

PRINCIPAL'S MESSAGE



"There is a brilliant child locked inside of every student"

- Marva Collins

Marbut Traditional Theme School is a community of stakeholders committed to the challenge of creating a structured learning environment where students are provided a rigorous curriculum. The theme school model was grounded in the belief that all students can achieve given the opportunity and the appropriate supports.

The theme school model is intended to make our school a unique learning environment. The success of Marbut Traditional Theme School depends upon several key factors:

- Parental completion of volunteer hours.
- Student completion of semester projects.
- Student memorization of assigned poetry.
- Student adherence to the uniform policy.
- Ongoing communication between parents, teachers, and administration.

Throughout the 2018-2019 school year, you will be part of our efforts to recommit to the theme school traditions and expectations that create the Marbut experience. As principal, my priorities are:

- Providing a literacy and culturally rich learning environment.
- Increasing student achievement in reading and mathematics.
- Moving toward STEM and STEAM certification.
- Implementing restorative practices school-wide to teach, reinforce and support positive behavior.

I am privileged to lead such an outstanding school community. Please do not hesitate to contact me with questions, concerns, or input at any time.

WE ARE MARBUT!

Andre Benito Mountain
Principal

VISION STATEMENT

"Moving From Good to Great"

MOTTO

"COMMIT TO THE CHALLENGE"

MARBUT TRADITIONAL THEME SCHOOL REQUIREMENTS

- High Academic Standards
- Strict Discipline Policy
- School Uniforms
- Challenging Daily Homework
- Semester Research Projects
- Book Reports
- Poetry Recitation
- Summer Cross Curricular Enrichment
- 2 Parent Conferences per year
- Active Parental Involvement
- Mandatory Volunteer Hours

PHILOSOPHY

The purpose of Marbut Traditional Theme School is to offer students a comprehensive, interdisciplinary educational program in a highly structured setting. Students are active participants in challenging learning experiences. Emphasis is placed on high academic standards and a strict code of conduct. Parental involvement is a major component of a successful educational program. Our students, parents, teachers and community are "Committed to the Challenge" of achieving excellence.

MISSION STATEMENT

Marbut Traditional Theme School offers each student a challenging educational environment where self-discipline and high academic expectations are emphasized. Teachers, parents, and the community share the responsibility of promoting achievement and success for all.

"STARS"

**Student, Parents, Teachers, and Community
Together
Achieving
Real
Success**

OUR BELIEFS

- All students can learn in an environment that provides a variety of instructional opportunities and support for learning.
- Students learn best in a challenging educational environment.
- Teachers, staff, administrators, parents, students and community share in the responsibility for providing a supportive learning environment within our school.
- Self-discipline, high expectations and continuous improvement are essential components for developing life-long learners.

SCHOOL HOURS

**7:30 AM
TO
2:05 PM**

- **Students may not be dropped off before 7:00 AM**
- Students will report to their homeroom class at 7:30 AM
- **Students are TARDY after 7:45 am**
Students who are tardy must have their parents walk them into the office to be checked in and must receive a tardy pass.
- 7:40 AM Announcements are made, attendance is conducted, and **INSTRUCTION BEGINS**
- 2:05 PM Dismissal begins



STUDENT UNIFORM POLICY

ALL Students Must wear school uniforms everyday unless otherwise specified. Students who come to school out of uniform will be sent to the office to call their parents.

Parents will be asked to bring the proper uniform. **THIS INCLUDES SHOES AND BELTS.** Students may not return to class until they have the proper uniform. Students should not wear accessories that are a distraction.

Please note white tops and blue bottoms must be worn during assemblies, honor days, and field trips.

Students may select from the following options:

GIRLS

1. Blouse/Polo/Turtleneck Shirt
 - Must have a collar
 - No logos, lace, decorations or contrasting colors on collar
 - Colors: Solid color only (white, pale yellow, or navy blue)
 - Shirts must be tucked in
2. Pants
 - Leg bottoms must be straight
 - No capris, bell-bottoms, cargo pants, sweat pants or overalls
 - No stretch pants
 - No elastic or drawstrings at ankles
 - If pants have belt loops, a belt must be worn
 - Colors: Solid colors only (navy or khaki)
 - No Corduroys
 - No jean material
3. Skirts/Skorts/Shorts
 - Bottom of skirts/skorts/shorts must be at least fingertip length or longer when standing
 - Colors: Green plaid, navy, or khaki
4. Dresses/Jumpers
 - Solid navy or khaki
 - Colors: Green plaid with pleats
5. Vest
 - Colors: Navy

6. Ties (Optional)
 - Cross bow
 - Colors: Green plaid or navy
7. Belts
 - Belts must be worn daily
 - No logos, decorations or contrasting colors on belt material
 - Colors: Solid colors only (Black, brown, or navy)
8. Socks/Stockings
 - No logos, decorations, or contrasting colors
 - Colors: Solid colors only (Navy, pale yellow or white)
9. Jewelry/Accessories
 - Small stud type earrings are permitted
 - Watches without alarms are permitted
 - No rings, bracelets, necklaces or other jewelry are allowed
 - No wristbands or rubber bands allowed
 - No acrylic or false nails
 - No distracting hair accessories.
10. Sweaters
 - Sweater must be a cardigan or V-neck knit sweater
 - No wind-breaker style jogging suit tops allowed
 - No logos, decorations or contrasting colors on sweater
 - Colors: Solid Navy ONLY
11. Sweatshirt
 - Sweatshirt must be cotton and worn with a uniform shirt underneath
 - No logos, decorations or contrasting colors on material except for Marbut logo
 - Colors: Solid Navy only
12. Undershirts
 - Colors: Solid colors only (white)
13. Shoes
 - Shoes must be closed toe, non-carbon rubber soles, and appropriate for Physical Education
 - No high heels, clogs, or sandals

- No logos, symbols, decorations or contrasting colors on shoe material
- Colors: Solid colors only (Black, brown, navy or white; Please do not tape over logos)
- NO BOOTS
- STUDENTS DO NOT CHANGE SHOES FOR P.E.

14. Hats/Caps

- No hats or caps may be worn inside the school building

15. Hair

- Girls may NOT wear any unnatural hair colors (red, green, blue, purple, etc.)

BOYS

1. Dress/Polo/Turtleneck Shirt

- Must have a collar
- No logos, decorations or contrasting colors on collar
- Solid color only (white, pale yellow, or navy blue)
- Shirts must be tucked in

2. Pants

- No baggy pants
- Pants must be worn with waist band at the waist
- Leg bottoms must be straight
- No bell-bottoms, cargo pants, sweat pants or overalls
- No pants that can be unzipped and turned into shorts
- No elastic or drawstrings at ankles
- If pants have belt loops, a belt must be worn.
- Solid colors only (navy or khaki)
- No Corduroys
- No jean material

3. Shorts

- Bottom of shorts must be at least fingertip length or longer when standing
- Navy or khaki

4. Vests

- Navy only

5. Ties (Optional)
 - Colors: Green plaid or navy
6. Belts
 - Belts must be worn daily
 - No logos, decorations or contrasting colors on belt material
 - Colors: Solid colors only (Black, brown, or navy)
7. Socks
 - No logos, decorations, or contrasting colors
 - Colors: Solid colors only (Navy, black or white)
8. Jewelry/Accessories
 - No earrings allowed
 - Watches without alarms are permitted
 - No rings, bracelets, necklaces or other jewelry are allowed
 - No wristbands or rubber bands allowed
9. Sweaters
 - Sweater must be a cardigan or V-neck knit sweater
 - No wind-breaker style jogging suit tops are allowed
 - No logos, decorations or contrasting colors on sweaters
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 - Shoes must be closed toe, non-carbon rubber soles, and appropriate for Physical Education
 - No logos, symbols, decorations or contrasting colors on shoe material
 - Colors: Solid colors only (Black, brown, navy or white; Please do not tape over logos)
 - NO BOOTS
 - STUDENTS DO NOT CHANGE SHOES FOR P.E.
13. Hats/Caps
 - No hats or caps may be worn inside the school building
14. Hair
 - Boys may NOT wear designs cut in hair
 - Boys may NOT wear any unnatural hair colors (red, green, blue, purple, etc.)

Any list dated prior to this version should be discarded.

School Policies & Procedures

ACCIDENTS

In spite of all precautions and supervision, accidents will occur. In case of accidents of any kind, the parent will be notified when possible. First aid will be given if necessary. In cases of serious injury, action will be at the direction of parents if they can be contacted or the school nurse. *Please provide current emergency numbers on your registration form. It is imperative that these numbers are kept current at all times.* These persons will be contacted if the parent cannot be reached.

ACCIDENT INSURANCE

Student insurance may be purchased by parents for their child(ren). A reputable insurance company designated by the DeKalb County School District provides this insurance. The insurance covers a student from the time he or she leaves home in the morning until he or she returns home in the afternoon. A preferred plan and a basic plan are available for purchase. Applications and cost of coverage will be provided to each parent/guardian at registration and may be purchased at any time during the school year. No other insurance is carried on students by the school or school system.

ASSEMBLY CONDUCT

Students at Marbut Traditional Theme School are presented with programs that support the curriculum. These programs are instructional and are supported by the PTA and Counseling department. Students should enter the cafeteria in a quiet and orderly manner. Students are expected to exhibit consideration and courtesy for the performers, speakers or students on stage.

AGENDA PLANNER

Students must use an Agenda Planner on a daily basis to record their homework assignments. Teachers and/or parents may write notes in the Agenda Planner. Parents are asked to read and sign the Planner daily to let the teacher know they have checked the homework assignments. The agenda planner is a critical tool in consistent home school communication as well as a critical tool in the development of organizational life skills.

ATTENDANCE

Students must be present on the first day of school to keep their seat at Marbut.

Students are expected to be in attendance daily. According to DeKalb County Board of Education

Policy, all pupil absences shall be classified as unexcused except for the following reasons:

- Personal illness
- Death or illness in the immediate family
- Religious holidays
- Service as page for the General Assembly
- Instances where attendance by pupil would be hazardous

When a student returns to school, he or she must bring a note from the parents explaining the reason for the absence.

In the case of an excused absence, the student will be allowed to make up assignments **within three days**. Grades will be affected if the assignments are not made up within three days. If a student is absent due to an extended illness, additional time will be given to make up assignments.

Take Your Student to Work Day is not an excused absence, students will be counted absent and will not receive a perfect attendance award.

BI-WEEKLY NEWSLETTER / COURIER

A bi-weekly newsletter, the *Marbut eMessenger* is produced to keep parents informed of upcoming events and activities. The eMessenger is Marbut's primary means of communicating with each student's family. It will be each family's responsibility to read the messenger. Please post in your home for a quick reference to Marbut activities.

Your child's weekly work will be sent in a courier envelope to be reviewed at home. Parents must sign and return the courier to school the next day.

BREAKFAST

Breakfast is served daily from 7:00 to 7:30 a.m.

Student:	\$1.40
Adult:	\$1.90
Reduced:	\$.30



Breakfast ends promptly at 7:30 AM. Students arriving after 7:30 will not be served unless they ride a late bus.

CAR RIDERS

Morning Procedures:

Car riders should be dropped off in the front circle. **Please do not use the bus driveway.** Patrols and staff are on duty to assist your child out of the car. Please follow their directions to keep traffic flowing.

DO NOT PARK VEHICLES IN THE FRONT CIRCLE. THIS IS A FIRE LANE AND CARS MAY BE IMPOUNDED BY THE FIRE DEPARTMENT. Parking tickets have been issued by the Fire Department.

Afternoon Procedures:

Car riders are picked up in the front circle in the afternoon. **Parents must remain in their cars.**

Students will be called from inside as you arrive. You must park in the parking lot if you need to come into the building. Patrols and Staff members are on duty to assist you and your child. Please follow their directions to keep the traffic flowing and to expedite the process.

*****Any change in student transportation needs must be communicated to the school in writing.**

CARE OF SCHOOL FACILITIES

Students are expected to assist in maintaining cleanliness in the classroom, lunchroom, halls, restrooms, gym and grounds, and to exercise proper care in the use of school furniture, books and equipment. There will be no chewing gum or candy in the school. A student will be expected to pay for deliberate damage of school property or work to correct the damage.

CLUBS

Clubs will be sponsored after school. Staff sponsors will provide information to students regarding clubs. Parents are encouraged to work with staff members in the organization and implementation of clubs. **Each student must have written permission to stay after school for clubs. Telephone calls cannot be made during the school day to obtain permission to stay for a meeting or to arrange transportation. Parents are responsible for providing transportation for their children on days they remain after-school to participate in a club. Students should be picked up no later than 3:15 PM.**

NOTE: Failure to adhere to these guidelines will automatically remove the student from participation in the club.

Registration for clubs will be held in early September. Marbut currently sponsors the following clubs:

Art Club

The Art Club meets one time per week. The members explore various techniques and use an assortment of mediums that they may or may not experience in regular art class. Art Club members are required to complete weekly drawing assignments in their sketchbook as well as other art projects. All 3rd through 5th grade students are eligible for Art Club.

Cheer Lions

The Marbut Cheer Lions will consist of no more than 20 girls in the 4th and 5th grades. A 3.0 grade point average is required along with two teacher recommendations. The girls will perform at school events and other places.

Chess Club

The chess club engages students in the game on a weekly basis to build problem-solving skills, plan strategy, and develop critical thinking in students in grades 3, 4, and 5.

4-H Club

4-H is open to boys and girls in 4th and 5th grades. 4-H members participate in competition programs such as the talent show and demonstrations, both on the county level and district level.

Garden Club

The Garden Club plants and maintains the gardens at Marbut Theme School. It is made up of Kindergarten, 1st, 2nd, & 3rd grade students.

Girls on the Run

Girls on the Run is a fitness and social-emotional health program for girls in 3rd-5th grade that encourages them to recognize their individual strengths and celebrate connections with others.

National Jr. Beta Club

The National Beta Club is a leadership service club whose purpose is to encourage effort, reward merit, and to promote those qualities of character that make for good citizenship. The National Jr. Beta Club was established during the 1996-97 school year at Marbut Elementary. Candidates are selected from 4th and 5th grades. Students are expected to have and maintain a 3.5 or better grade point average and maintain satisfactory conduct.

Reading Bowl Team

Students in 4th and 5th grade read, analyze and discuss novels in preparation for participation in the Helen Ruffin Reading Bowl.

Science Olympiad

The Science Olympiad Club is an opportunity for students to practice and compete in the areas of Science, Technology, Engineering, and Mathematics. It is open to 3rd, 4th, & 5th grades.

Show Choir

Chorus at Marbut is offered to 4th and 5th grade students. Students must audition for the chorus and must be able to stay after school twice a week for rehearsal. The chorus participates in various activities including PTA performances, Holiday performances, and the DeKalb County Chorus Festival. Four students will also be chosen to perform in the DeKalb County Honor Chorus, which features students from all DeKalb County elementary schools.

STEAM Club

STEAM (Science, Technology, Engineering, Arts, and Math) club explores concepts that fall under the STEAM umbrella through projects and hands on experiences.

Young Ladies of Marbut

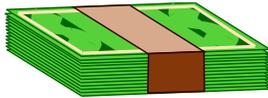
Young Ladies of Marbut is offered to 4th and 5th grade girls.

Young Men of Marbut

Young Men of Marbut is offered to 4th and 5th grade boys.

COLLECTIONS OF PAYMENTS

Due to bookkeeping, CASH, MONEY ORDER'S, OR CASHIERS CHECKS must be used in making all payments to Marbut Elementary. **No personal checks will be accepted.** All funds will be receipted. Receipts must be submitted for any refunds that are issued.



CONFERENCES WITH TEACHERS

According to the Parental Contract, parents must attend at least two parent conferences per year.

Additional conferences may be scheduled at any time. Parents are encouraged to request conferences as questions or concerns arise. Appointments can be made with teachers by sending a note through the agenda planner or leaving a message on the teacher's voicemail. Evening conferences are scheduled twice during the year, once in the fall and once in the spring.

DEFICIENCY REPORTS

Deficiency reports are a means of reporting to parents that a student is not progressing satisfactorily either in academic work or in conduct. *The student is in danger of failing a subject or receiving a low grade if he or she receives a deficiency in an academic subject or conduct area.* Action plans are developed with students and parents to correct the situation.

Parents, teachers and students are expected to monitor student progress and follow through on the plan.

DISCIPLINE PLAN

Marbut holds high expectations for student discipline. While working in structured, orderly environment students make substantial academic gains. **No one student should disrupt the learning of other students.**

Demerits and detention may be given for behavior infractions and repeat offenders will be dismissed from the theme school program.

Marbut students should show model behavior at all times. This includes:

- Showing respect to all adults.
- Showing respect to other students.
- Following directions of adults.
- Exhibiting orderly conduct in class.
- Respecting school property.
- Respecting the property of others.
- Walking in the halls quietly.
- Using proper manners at lunch.
- Completing all assignments.
- Never putting any one in danger.
- Following school rules.
- Wearing the uniform daily.
- Accepting responsibility for their behavior.

Failure to follow Marbut policies can result in assignment to detention. If misbehavior continues, in or out of school suspension may be assigned.

Marbut School Wide Behavior Expectations

- Follow directions the first time given.
- Raise your hand to speak or move.
- Treat others the way you want to be treated.
- Dress in the appropriate Marbut uniform.
- Silence yourself immediately when seeing the Marbut Hand Signal.
- Walk on the right-hand side of the hall.
- Use proper cafeteria etiquette.
- Respect adults and classmates.
- Keep hands, feet, and objects to yourself.
- Refrain from running or talking in the halls.

EARLY DISMISSAL

If a student must leave school before the normal dismissal time, the parent must sign the child out in the front office. Students will only be signed out to **adults** listed on the check-out form for that student. **The adult checking the student out must have proper identification.** This is for the protection of the child. If you need to check out your child for a scheduled appointment, please send a note to his or her teacher the day of the appointment. State the time your child is to be picked up and by whom. We appreciate your help with this policy. Our first priority is always safety for our children.

We strongly encourage parents to limit taking students out of school before 2:05 PM. This is a great disruption to your child's instructional day. Students are held responsible for information missed in their absence from class.

The administrative team also requests that if you need to pick up you children that you please do so **no later than 1:30.** This will assist us as we prepare for school wide dismissal. Please remember not to park in the fire lane (circle or bus lane) when picking up students.

ELECTRONIC DEVICES

Under no circumstances are electronic devices to be brought to school. These distract from instruction.

Such items will be collected and held for parents to pick up. School personnel are not responsible for lost or stolen items.

EMERGENCY NUMBERS

Please be sure to list emergency numbers on your registration form. Should these numbers change during the year, please notify the school immediately. **Failure to notify the school violates the parental contract.**

FIELD TRIPS

Field trips will be of an instructional nature. We want all students to participate in these trips. If parents have questions or need assistance for field trips please notify the school office. **All students must have a permission slip to go on a trip. Students who do not bring in a permission slip will be kept at school.** If a parent or student chooses not to go on a field trip, the student will remain at school and will be given an alternative assignment. This will not affect the student's grade in any way. Field trip fees are to be paid through classroom teachers as field trips are scheduled each semester.

The fifth grade students have the opportunity to participate in an overnight trip To Rock Eagle. Details will be provided.

FIGHTING

Fighting will not be allowed. Fighting is defined as exchanging blows. Both students who are involved in a fight will be held responsible for their actions. Any student found guilty of fighting will be suspended. The parents and students will be required to attend a meeting with an administrator before the student will be allowed to return to school. The student will be placed on probation and the student's place at Marbut will be in jeopardy if fighting continues.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be conducted regularly to ensure that all students will know exactly what they are expected to do in case of an emergency. During these drills students are to refrain from any talking in order to be able to hear instructions that may be given. Students are to behave in an orderly manner for the safety of all.

GRADING REPORTS

Progress reports will be sent home every 4.5 weeks. It is a way of keeping parents informed on how students are doing. The dates for progress reports are listed in your Agenda Calendar. Report Cards will be sent home at the end of the semester. The grading scale used by the DeKalb County School System is listed below:

A	90-100
B	80-89
C	71-79
D	70
F	69 and below



HALL CONDUCT

To maintain an atmosphere conducive for learning throughout the school, **halls should be quiet at all times.** If students are authorized to leave the classroom, they are expected to carry a hall pass, to go directly to their destination and to return promptly. Going anywhere other than the authorized destination will be considered skipping class and will carry a serious consequence.

HOMEWORK

Homework is one means by which families can spend quality time together and support the school by improving student achievement. **Homework will be required on a daily basis to encourage independent work, good study habits, practice and application of skills learned.** Failure to turn in homework can affect student progress. Below are guidelines for approximate amounts of time it should take to complete nightly homework assignments, including daily reading from a recommended reading list:

- Pre-kindergarten 30 min.
- Kindergarten 60 min.
- First Grade 60 min.
- Second Grade 60-90 min.
- Third Grade 60-90 min.
- Fourth Grade 60-90 min.
- Fifth Grade 90-120 min.

All missed homework assignments must be completed. Points may be deducted for not turning homework in on time. Students with repeated homework violations must have a parent conference with the teacher, assistant principal or principal.

When students are absent from school they should contact the teacher to get their assignments. Students should prepare homework for the day they return to school. However, if a student is ill and could not get the homework prepared, the parent may request in writing that the student be given one additional day to prepare the assignment. With a written note, no points

will be taken from the assignment if it is returned the next day.

HONOR PROGRAMS

An Honors Program will be held each semester. Awards will be given with the following guidelines established by DeKalb County:

Principal’s Scholars

All A’s and S’s in every subject area. All S’s in Conduct with no suspensions. This includes all Special Area classes.

Honor Roll

All A’s, B’s, or S’s in academic subjects. All S’s in all Conduct with no suspensions.

Academic Recognition

All A’s, B’s, or S’s in academic subjects. Conduct grades are not included.

Citizenship Award

All S’s in Conduct as well as all Special Area classes.

Dream Team

Dream Team recognizes best all-around students in grades fourth and fifth grades. Students receive points for academics, behavior, responsibility, community service, and working well with others. Students must receive 22 or more points to qualify as a member of the Marbut Dream Team. Dream Team members will assume a leadership role in school activities. The following is a list of possible points:

AREA	POINTS
Principal Scholar	5
Honor Roll	3
Academic Recognition	1
Citizenship	5
Perfect Attendance	1
Most Improved	3
Best All Around	3
Community Service – In School	3
Community Service – Out of School	2
No Detentions/Suspensions	5

Perfect Attendance

Students must be present and on time every day of the semester.

Attendance Recognition

Students must be present every day of the semester with no more than 3 tardies.

PAWS

Promoting Accomplishment with Support
Students improving academic average by one letter grade during second semester will earn recognition during honors assembly.

ILLEGAL DRUGS

All illegal drugs are prohibited. Any student with drugs will be suspended and will be brought before the Student Evidentiary Committee. The police may be contacted. ***A guilty verdict will jeopardize the student’s place at the Theme School.***

INSTRUCTIONAL COUNSELING

All students will work with the counselors to develop skills in goal setting, test taking, organizational strategies, study skills, and decision-making. The principal, counselor and staff will counsel with students and their parents/guardians when students are not achieving up to their potential. Specific goal setting strategies will be utilized for maintaining or improving academic performance.

INSTRUCTIONAL SUPPLIES

The DeKalb School District will furnish to each student all the instructional supplies needed by the student except for personal supplies such as pencils, pens, paper, notebooks, rulers, and crayons. Each student needs these supplies every day.

LOST AND FOUND

Clothing items found in the building or on the grounds for which no owner can be located will be placed in a lost and found box. Parents are encouraged to check for lost items. **Name tapes, labels or ink markings should be placed on hats, coats, gloves, sweaters, rain gear, etc. These articles will be returned to the owner if they are labeled.**

Money, keys, and other items of value will be kept in the office.

At the end of each month, all unclaimed uniform articles will be placed in the Marbut Uniform Closet to share as the need arises or will be given to Goodwill.

LUNCHES

Lunch prices in DeKalb County are:

- Regular Lunch \$2.50
- Regular Breakfast 1.40
- Reduced Lunch .40
- Reduced Breakfast .30
- Adult Lunch \$3.50
- Adult Breakfast 1.90
- Milk only .80



Payment for lunches can be made daily or in advance by the week or by the month. If you are paying for more than one day, please put your check or cash in an envelope with the student’s first and last name, teacher’s name, lunch number, and amount printed on the outside of the envelope. If you are writing a check for more than one child, the envelope should list each child’s name, each homeroom teacher’s name and the

amount of the check. Payment with credit card is available on line at www.mylunchmoney.com.

Advance payment is collected only on Monday morning. If a student is absent on Monday, he or she will be allowed to pay the first day he or she returns to school. If a student who has prepaid is absent during the week he or she will receive credit toward the next week or month.

Charging meals is discouraged and will be limited to a maximum of three (3) charges per student.

All students must eat lunch. Free or reduced-price lunches are available. To apply for free or reduced-price lunch, please complete the form given to you on registration day. Should you fail to pick up a form on registration day, you may obtain one from the school office. To comply with federal regulations for receiving funds, it will be necessary for you to indicate your present employer and your total family income on the application form. When signing the form, please note that this gives your permission to contact your employer to verify the information you have provided before approval or denial for the free or reduced-price meal is made.

Students may bring a lunch from home. **Soft drinks are not allowed in lunches from home. Lunches brought from home are to be eaten only by the owner. No food is to be given away or traded from home lunches or school trays. School lunches cannot be supplemented with food items from home. Students should either purchase lunch or bring lunch from home. Chips or drinks brought to eat with lunch are not allowed.**

LUNCHES FROM FAST FOOD RESTAURANTS ARE NOT ALLOWED TO BE BROUGHT TO SCHOOL.

If your child needs a special diet due to doctor's orders, please contact your teacher and cafeteria manager. We will need a written list from the doctor of the foods your child cannot eat. If possible, special arrangements will be made for your child.

No checks will be accepted by the lunchroom after May 1st. This is necessary to ensure that all checks have cleared before the end of the school year.

MEDICATION

Teachers **never** administer medication to students. If your child must have medicine while he or she is at school, the parent must complete the following steps:

1. ALL MEDICATIONS, BOTH PRESCRIPTION AND OVER THE COUNTER MEDICINES MUST BE KEPT IN THE FRONT OFFICE.

2. Before medication can be administered, the physician must complete a doctor's form supplied by the school. This form must be filled out for both prescription and over the counter medications. The form must state the name of the medicine, the dosage and duration. The physician and parent must sign it.
3. The completed form must be given to the clinic assistant and will be kept on file in the office. The clinic assistant will see that the student receives the medication when he or she comes to the office. The office staff does not remind students to come for medication.
4. Parents should transport medicine to and from school. Students should not bring medicine to school or take it home from school.
5. Students are not allowed to keep medications, even cough drops in a book bag or in the classroom.

MORNING ARRIVAL

Students should not arrive at school before 7:00 AM.

Upon arriving on the school grounds, students must go directly into the building. **Students who are going to eat breakfast must report to the cafeteria by 7:30 AM. Students arriving after 7:30 will not be served breakfast.**

- Students in grades PreK-1 will go to the Media Center until 7:30.
- Students in grades 2 - 5 will go to the Gym until 7:30.



MUSIC

General music at Marbut is offered to students at all grade levels. Students will be exposed to several aspects of general music such as notation, melody, harmony, rhythm instruments, etc. Upper grade levels will also experience work on the Yamaha Keyboard Lab.

Band and/or strings instruction is available to fourth and fifth grade students after school from 2:15 to 3:15. If your child expresses an interest in this area, you may enroll him or her in the program at the beginning of the school year. The only expense involved is his or her instrument that may be rented or bought. Parents must provide transportation home. Students must be picked up promptly at 3:15 PM.



PARENT TEACHER ASSOCIATION

The Parent Teacher Association is very active at Marbut. Meetings are held on Tuesdays once a month. As stated in the parent contract **all parents are expected to join PTA and to become actively involved.** PTA dues are \$10. One hour of volunteer credit will be given for joining PTA. **PARENT WORKSHOPS & PARENT UNIVERSITY**

Parents are required to complete 6 hours of instructional classes. Each class is designed to help parents learn about new curriculum requirements, assessment tests and effective ways for assisting their children with academic assignments. Parental instructional classes are planned on a bi-monthly basis.

One hour of volunteer service is given for each workshop attended.

PARTIES

There will be two class parties during the year, one for the Winter Holidays and one for spring. Parents will be asked to assist with parties.

Birthday parties will not be held at school.

Parents should not bring cakes, flowers, balloons, etc. to school for birthdays or any other occasion. With twenty to twenty-five students in a class, this can take valuable time away from instruction. This also applies to lunchtime, as students will not have time for parties during their lunch period.

Please do not bring cookies, cupcakes, etc. to be passed out at lunch.

PERSONAL BELONGINGS

Students should not bring money, toys, jewelry, cell phones or expensive items to school. **The school is not responsible for such items that are lost or stolen at school. Students are not allowed to sell or trade items at school.**

PETS

For the safety of all, we ask everyone to cooperate in keeping pets away from the school.

PHYSICAL EDUCATION

Physical Education is a part of the instructional program. All students will be required to participate unless a doctor's certificate is presented. If, on a particular day, your child cannot participate, please send a signed note to your child's homeroom teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement will be required to excuse your child from physical education activities.

PENCIL SHARPENERS

Personal pencil sharpeners are not allowed at school. The lead shavings from the sharpeners are ground into the floor, creating additional work for our custodial staff. Please assist us in keeping our building clean.

PLAYGROUND CONDUCT

While on the playground or in the activity building students are expected to refrain from all bodily contact. This means no tussling, hitting, wrestling, punching, pushing or any other negative contact. Students are expected to use good judgment regarding the safety of everyone on the playground and remain in view of the teacher on duty at all times. It is especially important, for safety reasons, to stay with the classes in the main play area, not in the woods or bushes where insect bites and poison ivy may cause problems. There should be no playing on banks and other such areas where grass or other plants must grow to prevent erosion.

PLAYGROUND USE

Children are not to play on the playground during off-school hours without adult supervision.

SAFETY PATROLS

Fifth grade students serve as Safety Patrols. Selection of patrols will be done in the spring for the following year. Staff members will assess students based on conduct, attendance/tardies, responsibility, grades and ability to work with others.

SEVERE WEATHER

When severe weather creates dangerous conditions, the daily school schedule may be changed. It is the parent's responsibility to listen to news reports on television and radio. Announcements are normally broadcast between 6:00 AM and 8:00 AM to inform you if school is going to be closed.

Parents should always make the decision of whether their child should attend school if there is a possible severe weather situation.

STUDENT ILLNESS

Please do not send children with 99 degrees or higher temperature or a contagious illness to school. When students become ill at school, the parent will be contacted. Prompt response by the parent will be greatly appreciated.

SUMMER PACKETS REQUIREMENTS

All students will be assigned reading and math activities to be completed during the summer. **This is a mandatory requirement.** Students should bring their completed assignments to class the first week of school. **Grades will be given for these assignments.**

During the first week of school, students should be ready to participate in activities related to the summer assignments.

All Summer Packets are to be submitted by Friday of the first week of school. There are NO exceptions.

TARDINESS

Students are expected to come to school on time daily. **PARENTS MUST ESCORT ALL STUDENTS IN THE FRONT OFFICE IF TARDY.** All students who are tardy will receive a tardy pass to be given to the homeroom teacher. Students will not be admitted to class without a tardy slip after 7:45 am.

Tardiness takes away from instruction not only for the student who is tardy but also for the other students in the class when the teacher must stop and repeat instructions. ***PLEASE HELP US REDUCE THE NUMBER OF TARDIES. Excessive tardies will be reported to the counselor as well as to the school social worker. Excessive tardiness will impact perfect attendance.***

TESTING

Standardized tests are given each school year. ***What can parents do to help their children during test taking sessions?***

1. Make sure your child is present every day during the testing period unless he/she is very ill.
2. Be sure your child gets a good night's sleep before the test.
3. Have your child eat a good breakfast.
4. Talk with your child about the importance of doing well on the test but do not overemphasize the test as this can make a child nervous.

Will parents have a chance to see test results?

YES!

Test results will be provided to parents.



TEXTBOOKS

Textbooks are furnished to your child by the DeKalb County School System on a loan basis and should be treated as borrowed property. Students must pay for loss or abuse of textbooks. Students who lose textbooks shall be assessed full replacement value according to county policy.

Students who return textbooks that show wear in excess of what can be attributed to normal use will be assessed according to the damage.

If a student fails to pay for lost or damaged materials the following policies will apply:

- Students will be issued a second textbook with the same title only after payment for the first textbook has been received.
- **Students completing elementary school will not receive their report cards or be allowed to register until the school receives outstanding fees.**

Students who fail to pay for lost and/or damaged library/media center materials will lose the privilege of checking out additional materials. However, students may continue to use the learning resources within the confines of the library/media center.

YOU ARE RESPONSIBLE FOR YOUR TEXTBOOKS. PLEASE HANDLE THEM WITH CARE.

TUTORIAL PROGRAM (CREST)

Students in grades 1-5 who need additional instruction to improve reading and math skills may be recommended for the after-school tutorial program. Teachers and staff will provide instruction to small groups of students on Tuesday and Thursday, from 2:30 to 3:15. Students are selected to attend tutorial based on the following criteria:

- Teacher recommendation
- Classroom performance
- Standards based assessments

Attendance is **REQUIRED** for students recommended for tutorial.

VISITORS

We have an open-door policy at Marbut regarding **parent visitation**. When visiting your child's class, we ask that parents stay **no longer than 30 minutes** on any one day. We find that it causes classroom disruptions if a parent stays longer than 30 minutes. Younger siblings may not be brought into a classroom during instructional time. We are pleased to have parents visit the parent center, media center, and lunchroom.

All visits must begin in the Office where visitors must sign in. Visitors will be given a visitor badge to wear. **Badges must be visible while in the building**

Parents should not interrupt staff responsibilities or instruction by talking to the teacher during classroom visits, arrival and/or dismissal. If needed, you may request a conference appointment.

If you want to eat lunch with your child, please notify his or her teacher in advance if possible. Please do not bring food from an outside restaurant.

Children not currently enrolled at Marbut are not allowed to come to school to visit.

VOLUNTEER HOURS

Parents are required to complete 16 volunteer hours per year. **6 hours are required to be Instructional.** Eight hours are to be completed first semester and eight the second. The hours are per family and may be a combination of hours worked by mother and father. The parents or relatives (**18 years or older**) are required to work the hours.

Since the parent center is also used for instruction, if at all possible please do not bring young children with you while volunteering.

Parents volunteering must sign in and out at the Parent Center. TEACHER VERIFICATION WILL NOT BE ACCEPTED.

Hours may also be earned by joining PTA (one hour) and by attending Parent Workshops.

Special opportunities for doing volunteer hours will be held during the year. Please check your Agenda Calendar and the Marbut Messenger for dates.

Alternative opportunities are at the Principal's discretion.

WEAPONS

No explosives, knives, or other weapons are allowed at any time. Possession of such weapons is a violation of Georgia law and may result in expulsion. The police will be contacted.

Marbut Theme Supply List

See website www.marbut.dekalb.k12.ga.us

**PLEASE DO NOT PURCHASE ROLLING
BOOK BAGS FOR GRADES Pre-K thru 2nd**

"Readers are Leaders" Student Book Log

1	26
2	27
3	28
4	29
5	30
6	31
7	32
8	33
9	34
10	35
11	36
12	37
13	38
14	39
15	40
16	41
17	42
18	43
19	44
20	45
21	46
22	47
23	48
24	49
25	50

Parent Center Procedures

- ❖ Sign in the front office for security reasons and to acknowledge your presence in the school.
- ❖ Get visitor sticker.
- ❖ Proceed to the Parent Center.
- ❖ Sign-in on volunteer sheet in the Parent Center and get volunteer sticker. ***Parents must sign in when entering and out upon leaving the Parent Center to receive volunteer credit.***
- ❖ Please include child's first and last name, and teacher's name.
 - Note: (If parent has more than one child attending Marbut, please list **all** children and teachers.)
- ❖ Receive your assignment from The Parent Center.
- ❖ Help yourself to any refreshments in The Parent Center.
- ❖ Enjoy your time volunteering with children and the teachers.
- ❖ Be sure to sign out in the Parent Center and front office.
- ❖ Have a great day!



Parent Center Guidelines

As parents it is important we set a good example for our students by being positive and professional. Please adhere to the following:

- ❖ Parents must review the DeKalb County School District School Social Worker In-Service video for volunteers. Parents must sign verification of completion.
- ❖ Teachers should not be interrupted during instructional time.
- ❖ Small children are not allowed in the classrooms.
- ❖ Parent Center conversations must be positive.
- ❖ Classroom observations are **NOT** considered volunteer time.
- ❖ Security dictates all parents **MUST** enter the building through the front entrance.
- ❖ Parents' dress must be appropriate. Tight pants, low-cut tops, short skirts, baggy or sagging pants, and clothing with explicit wording or symbols are prohibited.

These guidelines are supported by Marbut Theme School Administration.

Frequently Asked Questions

Q. How many hours do we complete per school year?

A. 16 hours total. We ask that you do 8 in the first semester and 8 in the second.

Q. What happens if I do not complete the 8 hours in the first semester?

A. You will have to make it up in the second semester.

Q. What are MPU hours?

A. Marbut Parent University

- ◆ *Parent University Classes*
- ◆ *PTA Meetings*
- ◆ *Open House*
- ◆ *Curriculum Night*
- ◆ *Math Game Night*
- ◆ *Parent Make and Take*
- ◆ *Any other event that is approved by the Principal for MPU*

Q. If I go over 16 hours can we roll them over to next school year?

A. No, we appreciate when you go above and beyond, but we do not roll the hours over to the next school year.

Q. If we complete more than 8 hours in the first semester can we roll them over to the second semester?

A. Yes, you can complete all of your 16 hours in the first semester if you choose.

Q. How many MPU hours do we need to have?

A. Six of your 16 hours should be MPU hours.

Q. How often are MPU hours offered?

A. At least once a month.

Q. How can I check my hours?

A. Email the Parent Center Coordinator. There is a print out on the sign in table in the Parent Center.

Q. How often will we get a print out of our volunteer hours?

A. Two times a year, once in the first semester and once in the second. However, you can request a print out at any time during the school year.

Q. Can we volunteer during the summer?

A. Yes. Contact the Principal during the summer for volunteer days during the summer. These are permitted at the Principal's discretion.

Q. Do we need to make an appointment to volunteer?

A. No, the Parent Center is open every day during school hours.

Q. Do I get volunteer hours for field trips?

A. Yes, you get the number of hours on the field trip.

Q. Can I volunteer in the classroom?

A. Yes, but you need to let the teacher know in advance the day and time you are coming, and make sure it is approved by the teacher.

Q. If I sign in at the front office instead of the Parent Center will I get volunteer credit?

A. No, you must sign in at the Parent Center to get volunteer credit.

Q. Can someone else help me with my volunteer hours?

A. Yes, family members that are 18 years or older and are listed on the volunteer form.

Q. Can we take work home?

A. No, unfortunately in the past work has been lost or never returned.

***Friendly Reminder:
Alternate opportunities for completing
volunteer hours are at the Principal's
discretion.***

