall be at their assigned duty station at least ten (10) minutes before the first daily class or other assignment begins and shall remain at their duty station at least ten (10) minutes after the last class or other scheduled of work ends”.

Signing in and out in advance or delegating this task to another employee does not meet these requirements.

Reference: See Tom Abraham with any questions.

LEAVING CAMPUS DURING SCHOOL DAY

All faculty and staff who need to leave the school site during the day must notify an administrator and sign-out on the “Off Campus” log in the Main Office.

Reference: See Tom Abraham with any questions.
REPORT PROBLEMS TO THE MAIN OFFICE OR THE PLANT MANAGER

**LOCATION**

**BOYS/GIRLS HOURS OPENED**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>BOYS/GIRLS</th>
<th>HOURS OPENED</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 HALLWAY</td>
<td>BOYS</td>
<td>6:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>100 HALLWAY</td>
<td>GIRLS</td>
<td>6:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>200 HALLWAY</td>
<td>BOYS</td>
<td>6:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>200 HALLWAY</td>
<td>GIRLS</td>
<td>6:00 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>300 HALLWAY</td>
<td>GIRLS</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>500 BUILDING</td>
<td>BOYS</td>
<td>Open only when supervised</td>
</tr>
<tr>
<td>500 BUILDING</td>
<td>GIRLS</td>
<td>Open only when supervised</td>
</tr>
<tr>
<td>Science Building Fourth Floor</td>
<td>BOYS</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>Science Building Fourth Floor</td>
<td>GIRLS</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>Science Building Third Floor</td>
<td>GIRLS</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>Science Building Third Floor</td>
<td>BOYS</td>
<td>Library/MC c/o keys to students</td>
</tr>
<tr>
<td>Art Building</td>
<td>BOYS</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>Art Building</td>
<td>GIRLS</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>PE Locker Room</td>
<td>BOYS</td>
<td>Open during changing periods</td>
</tr>
<tr>
<td>PE Locker Room</td>
<td>GIRLS</td>
<td>Open during changing periods</td>
</tr>
<tr>
<td>Gym (Girl’s side)</td>
<td>UNSEX</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>Gym (Boy’s side)</td>
<td>UNSEX</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>BOYS</td>
<td>Teachers c/o keys to students</td>
</tr>
<tr>
<td>Room 621</td>
<td>UNSEX</td>
<td>Open to IMPACT students</td>
</tr>
<tr>
<td>700 Building</td>
<td>BOYS</td>
<td>Open only when supervised</td>
</tr>
<tr>
<td>700 Building</td>
<td>GIRLS</td>
<td>Open only when supervised</td>
</tr>
</tbody>
</table>
ATTENDANCE MARKING PROCEDURES

DATE ENTERED (E)
The DATE ENTERED in the Roll Book is the date a student first attended the class during the semester.

- Mark an “E” in the Roll Book date column
- A line drawn down the column may be used to indicate the same date of entry for those who entered on a particular date.

In a yearlong course, there is an entry date for each semester.

DATE LEFT (L)
The DATE is the last date of membership in the class. Mark an “L” in the date column.

If the student goes to another class, enter the room number of the new class. If the student leaves to attend a new school, the name of the new school must be entered.

RECORDING ABSENCES AND TARDIES
The number of absences and tardies recorded in the Roll Book for each period includes ALL tardies for the class. However, absences caused by school activities (field trip, athletic, etc.,) must be marked “A” and should not be included in the final absence count.

TEMPORARY ROLL SHEET
All attendance data, beginning with the first day of the semester, must be retained in the roll book. If temporary roll sheets are used, transfer the data to the permanent Roll Book and keep the temporary roll sheets in the permanent roll book.

CORRECTIONS ON THE RECORD ROOM ROSTER
Any corrections to the previous day’s period two record room roster must be CIRCLED and INITIALED. Remember: Do not “White-Out” or obliterate in an official roll book.

- Mark NA for “not absent” when a student was marked absent but was present.
Attendance Marking Procedures

Standard District Attendance Marking Symbols

**Absent**  **No Show**

Verified: Apportionment  Tardy: Unexcused
(Illness, etc.)

Verified: non-apportionment  Tardy excused
(Non-illness, suspended, etc.)

Verified: Truancy  Entered class on this date
In order to communicate the your course descriptions, marking practices and other relevant policies and procedures, as specified in the Stull Evaluation Process, teachers are asked to provide a “Course Description” for each class (the exception is an annual course) at the beginning of each semester. Ask students to take the course description home for a parent signature on the tear-off which is then to be returned to you.

The following is a sample format; you may develop your own as long as it contains the major elements. Make enough copies for your students and for parents who may attend the Back-To-School Night

The following are brief explanations of the intent of each area:

1. **Major Emphasis of Course** provides a general description of the major topics covered in the course.

2. **Objectives of the Course** identifies what students will be able to do or perform as a result of course achievement.

3. **Focus Standards addressed in the course.**

4. **Instructional Activities** describes the methods used for instruction (i.e. demonstrations, simulations, group discussions, cooperative learning groups, oral presentations, video, labs, lectures, etc.)

5. **Assessment Activities** describes the methods used for assessment (i.e. demonstrations, department tests, labs, portfolios, presentations, simulations, etc.)

6. **Homework** describes what kind and how much homework can be expected (numbers of hours required per day/week, etc.)

7. **Marking Policy** explains how grades are computed based upon homework, class work, tests, quizzes, class participation, etc. (e.g. a test equals 100 points, a quiz is 25 points, etc.)

Reference: See District *Guidelines for Instruction* for your subject area.

Department Chairs

Assistant Principal
SAMPLE COURSE DESCRIPTION FORM

LOS ANGELES UNIFIED SCHOOL DISTRICT

JOHN MARSHALL HIGH SCHOOL

COURSE DESCRIPTION

Course Title ____________________________ Teacher’s Name ___________________

1.  Major Emphasis of Course

2.  Object of the Course

3.  Expected Schoolwide Learning Results (ESLRs) / Student Learning Standards

4.  Instructional Activities

5.  Homework

6.  Marking Policies

______________________________________________________________________________
______________________________________________________________________________
I have review and understand the Course Description and Requirements for __________ Subject

_________________________________ ______________________________
Student’s Name                 Student’s Signature

_________________________________ ______________________________
FIELD TRIP CHECKLIST

All trips must have a connection with your course of instruction or with school-related social, educational, cultural, or athletic activities. They must have specific objectives in order to be processed.

- **Submit a Master Calendar Request Forms** three weeks before the trip to Ms. Lee-Ramirez.

- All necessary forms can be picked up in the Attendance Office. **Complete all Forms** (type or print clearly) and submit them to Berenice Anzo in the Attendance Office two weeks before the trip.

- **Distribute** parental approval forms (34-EH-17) and “Request to be Absent Forms” to students going on the trip.

- **Collect** completed forms from students at least five days before trip.

- **List** names of students attending the field trip on the “Field Trip/School Activity Roster”.

- **Submit** parental approval forms and list of students roster to Attendance Office no later than three days before trip.

**IMPORTANT!**

Remember to place your field trip on the Master Calendar.
HOMEWORK AND MAKEUP ASSIGNMENTS

It is acknowledged that purposeful homework is related to classwork and the objectives of the course and that it emphasizes quality rather than quantity. These are the guidelines to consider when assigning homework:

Homework should be reasonable in content, length and resources required.

Books and other materials should be provided or easily obtainable.

It should be modified for students with special needs. It should never be assigned as punishment.

Homework may be scheduled over an extended period of time that includes weekends and vacation. Regular checks should be made by the teacher.

Students should not be given homework assignments they have not been taught how to do. It should reinforce and enrich student knowledge or extend learning abilities.

Explain homework assignments and dates

When appropriately assigned, homework then becomes the responsibility of the student to understand, complete and return by the expected due date.

Completed homework assignments should be acknowledged and recorded by teachers in a timely manner and reviewed with students.

Parents should be notified when students don’t complete homework assignments.

Reference: Bulletin No. M-22 (Rev)