

Martha Vinyard Elementary Student Handbook

Martha Vinyard Elementary....

Where Students Lead to Succeed as they prepare for the challenges of junior high school!



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TANGIPAHOA
PARISH SCHOOL
SYSTEM
EST. 1896

Martha Vinyard Elementary Student Handbook

Welcome Back!

The administrators, teachers, and staff of Martha Vinyard Elementary would like to welcome each parent and child to our school. We look forward to working with your children and watching as they grow and develop into leaders at Martha Vinyard. We believe that each child is unique and important. We will work hard to give every child the best education and the most nurturing environment possible.

We invite you to participate with us in this exciting time in your child's life. Throughout the year, there will be programs, parent nights, parent lunches and other opportunities for us to get together. Unfortunately, due to COVID, many of our regularly scheduled events, may be cancelled or become virtual events. However, we hope you will be an involved parent all year long in addition to the special events. You can do this by helping your child **come to school on time and prepared**, by supervising homework, and by conferring regularly with the teacher. We all must work together for our students.

Martha Vinyard is a Leader in Me school. This means your child will be developing leadership skills throughout the year by learning and using the 7 Habits of Highly Effective People. Students will be learning how to become more responsible, take initiative, improve communication skills, be more creative and learn to set and reach goals. We will be sharing more information about The Leader in Me with you throughout the school year.

Martha Vinyard will be using PBIS as a positive intervention to promote good student behavior. Our PBIS will be intertwined with the Leader in Me program. These two programs will help your child to have a successful year here at Martha Vinyard. More information will be given at Open House. We want you to work along side us in support of this very positive effort.

We are ready for another terrific school year! Please contact us if you have any questions or comments. Let's get started on an exciting year!

Thank you,

Administration, Faculty & Staff

Martha Vinyard Elementary School's Educational Philosophy

The faculty and staff at Martha Vinyard Elementary believe that all students can learn and that learning encompasses more than textbook knowledge. It is our goal to provide a safe and encouraging learning environment that successfully bridges the gap between elementary school and junior high school. A challenging curriculum will offer students the opportunity to develop a deeper understanding of skills and prepare them for the strenuous curriculum they will face in junior high school. Caring and knowledgeable educators will not only provide students with rigorous lessons, but will provide a climate that fosters self-esteem, self-discipline, and student responsibility. This is an important time in young adolescent lives as they struggle to make decisions regarding their academic and career choices for the future. Martha Vinyard addresses these intellectual, social, emotional, and physical needs by providing all students with a curriculum that fits their individual needs, an inquiry approach to learning, and a teaching approach rich in sequential skills development.

We recognize that each child comes to us with unique strengths, challenges, and needs. In an effort to meet those needs, Martha Vinyard maintains high expectations for all students. Through teaching the 7 Habits of Effective People our certified teachers will provide powerful lessons rich in hands on activities that stimulate higher order thinking and incorporate leadership skills. In partnership with parents and community organizations, Martha Vinyard offers its students a positive, supportive environment with opportunities to develop leadership skills that will lead students to a prosperous future. It is our goal to prepare our students for a successful transition from elementary to junior high school.

Martha Vinyard Elementary Vision Statement

Martha Vinyard ~ Where Students Lead to Succeed as they prepare for the challenges of junior high school!

Martha Vinyard's Mission Statement:

Empowering students to become effective leaders through rigorous instruction in a supportive and nurturing environment where all students have the opportunity to grow.

COVID Updates

As per the Governor's August 4, 2021 executive order, masks will be mandatory for all K-12 students while inside school facilities and on school buses regardless of vaccination status. Mask can be any color or pattern. Words on a masks may only be students/school/sports names.

Parents/guardians should conduct a health assessment of the children before school each morning. If your child has any one of the following symptoms, he/she should remain at home: fever (100.4 or higher), chills/shaking, muscle pain, headache sore throat, vomiting, diarrhea, loss of taste or smell and/or unexplained rash. Students should remain at home until they are symptom free for 24 hours.

If your child exhibits one of the above symptoms while at school, she/he must be checked out of school. The students will need to be cleared by a doctor before returning to school.

Should your child be exposed to COVID or test positive for COVID you should contact the school immediately. If your child is exposed to COVID at school, the nurse will contact you with specific instructions.

Classrooms will be cleaned several times throughout the school day. Water fountains have been adapted as water bottle filling stations. Students will not be allowed to drink from the water fountains. Students should bring a water bottle to school each day.

For the safety of our staff, students and school community, non-essential guests will not be allowed on campus. All parent meetings will be held via Zoom/phone. If there is a dire need for you to meet face-to-face, please call the school to schedule a conference.

PROMOTION

The *Tangipahoa Parish School System Pupil Progression Plan* describes what is necessary for students to pass or be promoted from grade to grade. The promotion requirements for 5th and 6th graders for the 2021 – 2022 school year will be contained in the *Tangipahoa Parish School System Student & Parent Handbook*. Please refer to your copy which can be located on our TPSS webpage.

Parents should contact the teacher immediately when they have concerns about passing or failing. Please do not wait until the end of the year when it may be too late to address the situation.

Grading System Regulations

1. Homework is the responsibility of the student. Students must put first things first when completing homework. Student should allocate a time and place for homework, free from distractions.
2. It is the student's responsibility to get assignments from the teacher when the student has been absent. Please be sure your child is completing all make-up work.
3. While teachers may not give homework every night, your child can always be proactive by reviewing notes each night in an effort to do their best.
4. Please contact your child's teacher when you have a question about a grade or assignment. Communication between home and school is the key to success and is always a win-win.
5. Please encourage your child to take all assignments seriously and do their best.

Grading Scale

Honor Roll

93 – 100	A (4 points)	A Honor Roll	4.0
85 – 92	B (3 points)	A/B Honor Roll	3.0 – 3.9 with only A's and B's
75 – 84	C (2 points)		
67 – 74	D (1 point)		
0 – 66	F (0 points)		

*Principal's Achievement Honor Roll – Any student who receives a 3.0 or better GPA but achieved it with one or more C's.

*At Martha Vinyard we have high expectations for our students. Although a 3.0 is considered honor roll and your child will be recognized, only students with A's and B's will receive extra special awards for making honor roll.

Synergy Assemblies

At the end of each month, we celebrate successes with our “Synergy Assemblies.” This gives us a chance to acknowledge those hard working students and those who are showing improvements in their behavior and/or academics. Students will receive certificates, prizes, snacks and/or other rewards.

MAKE-UP WORK

Students will be allowed to make up work when they are absent from school. All schoolwork and homework missed due to excused or unexcused absences is the responsibility of the student. The parent or student should inquire about the individual teacher’s procedures and policies for missed work.

STUDENT PROGRESS

Each week, on **Wednesday**, parents will receive a Home/School folder. This is the teacher’s way of ensuring communication between home and school. **It is the responsibility of each student to present this folder to parents and return it to school signed and on time.** Lost folders will only be replaced by the school for a fee. On the back of this folder is a calendar of events for the year. **Hint:** Take a picture and you will always have it with you. *Due to COVID events may be cancelled or made virtual. A message will always be sent via email with any changes.

You can also check your child’s grades, attendance and discipline on the **OnCourse Connect** OnCourse for parents is located on the Tangipahoa Parish School Board’s Website (www.tangischools.org) on the left hand side toward the bottom. If you need assistance creating a parent command account, please call the school at 985-386-6364. Ask for Mr. Rosalyn – she will be happy to help you.

It is the responsibility of the parents/guardians to check student folders and/or OnCourse Connect carefully for grades, discipline and attendance. **All parents are advised to refer to these graded papers, progress reports and report cards to keep abreast of their child’s progress.** Please contact the teacher immediately if you are concerned that your child is not making adequate progress. You should immediately contact your child’s teacher when the comment, **“Promotion in Danger”** is on any report card. **If you are concerned your child is failing, do not wait until the end of the school year to contact the teacher and the principal.**

ATTENDANCE EVERY MINUTE COUNTS!!

Attendance requirements are established by the LA Department of Education and the Tangipahoa Parish School Board. Each student is required to attend a minimum of **164 school days of a 177 day school year**. **Elementary students missing more than 13 days per year will not be promoted to the next grade.** Exceptions can be made only in the event of **extended illness** with a **written note from the doctor** or other extenuating circumstances.

In the event of an absence, **the parent or legal guardian is to submit to the classroom teacher a written excuse (original doctor’s excuse), signed and dated, giving the specific reason for the absence on the day the student returns to school or no later than 3 days from return to school.** An excused absence does not reduce the maximum days of attendance required. **Please understand we can only take 3 parent notes each semester.**

All unauthorized absences from school are considered truancy and will be treated as such. Excessive absence will result in a referral of the parents and student(s) to truancy court.

TARDINESS

Tardiness is defined as being late for school as well as to class once a student arrives at school and/or leaving school (being checked out) before the dismissal bell rings. The consequences for being tardy are listed below.

1st and 2nd offense: verbal warning 3rd: parent notified by phone

4th student placed in lunch detention 5th student placed in lunch detention for 1 week 6th: Student placed in PAC 7th: Truancy Court

LATE STUDENT CHECK – IN / EARLY STUDENT CHECK – OUT

Students arriving after 8:25 a.m. will be signed in by a parent/guardian. No student arriving after 8:25 a.m. is allowed to be dropped off without a parent/guardian. Students arriving after 8:25 a.m. will be marked tardy in the computer. Students should not be checked-out of school early unless there are unavoidable circumstances. Teachers and office staff will document early check out and treat it as truancy. Early check out will cause denial of perfect attendance award. **No checkouts allowed after 2:45 p.m.**

ARRIVAL PROCEDURES

Students are not to be on campus before 7:55 a.m. Martha Vinyard will not be responsible for students on the campus before this time. School begins at 8:25 a.m. **Students will be considered tardy after 8:25 a.m.** Please make sure your child is dropped off by 8:15 each morning to ensure they are not tardy to class.

Bus Riders

1. All students will be served breakfast in the classroom. Students should walk directly to their homeroom after exiting the bus.
2. Students are to remain in their homeroom classes before school starts. Students should not be walking the halls or visiting other classrooms.
3. Students are never allowed in the hallways in the morning without a pass from a teacher.

Car Riders

1. Car riders **intending to eat breakfast** should arrive at school no later than **8:20 am**.
2. All students will eat breakfast in the classroom. Students should walk directly to homeroom class after exiting car in the morning.

TRANSPORTATION

Students who arrive by car are not to arrive on the grounds before 7:55 a.m. and are to be picked up between 3:25 p.m. and 3:45 p.m. Parents must pick up students **no later than 3:45 p.m.** Failure to have students picked up by this time can cause the involvement of other school agencies.

Parents and students are expected to obey safety procedures when arriving or leaving school. **Cars must proceed in a single file line. Drivers are not to go around waiting cars for safety reasons.** Before boarding, students are to wait until cars come to a complete stop and board at the teacher's direction. It is important that students sit in the back sit behind the driver as our carpool line unloads on the driver side.

PLEASE DO NOT PICK UP YOUR CHILD BEFORE DISMISSAL UNLESS IT IS AN EMERGENCY AND YOU HAVE PROPER DOCUMENTATION. Early dismissal is considered TRUANCY and will be handled as such. Please remember ~ EVERY MINUTE COUNTS in your child's education!!

Students traveling by bus are to leave school on their assigned bus unless a teacher has received **written notification** from the parent and approved by an administrator that the child is to ride another bus. These requests will only be approved by administrators if the bus driver allows it. In some cases, permission may not be granted because the bus has the maximum students permitted. A **written** request signed and dated by the parent or guardian must be authorized by the principal in order for a student to ride a bus other than his/her assigned bus.

In emergencies, the parent must personally come in and pick up a student or arrange for an adult person on the student's office card who has proper identification to come and pick up a student. For the safety of your child, we cannot allow students to leave school with someone else without prior written permission.

Bus safety rules are to be followed at all times. Parents and students are referred to the complete description of bus safety regulations contained in the ***Tangipahoa Parish School System Student & Parent Handbook.***

Bus Unloading Procedure

1. Buses may begin unloading at 7:55 a.m. No student is to leave the bus unless a teacher is present.
2. Students are to exit the bus in a single file line and walk quietly directly to their homeroom class.
3. When a bus arrival has been delayed, students will not be considered tardy.

REGULAR DISMISSAL PROCEDURE

1. Dismissal will begin at 3:25 p.m.
2. As buses are called, students are expected to walk in single file lines to the bus loading or car loading areas.
3. Students are expected to sit in orderly, quiet lines while waiting for buses or cars.
4. Unsafe behavior in bus or car lines will result in disciplinary action such as extended loss of recess privileges, PAC assignment, and/or suspension from bus/school. **STUDENT SAFETY IS A PRIORITY!!**
5. 5th Grade car riders will be dismissed to the car lines at 3:25 p.m. 6th grade students will not be dismissed until 3:35. Please do not enter the carpool line until 3:35 if you are picking up a 6th grader. 5th grade students who ride home with a 6th grader will wait until 3:35 to go to the carpool area. If a 6th grade parent is in the front of the line, you will be asked to make the circle and come back through the line.

ACCIDENTS AND ILLNESS

It is very important that up-to-date emergency numbers are on file at the school in order to secure medical aid when necessary. Parents are asked to provide at least two emergency numbers which the teachers will have on file in the front office. Please update all phone numbers as necessary. It is important for the school to contact parents in emergency situations.

In the case of serious illness or an accident, the parent or legal guardian will be notified if working phone numbers have been provided. In extreme emergencies, the principal or designee may make arrangements for immediate hospitalization of injured or ill pupils. The parent or legal guardian will be contacted in advance if possible. Please remember to send in doctor excuses for all absences.

MEDICATION

Any student who is required to take medication during the regular school day must comply with Board regulations as listed in the *Tangipahoa Parish Student & Parent Handbook*. **(The school nurse must receive all medication).**

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken are to be provided to the school using Board approved forms available at the school.
2. Written request and permission from the parent or guardian of the student requesting that the school district comply with the physician's order are to be provided to the school.
3. Medication must be brought to school and given to the **NURSE** by the parent/guardian in a container appropriately labeled by the pharmacy. **STUDENTS ARE NOT TO BRING MEDICATION TO SCHOOL.**
4. Each medication given must be recorded on a medication log which includes date, time of dosage and signature of person giving medications.
5. No medications of any kind will be permitted unless the above requirements have been met.

VISITORS

Due to COVID, visitors are not allowed on campus. Meetings will be held via Zoom/phone. In the extreme case that a face-to-face meeting is needed, the parent should call the office to schedule a conference.

PARENT / TEACHER COMMUNICATION

Parent/Teacher conferences or observations are to be scheduled by the teacher. Parents/guardians should call the office at 985-386-6364 to schedule appointments with their child's teacher. Conference appointments are to be scheduled before or after school or during a teacher's planning period. No one will be sent to the classrooms during instructional time for conferences/observations without an appointment. **THESE PROCEDURES ARE FOLLOWED TO LIMIT INTERRUPTIONS TO STUDENT LEARNING.** Remember, if a teacher stops teaching to have a talk with a parent who does not have an appointment, students lose valuable class time. This is not fair to our students.

Administrators are available for Zoom/Phone conferences by appointment throughout the school day. Please call the school secretaries to schedule appointments.

RESTROOM PROCEDURE

1. Students are given two bathroom passes each day to use when needed with teacher's permission.
2. Students are expected not to play, fight or loiter when in the restrooms.
3. Students who misuse tissue, hand towels, etc. or who conduct themselves recklessly in the restrooms will be subject to disciplinary action.

OFFICE PROCEDURE

1. Students will go to the side office window.
2. Students must have a pass from a teacher to go to the office.
3. Students are to wait quietly for assistance from the secretary.
4. Students are not to enter the secretary's office, assistant principal's office or principal's office unless directed by the secretary.
5. Students' use of the telephone is limited to emergencies only. Unauthorized use of the telephone will be subject to disciplinary action.

Parent/guardians must sign out any student leaving campus prior to regular dismissal. **Students will ONLY be released to parents and persons listed on the student's office card.** In emergencies, for the safety of all students please do not call the school and request that your child go to the car rider line, be held after school, or ride a different bus. The parent must personally come in and pick up a student or arrange for an adult person on the student's office card, who has proper identification, to come and pick up a student. We have no way of verifying your identity on the telephone or other electronic devices. Parents should go to the side office window when checking students in/out of school.

Please instruct your child not to leave the campus with unauthorized persons. In the event of custody disputes, please provide the school with legal documents to ensure students are not released to unauthorized parents.

EMERGENCY CLOSING PROCEDURE

Decisions regarding early dismissal or emergency closing of school shall be made by the Superintendent. In the event of an emergency, closing announcements will be made via web page/Social Media/School Messenger. Please do not call the school. In times of adverse weather conditions, announcements will be broadcast by the Superintendent through the media and School Messenger. **Working phone numbers are important for these types of situations.**

LOST AND FOUND

Lost articles will be turned in to the office. Students should immediately notify their teacher of lost items and then inquire in the office. Parents should label all personal belongings. Unclaimed items will be donated to charity at the end of each semester. **Please write your child's name on all jackets/sweatshirts.**

STUDENT MATERIALS

It is important that students bring with them to school **daily**: a facemask, a bottle of water and their **charged** Chromebook. Students are expected to report to school with only appropriate materials and supplies needed for learning. Parents and students are directed not to bring to school any personal property other than those materials needed for classroom instruction. **Parents and students will be responsible for any unauthorized items brought to school. The school will not be responsible for toys, jewelry, electronics, or any other item that is not needed by the students for instruction. Teachers will not be expected to locate or replace these items.**

DRESS CODE REGULATIONS

Students are expected to follow the dress code regulations as stated in the *Tangipahoa Parish School System Student & Parent Handbook*. **PARENTS ARE EXPECTED TO SEND STUDENTS IN THE APPROPRIATE UNIFORM.**

Violations:

When it has been determined that a student's dress is in violation of the dress code, a dress code violation warning will be sent home to a parent or guardian for a signature. Repeated dress code violations will result in detention and student being sent to PAC. Frequent dress code violations will result in students being referred to FINS (Families in Need of Service).

Discipline:

We will follow the discipline rules found in the *Tangipahoa Parish School System Student & Parent Handbook*.

Fighting: Please understand that fighting will not be tolerated at Martha Vinyard. Consequences for **fighting** are as follows:

5th graders

1st Offense: 3 days in PAC.

2nd offense: 5 days in PAC & a discipline hearing with TPSS Child Services Officer.

3rd offense: 3 days Out of School Suspension & a discipline hearing with TPSS Child Services Officer.

6th graders

1st offense: 5 days in PAC & a discipline hearing with TPSS Child Services Officer.

2nd offense: 3 days Out of School Suspension & a discipline hearing with TPSS Child Services Officer.

3rd offense: Recommendation for placement at Tangi Alternative School.

*All students that fight must attend a conflict/resolution class at school.

SUSPENSION / EXPULSION

Please read the

Tangipahoa Parish School System Student & Parent Handbook

Students may receive a suspension from school for frequent or severe violations of school rules. The length of the suspension will depend upon the nature and severity of the offense. Repeated suspensions **WILL** result in a referral of the student to the Child Services Officer at the district Court House in Hammond followed by a recommendation to Families in Need of Services or expulsion from school.

FEES AND DEBTS

Students are expected to take care of all materials given to them by the school. **Parents are responsible to pay for all lost or damaged books and materials.**

Supply fee is \$15.00 per student and should be paid as soon as possible. We are happy to accept payment in installments. **Students who have not paid supply fee or owe cafeteria or fundraiser fees will NOT be allowed to attend extra-curricular activities.**

CAFETERIA BILLING

We are excited to announce that all students in Tangipahoa Parish will be receiving free breakfast and lunch again this school year. You may still send money to school for snacks, which may be purchased through the cafeteria.

Cell Phone Policy

Cell phones may not be seen, heard or used on campus. Please help your child understand that cell phones may not be used during school hours for any reason. Students should not be calling home or receiving calls from parents.

Should cell phones be seen, heard or used on campus, we will follow the Tangipahoa Parish School System discipline plan.

1st Offense: Phone will be taken for 24 hours and a parent must come to school to pick up the phone.

2nd Offense: Phone will be taken for 48 hours and a parent must come to school to pick up the phone, a \$15.00 fee should be paid to the office.

3rd Offense: Phone will be taken for 3 days, student will be placed in PAC and the parent must come to school to pick up the phone and pay a \$25 fee to the office.

Please remember the Chain of Command when dealing with any issues at school. If you have an issue, you should do the following:

- Contact your child's teacher
- Contact the assistance principal
- Contact the principal
- Contact the principal's supervisor – Charlotte Tillman
- Contact the Assistant Superintendent – Ron Genco
- Contact the Superintendent – Melissa Stilley

*It is always our hope that we can resolve any issue you may have at the school level. Emailing is the best way to contact staff members as they are extremely busy working with students/teachers throughout the school day. As a reminder, when emailing TPSS employees, email addresses are firstname.lastname@tangischools.org

We are looking forward to a great school year!