

## Marthaville Elementary/Junior High School

10800 Highway 120

P.O. Box 148

Marthaville, LA 71450

Dear Students,

Welcome to Marthaville Elementary/Junior High!

You are fortunate to be attending one of the best elementary/middle schools in the state. We take pride in having the best faculty and staff, students, and parents in the parish. Very high standards have been set for the students at our school. Your program of study will be exciting and challenging as you prepare for the next level. We offer engaging education in the classroom to promote best practices for student success.

The information found in the Student Handbook has been carefully prepared to assist you in achieving excellence. By meeting the expectations in this handbook, we hope you have an enjoyable and pleasant school year. Good luck and best wishes for a successful school year.

Administration, Faculty, and Staff of Marthaville School

### **Philosophy and Mission Statement**

**Learning Involves Family, Teachers, and Students.** Marthaville School mission is to educate the whole student, which takes the cooperation of all parties involved in a student's life. Student education involves character building as well as academic instruction. Having students develop into respectful young people with strong, positive character qualities, lends itself to the development of students who can achieve great academic success in the classroom and community. Educators will provide instruction in a caring, positive, and safe environment in which each student will have an opportunity to reach his/her goal. Teachers will strive to continue his/her education in order to provide academic strategies, professional development, and best practices to educate students with great success. Support of the community will assist teachers in accomplishing this mission for student success. A positive communication between the community and the school is essential in building the bridge to success for all students at Marthaville School.

### **Purpose of the Handbook**

This handbook has been prepared for the purpose of giving you some idea of the spirit, ideals, and objectives of Marthaville School. It is our belief that this publication will prove helpful to each student, teacher, and parent in

knowing about this school. It is hoped that this book will be kept and referred to by students and parents as a source of ready information.

## **To the Students**

This booklet is a result of the joint efforts of students, faculty and staff, and administration. It contains information which students and teachers have found by experience to be most helpful and needed by students. You should read the handbook carefully and consult with your teachers and fellow students about any of it you do not understand. Knowing and understanding the contents of this booklet will help you not only to enjoy your school days more, but also to be a better citizen of Marthaville School.

Expectations for Students:

- Bring signed materials back from home
- Arrive to class on time: tardy after 7:45
- Come to class with necessary materials
- Move through the building and on campus in an orderly manner
- Use your bathroom breaks and refrain from asking to go during class
- Meet expectations of the HAWK PBIS plan
- Meet cafeteria expectations and procedures
- Dress according to dress code policy
- Respect school property and the property of others
- Use appropriate language
- Settle conflicts appropriately (Second Step/Go Leaps)
- Show respect for everyone
- Always represent your school and community well in public

## **To the Parents**

Your objectives as a parent and the objectives of the school in respect to your child are the same; to give him/her the best possible guidance toward the realization of his/her highest potential. To accomplish that goal, full

cooperation between home and school is essential.

Suggestions for Parents:

- Regular and punctual attendance is the greatest single factor in school success; therefore, your first concern should be to see that your child attends regularly.
- Help your child create a wholesome attitude toward school. Confidence in his teachers is essential to his success. They can learn little from a teacher they or you do not trust. Please avoid destructive criticism and bring your questions to the teacher and administration to be resolved.
- You may further help your child by doing the following:
  - Read this handbook and fully understand and support it.
  - Keep the school informed about absences.
  - Require a progress report at each interim and a report card each nine weeks.
  - Monitor student's daily homework assignments and teacher notes.
  - Please do not telephone or contact students at school unless very important.
  - Know your child's teacher.

## **Special Programs**

Marthaville School offers several special programs to facilitate the learning of our students. These include such programs as Special Education, which serves children with special needs such as learning disabilities, gifted, and other exceptionalities; Title I, which provides services to all students in school; and the Migrant Program.

## **Parent/Teacher Organization**

All parents are encouraged to join the parent/teacher organization. Meetings and activities are held on a regular basis. Our highlight activities include the Fall Halloween Carnival and Great Basket Raffle, Reading Night, Math/Science Night, and Testing and Technology. The PTO also does many supportive activities throughout the school year. Please call the school office for more information.

## **Announcements or Advertising**

Anyone wanting to post announcements on the walls of the school must obtain permission through the office. The only announcements allowed will be those pertaining to school functions.

## **Arrival and Dismissal Times**

The school day begins promptly at 7:45 a.m. and dismisses at 3:00 p.m. No students shall arrive on the school grounds before 7:00 a.m. because faculty members report to duty stations at this time. Students who eat breakfast are to report to the cafeteria immediately upon arrival at school and then go directly to assigned area. Parents dropping students off in the mornings should enter the main gate and exit Rains Road. In the afternoon, the procedure is reversed – enter from Rains Road and exit main gate. All cars will be dismissed after the buses out of the main gate. Students will not be allowed to check out after 2:15 p.m.

## **Assemblies**

Assembly programs are planned educational activities. To ensure that this is the case, the following guidelines are used:

- Administrator and/or faculty members plan assemblies. Teachers in charge of programs assume responsibility for planning the program and securing the help of other teachers as needed.
- All teachers assist in maintaining discipline, protecting school property, and keeping order among students during the program.

- All faculty members supervise students to and from assemblies, and stay with their classes during the program.
- During an assembly, students may applaud speeches and performances when appropriate. Yelling out, whistling and showing off will not be permitted.

## **Bus Procedures and Conduct**

Students riding the bus are required to ride the designated bus to and from school. If a student is requesting a change in transportation from their usual method, then a note must be sent to school with parent/guardian signature and current phone number to contact. Due to safety precautions, **changes in transportation will not be taken over the phone. Please do not call the school to make transportation arrangements for your child.**

All disciplinary problems which develop on the school bus traveling to and from school will be referred to the Principal on a bus referral

form. The bus is an extension of the school day at Marthaville School. Problems on the bus are considered dangerous, as the welfare

of all students and the driver are at risk. Students are assigned a seat and should remain in it at all times. They should always follow

the instructions of the driver. The privilege of riding the bus is conditioned on good behavior and observance of the rules and

regulations. Failure to do this can result in disciplinary action as stated in the transportation guidelines in our parish handbook.

## **Cafeteria**

1. All students are to go as a class to the cafeteria. They should go in an orderly manner and remain orderly in line.
2. Students misbehaving in line or the cafeteria will be subject to disciplinary action.
3. No items like food, straws, etc. should be taken from the cafeteria.
4. Do not leave food, napkins, trays, milk, etc. on the table.
5. Remain seated until teachers calls for you to dismiss. At that time put trays away and line up to exit cafeteria.
6. Students who bring their own lunch should report straight to their assigned area.
7. Canned or bottle drinks are not allowed in the cafeteria.

## **Care of the Building and Campus**

Everyone should take pride in our buildings and campus. We would hope that we would all do everything we can to keep it clean and attractive. You are expected to clean up all messes you make. Thoughtful citizens will pick up paper and trash instead of walking by it. Students marking on or damaging school property in any way will be required to clean the article or area. Parents and students are responsible for materials used by the students. Vandalizing or destroying school property could result in suspension or expulsion.

## **Warning – LA Revised Statute 14:95.2**

The carrying of a firearm on school property (including school buses) by anyone is a crime punishable by imprisonment at hard labor for up to five years.

## **Fire and Tornado Drills**

### **Fire:**

1. A continuous distinct buzzing sound from the **Fire Alarm** will be the signal for all students, teachers, custodians, cooks, and all other staff to vacate the buildings.
2. All students must exit, single file in a quiet and orderly but rapid manner, with the teacher to the exit that is assigned and posted.
3. Remain at least 60 feet away from the building after leaving and stay there until the all clear signal (one ring of the bell).

### **Tornado:**

A tornado drill will be in effect when three long **bells** are sounded repeatedly during the school day. All students in a class have an assigned area to assemble, usually in the hallway. Follow the lead of your teacher to your assigned area. Sit down, pull your knees up, and put your head between your knees. All doors will be closed and lights and equipment off.

**Fire and Tornado drills are designed to prepare us all for a real emergency. They are to be treated seriously.**

## **Athletics**

At Marthaville School, we offer a well-balanced athletic program for our students. We offer 7<sup>th</sup> and 8<sup>th</sup> grade boy and girl basketball, softball, and baseball. We also have a junior high cheerleading squad.

A student is ineligible to participate on any athletic team if he or she has received any failing grades during a particular grading period or does not maintain a 2.0 overall grade point average. A physical examination is required of all prospective student athletes along with the standard student insurance or proof of family coverage. Proper attitude and sportsmanship are expected at all times. We urge all students to participate and support our teams; however, students must follow guidelines of good sportsmanship at all times and at all events. Booing and disorderly conduct will not be allowed. Coaches' rules regarding participation and travel must be followed.

## **Fighting**

Discipline procedures are covered in detail in your Parish Handbook. It is imperative that we stress also in this handbook that fighting on the school campus or a bus or at any sponsored school event is strictly forbidden. It is each student's responsibility to report to the office any conflict they or other students may be having so that preventive measures may be taken.

### **Forbidden at Marthaville School**

- |                         |                  |  |
|-------------------------|------------------|--|
| *Knives                 | *Trading cards   | *All Electronic Devices (iPODs, MP3, etc.)     |
| *Weapons                | *Bottled drinks  | * Cell Phones active during school day         |
| *Firearms               | *Canned drinks   | * Explosive devices                            |
| *Fireworks/Firecrackers | *Squeeze Bottles | * <b>Any item that disrupts the school day</b> |
| * Toys or gadgets       |                  |  |

### **General Information**

1. Students are not to arrive at school before **7:00 a.m.** They should report immediately to their homeroom hallway in grades K-4 and then to breakfast. Grades 5-8 report to either breakfast or the old gym to await the bell. Students eating breakfast should report immediately to their class or gym afterwards.
2. Touching, petting, holding hands, hugging or any type of affection is not allowed at school.
3. Students should rarely ever be in the hallway during class time. Restroom breaks are provided and students should use this opportunity.
4. Junior high students who change classes each hour and all other students who move through the hallways should do so orderly and quietly so as not to disturb classes.
5. Students are not allowed to sell candy, gum, etc. at school. Students are not allowed to trade items at school.
6. Students should never bully other students to give them money or personal items. This is a suspendable offense.
7. Once students arrive at school, you are officially here and cannot leave campus until the school day is over or you officially check out.
8. No vehicles are to be driven to school by students.
9. Throwing objects like dirt, rocks, ice, or any other object that might injure another student is not allowed.
10. Running and sliding across walkways, sliding across banisters, and rails is prohibited.

### **Conferences**

Parent/Teacher conference is scheduled at the end of the first two nine week grading periods. Please attend these conferences to work with your child's teachers on their progress. Conferences can also be scheduled during the teachers' planning periods by calling the school secretary at (472-6141 ext. 10) for appointments.

### **Student Insurance**

School insurance forms are sent home at the beginning of school. All students are eligible to purchase this low cost insurance. Parents are responsible for filing all claims. Students involved in athletics or team sports must have insurance with the school or sign a verification or private insurance.

## Emergency Check Out

No student will be allowed to check out of Marthaville School for any reason without the student's legal guardian or those on the sign-out list there to pick them up. The parent, guardian or other person on the list must come to the office to sign them out. All students who become ill will secure permission to come to the office. Never come to office without your teacher knowing where you are. **The secretary will then call for the parent to come and check the students out through the office. If the parent cannot be reached, the student will have to remain at school. Please have some backup numbers on our sign out list, so a sick child will not have to be miserable at school.** Please do not call the school near the end of the day trying to make last minute transportation arrangements for your child. A note signed by the parent/guardian must be sent to school with the child and turned into the office for signature for change to take place.

## Homework Policy

Homework reinforces skills that have been taught in the class. There are very few classes and occasions where a student has no homework. Most subjects do require work outside the class. Parents can greatly contribute to your son's/daughter's success in school by providing a good home study environment. Minutes of homework time vary from grade to grade and increase as the grade goes up. However, it should be a reasonable amount of time and parents can check with your child's teacher to know how much is expected as a general rule each year.

## Textbooks

With the adoption of the new Louisiana Standards, student textbooks are no longer issued with the exception of consumable Science. Students use class sets of novels and tradebooks for English language arts classes and may check them out as needed, but are responsible for any damages to the book. Eureka Math is the adoption used by Natchitoches Parish School Board. The Modules used for each unit is printed for the students through the school. Teacher may elect to have the modules in a binder or spiral bound. The student is responsible for keep up with this printing as they may involve many pages. Science books are issued to the students at the beginning of the year. Students are allowed to write in these books which belong to them. If the book is lost the students will have to purchase a replacement. Social Studies will be using books within the classroom, in addition to many information resources provided by the teacher. School Board policy dictates the amounts we must charge for damages or lost books. It is the student's responsibility to keep up with and take care of all textbooks.

## Visiting the School

Parents are welcome to visit Marthaville School. Visitors are not allowed to visit classrooms during the teachers' instructional times unless accompanied by an office personnel. All visitors are required to sign in at the office prior to going anywhere on the campus. Visitors are to obtain a visitors pass from the office. Parents are encouraged to meet with teachers during their designated conference periods.

## Lost and Found Articles

All clothing and supplies brought to or worn to school should be clearly labeled or initialed. This will serve two purposes, first to help return a missing item to the rightful owner and secondly to discourage theft. The school cannot be responsible for money or jewelry and other valuables missing. Students are discouraged from wearing expensive jewelry and bringing large amounts of money to school. If an item is lost, please notify the office immediately. Unclaimed items will be donated to charity. Should you find any article on the campus, you should turn it in immediately.

## Medication Policy

Medication refers to all prescription and non-prescription drugs, including Tylenol, aspirin, cough drops, etc. All rules and regulations as stated in the Natchitoches Parish School Board Handbook must be followed. Students will not be allowed to have

medications at school. Only the school medication clerks can administer the medications as per Parish policy. The medication clerks will help parents fill out the proper paper work. **No medication will be brought to school or dispensed from the school until the proper paperwork is complete. All prescribed medication must be brought to the school by the parent and signed in by the medical clerk. DO NOT send medicine with your child to turn into medical clerk.**

## Grading Scale for Interim Grades and Honor Roll

Progress reports indicating students grades are sent home at the 4½ week period of each nine weeks. These reports should be reviewed and signed by the parent and returned to the teacher. Periodically, papers and work will be sent home to be reviewed and signed and sent back. Parents are encouraged to check on their child's progress as needed.

93 – 100	A	Principal's List – 4.0 (All A's)
85 -- 92	B	All "A" and/or one "B" - Honor Roll
75 – 84	C	"A", "B" and/or one "C" - Honor Roll
74 – 67	D	
66 – 0	F	

## Library

The library is a materials center which is available to all students and staff. Books, magazines, newspapers and other resource materials are available for research and recreational reading. All classes at Marthaville



School are assigned library class time and are instructed on the use of the library. The librarian will conduct an ELA/Digital Technology lesson during the library time in addition to allowing students to check out books. All students are expected to abide by such policy and take care of the materials checked out or used by them. Students are responsible for fines for overdue books, damaged books, or the price of a lost book. Any overdue books/fines not cleared prior to end of the year will result in report being held until fine is cleared.

## **Attendance**

The Natchitoches Parish School Board has adopted an attendance policy. Parents receive this policy at the beginning of the school year. (See NPSB Policy Handbook).

## **Tardy Policy**

The discipline administered for tardiness is based on the number of tardies received. There will be escalating consequences for each tardy. Regardless of school policy, any student that is tardy five times in a grading period will be reported to the Supervisor of Child Welfare Attendance for possible Truancy Court. The unexcused tardies and/or absences will result in truancy letter being filed with Truancy Office.

Marthaville School Policy:

1<sup>st</sup> tardy – verbal warning

2<sup>nd</sup> tardy – lunch detention

3<sup>rd</sup> tardy – Parent Conference with administrator

4<sup>th</sup> tardy – morning detention

5<sup>th</sup> tardy – refer to Supervisor of Child Welfare Attendance

## **Positive Behavior Interventions and Support Plan**

Good behavior and discipline of students are essential prerequisites to academic learning, the development of student character, and the general, as well as educational socialization of children and youth. All schools in Natchitoches Parish have participated in training for Positive Behavior Intervention and Support in compliance with the Juvenile Justice Reform Act (R.S. 17:252) and the BESE Model Master Plan for discipline.

As a result, our school has developed a Positive Behavior Intervention and Support Team who meets regularly to monitor, evaluate, and modify their Model Master Plan for Discipline. It is important for parents to work closely with their school as we implement these positive behavior supports and improvement of school climate.

Marthaville School utilizes the Natchitoches Parish Code of Student Conduct as our school-wide discipline plan which is posted in the hallways. Teachers also have classroom expectations posted in their rooms. Students who abide by

the Code of Conduct are recognized routinely throughout the school year, through the school's incentive/rewards program for positive behavior.



**Marthaville is a part-time SBHC, open on Tuesday and Thursdays, 8:00am to 4:00 pm.**

The School Based Health Center offers basic medical services at no cost to parents. These services include: Routine Comprehensive Physical Examinations, Immunizations, Treatment of Minor Illnesses and Injuries, Health Screenings, Counseling Services, Dietician Consultations, & Classroom Education.

**WHO PROVIDES THESE SERVICES?** Dr. Kenneth Darcy, MD; Michelle Haris, PA-C; Robyn Roberts, RN; April Matt, LPC; Brenda Riggs, Sec.; Mary Guidry, Registered Dietician

**WHO CAN TAKE ADVANTAGE OF THESE SERVICES?** Any student attending this school and has completed a signed consent form that is on file in the Health Center. Consent forms are sent home to all students at the beginning of each school year. If you didn't receive a form, please contact the SBHC for a copy. We can only treat students who are registered in our system. **Any questions concerning the services of this Health Center, please contact JoAnn Derbonne, Director 318-448-6530.**

# Natchitoches Parish School Board

## 2019-2020 School Calendar

Wednesday, August 6 – 7	Professional Developments
Thursday, August 8	First Day for Students
Monday, September 2	Labor Day
Friday, October 18	Professional Development 8:00AM – 12:00PM Parent Teacher Conference 1:00PM – 7:00PM (no students)
Monday, October 21 – 25	Fall Break
Monday, November 25 – 29	Thanksgiving Break
Friday, December 6	Professional Development (no students)
December 23 – January 3	Christmas/Winter Break
Monday, January 6	Professional Development (no students)
Thursday, January 16	Parent Teacher Conference (3:30PM – 6:30PM)
Friday, January 17	Parent Teacher Conference (8:00AM – Noon – no students)
Monday, January 20	Martin Luther King, Jr. Holiday
February 24 – 28	Mardi Gras Holiday
Thursday, March 19	Parent Teacher Conference (3:30PM – 6:30PM – HS)
March 23 – 27	Spring Break
Friday, April 10 – 13	Easter Break (Return on 4/14)
Wednesday, May 20	Last Day for Students
Thursday, May 21	Last Day for Teachers/Report Cards

### End of each 9 week grading period:

1<sup>st</sup> 9 weeks – October 10      2<sup>nd</sup> 9 Weeks – December 20      3<sup>rd</sup> 9 Weeks – March 12      4<sup>th</sup> 9 Weeks – May 20

### Interim Reports:

Interim 1 – September 11      Interim 2 – November 13      Interim 3 – February 7      Interim 4 – April 21

**Testing: LEAP 2025**    CBT – March 30-May 1    PBT – April 27-May 1

**HS LEAP 2025:** Fall Window - Dec 2 – Dec 18 (CBT)    Spring Window – April 20 – May 15 (CBT)

**APPROVED BY THE BOARD: APRIL 17, 2019**