

## **WELCOME!**

The entire staff of Louisville Middle School extends to you a warm welcome to our school. Our staff and students are very thankful to our community for providing our middle school students with such a spectacular facility that is sure to meet the educational needs of our children for many years into the future. The Louisville community should be very proud of this facility.

It should be emphasized that we want every student to succeed. Our successes and our failures are reflected by our students. When they succeed, we are proud and rejoice with them because in some measure we have succeeded. When they fail, we grieve with them because in some measure we have failed.

All of us need to remember that the success of each student depends not only upon talent and past opportunities, but also upon, hard work, study, and determination to keep trying. The value of each student's education at the middle school will depend upon the effort he or she puts into study, homework, and class preparation. For those who do their best, the rewards are many and the satisfaction is great. For those who refuse to try, a feeling of frustration will be the result.

We are fully aware that success or failure cannot be measured entirely by a grade on a report card. We certainly do not want to minimize the importance of academic excellence; but many other factors such as honesty, politeness, and dependability, are equally important. When students are well adjusted, a spirit of harmony between the home and the school is noticeable, and when students fail to adequately adjust, a conflict between the home and the school often results. In the event that you may feel such a conflict developing, please contact the teacher, counselor, assistant principal or principal right away. Often conflicts occur only because there is a lack of information or understanding about the situation. We'll be glad to discuss anything with you to help bring success to each and every one of our middle school students.

In order to best insure that success, the combined best efforts of the home and school are required! Let us work together toward that goal so that each student will grow to his or her greatest potential: intellectually, socially, physically and emotionally during their years in the middle school!

Sincerely,  
The Louisville Middle School Staff

### **Model Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the

parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Louisville School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted for required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Louisville City Schools will develop policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Louisville City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Louisville City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in any specific activities or surveys and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. Louisville City School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

\_ Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

## **Louisville City Schools 2017-2018 Calendar**

### **August**

21-22 Teacher Days- No Students  
23 First Student Day grades 1-9  
31 No School

### **September**

1 No School  
4 Labor Day- No School

### **October**

5 LMS Parent Teacher Conferences  
9 Teacher Day- No Students  
10 LMS Parent Teacher Conferences  
27 End of Grading Period

### **November**

22-27 Thanksgiving Break-No School

### **December**

22-29 Winter Break- No School

### **January**

1-2 Winter Break- No School  
3 Classes Resume  
12 Waiver Day – No Students  
15 Dr. Martin Luther King, Jr. Day- No School  
19 End of Semester & Grading Period

### **February**

8 & 13 LMS Parent Teacher Conferences

### **March**

22 End of Grading Period  
23-30 Spring Break- No School

### **April**

### **May**

28- Memorial Day- No School  
30 Last Student Day  
End of Semester & Grading Period  
31 Teacher Day- No Students

Calamity Day Make-up Schedule:  
1<sup>st</sup> Day- June 3, 2017 with consecutive  
Week days as needed.

## INFORMATION CONCERNING LOUISVILLE MIDDLE SCHOOL DAILY SCHEDULE

on arrival to school by bus, car or walking, students are not permitted to leave school property. Also, once students leave school property, they are not permitted to re-enter and ride the bus. The building will open for breakfast at 7:10 AM. All other students may enter the building at 7:15. All students who enter the building before 7:30 A.M. must go directly to the auditorium (grades 6 & 7), 8th grade wing (grade 8) and remain there until dismissed. Students are not permitted to report to a classroom or locker before being dismissed without permission. Do not stand in the hall or block the driveway to the auditorium. Students are not permitted to stand in the hall after 7:35 A.M. Students assigned to I.S.S. must report to the I.S.S. room at 7:35 A.M. promptly. Students in I.S.S. are not permitted in the hallway after 7:35 A.M.

### Daily Bell Schedule

Acad= Core Course, CO= Co Academic Course,

Period	Time	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
HR	7:35-7:40	Homeroom		
1	7:43-8:28	Acad	Acad	CO
2	8:31-9:16	Acad	Acad	CO
3	9:19-10:04	CO	Acad	Acad
4	10:07-10:52	CO	Acad	Acad
5		10:55-11:40 Acad	10:55-11:40 CO	10:52-11:22 Lunch
6		11:43-12:24 Acad	11:40-12:10 Lunch	11:40-12:10 Acad
7		12:28-12:58 Lunch	12:13-12:58 CO	12:13-12:59 Acad
8	1:02-1:47	Acad	Acad	Acad
9	1:50-2:35	Acad	Acad	Acad
	2:35-3:00	Teacher Planning Time		

Students are expected to move quietly and orderly through the hallways at class changes.

Students should exit the building through the following doors: Grade 6 (6<sup>th</sup> grade wing), Grade 7 (front doors) and Grade 8 (8<sup>th</sup> grade wing).

Every walker must leave the building immediately unless you have after school practice or some other teacher sponsored activity. Students are asked to cross the street at the intersection and not step out between parked buses or cars. Violators will be assigned detentions. Parents are requested to drop off and pick up their children in the circular visitor's drive in front of the main entrance to the building.

### ATTENDANCE -

A student who is frequently absent from school is handicapped in his chance to learn in school, to make adequate social adjustments, and to develop a feeling of belonging and security. Frequent absenteeism may also prohibit satisfactory future employment. Employers give careful attention to a student's attendance record. Poor school attendance is indicative of poor habits and attitudes which may carry over into the employment situation. Therefore, it is necessary for the home and the school to cooperate in our attempt to produce healthy attitudes toward school and a good school record.

#### ) Contacting School Concerning Absence -

The primary responsibility for school attendance rests with the student's parent(s) or guardian(s). Parents/Guardians are required by law to notify the school every day when their child is absent from school. This does not include medically verified long term illness or vacation. Contact the school between 7:00 and 9:00 A.M. using the Attendance phone number, 875-5598. For parents' convenience, a message for the attendance office can also be left at **(875-7605) anytime day or night**. If notification is not received, the school will attempt to notify the student's parents/guardians. In the absence of notification, the students' absence will be considered unexcused until such time as can be determined otherwise.

#### ) Returning To School After Absence -

When a student returns to school after being absent, he/she is to bring a written excuse stating the reason for the absence to the Attendance Office.

) Assignments -

Please view teacher websites for assignments during the absence.

) Absence (Other Than Illness) -

Students who intend to be absent from school for any reason other than illness must bring a written request to the Attendance Secretary. To receive sufficient make-up work, the advanced notification time must correspond with the length of the absence.

In the event a student needs to be absent for a funeral or calling hours, a written request must be received from a parent or guardian.

) Leaving Building During School Day -

The Middle School operates on a closed school day. This means that the students are not permitted to leave the school premises during the school day. Any student finding it necessary to be excused early or part of the day must bring a written request from your parent to the Attendance Secretary before first period. Only those with valid excuses and reasons will be given permission to leave the building. Upon administrative approval, the student is to be excused will be placed on the daily Absentee List. If a student becomes ill during the school day and is unable to remain in class, he/she is to report to the clinic in the Main Office for assistance. If assistance is needed beyond those available in the office, the secretary or assistant principal will contact a parent or guardian. Students are not to make the initial call to a parent or guardian. To leave without permission, even for an acceptable reason must be considered an unexcused absence from school. Unexcused absence may result in detentions, a suspension and/or court referral. Before leaving and upon returning to the building, the student must sign the register provided in the Main Office.

) Tardiness -

Students are responsible to report to school or class on time. A student not using school transportation is considered tardy if he/she arrives after the established school starting time. Any time you are tardy or late to school, report immediately to the Main Office, sign in, and obtain a pass to class. Each quarter, on the third unexcused tardy to school a detention will be assigned. Each quarter, on the third tardy to school and every tardy thereafter, a detention will be given and/or added to the previous detentions assigned. When a student is tardy seven times each quarter, including the two "free" tardies, he/she may be suspended. If you report to class after being tardy or late to school without signing in, detention will be assigned. If you are tardy to class, the teacher will assign a detention upon the third tardy each quarter and each tardy following the third tardy in that same quarter.

) Perfect Attendance -

Perfect attendance is acknowledged at the end of each marking period and at the end of the school year with the presentation of an award. Students will receive this award if they are present each school day and receive no more than one excused tardy.

Since the Louisville Board of Education has the legal responsibility to do all in its power to insure that each student receives the maximum potential benefit by school attendance, the Louisville Board of Education has established an attendance policy.

**LOUISVILLE PUBLIC SCHOOLS  
ATTENDANCE POLICY**

**ATTENDANCE - VIEW POINT**

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activity under the leadership of a teacher.

In specifying the maximum number of absences a student may have and still receive academic credit in a given period, it is the intention of the Louisville Board of Education to say at least two things:

1. That the maximum potential benefits of schooling is available to the student with no absences.
2. That once a student has accrued excessive absences he or she will not realize the minimum educational benefits available, and therefore may not earn academic credit.

**ATTENDANCE - THE LAW- OHIO REVISED CODE**

3321.01

A child between six and eighteen years of age is of compulsory school age for the purpose of Sections 3321.01 to 3321.13 of the Revised Code...3321.04

Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed under an Age at Schooling Certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such child to school which conforms to the minimum standards prescribed by the State Board of Education, for the full time the school attended is in session.

## ATTENDANCE - TERMINOLOGY:

1. TRUANT - Unauthorized absence from school or class without the knowledge of school officials.
2. UNEXCUSED ABSENCE - Absence from school or class with the knowledge and/or consent of parent, but does not meet the school requirement for excused absence. Please note, "Take Your Child to Work Day" is considered an **unexcused absence**.
3. EXCUSED ABSENCE - Absence from school with knowledge and consent of both the school and parent. Legally acceptable absences include:
  - A. Personal illness
  - B. Serious illness in the family
  - C. Death in the family
  - D. Medical Appointment
  - E. Emergency family situation
  - F. Family VacationExcused absences are permitted in the sense that the reason for being absent is legally acceptable. The absence is still counted on the student's attendance record. With excused absence, a student shall have the opportunity to make up all work. The student shall have one day in addition to the number of school days absent to make up his work.
4. All medical excuses, including DENTIST AND ORTHODONTIST appointment will be honored ONLY for the date and times listed on the excuse. No medical excuse will be accepted for all day unless specified by medical personnel.
5. FAMILY VACATIONS - Students may be considered excused for vacation provided advanced notification is given to teachers and the Main Office. Vacation leave forms may be obtained in the attendance office. To receive sufficient make-up work the advanced notification time must correspond with the length of the vacation. This privilege is afforded only **once** a school year. **Parent/Guardian must accompany the student on vacation.** Any additional vacations with or without parents will count against the student's seven day attendance record. **NO FAMILY VACATIONS WILL BE EXCUSED THE LAST WEEK OF SCHOOL. THERE WILL BE NO MAKE-UP OF EXAMS FOR FAMILY VACATIONS TAKEN THIS WEEK.**

## ATTENDANCE – POLICY

### ATTENDANCE WATCH PROGRAM

**Excessive absences hinder a student's ability to receive educational benefit of school. Therefore,** when a student's accumulated attendance (total excused and unexcused absences) reaches 38 hours or more within the school month or 65 hours in a school year, the attendance office will place the student on Attendance Watch and will notify the family in writing. Parents are invited to meet with an assistant principal to review the student's attendance record and discuss ways to help the student improve school attendance. **Once on Attendance Watch, all absences are marked unexcused unless the student has a documented medical, court, or funeral excuse, or has an approved vacation. Vacations must be approved by the attendance office prior to the actual vacation leave.**

Since the Louisville Board of Education has the legal responsibility to do all in its power to insure that each student receives the maximum potential benefit by school attendance, it shall be the policy of the Louisville Board of Education that:

1. STUDENTS (K-8) may have their grades withheld during any nine week grading period, if in the judgment of the principal and teacher(s), there are insufficient grades upon which to make an accurate or fair assessment of the student's work.

The following procedures shall be used when attendance problems arise:

- \* The school administration shall, for each course in which a student is enrolled, notify parents in writing when their child has reached the maximum days of absences permitted in a given 9 week grading period.
2. The school principal may grant an exception to this policy only when absence is a function of unusual circumstances and when appropriate alternative educational experiences have been utilized to satisfy the minimum course requirements.

In order for the school and home to work cooperatively for each student's best interests, on-going communication is essential.

## ATTENDANCE – PROCEDURES:

1. Any absence shall be charged against the student's record as covered by this policy excluding all suspensions, absence while under medical doctor's care, and approved family vacations and those approved by the principal or his designee.

2. In order to assist school personnel in discriminating between truancy, unexcused absences, and absence for good and sufficient reasons, shall be required that parents submit to appropriate school personnel a written explanation for any period of absence. Students are requested to bring all absence notes to the attendance office upon their return to school. The final decision as to whether an absence excused, unexcused, or truant will be the decision of the school administration.
3. When parents are aware of special problems concerning their child which are of a continuing nature and are related to patterns of absence the parents must appraise appropriate school personnel of the special nature of the problem in order that school authorities may arrange for alternative educational experiences which insure that minimum course requirements are met. Prior to granting an exception to the policy of attendance under this provision, school personnel shall require appropriate documentation of the child's problems.
4. When a student is in danger of not earning academic credit within the provisions of this policy and the parents feel that the student's pattern of cumulative absence is a function of unusual circumstances, the parents may appeal to the school principal for an exception to the policy. When such a request is received, the school principal shall carefully examine all the facts of the request and render a decision. When a student's accumulated attendance (total excused and unexcused absences) reaches a 15 day threshold, the attendance office will place the student on Attendance Watch and will notify the family in writing. Parents are invited to meet with an assistant principal to review the student's attendance record and discuss ways to help the student improve school attendance.
5. Students placed on Attendance Watch will be required to present medical documentation in order to excuse an absence due to illness. Medical excuses must be specific as to the reason for the medically excused absence, as well as the dates for the excused absences. All other absences will be marked as unexcused, unless excused by the principal, assistant principal, or attendance officer. All other absences will require formal documentation (court, counseling, funeral leave, etc) before they will be accepted as an excused absence. We encourage you to call the Attendance Office at 330-875-5598 for a list of examples of formal documentation for absences.
6. When a student is required to represent Louisville School in an approved activity, the class absence shall not be charged against the student's record as covered by this policy.
7. All absence whether truancy, unexcused absences, or excused absence is counted on the student's record. Absence caused by medical appointments or care may be excused but are recorded. A student in grades 6-12 is considered absent for a half (1/2) day if he/she is absent for more than two (2) hours but less than five (5) hours. A student in grades 6-12 is considered absent for a full day if he/she is absent for five (5) or more hours. All students involved in after school activities, performances or athletic events must be at school the last half of the day.

## **ATHLETIC ELIGIBILITY REQUIREMENTS -**

Seventh and eighth grade student athletes must meet all requirements for eligibility as adopted by the Louisville Board of Education and the Ohio High School Athletic Association. There are no interscholastic athletics for grade six.

These requirements, which became effective as of August 1, 1986 are as follows:

A student enrolling in the seventh grade for the first time will be eligible for the first grading period (nine weeks) regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade seven or eight must be currently enrolled and must have been enrolled in school throughout the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects carried the preceding grading period.

Seventh and eighth, grade students will be eligible by nine week grading period, and re-evaluated each nine weeks for that eligibility!

## **STUDENT CONDUCT ON SCHOOL BUSES**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

### **Students will:**

Be careful in approaching bus stops – walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.

Be on time for the bus in order to permit the bus to follow the time schedule.

Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.

Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.

Keep the bus clean and sanitary. No chewing gum, candy, pop or ice cream are permitted on the bus at any time.

Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.

Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.

Be courteous to fellow students and to the bus driver.

1. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts are unnecessary and always costly.

2. Remain seated until the bus stops to unload; wait for signal from the bus driver and then cross the road in front of the bus.

**riding the bus to school is a privilege and convenience. The failure of a student to follow these regulations may result in his/her forfeiting the privilege to transportation by school bus.**

## **CAFETERIA -**

Louisville Middle School is part of the National School and Lunch Program, which provides a balanced, nutritious breakfast and lunch. The lunch program is seen as a part of the regular educational function of the school and is an opportunity to encourage students to learn about new food, health and etiquette. Since we have a cafeteria at Louisville Middle School, no hot or cold foods are permitted to be purchased outside and brought or delivered to Louisville Middle School for consumption.

The Louisville Middle School cafeteria uses a computerized cash handling system which allows for money (cash or checks) to be deposited into each student's personal account by the week, month or however often you desire to make deposits. Parents and Guardians may also make online payments through the Payforit.net program. As the student purchases a reimbursable breakfast or lunch, milk or a-la-carte item, that amount of money is deducted from that student's account. Whenever cash or checks are sent to school to deposit into the lunch account, please send it in an envelope clearly marked with the child's name, identification number (PIN), grade in school, total amount enclosed, amount for lunches. Make all checks payable to LOUISVILLE MIDDLE SCHOOL CAFETERIA. Students will move through the lunch lines as usual and stop at the cashier, entering their identification number on the number pad. At that time their picture will appear on the cashier's screen for identification so that no one else can use that student's account. **Students are not permitted to charge lunches.**

Students wishing to participate in our free or reduced lunch program must complete a Free and Reduced Meal Application that is available in the main office or on Louisville City Schools District Website. Students who qualify for free lunch are automatically recognized by the computerized system. Reduced price lunch students simply bring their deposits to the cafeteria. Students who eat breakfast at school must stay in room 207. Breakfast will be served daily from 7:10 am till 7:35 am in room 207. Room 207 is section C in the cafeteria.

### **Cafeteria Rules**

- 1. Report to the lunch room within five minutes.
- 2. Report immediately to the lunch line. Do not save a place or cut in line.
- 3. Remain quiet as you go through the serving line.
- 4. Students are responsible for all items on their tray. Each student is responsible to pick up his tray, take it to the table and then return it to the disposal window.
- 5. Noise is to be kept to a minimum.
- 6. Students are not to change seats or leave the cafeteria without permission.
- 7. Make sure the area around your place is clean before the end of the period.
- 8. Be quiet when the bell rings.
- 9. Remain quiet until you are out of the lunchroom.
- 10. Students may be suspended if any items are thrown.
- 11. Neither food nor drink of any kind is to be taken out of the lunchroom without permission.
- 12. Gym bags and book bags are not to be taken to the cafeteria at lunch time. They must be left in the locker.
- 13. Juice boxes, fruit drinks, bottled water and other similar drinks may be brought to school **only in the original sealed container** for the purpose of opening and consuming the contents only in the cafeteria at **lunch time**. **Students may not bring any drinks in glass containers or thermos type containers and may not bring carbonated "pop" of any kind.**

## **CIGARETTES - SMOKELESS TOBACCO - LOOK-A-LIKES -**

Laws of the State of Ohio prohibit smoking and the use of tobacco products by minors, Effective July 20, 1988, the Ohio Revised Code Section 3313.71 prohibits pupils from smoking and/or using and/or possessing tobacco in any area under the control of a school district or at any activity supervised by a school district.



ly school operated by a school district. **Matches and lighters are not to be carried.** If tobacco or paraphernalia are confiscated by a staff member they are to be destroyed. **Student violators of this rule may be suspended.** Refer to rule 7 in the conduct code.

**\_ASS CHANGES –**

When moving to and from classes students should keep to the right of the corridors with no more than two abreast. Walk as orderly and quietly as possible. Running or excess noise will not be tolerated.

**\_ASSROOM -**

When on time, be prepared with materials, be seated and be attentive.

**\_CLINIC -**

Students should only use the clinic when absolutely necessary. Abuse of the clinic privilege will result in disciplinary action. Student must first receive permission slip from their teacher. Student may not stay more than one period. Calls to a parent/guardian may only be made by the secretary or assistant principal. The school is prohibited by law from issuing medication, unless the proper paperwork is on file. Please see the Attendance Secretary to receive this paperwork.

**\_CONDUCT -**

Proper conduct is expected of each student at all times. We encourage students to develop self-discipline to avoid being disciplined by adults during school or school-related activities.

It is advised that Louisville Middle School will be using video cameras to monitor building security and student behavior to help insure the health, welfare and safety of our students and staff. Television monitors are located in the attendance office and are set up on a twenty-four hour taping cycle. The videotapes are student records subject to Board of Education policy and may be used as evidence in student disciplinary proceedings.

**Listed below are acts/activities that are not acceptable in school and are subject to consequences:**

- inciting or encouraging fighting, horseplay, or any inappropriate behavior
- Excessive noise in the halls.
- Running, yelling or shoving at any time.
- Using improper language.
- Skateboards, rollerblades or rollerblade shoes on school property.
- Chains on wallets.
- White-out, strong scented magic marker, mouthwash and breath spray.
- Snowball throwing.
- Spitting.
- Squirt guns or "spraying" devices on Board of Education property.
- Wearing non-prescription sunglasses in the building.
- Parties or "ballooning" in the building during the school day.
- Public displays of affection (P.D.A.) in the form of hugging, holding hands and kissing.
- any form of electronic/battery operated games or communication devices.
- iPods or MP3 players
- Laser pointers.
- Card play or gambling types of games during the school day.
- Sitting on tables or backs of chair.
- Pepper spray, mace, or other such sprays.
- Toys, key chains or other disruptive items hanging from book bags
- No book bags to class or purses large enough to carry a book

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. Discipline takes many forms, some of which are: personal counseling, parental conference, detention, community service, restitution, or in serious cases, suspension or expulsion. **It is important to note that discipline at Louisville Middle School is progressive; this means that penalties for misconduct increase upon repeated occurrences.**

THE BOARD OF EDUCATION HAS ADOPTED A LIST OF STATEMENTS WHICH FORM THE CONDUCT CODE FOR LOUISVILLE SCHOOL. COMPLIANCE WITH THE STANDARDS IS MANDATORY.

STUDENTS WILL BE REQUIRED TO BE IN COMPLIANCE WITH THE LOUISVILLE CONDUCT CODE WHILE IN THE CUSTODY AND CONTROL OF THE SCHOOL, OR IN THE COURSE OF A SCHOOL RELATED ACTIVITY OR ON THE WAY TO AND FROM A SCHOOL ACTIVITY.

**LOUISVILLE PUBLIC SCHOOLS  
CONDUCT CODE**

- ile 1: **DISRUPTION OF SCHOOL:** A student shall not by use of violence, force, coercion, threat, harassment, intimidation, bullying or other serious act of misconduct not covered in this handbook cause disruption or interference with curricular or extra-curricular activities.
- ile 2: **DAMAGE TO SCHOOL OR PRIVATE PROPERTY:** A student shall not cause or attempt damage or destruction to school property, or to private property on school premises, during a school activity, function, or event off school grounds. Any damage to a school employee's property or verbal or physical harassment at any time (including when school is not in session) can result in suspension as well as civil charges.
- ile 3: **PERSONAL APPEARANCE:** A student shall not disregard school policies pertaining to personal appearance.
- ile 4: **ASSAULT / FIGHT:** A student shall not assault or take part in any act which frightens, degrades, threatens, disgraces, harasses, intimidates, bullies, or attempts to cause bodily harm to any person by written, verbal, physical or gestural means. When appropriate, students suspended from school for fighting may be required to attend a follow-up mediation session with the guidance counselor assistant principal upon return from their suspension.
- ile 5: **POSSESSION OF DANGEROUS WEAPONS:** A student shall not possess, knowingly convey, attempt to convey, handle, transmit, or conceal any dangerous weapons or instruments. This includes any look-alike weapons or instruments.
- ile 6: **NARCOTICS, ALCOHOLIC BEVERAGES, ANABOLIC STEROIDS AND DRUGS:** A student shall not possess, use, transmit, conceal, sell, smell of, or have alcohol, drugs or tobacco on his/her breath. This includes narcotics, mood modifiers, counterfeit controlled substances (look-a-like) toxic inhalants, poisonous plants, drug/alcohol related paraphernalia, (including vaporizers) and any other dangerous chemicals not noted. Physician prescribed medication and over-the-counter-drugs, such as aspirin or Tylenol, must be administered by school personnel and submitted to the school office along with a parent/guardian signed copy of the District's Parent Request to Administer Medication form. If a form is not on file, the parent must come to the school to administer the medication to the student.
- ile 7: **USE OF TOBACCO PRODUCTS:** There shall be no use or possession of tobacco products, vaporizers, e-cigarettes or look-a-like tobacco products, lighters, or matches at school or at any school sponsored activity. Items confiscated will be returned to the parent or guardian.
- ile 8: **MISCONDUCT ON SCHOOL BUSES:** A student shall not violate the special rules of conduct for school buses.
- ile 9: **DEFIANCE/DISRESPECT AND OBSCENITY:** A student shall not openly defy or use obscene language or gestures toward any school personnel and/or student. This also includes lewd or obscene conduct, *including when school is not in session*.
- ile 10: **REPEATED VIOLATIONS:** A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when the student is properly under the authority of school personnel. This includes refusal to accept disciplinary measures.
- ile 11: **HAZING (HARASSMENT):** No student shall conspire, engage in, or tend to engage in an act that injures, frightens, degrades or disgraces a fellow student, or any behavior that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. This includes any form of cyber-bullying-which is the perpetration of any of these behaviors with computers, cellular phones, internet web sites, and/or any other electronic device. Cyber-bullying on school property or at school events is not limited to where the bullying originates, but also includes where it is communicated.
- ile 12: **TRUANCY AND TARDINESS:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.
- ile 13: **INSUBORDINATION:** A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school.
- ile 14: **INAPPROPRIATE DRESS:** A student will not dress or appear in a fashion that conflicts with the current posted dress code.
- ile 15: **THEFT:** A student will not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.
- ile 16: **EXTORTION:** A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
- ile 17: **FORGERY:** A student will not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms.

ile 18: TRESPASSING OR LOITERING: A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process.

ile 19: FALSE I.D./FALSE INFORMATION: A student will not use or attempt to use false identification to mislead school personnel.

ile 20: UNAUTHORIZED ENTRY: A student will not trespass, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds. Students should not allow any persons to enter the building by propping doors open or letting persons into the building through any entrance.

ile 21: SEXUAL HARASSMENT: Any type of sexual harassment will not be permitted. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact, and any unwanted sexual activity that takes place on school grounds during a school day or at a school sponsored activity.

ile 22: In accordance with the Gun-Free Schools Act of 1994, it is the policy of the Louisville City School District that any student who brings a firearm/weapon that is operable or inoperable, simulated firearm/weapon, a firearm/weapon designed for inflicting serious bodily harm, or dangerous ordinance into a school building or on Board of Education property shall be expelled or removed from school for a period not less than one year; provided, however, that the Superintendent shall have the authority to modify this expulsion requirement on a case-by-case basis to address the individual circumstances of the student and other legal considerations.

ile 23: Failure to abide by other rules that may be established from time to time by the Board, superintendent or principal.

ile 24: Violation of the Acceptable Use of Technology may result in consequences and denial of access of the school network. This includes use of all electronic devices (cell phones, tablets, cameras, etc.).

**NOTE: IT IS TO BE UNDERSTOOD THAT ANY OTHER SERIOUS INFRACTIONS NOT INCLUDED IN THE ABOVE LIST COULD ALSO RESULT IN DISCIPLINARY ACTION INCLUDING SUSPENSION AND EXPULSION. STUDENTS THAT ARE SUSPENDED OUT OF SCHOOL OR EXPELLED FROM SCHOOL WILL NOT BE PERMITTED TO ATTEND ANY SCHOOL FUNCTION ON SCHOOL PROPERTY DURING THE DURATION OF THEIR OUT OF SCHOOL SUSPENSION OR EXPULSION.**

**A STUDENT MAY BE DISCIPLINED FOR OFF-CAMPUS CONDUCT IF THE CONDUCT OCCURS AT OR ON THE WAY TO A SCHOOL RELATED FUNCTION OR FOR OTHER OFF-CAMPUS CONDUCT IF THERE IS A CONNECTION TO THE CONDUCT AND THE SAFETY, WELFARE OR DISCIPLINE OF THE STUDENT BODY OR FACULTY. (BOARD ADOPTED MAY, 2002)**

## **STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, efficiency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

C. 3313.20, 3313.534, 3313.66, 3313.661

## **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Louisville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Louisville City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Louisville City School District to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. [Next sentence for the high school only --] In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Louisville City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15<sup>th</sup>. Louisville City Schools has designated the following information as directory information:

- Student's name
- Address
- Date of birth and grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- District videotapes of student assemblies, plays, award ceremonies, etc
- Degrees, honors, and awards received

## **DISCIPLINE –**

Proper behavior is an important aspect of the learning situation. Without this, the classroom and school would be in a state of chaos and confusion, and very little learning would take place. Therefore, it becomes necessary to prescribe certain regulations and to insist that every student abide by them. When established regulations are violated, disciplinary action must be taken. However, this action is not punitive in nature, but is for the purpose of correction and discipline by school officials.

In order to make discipline fair and progressive, each community has agreed upon a marks system, whereby they can track classroom infractions. In the morning. Once a child has reached a certain level specified by the teams, the following will occur:

Warning

Conference/Improvement Plan for student

Notification/conference with the parent

Office Referral\*

- At this point, the office will determine the level of consequences, such as lunch detention, after school detention (30 min-1 hour), or major detention.

For more severe infractions, teachers will automatically send an office referral. Office discretion of ISS or OSS may be issued as a consequence.

## **ACADEMIC HONESTY POLICY-**

Cheating, or purposefully stealing someone else's work and handing it in as your own, is a serious matter. Cheating in any form is a serious offense and will NOT be tolerated at Louisville Middle School. Unless you are assigned to work in groups or with a partner, ALL work is to be completed independently. Students who choose to borrow, copy, or loan assignments, quizzes, and/or tests to their classmates are guilty of cheating. It is the belief of the faculty of Louisville Middle School that all parties involved in cheating share in the responsibility and therefore in the consequence whether or not they were the giver OR the taker. Cheating includes copying information from the Internet and plagiarism or the presentation of "someone else's idea, research, or opinion as your own-even if you have rephrased it in different words" (*Writing and Grammar: Communication in Action*, page 760). A student caught cheating will receive an automatic "zero" on that particular assignment and a discipline referral will be sent to the assistant principal regardless of marks earned. Any student(s) caught cheating may also be dealt with on an individual basis and receive consequences deemed appropriate by the teacher and/or administrators.

## **DETENTION –**

Detention is a method of discipline which requires a student to be in school in addition to the regular school day. A student receiving detention should take a signed note to be signed by parents and return it the following day to the Assistant Principal or who assigned the detention. All detentions must be served on the assigned day at 2:45 P.M., unless other arrangements have been made by a parent or guardian ahead of time with the Assistant Principal's Office.

Out-of-school suspension may be issued if not properly handled.

## DETENTION RULES

When attending afternoon detention, students must report immediately to their seats and be working independently by 2:45 P.M.

Students must have textbooks, paper and pencil.

Students must be working on subject material.

Students must have and be working on a writing assignment the full detention period.

Talking is not permitted after you enter the room.

Students must stay in the room the full detention period.

Students must follow instructions given by the staff member in charge.

Each student must sign the detention list.

Students are not permitted to return to their locker after evening detention.

### AJOR DETENTION-

major detention is from 2:45-5:15 P.M. and is given to students who are repeatedly not following school rules or commit an act more severe than regular detention, but a suspension is not deemed necessary. Every fifth detention that a student receives in a semester may result in a major detention. Major detentions are served approximately monthly and failure to serve will result in an in school suspension.

### -SCHOOL SUSPENSION-

a restrictive disciplinary measure which requires a student to report to a single room for the entire day or days. The student must report directly to the office in the morning. The I.S.S. Monitor will bring them to the I.S.S. room from there. Class assignments are collected which the student must complete and will receive credit for the work. After successfully completing the assignments and the assigned number of days, the student will be permitted to report back to regular classes. The student is not permitted to participate in or attend any school related activities. He/she is not to be on school property after regular school hour.

### OUT OF SCHOOL SUSPENSION-

requires a student to stay home for a specific number of school days and the student may make up tests and quizzes upon the day of their return. To successfully complete an Out of School Suspension, a student must stay home between the hours of 7:30 A.M. and 3:30 P.M. or be under the direct supervision of a parent/guardian. The student is not permitted to attend any school activities or be on school property during the suspension.

## LOUISVILLE MIDDLE SCHOOL DRESS CODE

The matter of dress is an area for attention and careful consideration for several reasons. There is a strong relationship between dress and appearance and the seriousness with which students approach learning. This dress code is in effect at all school related activities including athletic, extra-curricular and social events. The student dress and behavior should respect the civil rights of others, and help maintain a safe, friendly, and productive environment. **NOTE: Students in violation of the posted dress code are subject to disciplinary action, and will be asked to remain in the ISS room until proper clothing can be secured.**

### SHOES AND SLIPPERS

Footwear shall be worn, **properly laced and tied**, and must be clean. Athletic sandals, "flip-flops," slippers or slipper look-alikes, shoes with wheels, etc. shall not be worn. Shoes must have full solid back or strap.

Swimwear, tights of any type (as an outer garment), athletic sweatpants (tie waist and elastic band legs) of body conforming material, or any extreme style of trousers, jeans, or slacks shall not be worn. Trousers, jeans, yoga pants and slacks must be neat, in good condition, not tattered or in need of repair, and of proper fit, particularly when sitting down. Trousers, jeans, yoga pants and slacks must be worn at, and secured at the waist. Any pants/trousers that reveal undergarments at any time will be deemed inappropriate. Factory made ripped jeans are permitted as long as the "rips" are mid-thigh or lower. Clothing with any type of holes will not be permitted. No body conforming clothing (with or without pockets, buttons, and/or seams) are to be worn without a shirt or dress that covers both private parts in the front and in the back. Pajama or flannel pants are not to be worn. Administrator discretions will be used for all dress code violations

Dresses, shorts and skirts are permitted as long as the hemline does not exceed five (5) inches above the knee cap. All shorts or skirts which have a vertical cut or slit must have the top of the cut/slit within the five (5) inch measurement. "Lacy or sheer" material is **not** included in the five (5) inch measurement length.

- Shorts with a frayed hem are unacceptable.
- Tight-fitting shorts made of spandex material. gym shorts.

- The layered effect or look of spandex shorts or any other short under regular shorts is not permitted. In other words, only one pair of shorts is permitted.
- Shorts with rolled cuffs are permitted.

Any clothes of sheer, "fishnet" materials shall not be worn.

A shirt, blouse or dress of a low cut or bare midriff style, or any shirt that reveals cleavage shall not be worn. Example: tank tops (tops that have the front, back or arms cut out, sun backs, tube tops, half-shirts, etc.) A shirt, blouse or dress with straps less than 2 inch wide shall not be worn unless the shoulder area is covered with proper clothing.

Gang insignia or clothing which serves as a gang identifies is prohibited.

Heavy winter type jackets and outerwear (vests) shall not be worn in the building during the school day without permission. No gloves or half-gloves without fingers are permitted.

Proper undergarments shall be worn.

Tattoos must be covered at all times.

- 1. Clothing, patches, drawings or sayings (stated or implied) which refer to drugs, obscenities, alcohol, sex, bondage, cults, devils, suicides, death, skulls, guns, knives, snakes, parts of the body or blood will not be permitted.
- 2. Non-manufactured writing on clothing or book bags will not be permitted. Manufactured patches that are not frayed will be permitted.
- 3. Clothing that has undergarment appearances shall not be worn.
- 4. No hats, headbands **of any type** are permitted.
- 5. Extreme actions, clothing, jewelry, attire or hair that disrupts or has the potential to disrupt the orderly progress of the school will not be tolerated.
- 6. No facial painting permitted.
- 7. Any types of facial/body jewelry, including any jewelry worn through the tongue are not permitted. Earrings and clear nose posts are permitted. No gauging of ears is permitted. Gauging is considered to be any piercing larger than a standard post.
- 8. Only natural (birth color) hair coloring is permitted. Coloring or streaking with unnatural colors will not be permitted.
- 9. Chains of any kind are not to be visible on clothing or hanging from wallets.
- 10. Hair should be kept neat, clean, and groomed and worn in such a manner as to reach no further than the eyebrows. Students' eyes must be visible at all times for safety reasons. Hair length is not to extend past the hipline. No scarves may be worn over the head during school hours.
- 11. Students are permitted facial hair, provided it is neatly groomed and trimmed.

**RIVING –**

Because of the safety factors involved and inadequate parking facilities, students are not permitted to drive a car, motorcycle, or skateboard to school.

**RUG AND ALCOHOL INFORMATION –**

packet is available in our Guidance Office. Included is a list of Stark County Agencies with a description of programs and services.

**ROOMING –**

Students are not to bring curling irons, hair dryers, or hair spray to school.

**FEES –**

Continuing in sixth grade, students are charged fees to help defray costs for supplemental materials and expensive laboratory courses where projects may become their own to keep or chemicals and or supplies are used by the students. Fee notices will be sent home on the student schedules.

**GRADING AND GRADE CARDS-**

Students' grades should reflect their understanding of concepts and skills, as defined by the Ohio Academic Content Standards and the Course of Study adopted by the Board of Education, and the students' ability to apply this knowledge through performance assessments.

Grading Scales

Cincinnati City Schools will use the following academic grading scale to report marking period and exam grades:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Point Value</u>
A+	100 – 98	4.000
A	97 – 95	4.000
A-	94 – 92	3.667
B+	91 – 89	3.333
B	88 – 86	3.000
B-	85 – 83	2.667
C+	82 – 80	2.333

D+	73 – 71	1.333
D	70 – 68	1.000
D-	67 – 65	0.667
F	64 – 0	0

For a few selected courses, students will be assessed using the following progress rate grading scale:

	<u>Letter Grade</u>	<u>Point Value</u>
Outstanding	O	3.0
Satisfactory	S	2.0
Unsatisfactory	U	1.0

All classes at the middle school level, with the exception of Study Skills, will receive a letter grade from the academic grading scale at the end of each marking period. The Study Skills class at the middle school will be given a letter grade using the progress rate scale.

The final year-end grade will be calculated by converting the marking period letter grades to point values, determining the average number of points and recording the corresponding letter grade on the report card. **The letter grade of A+ will not be used as a final course grade.**

Failures and Incompletes

Under normal circumstances, any incomplete assignments should be made up within 10 days of the conclusion of the marking period. If assignments are not completed within ten days or alternative time period specified by the teacher or principal, a grade of zero will be recorded for the missing assignment and the marking period grade will be corrected to reflect the inclusion of those assignments.

If a student earns a failing grade for three of the four marking periods, the final grade for the course will be an F, regardless of the semester exam grade or grades in the other marking period.

**HEALTH, SAFETY AND EMERGENCY CARD –**

Emergency Card - When a student enrolls in the Louisville School System, an emergency card, which gives instructions concerning doctor or hospital treatment in case of an emergency, is filled out by the parents and filed in the school office. These instructions will be followed conscientiously by school personnel.

Consequently if the information is no longer accurate, the Attendance Secretary should be contacted and the necessary changes made.

**MUNIZATIONS -**

Pupils enrolled in kindergarten through grade 12 are required to have written proof on file at their public or nonpublic school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella, as set forth in Section 3313.671, 3701.13, 3312.671, and 04.011 of the Ohio Revised Code. Pupils who are not in compliance will be excluded from school attendance until vaccinations are received. The vaccines required constitute minimum requirements for students to comply with Ohio Law. This is what the school enforces:

**VACCINES**

**FALL 2017**

**IMMUNIZATIONS**

**FOR SCHOOL ATTENDANCE**

**Kindergarten**

DTap/DT/Tdap/Td

Four (4) or more doses of DTap or DT, or any combination. If fourth dose is administered after the 4<sup>th</sup> birthday, a fifth (5) doses is not required. If the fourth dose was administered at least six months after the third dose, and or after the 4th birthday, a fifth (5) dose is not required.

diphtheria,

**Grades 1-12**

tetanus,

Four (4) or more doses of DTap or DT or any combination. Three (3) doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages seven (7) and up.

pertussis

**Grades 7-12**

One (1) dose of Tdap vaccine must be administered prior to entry.\*

<b>CV4 - Meningococcal</b>	<p><b>Grade 7</b></p> <p>One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.*</p>
	<p><b>Grade 12</b></p> <p>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required.*</p>
<b>DLIO</b>	<p><b>K-5</b></p> <p>Three (3) or more doses of IPV. The final dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was administered, four (4) doses of either vaccine are required.*</p> <p><b>Grades 6-12</b></p> <p>Three (3) doses of IPV and OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MR</b>  measles,  mumps,  rubella	<p><b>K-12</b></p> <p>Two (2) doses of MMR. First dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after first dose</p>
<b>HP B</b>  hepatitis B	<p><b>K-12</b></p> <p>Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<b>varicella</b>  chickenpox)	<p><b>K-6</b></p> <p>Two (2) doses of Varicella vaccine must be administered prior to entry. First dose must be administered on or after the first birthday. Second dose must be administered 3 months after first dose: however, if the second dose is at least 28 days after first dose, it is considered valid.</p> <p><b>Grade 7-10</b></p> <p>One (1) dose of varicella vaccine must be administered on or after the first birthday</p>



an accident protection insurance plan is available to all students at a very low cost. The policy covers accidents at school, on the way to and from school, and at school functions. Homeroom teachers will advise students concerning application procedures. All students involved in athletic events must take adequate insurance or have the parents sign a paper which states that they have adequate insurance.

Parents are asked to read carefully coverage of this insurance plan since it is an excessive insurance policy. This means in effect - coverage for medical expenses are not recoverable when other family insurance policies will cover the loss. Benefits for a covered loss under school policy are limited to medical expenses which are not covered by other valid and collectible insurance.

**INTERNET AND COMPUTER NETWORK ACCESS-ACCEPTABLE USE POLICY:**  
STUDENTS WILL BE EXPECTED TO SIGN AN ACCEPTABLE USE POLICY.

## **LIBRARY MEDIA CENTER -**

The Library Media Center will be open during school hours, Monday through Friday, unless otherwise announced. The Library and / or the Computer Lab (located adjacent to the Library) may be closed at certain times for specific classes to use the facilities. These closings will be announced with signs posted outside the Library doors.

All students need to have a LIBRARY MEDIA CENTER CARD. This card will admit you to the LMC once a day. If the Library Media Center becomes full, some of the students will be asked to return to study hall. Each student has been assigned a unique barcode number and this barcode is scanned for entrance purposes. Although books can be checked out to you without your card, you cannot come to the Library for a study hall period without your card. Please take good care of your card; keep it in a safe place in your notebook, wallet, or purse and do not write on, bend or fold your card.

Students may go back out of the Library to quickly use the restroom or get a drink after placing their belongings on a table and turning the Library card over to the desk. No more than two students may sit together at a table.

You are expected to be in the Library Media Center before the second bell rings, unless you have gone out to use the restroom, and in that case you should return promptly.

Students are encouraged to plan what they will be doing in the Library Media Center during the period, and should have any needed materials with them; for example, appropriate textbooks and supplies such as colored pencils, calculator, etc.

The Library Media Center serves many purposes, including research, study, computer work, and pleasure reading. Each student using the Library Media Center must have work or studying to do, or should spend time reading. It is a busy place where using time efficiently is important. Learning to use your time well is a valuable skill to have! Walking around the Library for the entire period is not using your time well. Here are simple rules to remember:

- ⇒ Check all materials out at the desk before leaving the LMC
- ⇒ You may talk a little to the person you are sitting with in a quiet voice; you may not sit and talk the entire period.
- ⇒ Most of your time should be spent working or reading.
- ⇒ Listen for directions
- ⇒ Put things back where you got them.
- ⇒ Be on time.
- ⇒ Come prepared and with a purpose (have something to do).
- ⇒ Respect others.
- ⇒ No gum or candy.
- ⇒ No white out.

Use of the Library Media Center is a privilege that can and will be withheld for improper conduct and/or not following the above rules. When either the Librarian or Library Technician takes a Library card because a student has behaved inappropriately or chosen not to follow the rules above, the student may not return until he/she is given back the card. The Librarian or Library Technician will inform students who lose their privileges the exact date they may return. Students may also be required to write about how they will change their behavior upon the reinstatement of their Library privileges.

Most books are checked out for two weeks and the date due will be stamped in the back of the book. If you are not finished reading the book by the date due, please ask to have it renewed for two more weeks. Magazines are checked out for one week. There is a .10 fine per day for any item not returned by the due date, unless you are sick, and if that is the case, you must remember to communicate that to the Library staff when you turn your overdue books in so that your fines will be cancelled.

## **LOCKERS AND LOCKS -**

Each individual student will be assigned a hall locker for use during the school year and must stay in the locker assigned. "Do not give out your combination to anyone." All lockers must remain locked at all times and students are not permitted to "test" their lockers so that they remain un-

office. All books should be kept in the top section of each locker if possible. Students are responsible to keep everything inside their lockers. If items are left hanging out, a detention may be assigned. Students are not to post or attach any items to the inside or outside of their lockers.

Students may go to their lockers at class changes. Students are not permitted to carry book bags in the hallways during the school day, or take the book bags to class. Students will be allowed to carry a book bag to and from school, but it is not to be used during the school day without permission from the Main Office. Students staying for activities after school must get their coats, books and any other locker items at the end of the school day and take them with them to the activity. Failure to follow these policies may result in the assignment of detentions.

#### **LOCKER REVISION CODE -**

13.20

Lockers are the property of the Louisville Board of Education. They and their contents are subject to random search at any time. Also, they may be searched when there is reasonable suspicion that the contents contain evidence of a criminal or school rule violation.

#### **LOST AND FOUND -**

Articles that have been lost by students may have been turned in at the office. Please check with the secretary in the Attendance Secretary for any lost articles. If lost items are not claimed within a reasonable length of time, they will be disposed of by the school. **Any students who take items from the lost and found can be liable for consequences.**

#### **PICTURES (for Newspapers and Newsletters)**

On occasion, student's pictures are taken to publish in newspapers or newsletters. They would be used to promote students accomplishments and programs in our school. If you desire to not have your child's picture published, please notify the school.

#### **ADMINISTRATION -**

Only students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible at the request of the parent and the physician, the building administrator or designee shall dispense medication to the student in accordance with the Board adopted procedure available in the Main Office.

**DO NOT SEND ANY PRESCRIPTION OR NON-PRESCRIPTION MEDICATION TO SCHOOL UNLESS IT IS ACCOMPANIED BY A "REQUEST FOR DISPENSE" FORM WHICH IS SIGNED BY A PHYSICIAN AND A PARENT/GUARDIAN. STUDENTS MAY CARRY REGISTERED INHALERS ON THEIR PERSON. ALL MEDICATION BROUGHT TO SCHOOL MUST BE REGISTERED, HOUSED, AND LOCKED IN THE CLINIC LOCATED IN THE MAIN OFFICE.**

#### **PHYSICAL EDUCATION CLASSES -**

In all P.E. classes, students are expected to wear gym clothing. The school does not designate any specific uniform but recommends that students wear grey shirts with dark blue shorts. Gym suits, shoes and other equipment should be marked with the student's name. Only proper gym shoes, with no flared soles will be allowed on the gym floor. A student may not wear the same shoes they wore to school in gym, and must have a separate pair of appropriate shoes for gym.

#### **PUBLIC DISPLAY OF AFFECTION -**

Students are not permitted to show affection to their girlfriend/boyfriend in the form of hugging, holding hands or kissing.

#### **CELL PHONES, IPODS, HEAD PHONES AND VIDEO GAMES.**

Cellular phones, including iPods which can be used as cell phones, are not to be visible or in use during school hours. **STUDENTS ARE NOT PERMITTED TO USE CELL PHONES DURING THE SCHOOL DAY.** Cell phones and personal electronic equipment are subject to the same search and seizure laws school personnel may use when searching backpacks or other personal items. Students in violation of cell phone or electronic device policy may be required to turn them over to school personnel to be picked up after school.

## **PROMOTION / RETENTION -**

Students in grades 6-8 may not be promoted to the next grade level unless they meet one of the following criteria. Criteria will be based on the final grade average in the four core academic classes (English Language Arts, Math, Science and Social Studies).

- If the student fails three or more core academic classes, the student may be retained.
- If the student fails English Language Arts and one other core academic class, the student may be retained.
- If the student fails two core academic classes (excluding English Language Arts), the student will be eligible for promotion with the successful completion of an approved academic summer school program.

If the student successfully completes the requirements of Summer School the student may be promoted to the next grade. Students who pass anything less than 3 of the 4 core academic classes or who fail Language Arts and one other core academic class will be retained and may attend summer school to build basic skills. Those skills will help them be more successful as they repeat the same grade during the next school year.

## **REPORT CARDS -**

A report card will be issued to the student at the end of each nine weeks. These report cards do not have to be returned to the school. Final report cards will be mailed home at the conclusion of the school year.

## **SCHOOL SPONSORED ACTIVITIES -**

All students are expected to behave properly and display an attitude of respect at every school sponsored function. Included in this category are athletic events, band events and other social activities. All students are subject to school regulations and school faculty supervision while attending these events.

## **SCHOOL SUPPLIES -**

Each student is expected to furnish his own notebooks, paper, pencils, pens and other supplies of that general nature. Those supplies, as well as a backpack, should be with the student every day in every class! These materials can be purchased on your own or through vending machines in the school.

## **SECURITY -**

As a precaution against the possibility of unannounced visitors entering our building, we lock all of the outside doors to the middle school except the main entrance so that students can exit, but visitors cannot enter those doors. All students and all visitors must enter our building through the Visitor's Entrance at the front of our building. After entering the building, all visitors are required to sign in at the Attendance Office. Other doors will not be able to be opened from the outside. Students and staff are forbidden to open a door from the inside to allow any visitor to enter. The only time an outside door is opened from the inside is in case of a fire drill, at the end of the school day, or for other emergencies in which students and staff are directed to exit the building. The security cameras monitor the entrances and various other locations around our school building.

Due to recent events in our country, security has been increased in many areas of our daily life. Our district has taken several measures to insure that our schools maintain a level of safety so that learning can take place. Please visit our website at [www.louisville.sparcc.org](http://www.louisville.sparcc.org) for updated information regarding school safety and security issues.

We are advised that if we are in school and a Code Red Alert is given for this area, we will remain in school until afternoon dismissal. However, if we are directed by higher authorities to immediately evacuate, we will do so.

In regard to school field trips, those will be handled on an individual basis in a Code Red situation. Factors such as destinations, distance, the group size, and the time of day are some of the things that will be considered.

We will continue to investigate ways to improve the safety and security in our schools.

## **STUDENT GIFTS -**

parents and/or friends of our students are requested not to send gifts to students at school during the school day. Since we announce each student's birthday during the daily announcements and our Jr. T. I. students deliver birthday cards to each student before school starts each day, additional recognition of such special events needs to take place at home.

The biggest problem we've had in this area is the sending of flowers, balloons, etc. While it's nice for the student who receives something special, it makes students who receive nothing feel badly. That's why we attempt to see that each student is recognized, but not in a way that will make others feel less good about themselves. In the future, any special presents to students could be in the form of a note stuck into a textbook where it will be found. Put it into a lunch the student carries that day. Other gifts would be saved for after school at home.

## **STUDY TIME –**

In order to promote good study habits and good study skills, the following list of rules must apply to all study times and situations at the middle school.

1. Report immediately to your seat when the bell rings.
2. All students must bring textbooks to study times.
3. No talking after the bell rings.
4. Stay in your seat until attendance is taken.
5. Work on subject related or approved reading material for the entire period.
6. Peer tutoring sessions may be approved by guidance or administration for students in study hall.
7. Students are responsible to report to study hall unless one of the following exceptions apply:
  - a. Report to Library using a valid card.
  - b. Reporting to a teacher's classroom for one day.
8. Students who are late to study without a valid pass from a staff member may be given a detention.

## **TEXTBOOKS –**

Students are responsible for all materials and books assigned to them. After these materials are distributed, they become the student's obligation until they are turned in at the close of the school year. Therefore, students will be required to pay for any of these items that are stolen, lost, or destroyed. Every student should place his name, in ink, in the designated place in each textbook assigned to him. All textbooks are to be kept in the top section of the student's locker. BOOK COVERS ARE REQUIRED FOR ALL BOARD OF EDUCATION OWNED TEXTBOOKS. No pictures or symbols depicting violence, pornographic, cult/occult material or writing will be permitted at school. This includes writing or pictures on book covers, folders, locker equipment, etc. Any tape used to hold the book covers in place is not to be applied directly to any part of the textbook.

## **CHROMEBOOKS –**

Students are responsible for Chromebooks assigned to them. Chromebook Agreement/Use forms will be sent and collected at the start of the school year.

## **VISITORS-**

Students from area schools, friends or acquaintances are not to be invited to Louisville Middle School. They are not permitted to enter the building before, during, or after school hours. Parents are welcome to visit our school at any time. Visitors are required to register at the Attendance Office (Down the hallway) before proceeding through the building.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

To see the complete policy, please go to our district website and read Board Policy 5517.01 in its entirety.

NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE, EXCEPT FOR AUTHORIZED PERSONNEL.O.R.C. 2923.122, 2923.

Cincinnati City School District does not discriminate in employment practices , services, programs or activities because of race, color, religion, sex, national origin, disability, age or military status.