

PARENT AND STUDENT HANDBOOK

2024-2025

“PUTTING THE PIECES
TOGETHER TO BUILD
SOMETHING EXCEPTIONAL”



VISION STATEMENT

"Moving From Good To Exceptional"

MOTTO

"Commit To The Challenge"

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.

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.

Marbut Traditional Theme School Student Creed:

I am a proud Marbut Traditional Theme School Student. Each day I come to school and strive to learn that I can, behave appropriately and have a great day. I am a remarkable student because I am respectful to my teachers, my peers and myself. I know that I am a leader of tomorrow so I will do my best today.



Marbut Uniform Agreement

The uniform at Marbut Traditional Theme School is a symbol of excellence. The uniform indicates that the wearer possesses the intellectual and moral character necessary to be a member of a selective student body. Additionally, the uniform is a symbol of unity.

All grade levels wear the uniform **100% from head to toe**, thus, emphasizing a community spirit. Students, therefore, are expected to wear the uniform correctly and proudly. The atmosphere of a school must be conducive to learning. As outlined by Theme School Contract **uniforms are mandatory**.

At all times, students must observe high standards of neatness and cleanliness. Uniforms must be in good repair. Students failing to comply with the uniform code, defacing or altering the school uniform will be assigned detention hours, and/or may be sent home. **For the safety and security of the students, faculty and staff, students must be in school uniform while on campus during the normal school hours (7:45 a.m. - 2:05 p.m.) and he/she must wear the school uniform properly and in its entirety.** The principal, assistant principal, and staff are the final judges of uniform, jewelry, and/or hair appropriateness or correctness. The decisions they make are final.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

STUDENT UNIFORM POLICY

2024-2025

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.

****Three (3) violations of the mandatory uniform attire will make your student ineligible for the Citizenship Award for the semester and further violations may result in immediate dismissal back to your child's home school.**

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.G. Blouse/Polo/Turtleneck Shirt

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

2.G. Pants

- (A) Leg bottoms must be straight
- (B) No capris, bell-bottoms, cargo pants, sweat pants or overalls
- (C) No stretch pants
- (D) No elastic or drawstrings at ankles
- (E) If pants have belt loops, a belt must be worn
- (F) Colors: Solid colors only (navy or khaki)
- (G) No Corduroys
- (H) No jean material

3.G. Skirts/Skort/Shorts

- (A) Bottom of skirts/skort/shorts must be at least fingertip length or longer when standing
- (B) Colors: Green plaid, navy, or khaki

4.G. Dresses/Jumpers

- (A) Solid navy or khaki
- (B) Colors: Green plaid with pleats

5.G. Vest

- (A) Colors: Navy

- (A) Cross bow
- (B) Colors: Green plaid or navy

7.G. Belts

- (A) Belts must be worn daily
- (B) No logos, decorations or contrasting colors on belt material
- (C) Colors: Solid colors only (Black, brown, or navy)

8.G. Socks/Stockings

- (A) No logos, decorations, or contrasting colors
- (B) Colors: Solid colors only (Navy, pale yellow or white)

9.G. Jewelry/Accessories

- (A) Small stud type earrings are permitted
- (B) Watches without alarms are permitted
- (C) No rings, bracelets, necklaces or other jewelry are allowed
- (D) No wristbands or rubber bands allowed
- (E) No acrylic or false nails
- (F) No distracting hair accessories.

10.G. Sweaters

- (A) Sweater must be a cardigan or V-neck knit sweater
- (B) No wind-breaker style jogging suit tops allowed
- (C) No logos, decorations or contrasting colors on sweater
- (D) Colors: Solid Navy ONLY

11.G. Sweatshirt

- (A) Sweatshirt must be cotton and worn with a uniform shirt underneath
- (B) No logos, decorations or contrasting colors on material except for Marbut logo
- (C) Colors: Solid Navy only

12.G. Undershirts

- (A) Colors: Solid colors only (white)

13.G. Shoes

- (A) Shoes must be closed toe, non-carbon rubber soles, and appropriate for Physical Education
- (B) No high heels, clogs, or sandals
- (C) No logos, symbols, decorations or contrasting colors on shoe material
- (D) Colors: Solid colors only (Black, brown, navy or white;
- (E) **NO BOOTS**
- (F) STUDENTS DO NOT CHANGE SHOES FOR P.E.

STUDENT UNIFORM POLICY

2024-2025

GIRLS (continued)

15.G. Hats/Caps

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

16.G. Hair

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

BOYS

1.B. Dress/Polo/Turtleneck Shirt

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

2.B. Pants

- (A) No baggy pants
- (B) Pants must be worn with waist band at the waist
- (C) Leg bottoms must be straight
- (D) No bell-bottoms, cargo pants, sweatpants or overalls
- (E) No pants that can be unzipped and turned into shorts
- (F) No elastic or drawstrings at ankles
- (G) If pants have belt loops, a belt must be worn.
- (H) Solid colors only (navy or khaki)
- (I) No Corduroys
- (J) No jean material

3.B. Shorts

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

4.B. Vests

- (A) Navy only

5.B. Ties

- Colors: Green plaid, navy, or purple with gold stripes

6.B. Belts

- (A) Belts must be worn daily
- (B) No logos, decorations or contrasting colors on belt material
- (C) Colors: Solid colors only (Black, brown, or navy)

7.B. Socks

- (A) No logos, decorations, or contrasting colors
- (B) Colors: Solid colors only (Navy, black or white)

8.B. Jewelry/Accessories

- (A) No earrings allowed
- (B) Watches without alarms are permitted
- (C) No rings, bracelets, necklaces or other jewelry are allowed
- (D) No wristbands or rubber bands allowed

9.B. Sweaters

- (A) Sweater must be a cardigan or V-neck knit sweater
- (B) No wind-breaker style jogging suit tops are allowed
- (C) No logos, decorations or contrasting colors on sweaters
- Colors: Solid Navy only

10.B. Sweatshirts

- (A) Sweatshirt must be cotton and worn with a uniform shirt underneath
- (B) No logos, decorations or contrasting colors on material except for Marbut logo
- (C) Colors: Solid Navy only

11.B. Undershirts

- (A) Colors: Solid colors only (white)

12.B. Shoes

- (A) Shoes must be closed toe, non-carbon rubber soles, and appropriate for Physical Education
- (B) No logos, symbols, decorations or contrasting colors on shoe material
- (C) Colors: Solid colors only (Black, brown, navy or white; Please do not tape over logos)
- (D) NO BOOTS
- (E) STUDENTS DO NOT CHANGE SHOES FOR P.E.

13.B. Hats/Caps

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

14.B. Hair

- (A) Boys may NOT wear designs cut in hair
- (B) Boys may NOT wear any unnatural hair colors (red, green, blue, purple, etc.)

Any list dated prior to this version should be discarded.

STUDENT UNIFORM POLICY

Appropriate Footwear

MARBUT TRADITIONAL THEME SCHOOL – UNIFORM POLICY: SHOES:

Shoes must be closed toe, non-carbon rubber soles, and appropriate for Physical Education. **No contrasting colors on shoe material. Solid colors only. Shoes must be black, brown, navy or white.** These are examples of shoes that are acceptable:



Below are examples of shoes that are **not acceptable**:



Appropriate Outerwear



GRADING

Academic grades are based on class work, homework, projects, and tests.

Progress Reports will be sent home every 4.5 weeks. Graded papers should go home every Thursday in courier. Report Cards will be sent home at the end of the semester. The grading scale used by the DeKalb County School District is listed below:

A	90-100
B	80-89
C	71-79
D	70
F	0-69

Deficiency Reports

Deficiency reports will be sent home at the onset of a student showing the need for remediation in academics or conduct. Deficiency reports must be signed and returned by the parent.

HOMEWORK

Homework will be required to encourage independent work, to provide practice of recently taught skills, and to instill good study habits. 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.

DCSD K-12 GRADING PROTOCOL			
Formative & Diagnostic Assessments	Assessment Tasks (Skills & Homework)	Classwork (Guided, Independent, and Group Practice)	Quizzes, Tests & Projects
0%	25%	45%	30%
Examples of Assignments per Grading Category			
DCSD Unit Pre-Assessments DCSD Unit Post Assessments MAP Assessments DCSD Benchmarks	Sponge & Warm Up Exit tickets Quiz Skills Assessment Homework Notebook Checks Journal Prompts Discussions & Oral Presentations	Independent Work Group or Partner Work Performance Assessment Tasks Skills Demonstrations Performance and Exhibitions Demonstrations Portfolio reviews Labs	Quizzes Final Exams Chapter/Unit Assessments Projects and/or Performance Assessments Portfolio Assessments Presentations

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. Student has no more than 3 uniform violations.

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.

MORNING ARRIVAL

- Upon arriving on the school grounds, students must go directly into the building
- Car riders will be permitted to enter at **7:15a**
- Students who are going to eat breakfast will report to the cafeteria
- Students in grades Pre-K through 1st who are not eating breakfast should report to the Media Center
- Students in grades 2nd through 5th who are not eating breakfast should report to the Gym
- The breakfast line is closed at 7:30a

AFTERNOON DISMISSAL

Early Checkout will end daily at 1:30p. All transportation changes must be made by 12:30p and put in writing.

Please send all transportation changes to:

marbutregistration@dekalbschoolsga.org

Please include your identification when submitting the request.

Car Riders

Car Riders will not be dismissed until all buses have left the campus. The car dismissal will begin at 2:15p daily. If your student is a car rider, you must present a Marbut Traditional Theme School hangtag to receive your student. If no hangtag is presented, you will have to park and present your identification for verification.

PARENT BULLETIN

On SUNDAY the Principal's message will be published on the Marbut website and sent out via School Messenger.

PARENT CENTER

The Parent Center coordinates parent volunteers and provides support to teachers by assisting with tasks and classroom jobs such as copying, die cutting, and assigning parents to assist in the classroom and throughout the building.

The Parent Liaison has specific procedures for securing parent services and getting jobs done through the center. Job request forms are in the parent center. Once completed, turn them in to the Parent Center Coordinator.

Parent Volunteers must sign-in in the parent center to receive credit for their mandated 16 hours of service.

TEACHER VERIFICATION WILL NOT BE ACCEPTED.

PARENT CONFERENCES

Parent-teacher conferences are the most effective means of communicating student academic progress to parents.

Parents, guardians, or the teacher may request conferences.

MARBUT PARENTS MUST ATTEND TWO PARENT CONFERENCES PER YEAR as stated in their contract.

PARENT TEACHER ASSOCIATION (PTA)

ALL parents are expected to join PTA and give their TOTAL support to PTA activities. Dues will be collected by PTA. The involvement of both parents and teachers is essential to quality programs in our school.

PARTIES

Two formal parties are held during the school year: Winter Holiday Party, prior to winter break and a Spring Fling during the last week of school. Room parents may help plan the parties, but the teacher is responsible for the actual party activities.

BIRTHDAY PARTIES WILL NOT TAKE PLACE AT SCHOOL. Parents are not allowed to bring or send in cupcakes, cakes, etc.

However, parents are permitted to send goodie bags with individually wrapped items.

Student Attendance

Students are expected to be in attendance daily. The following may be approved as an excused absence:

- Illness
- Death in the family
- Religious holidays
- Serving as a Page in the Legislature

When a student returns to school, he or she should 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. 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 who are present at least ½ of the day are considered present for that day. Three hours and 15 minutes (11:00 AM) is considered a half day.

TECHNOLOGY

All DCSD students will be issued a Digital Dreamers device to use during instructional time. Parents and Students **must** sign the Digital Dreamers Agreement for a device to be issued for student use. Please note that students are to follow the appropriate usage policy as outlined by the DCSD policy. Students that violate this policy will be issued consequences as outlined in the DCSD Student Code of Conduct.

Cell Phone Usage

Students are not allowed to use cell phones on school property. Students must keep cell phones powered off in book bags.

TESTING

We will follow the state and county-mandated testing schedules and guidelines. Results of tests will be used to plan instruction for students.

TEXTBOOKS

Textbooks will be issued to each student for each course requiring a textbook.

Lost Textbooks:

Students who lose textbooks shall be assessed according to textbook price list.

Students who return textbooks that show wear more than what could be attributed to normal use will be assessed according to the damage.

Textbook charges should be paid by cash or money order. Fees can be turned into the assigned Administrator.

If a student fails to pay for lost and damaged materials, the following policies will be followed:

- Students will be issued a second textbook with the same title only after payment for the first textbook has been received.
- Report cards will be held if payment for lost or damaged books is not received.
- Students completing elementary school will not go through celebration exercises if they have outstanding fees.
- Student registration will be delayed until payment of fees has been satisfied.
- Students who fail to pay for lost and or damaged media center materials will lose the privilege of checking out additional materials.

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
- Parent request (based upon space available)

VISITORS

Student and staff safety are priority at Marbut Traditional Theme School. Therefore, all visitors **must** sign in the front office. Visitors must be escorted at all times and are not permitted to walk freely around the building. Visitors will be given a visitor's badge to wear, and visits should not exceed 30 minutes unless visitor is working in Parent Center. Parents will not be permitted to interrupt staff responsibilities or instruction by talking to the teacher during classroom visits, arrival and/or dismissal. If needed, they may request a conference appointment.

Children not currently enrolled at Marbut are not allowed to come to school during the instructional day without prior approval from Principal.

Classroom observations **must** be approved and scheduled by the principal.