

Dear Parents,

Welcome to Martin Primary School. We are delighted that you and your child will be a part of our school family this year. This handbook is provided for you by our staff in an effort to help you become more familiar with the policies of our school. Of course, it is a supplement to the *Weakley County Schools Student Handbook*, so please become familiar with those policies, as well.

At Martin Primary School, we strive to promote a positive learning environment in an atmosphere of mutual respect between staff and students. It is our belief that children benefit from the joint effort when teachers and parents work together. Let us truly build for the future, as we teach them to care about themselves and others. Have a great year at Martin Primary!

Sincerely,

Tracey Bell, Principal

Tracey.Bell@wcsk12tn.net

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# GENERAL INFORMATION

A Supplement to the  
Weakley County Student Handbook

Before entering the building, all parents, students, and visitors should either turn off cell phones and other electronic devices or place them in the silence mode.

## Contact Information

**Martin Primary School Web Address**

[www.mps.weakleyschools.com](http://www.mps.weakleyschools.com)

Martin Primary School telephone number: 587-9033

Martin Primary School cafeteria: 587-3938

## ATTENDANCE POLICY

The school building opens for children to enter at 7:10 a.m. Classes begin at 7:30 a.m., at which time all entrances will be locked. Martin Primary is aware that children will sometimes be absent from school for good reasons. After missing school, the student should bring a note from his parent/guardian or doctor to the office, outlining the reason for the absence in full detail. (Refer to the County Handbook.) Many absences can be excused and the work missed may be made up. **If a child is tardy, parents MUST accompany him/her to the front entrance.** Both parent and child need to report to the office to get a tardy slip before the student goes to the classroom. If a child has three unexcused tardies and/or early dismissals, they will constitute one unexcused

absence. If a child arrives to school after 7:30 a.m. (unexcused) or leaves before 2:25 p.m. (unexcused), the child will receive an unexcused tardy or early dismissal. ***It is very important that students arrive before 7:30.*** Habitual tardiness causes loss of teaching/learning time. Being in class for the full day every day contributes to more effective learning.

## TRANSPORTATION

Riding the bus to school is a privilege, not a right. Martin Primary School expects children to behave properly and follow the safety rules on the bus. Our bus drivers have enough responsibility for the safety of the students and should not be intentionally distracted by a rider. Continued misbehavior on the bus will result in suspension from riding the bus.

**Anytime there is a change in the way a child goes home, the parent must send a note. The teacher is not allowed to accept a verbal notification from the child.** If a note is not sent, the parent will be required to come to the office to complete a Change of Destination Form. **Phone calls and faxes are not acceptable.** If your child does not arrive at his/her expected destination, contact the school (587-9033) or the Transportation Supervisor (364-2578). If they cannot be reached, contact the Martin Police Department at 587-5355. Please call the Transportation Supervisor's office at 364-2578

before 4:00 PM to find out your child's bus number. Children who ride in cars may enter the building at the Poplar Street and South College entrances only where teachers can see them safely into the building. A map and letter will be sent home at the beginning of the school year to explain carline procedures and traffic flow.

### **BEFORE AND AFTER SCHOOL PROGRAM**

Martin Primary School offers a program that is convenient, protective, and nurturing for children before and after school hours. The after school program serves a snack, offers homework assistance and provides play and relaxation time. Hours of operation are 2:25 to 5:30 p.m. each **full day** that school is in session. This service is not offered when school is not in session, or is dismissed early. The registration fee is \$5.00. After school care is \$5.00 per day. If a child is not picked up by 5:30 p.m., a one day fee of \$5.00 is charged for every 10 minutes thereafter. Prices are subject to change from year to year. Drop-ins are welcomed, but the registration forms must be filled out beforehand.

### **THE SCHOOL DAY**

The doors to Martin Primary will open at 7:10 a.m. Please do not drop children off and leave them unsupervised, prior to this time. The classroom teachers will be in their classrooms at this time each morning. **Send all supplies to school by your**

**child each morning. This will assist with uninterrupted class time and the limited personnel that would be available to make deliveries to the room.** If a child plans to eat breakfast, he/she should be in the classroom before 7:30. Breakfast is offered FREE to all students. Students will pick up their breakfast from a nearby cart in the hallway and take it to the classroom to eat. Entrance doors are locked at 7:30 a.m. If a student arrives after 7:30, he/she (accompanied by parent/guardian) must enter at the College Street entrance and go by the office for a tardy slip. Students are dismissed at 2:25 p.m. for bus riders and car riders. Children picked up by parents at the **South College Street entrance** and **Poplar Street entrance** may be picked up between 2:25 p.m. and 2:35 p.m. If a child is not picked up by 2:35 and parents cannot be contacted, students may be taken to after school care and will be charged the one day fee of \$5.00. Walkers (students living within walking distance of the school) are dismissed at the College Street entrance, after students have boarded the buses.

### **SPECIAL AREA CLASSES**

Martin Primary School offers several special area classes. The children will have Music/Art, P.E., Guidance, and Library 45 minutes each week. The children have Computer Lab 45 minutes each week.

## **PLAYGROUND**

Children play outside by grade levels and are supervised by a team of teachers during recess. We ask that you do not stop to talk with your child while he/she is on the playground. If you have a **need** to speak with your child, please refer to the "Visitor" section of this handbook.

## **CARE OF SCHOOL PROPERTY**

The Martin Primary School faculty and staff take pride in the proper care of our facility. We expect our students to take pride in the nice appearance of our building and grounds. We would appreciate parents' assistance in helping students maintain good attitudes toward our school. In cases when something is willfully damaged, parents will be expected to pay for the loss of property or replacement value. Smoking is prohibited 50 feet from the building.

## **DISCIPLINE**

Discipline is necessary for learning to take place. It is our wish to teach children to discipline themselves to make the right choices. Assertive discipline techniques are used by every teacher. Our school follows the zero-tolerance policy, as explained in the Weakley County Student Handbook.

## **GRADING**

Grades on Kindergarten report cards are as follows: S=Satisfactory, I=Improving, N=Needs Improvement and U=Unsatisfactory. All First and Second Grade students will receive computer reports each six weeks. Computer reports utilize the following; A (93-100), B (85-92), C (75-84), D (70-74), and F (below 70). S, I, N, or U is reported for Social Studies, Science, Physical Education, and Music. Parents must sign and return the bottom portion of the card the following day. The child is responsible for keeping up with his/her report card.

## **COMMUNICATION**

Teachers communicate with parents by sending work and discipline reports home daily or weekly. Two Parent-Teacher Conferences are held each year. The first one is in September and the second one is held in January. Announcements regarding upcoming events, school closings, emergencies and schedule changes are announced through an automated communication device. This device will call your home and you will hear an automated message regarding the information being announced. It is very important that Martin Primary School always has the most current phone and address information to ensure that everyone receives these announcements.



## **SCHOOL-PARENT-STUDENT COMPACTS & ANTI-BULLYING CONTRACTS**

At Martin Primary School, we are committed to working together to provide a quality learning environment in which all children can learn and develop. It is our perception that as teachers, parents, and students, we have the responsibility and opportunity to build a partnership in enabling children to achieve high academic standards. On registration day, you will receive a copy of the compact and the contract that you, your child, and your child's teacher will be required to read and sign. It is essential that you read and discuss these documents with your child.

### **FIRST AID MEDICATION**

Medication will be administered only when the student's health **requires** that it be given during school hours. It is the legal care giver's responsibility to bring the medication to school in the original container with the original pharmacy label. All non-prescription medication must be brought to school in the original manufacturer's labeled container with the child's name affixed to the container. No more than one month's supply of medication should be brought to school. A Medication Administration Form must be filled out and given to the nurse/educational assistant responsible for administering all medication given at school. **No** medication will be administered without a completed form, as well as the other

information listed above, with the exception of Tylenol/Motrin (as indicated on the Student Medical/Accident Information Form).

### **FIRE AND DISASTER DRILLS**

Emergency drills are conducted periodically to train the children in the procedures to follow in case of a fire, tornado, earthquake, or intruder in the building. We have guidelines that will be followed, in case of an emergency, as well as a Crisis Management Plan in place for our school.

### **PARENT VOLUNTEER PROGRAM**

Classroom teachers, special area teachers, and the librarian at Martin Primary School enjoy having parent volunteers in their classrooms. Please ask your child's classroom teacher about volunteering. She will let you know what needs to be done to become a volunteer. Please remember that we need volunteers for special projects, such as PTO events, special school-wide events, and special grade-level activities.

### **VISITORS**

To provide a safe environment for all children, doors remain locked at all times. If visiting the building, please ring the doorbell. Upon entering the building, cell phones and other electronic devices should be turned off or placed in the silence mode. State law requires all visitors to sign

in at the office and to wear a visitor identification label. Visitors must display the identification label on the **chest area** at all times. If not seen, you will be asked to return to the office to sign in and obtain an identification label. Visitors will be required to sign out, upon departing.

### **CAFETERIA POLICY**

Because of limited space, we ask that no more than two people join a child for lunch. **Please remember that no fast food lunches or soft drinks (Coke, Pepsi, etc.) are allowed in the cafeteria.** You should call the cafeteria (587-3938) before 9:00 a.m. or send a note to the teacher on or before the day you plan to eat lunch with your child.

### **PARTIES**

Special holiday parties are scheduled during the school year. The holidays and how they are celebrated in the classroom are determined by the teacher. Please arrive and depart at the designated times indicated on teachers' notes.

### **CLASSROOM SNACKS**

In compliance with the Weakley County School Board Wellness Policy, school officials and teachers encourage parents to provide healthy food selections. For a list of many healthy snack ideas, please visit our school website at [www.mps.weakleyschools.com](http://www.mps.weakleyschools.com) and click on the "For Parents" link. **Send all snacks to school by your**

**child each morning.** This will assist with uninterrupted class time and the limited personnel that would be available to make deliveries to the classroom.

### **BIRTHDAY CELEBRATIONS**

Individual birthday snacks **may be** sent to the classroom to be eaten during snack time. **Personal party invitations (birthday or others) may not be handed out at school unless one is provided for all students in the class.** The cafeteria staff will bake cupcakes for all of those students. Summer birthdays will be celebrated, as well. June birthdays will be celebrated in May and July birthdays will be honored in August.

### **PTO**

The Martin Primary and Elementary Parent-Teacher Organization is a volunteer group of parents and teachers working together to provide information and raise funds through special events for classrooms, teachers and the school. Membership dues are very nominal. The money collected from dues is used for programs at Martin Primary and Martin Elementary Schools. Meetings are held periodically and babysitting services are provided free of charge.

### **BOOKSTORE**

Martin Primary School offers a bookstore that has supplies needed by children at school. The book

store is open on Registration Day in the cafeteria, so supplies may be purchased for the school year. The bookstore is opened every morning from 7:15-7:30 a.m. Many holiday and fun items are also offered through the book store.

### **TEXTBOOKS**

The State of Tennessee furnishes textbooks for our students. Parents are required to pay for lost or damaged books.

### **FIELD TRIPS**

Classes go on field trips each year and teachers sometimes need help with them. The teacher will contact you if help is needed and may invite you to help chaperone students on a particular field trip. Please remember that field trips are for your school-aged child and **not** your pre-school age children. Please make other arrangements for them, if you plan to help chaperone students on a field trip. Parents would be responsible for their own transportation.

### **LOST AND FOUND BOX**

Coats, jackets, eyeglasses and lunchboxes often remain unclaimed in our Lost and Found Box. You may check our Lost and Found Box for missing items.

### **DRESS CODE**

Students should adhere to the dress code policies in the county's handbook. They should wear shoes

that are comfortable and possibly cause less harm. For safety purposes, flip flops and high heels should not be worn to school.

## **RTI<sup>2</sup>**

The role of the public education system is to prepare *all* students for success after high school. Response to Instruction and Intervention is designed to empower educators to give every student the opportunity to meet high expectations and the support to reach them.

RTI<sup>2</sup> is a three tier framework that promotes recommended practices for an integrated system connecting *General* and *Special Education* by the use of high-quality, scientifically research-based instruction and intervention.

RTI<sup>2</sup> is done every day from 7:45-8:30 for First and *Second Grade* students and 8:45-9:30 for Kindergarten students. All students are actively involved during this these times.

## **NOTES**