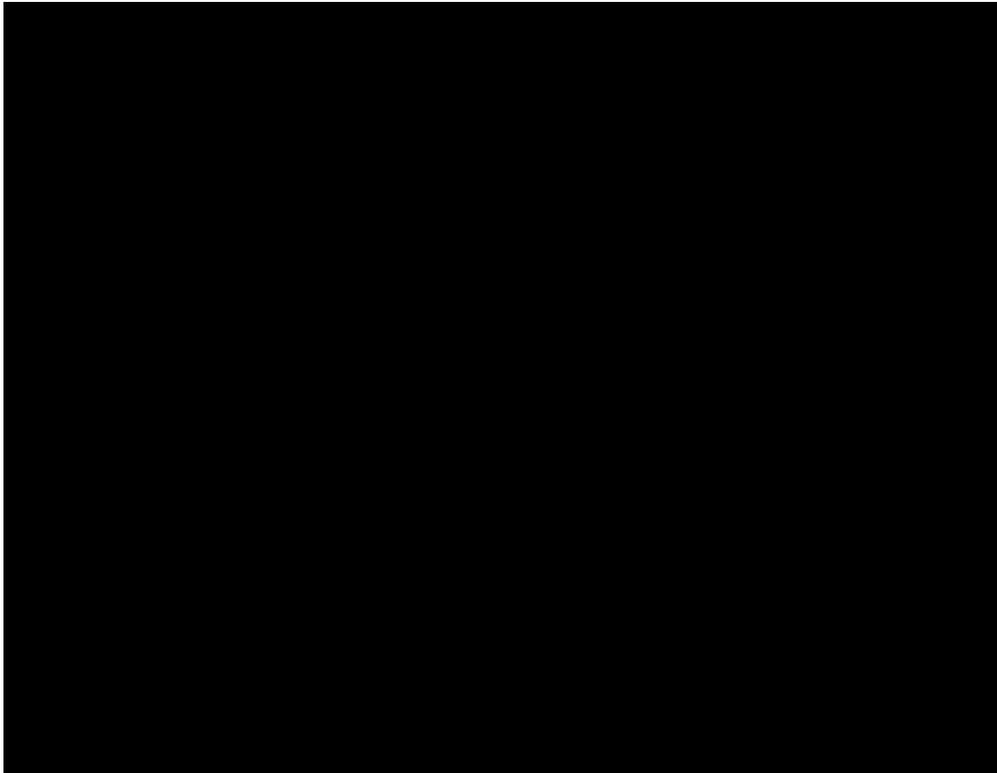


Louisville City Schools

**Preschool & Elementary
Student & Parent Handbook**

2017-2018



Louisville Elementary School

415 North Nickel Plate, Louisville, Ohio 44641 (330)875-1177

Attendance Report Call Off (330)875-7610

North Nimishillen Elementary School

7337 Easton Street, Louisville, Ohio 44641 (330)875-2661

Attendance Report Call Off (330)875-7609

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STRIVING TO BE THE BEST!

Welcome back to another great year at Louisville City Schools. We are committed to the philosophy that “All Students Can Learn.” We are looking forward to working with our parents and community so that we can provide the best possible learning atmosphere for children. We know you will be pleased with the quality of teachers and other school personnel who will be working with your child. Please take the time to read and review the rules and policies of Louisville City Schools with your child. As a staff, we will also make your child aware of his/her responsibilities as part of a school team. Thank you for your continued support of our schools as we “Strive to Be the Best.”

MISSION STATEMENT

We, the Louisville City Schools, believe that all students can learn. We believe that our purpose is to discover and develop to the fullest extent the potential of every child. The emphasis of this purpose is for the student to become a lifelong learner and a positive contributing member of our society.

HELP US WITH SAFETY

When there is any change in how your child should be going home at night from school, please send a note to the school. We will not release your child to another adult unless we have written permission from the custodial parent or guardian. Phone calls will no longer be accepted. Written authorization is the only way that a change in home transportation can be made. Students are not permitted to ride the bus home with other students for social reasons or for class projects. **THANK YOU FOR HELPING US TO GET ALL OF OUR STUDENTS HOME SAFELY EACH DAY.** The school and its personnel are not responsible for lost or stolen items and/or money.

ABSENCES

The parent is required to call the school on the day the student is absent. The school will provide you with the number to call and report your child off. **Please call your child’s school before 9:30 a.m. on the day of absence.** If you do not call, the school secretary will attempt to reach you. If the secretary does not make the contact, emergency contacts will be contacted until the student’s absence is verified. A student is required to bring a written excuse from the parent to school the day the student returns following an absence. The note should be specific in explaining the absence. School hours for students are LES 8:45 a.m. to 3:10 p.m., NN 8:55 a.m.- 3:20 p.m., Morning Preschool 8:20 a.m. -11:00 p.m., & Afternoon Preschool 11:50 p.m.- 2:30 p.m.

An elementary student is considered absent for a half day if he/she is absent for at least 1.5 hours but less than three (3) hours.

An elementary student is considered absent for a full day if he/she is absent for three (3) or more hours.



“Take Your Child to Work” Day is an unexcused absence. You are welcome to take your child to work during school vacations, holidays, and the summer vacation days.

A student not using school transportation is considered tardy if he/she arrives after the established school starting time. A parent must come to the office to sign the child in if the child arrives after the tardy bell. It is the responsibility of the parent by state law to see that the child arrives at school on time. Tardy students must walk down to class unaccompanied by a parent. Classrooms can not be disturbed.

ATTENDANCE

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

ATTENDANCE - 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 Ohio 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 and Schooling Certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education, for the full time the school attended is in session.

ABSENCES - TERMINOLOGY

1. Truant - Unauthorized absence from school or class.
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. NOTE: A student may be counted unexcused if he/she misses school and then attends a school sponsored activity later the same calendar day. Birthdays and “Take Your Child to Work Day” are unexcused absences. Only one school day is excused for lice. All others are unexcused absences.



3. Excused Absence - Absence from school with knowledge and consent of both the school and parent. Parents may excuse their child from school only if it meets one of the legally acceptable reasons listed below.

- A. Personal illness
- B. Serious illness in the family
- C. Death in the family
- D. Medical appointment
- E. Emergency family situation
- F. Family vacation

Excused 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 an 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 the work.

- 4. All medical excuses, including DENTIST and ORTHODONTIST appointments 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. 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. Any additional vacations with or without parents will count against the student's 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 - PROCEDURES

- 1. Any absence shall be charged against the student's record as covered by this policy excluding all suspensions, absence while under a 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, it 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 is 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 on 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 38 hours or more within a 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.
 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 Office for a list of examples of formal documentation for absences

ADDRESS AND OTHER CHANGES

The school should be notified of any change in address, home telephone numbers, work numbers, cell phone numbers, or emergency numbers. Emergency and other situations often arise when this information is vital to the school personnel. The school should be given any unlisted numbers as well; these numbers will be kept in confidence, if it is so requested.

In some situations where custody is involved or where there has been a change in the marital status, a complete copy of the divorce or separation decree, including the presiding judge's signature, must be given to the school in which it delineates the custodial parent and the residential parent for school purposes.

BICYCLES

Only students who walk and who are in grades three (3), four (4), and five (5) are permitted to ride bicycles to school. (Louisville Elementary only)



BOOKS - LOST OR DAMAGED

If a student loses a library or classroom textbook, he must pay for it before he is issued another one. Students may be charged the full price for replacing a book. Students may also be charged for damaged books.

BUSES & VANS

The bus/van drivers are responsible for the control of the students on the buses/vans. Students may be suspended from the bus/van if they do not follow the rules and regulations. Students should not ride any bus/van other than the one to which they are assigned unless given special permission by the office. A note from the parent must precede this permission but permission is not automatic. Social events and class projects are not a reason to ride another bus/van home. This is limited to emergency situations only.

A student should accept the responsibility of his own actions on the bus/van by not eating, by sitting down and staying seated, by being reasonably quiet and appropriate in conversation, by keeping his hands and feet to himself, by not damaging or littering the bus, by not throwing objects from the bus and by not extending himself or any object out the bus windows.

Be advised that the Louisville City Schools use video cameras on the school buses/vans. These are being used to monitor student behavior on the buses/vans and to ensure the health, welfare and safety of all those riding school transportation vehicles. The videotapes may be used as evidence in student disciplinary proceedings. The videotapes are student records subject to Board Policy and administrative regulations.

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:

1. 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.
2. Be on time for the bus in order to permit the bus to follow the time schedule.
3. 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.
4. Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.



5. Obey the driver promptly and respectfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Keep the bus clean and sanitary. No eating or drinking is permitted on the bus at any time.
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unnecessary and always costly. Students may be charged for deliberate damage to the bus.
11. Remain seated until the bus stops to unload; wait for the signal from the bus driver and then cross the road in front of the bus.

Riding 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.

Parents of preschool students are responsible for accompanying their child to the van until the driver seats the child and from the van as the driver helps the child out of the van. Parents will be asked to help with their child in this process.

CAFETERIA

School meals are of a "Type A" variety and contain a balanced diet. Each student has a meal account established. An account is issued to purchase lunch and milk and an account balance is maintained. Lunch and/or milk deposits are to be made on the first day of the week to cover the student's meal plans for the entire week or longer. Menus are sent home in advance so parents and students can plan ahead for either buying or carrying a lunch from home. Day-to-day deposits of meal money are discouraged. During the meal period, students will be under the supervision of a proctor. Only school purchased meals or packed lunches are permitted. Do not send pop or glass bottles to school in packed lunches. Fast food lunches are not permitted. School contracts with various pizza vendors once a month for student lunches.

The proctor will maintain reasonable order and quiet in the cafeteria and has authority to deal with students who create a disturbance.

Behavior standards are set for the meal periods and such behaviors as loud talking, throwing food, and being out of one's seat at unnecessary times are prohibited in order to stress good manners and to have an orderly time for eating. We encourage parents (**grades K-5 only, Preschoolers are not permitted to have guests during meal time**) to visit and have lunch with their child periodically. However, no parents, guardians, or non-school personnel will be permitted to have lunch until October 1st and during the final week of the school year. Please call the school by 9:30 a.m. if you are



ordering an adult lunch or if you are going to sit with your child during lunch. No fast food lunches are permitted.

Louisville City Schools participate in the Federal Free/Reduced Lunch Program. Applications are available upon request. Students on Free/Reduced Lunch Program who want an extra milk must pay the full price for the extra milk.

No student will be permitted to exceed more than \$5.00 in charges. When your account reaches a negative \$5.00, your child will be served a cheese sandwich and milk. No accounts are permitted to go into the negative during the month of May to the end of school.

DETENTION

A detention program is available in the building and is administered by the school staff. It is an alternative after other forms of improving student behavior and responsibility have been used. Detention is before or after school. Students must have textbooks, paper and pencils. Students should plan to do school work during that period. Parents will be notified if their child has a detention and are responsible for his/her transportation home.

DISMISSALS - EARLY

Students are not permitted early dismissal for such things as shopping, attending ball games, etc. Only legitimate excuses are accepted. Students are required to bring a written excuse stating the specific reason for the early dismissal. At the time a child is to be dismissed, the parent must come to the office to sign the register. The child can then be called to the office.

HOMEWALKERS/CAR RIDERS

Students who walk or ride (car riders) to school are not to arrive at the building until 8:10 a.m. Students who arrive before the appropriate time are to wait in the designated area. Students are not permitted in the classrooms before 8:30 a.m. (LES), 8:45 a.m. (NN).

STUDENT DISMISSAL

Parents who are picking up students at the end of the day should not arrive at the building until 3:00 (LES), 3:15 (NN). and must wait in the designated area. All students who are car riders will need to be picked up by their parent/guardian at the specified location.

Your child will not be brought to the car. You must come to get your child and take him/her to your car. Once they leave for the day, students are not permitted back in the building after 4:30 p.m (LES), 3:45 (NN).



FEES

Students in grades kindergarten through five are charged a yearly fee is to cover the cost of consumable materials used during the school year. This fee includes art and science supplies, workbooks, technology and journals. The fee amount per child is set early in the school year and should be paid by the end of the first grading period. If fees are not paid by the end of the first grading period, the child's report card will be held. At least 1/4 of the yearly fee must be paid by the end of each grading period in order for the student to receive his/her grade card.

If a parent believes they are eligible for a fee waiver, they must apply as soon as possible with the school secretary.

Field trip fees, once collected, are non-refundable. The field trip expenses are paid in advance to the venue the students are attending.

Preschool Special Needs Students

Children with special needs receive funding for their tuition through the Ohio Department of Education, Division of Early Childhood. A \$25.00 per year fee is required for some field trips, and other non-required activities. We request that you pay this fee by September 30th of the school year or make special arrangements for payments with the school office.

Preschool Typical Students

Typical students pay \$120.00 per month. Fees for snacks, some field trips and other non-required activities are included in your monthly fee. Parents of typical students will complete a contract of fees for the year.

PHYSICAL EDUCATION

1. All students from kindergarten through grade five will participate in gym classes.
2. All students are required to wear gym shoes separate from their school shoes to all gym classes. (Non-scuff or non-marking shoes are required. They usually have white soles.)
3. If a student comes for physical education in shoes other than gym shoes (shoes being worn during the school day), the following will occur:
 - a. It is the responsibility of the student to make sure the bottoms of shoes are clean. They will not be excused from participating in physical education. (A shoe mat may or may not be provided in the gym.)
 - b. The infraction will be recorded by the resource teacher or by the classroom teacher to be submitted to the resource teacher.
 - c. A student with five (5) infractions in one semester will receive a "U" on his/her report card for physical education.
 - d. Two recorded infractions will prevent a student from receiving an "O" for physical education.



HOMEWORK

The purpose of homework is to reinforce and extend concepts and learning experiences presented in the classroom. Homework also provides an opportunity to teach each child individual responsibility toward his own learning and develops self-discipline in the organization and management of materials and time.

The time required to complete homework assignments will vary between teachers, grade levels, and even from day to day. Your support and interest in your child's homework conveys an important message to him/her about the value of education. If your child is absent and homework is needed, you must request this when reporting your child absent before 9:30 a.m. Homework is ready each day at 3:30 p.m. in the office area.

RECESS - OUTDOORS

Students are not permitted to stay inside the school during outdoor recess unless the child has a note from his parent concerning an emergency situation. This note would only be applicable for one day at a time. Students who must stay indoors from recess more than three days will need a doctor's excuse.

During the winter months the recess duty teachers and principal will determine if conditions are acceptable for outdoor recess. Your child should come to school dressed appropriately for the weather expecting to go outdoors for recess.

VISITORS

All visitors to the school, including parents, must report to the office before going anywhere in the building. This includes before and after school hours. This is a state law designed to protect your child. All visitors need a visitor sticker from the office. People without proper visitor identification will be considered trespassing and asked to leave. No parents are permitted on the playground.

HONOR ROLLS

Three honor rolls give recognition to students in grades three, four and five for their academic achievements in those subject areas graded A, B, C, D, and F. Outstanding Achievement must receive all A's. Honor Roll must receive more A's than B's, and no C's. Merit Roll gives recognition to those who receive more B's than A's, and no C's.

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:

- A playbill, showing your student's role in a drama production;
- 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. 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, 2017. 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
- Student ID numbers, user IS, or other personal identifier used to communicate in electronic systems that cannot be used to access education records with a PIN, password, etc. (A student's SSN, in whole or part, cannot be used for this purpose.)



INCLEMENT WEATHER

Extreme conditions in weather may bring about the delay closing of our schools because of deep snow, ice or fog. Louisville City Schools will announce SCHOOL DELAYS CLOSINGS on the following radio stations and television stations:

AM 1480 WHBC Canton
FM 94.1 WHBC Canton
TV Channels: 3, 5, 8, 19 and 43
www.louisvillecityschools.org
www.cantonrep.com

Please listen to your radio at such times as it is not uncommon for the radio station to have that information before the individual school and school personnel. Please DO NOT call the bus garage, school, central office or radio stations as their phones are needed to communicate emergency situations. The decision to close is usually aired no later than 6:30 a.m.

In the event of a two hour delay, ALL preschool classes will be cancelled for the day.

SOLICITATIONS

Solicitations at school by students are not permitted for outside agencies or for their own gain.

SCHOOL PICTURES/NEWSPAPERS AND NEWSLETTERS

School pictures will be taken in the fall and in the spring. On occasion, student's pictures are taken to publish in newsletters and newspapers. Also, various aspects of the school's programs may be recorded on a video camera. They are used to promote student accomplishments and programs in our school. If you do not want your child's picture published or recorded, please notify the school in writing.

PROMOTION

The basis for promotion to the next grade shall be satisfactory completion of the previous grade. However, parents shall have input in the decision of retention. The recommendation of final placement shall be the responsibility of the teacher, counselor and the principal.

Kindergarten retentions will be considered on an individual basis. The decision shall be based on input from parents, guidance counselors, teachers and administration; however, the final determination regarding retention will be made by the building principal.



In grades one through three, a student is promoted unless the student fails both reading and mathematics as determined by the final grade average.

In grades four and five, a student will be promoted unless the student fails two of the core courses and one of the core courses is English Language Arts or mathematics.

Beginning with students who entered third grade in the 2013-2014 school year, any student who does not receive the minimum level of achievement on the Third Grade English Language Arts Assessment will not be promoted to fourth grade unless one of the following applies:

1. The student is a limited English proficient student who has been enrolled in United States schools for less than two full school years and has less than two years of instruction in English as a second language program.
2. The student is a child with a disability entitled to special education and related services under Chapter 3323 of the Revised Code and the student's individualized education program exempts the student from retention under this division.
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
 - A. The student is a child with a disability entitled to special education and related services under Chapter 3323 of the Revised Code.
 - B. The student has taken the third grade English Language Arts State Test prescribed under Section 3301.0710 of the Revised Code.
 - C. The student's individualized education program or plan under Section 504 of the Rehabilitation Act of 1973 shows that the student has received intensive remediation in Reading for two school years but still demonstrates a deficiency in reading.
 - D. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and



specific research-based reading strategies for the student that have been successful in improving reading among low-performing readers.

In grades K - 8, a student who is not capable of meeting minimum standards with near maximum effort and one who would not benefit by retention may be assigned to the next higher grade in consultation with the teacher, parent, guidance counselor and principal. Written explanation shall be filed in the student's cumulative folder.

ILLNESS

Your child's health is important to all of us. Children who do not have a fever and only have a mild cough, runny nose, or other cold symptoms can be in school. If your child arrives at school with signs and symptoms of possible contagious illness or disease, the child will not be permitted to attend school. You will be requested to take your child home. Until you arrive, they will be separated from the other students. The student will be taken to the office, cared for and remain there under adult supervision until the parent or authorized person arrives to take the child home. If the parent is unavailable, persons listed as alternates on the emergency medical card will be called. It is imperative that parents keep the school current on home and cell phone numbers, emergency numbers and other pertinent information. **Students can be excluded from school if the emergency medical card is not completed in a timely manner at the beginning of the school year.**

To help protect your own child's health and to minimize the possibility of communicable disease at school, please keep your child at home if you observe any of the following symptoms:

- A fever higher than 100 degrees Fahrenheit. It is an important symptom, especially when it occurs with a sore throat, nausea or a rash. **If your child has a fever, do not send them to school until 24 hours after the temperature becomes normal without fever-controlling medication.**
- Vomiting and/or Diarrhea. **If vomiting or diarrhea are frequent or are accompanied by fever or rash, consult your child's doctor and keep the child home until the illness subsides.**
- A very frequent cough. If your child's cough is worse than you would expect with a common cold, you need to consult with your child's doctor. **Cough drops and or other over-the-counter medicine are not permitted at school unless there is a signed doctor's order and parent/guardian permission form.**
- Nasal discharge that is green or yellow in color. Young children are very contagious because they are not able to effectively remove the drainage. Their hands pass on germs to other children via the toys or other objects within the classroom. **Please keep them home until their nasal discharge is clear in color.**



- A widespread rash. Chickenpox is only one example of a contagious viral rash. It causes a fever and an itchy rash. The initial appearance is red bumps, which develop into blister-like lesions and then into scabs. Your child needs to stay home until **all** of the scabs are dry and no new bumps have developed for a period of two days. **Consult your child's doctor for treatment of the symptoms.**
- Head Lice/Nits. This is a common occurrence in young children. It has nothing to do with cleanliness. If head lice is found the parents will be notified and the child must be picked up from school. They are easily transmitted through direct contact (i.e., sharing caps, hair accessories, brushes, combs, head to head contact, or leaning back on a chair where someone had previously sat with head lice). Head lice **do not** jump or fly. The student will not be permitted to attend until they are nit free. **After treatment for lice, the school nurse or principal must check the student before returning to the classroom.**
- A virus, bacteria or allergy can cause pinkeye or Conjunctivitis. The first two are very contagious. The sclera or the white of the eye appears pink or red, and the lining of the eyelid appears inflamed. There can be a cloudy or yellow discharge present. The child may complain of the eye itching or hurting. **Your child should stay home until symptoms subside and he/she has been on antibiotic eye drops at least 24 hours or until the doctor recommends your child return to school. Please bring a note from your doctor.**
- Impetigo is a highly contagious skin disease. It is a staph or strep infection that creates a red, oozing blister-like area that can appear anywhere on the body or face. A honey-colored crust may appear on the area. It can be passed to others by direct contact. **Students are excluded until 24 hours after treatment and all lesions (sores) are dry.**
- Yellowish skin or eyes
- Unusually dark urine and/or grey or white stones

All of these illnesses can be spread easily, both in school and in the family. The student must be well and completely recovered from any illness before returning to school. Hand washing is the single most important thing you can do and teach your child to do to help prevent the spread of disease.



Persistent pain (ear, throat, stomach, etc.). Middle ear infections are not contagious but can cause pain and fever. Strep throat is a contagious condition caused by a bacterial infection. The symptoms are a sore throat, fever, and sometimes stomach and headache. **Your child should see his/her doctor for diagnosis and treatment. The child should not attend school until there is no fever and he/she has been on antibiotics for 24 hours.** There are some instances when the parents are contacted even though it may not be necessary to take the child home. First aid is administered in the office. The emergency card on file for each student helps us locate the parent or someone else listed on the card in case of an emergency. It is imperative that you keep this information on the card current. For this reason, the card is completed at the beginning of each school, and you should notify the school with any changes during the year. Students can be excluded from school if the emergency card is not completed in a timely manner at the beginning of the school year.

GRADING SCALE

Letter	Percentage	Point Value
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

Letter	Percentage	Point Value
C	79-77	2.000
C-	76-74	1.667
D+	73-71	1.333
D	70-68	1.000
D-	67-65	0.667
F	64-0	0.000

For a few selected courses, students will be assessed using the OSU scale.

Final Grade- For grades 1-8, courses, 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. For example, if the four marking period grades earned by a student were A, B+, B, A-, the final grade would be calculated by adding $4+3.333+3+3.667=14/4=3.5$ which falls in the A- range. No course will earn a letter grade of an A+ as the final grade.

Final Grade Scale

A	4.0-3.833	C	2.165-1.833
A-	3.882-3.5	C-	1.832-1.5
B+	3.499-3.166	D+	1.499-1.166
B	3.165-2.833	D	1.165-0.833
B-	2.832-2.5	D-	0.832-0.5
C+	2.499-2.166	F	0.499-0

INTERIM REPORTS

We feel it is essential to inform parents mid-way in a grading period if a child is displaying erratic work or behavior. It may be requested that you sign the interim report and return it promptly so we know you have seen it. There is a place for your comments.



PARENT-TEACHER CONFERENCES

Regular parent-teacher conferences are held twice each year. Special conferences may be arranged by contacting the school office or the teacher directly. The teacher will schedule the conference and contact the parents. Parents who come to school for an unscheduled conference may find that the teacher is unable to meet with them due to a previous commitment or is not fully prepared for a conference. Conferences may not be held with a teacher when the teacher is responsible for a class.

The teacher is the first step with any complaint or question. If the parent is not satisfied after the parent-teacher conference, the principal will meet with the parent and/or the teacher in an effort to resolve the problem.

PARTIES

Treats are kept light and generally uniform. On the day of a school party, students with religious reasons can be excused from school by the parent before the party begins or can sit in the library and read. Students who are absent the whole day of a party because of religious reasons will be considered unexcused.

If you request to send invitations from school for home parties, it is our policy that if you are a girl, you must invite all the girls in the class. If you are a boy, you must invite all the boys in the class. If this is not the case, the invitations are not permitted to be sent from school.

PETS

Animals or other pets are not permitted to be brought to school except for use in science classes. Safety precautions and the allergies of some children make this rule necessary.

PLAYGROUND RULES

Rules are established for the safety of the children. Students who bring equipment to school do so at their own risk. Fighting is not permitted. No stones, sticks, ice or snowballs are to be thrown. Students should prepare to enter the building at the conclusion of the recess period by lining up and getting quiet.

SPECIFIC ITEMS, ACTS, AND ACTIVITIES

Electronic devices of any kind (CD players, communication devices, iPods). Cellular phones are not to be visible or in use during school hours. Students must store cell phones, turned off, in their book bags. 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 possession of cell phones or electronic devices may



be required to turn them over to school personnel to be picked up after school. Any item brought to school is at the student's own risk. The school will not be held liable for loss or damage of personal items brought to school.

The following are not acceptable in school:

- Excessive noise in the hallways.
 - Running, yelling, or shoving at any time.
 - Sitting on tables or backs of chairs.
 - Skateboards/roller blades, wheelies shoes on school grounds.
 - Pepper spray, mace, or other such sprays.
 - Squirt guns or "spraying" devices.
 - Laser pointers.
 - Wearing nonprescription sunglasses in the building.
 - Flower and balloon deliveries.
 - Gum chewing.
 - Gambling types of games.
 - Gloves or "leather types" of hand wraps or coverings not worn for warmth.
- These items listed are not intended to be all inclusive.

P.T.O.

The P.T.O. will meet as scheduled during the school year. The purpose of the P.T.O. is to encourage citizen participation in, and support for, the educational program. In addition, each elementary school has volunteers who are assisting the classroom teachers and other school personnel. If you would like to become a school volunteer, please contact your school office. Your assistance is always needed and appreciated.

VIDEO CAMERAS

Video cameras in the building are used to maintain safety and security. Cameras are located in the building near the entrances and exits.

ENTRANCE REQUIREMENTS

A child who is six years old on or before August 1 is considered "of compulsory school age," Ohio Revised Code Sections 3321.01 to 3321.13. Although most children begin kindergarten at five years of age, it is permissible under Ohio law to wait until age six to begin kindergarten. Parents are encouraged to contact the school if there is any question concerning their child's readiness to begin school.



IMMUNIZATIONS

VACCINES	FALL 2017 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<p>DTaP/DT/Tdap/Td</p> <p>Diphtheria, Tetanus, Pertussis</p>	<p>Kindergarten</p> <p>Four (4)or more does of DTap or DT, or any combination. If fourth dose is administered after the 4th 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.</p> <p>Grades 1-12</p> <p>Four (4) or more doses of DTap or DTor 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.</p> <p>Grades 7-12</p> <p>One (1) dose of Tdap vaccine must be administered prior to entry.*</p>
POLIO	<p>K-5</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>Grades 6-12</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>
<p>MMR</p> <p>Measles, Mumps, Rubella</p>	<p>K-12</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>



<p>MCV4</p> <p>Meningococcal</p>	<p>Grade 7</p> <p>One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.*</p> <p>Grade 12</p> <p>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required.*</p>
<p>HEP B</p> <p>Hepatitis B</p>	<p>K-12</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>
<p>Varicella</p> <p>(Chickenpox)</p>	<p>K-6</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>Grade 7-10</p> <p>One (1) dose of varicella vaccine must be administered on or after the first birthday</p>

Preschool Immunizations

Each child's parent/guardian shall provide to the school a medical statement indicating that the child has been immunized against or is in the process of being immunized against all of the following diseases:

- | | | |
|---|--|---|
| <p>1. Chicken pox;
 2. Diphtheria;
 3. Haemophilus influenzae type b;
 4. Hepatitis A;
 5. Hepatitis B;</p> | <p>6. Influenza;
 7. Measles;
 8. Mumps;
 9. Pertussis;
 10. Pneumococcal disease;</p> | <p>11. Poliomyelitis;
 12. Rotavirus;
 13. Rubella;
 14. Tetanus.</p> |
|---|--|---|



WITHDRAWALS

If a student is moving and will no longer be attending his present school, the parents should notify the office in advance of the withdrawal so that the necessary papers may be completed. On the last day of attendance, the student must return his textbooks to his teacher and library books to the library. All school fees and lunch accounts must be paid in full.

STUDENT 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, extracurricular and social events.

All Students

1. Footwear shall be worn, properly laced and tied, and must be clean. Thongs, "flip-flops", etc. (footwear with only toe support) shall not be worn.
2. Swimwear, tights of any type (as an outer garment), athletic sweatpants (tie waist and elastic band legs) or any extreme style of trousers, jeans or slacks shall not be worn. Trousers, jeans and slacks must be neat, in good condition, not tattered or in need of repair and of proper fit. Clothing with any type of holes or "frayed" endings are not permitted. If any type of tight is worn (leggings, capri pants, leotards, etc.), an outer garment must be worn over them that meets the 5 inch hemline length requirement.
3. Dresses, skirts and shorts will be permitted as long as the hemline does not exceed five inches from the top of the knee cap. All dresses, skirts and shorts will be measured from the solid part of the material. "Lacy or sheer" material is not included in the five inch measurement length.
 - A. All shorts must be loose fitting and have a sewn hem with no vertical cuts or slits.
 - B. Shorts with a frayed hem are unacceptable.
 - C. Tight-fitting shorts made of spandex material, gym shorts, "Sanitaries" and boxer shorts are not to be worn for regular school wear. A more formal style with zippers and pockets is recommended.
 - D. The layered effect of spandex shorts or any other shorts under regular shorts is not permitted." In other words, only one pair of shorts is permitted.
 - E. Cutoff sweats are unacceptable.
 - F. Shorts with rolled cuffs are permitted.



4. Any clothes of sheer, "fishnet" materials shall not be worn.
5. A shirt, blouse or dress of a low cut or bare midriff style shall not be worn. Example: tank tops (tops that have the front, back or arms cut out, sunbacks, tube tops, half-shirts, etc.). A shirt, blouse or dress with straps less than 2 inches wide shall not be worn unless the shoulder area is covered with proper clothing.
6. Heavy winter type jackets and outerwear (vests) shall not be worn in the building during the school day without permission.
7. Proper undergarments shall be worn.
8. Clothing, patches, drawings or sayings (stated or implied) which refer to drugs, alcohol, sex, bondage, cults, devils, suicides, death, skulls, snakes, parts of the body or blood will not be permitted. This includes pictures of any musical group (solo or group).
9. Non-manufactured writing on clothing will not be permitted. Manufactured patches that are not frayed will be permitted.
10. Clothing that has undergarment appearance shall not be worn.
11. No hats or headbands of any type are permitted.
12. Extreme actions, clothing, attire or hair that disrupts or has the potential to disrupt the orderly progress of the school will not be tolerated.
13. No facial painting is permitted.
14. Any types of facial/body jewelry, including any jewelry worn through the tongue are not permitted. Earrings are limited to two per ear. No "gauging" of ears is permitted.
15. Only natural hair coloring is permitted. Coloring or streaking with unnatural colors will not be permitted.
16. Chains of any kind are not permitted.
17. Hair shall 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 and hair shall not obstruct student vision for safety reasons. Hair pieces and wigs will not be permitted. No scarves may be worn over the head during school.



18. Students are permitted to have facial hair, provided it is neatly groomed and trimmed. Mustaches and sideburns must be neatly trimmed.

NOTE: The areas listed under Dress and Conduct are not intended to be all-inclusive.

Students participating in co-curricular activities may be required to adhere to a more stringent dress guide as determined by the coach and approved by the athletic director and building principal.



CODE OF 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, decency, 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.

R.C. 3313.20, 3313.534, 3313.66, 3313.661

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CODE OF STUDENT CONDUCT

The Board of Education has adopted a list of statements which form the conduct code for Louisville City Schools. Compliance with these standards of conduct 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. Violation of the following rules will result in disciplinary action, including suspension and expulsion.

STUDENT CONDUCT

Rule 1: Disruption of School

A student shall not by use of violence, force, coercion, threat, harassment, intimidation, bullying or other serious acts of misconduct not covered in this handbook, cause disruption or interference with co-curricular or extracurricular activities.

Rule 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.

Rule 3: Personal Appearance

A student shall not disregard school policies pertaining to personal appearance.

Rule 4: Assault/Fighting

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.

Rule 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.



Rule 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 substance (look-a-like drugs), toxic inhalants, poisonous plants, drug/alcohol paraphernalia (including vaporizers) and any other dangerous chemicals/substances 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.

Rule 7: Use of Tobacco Products

There shall be no use or possession of tobacco products, 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.

Rule 8: Misconduct on School Buses

A student shall not violate the special rules of conduct for school buses.

Rule 9: Defiance/Disrespect and Obscenity

A student shall not openly defy or use obscene language or gestures toward any school personnel and/or students. This also includes lewd or obscene conduct.

Rule 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.

Rule 11: Harassment

No student shall conspire engage in, or tend to engage in an act that injures, frightens, degrades, harasses, intimidates, bullies or disgraces a fellow student (Ex: Hazing).

Rule 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.



Rule 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.

Rule 14: Inappropriate Dress

A student will dress in a fashion that complies with the current dress code as outlined in the student handbook.

Rule 15: Theft

A student will not take or attempt to take into possession the public property or equipment of the District or the personal property of another.

Rule 16: Extortion

A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.

Rule 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 or correspondence directed to the school.

Rule 18: Loitering

A student will not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function or the educational process.

Rule 19: False ID/False Information

A student will not use or attempt to use false identification to mislead school personnel.

Rule 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, 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.



Rule 21: Sexual Harassment

Any type of sexual harassment will not be permitted. Sexual harassment is an 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.

In accordance with the Gun-Free Schools Act of 1994, it is the policy of the District that any student who brings a firearm/weapon that is operable or inoperable, simulated firearm/weapon designed for inflicting serious bodily harm, or dangerous ordnance into a school building or on Board 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.

Failure to abide by other rules that may be established from time to time by the Board, Superintendent or principal.

IT IS TO BE UNDERSTOOD THAT ANY OTHER SERIOUS INFRACTIONS NOT INCLUDED IN THE ABOVE LIST COULD ALSO RESULT IN DISCIPLINARY ACTION INCLUDING OUT OF SCHOOL 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 a school related function. A student may also be disciplined for any other off-campus conduct if there is a connection to the conduct and the safety, welfare or discipline of the student body or faculty.



ELEMENTARY POSTIVE BEHAVIOR SYSTEM

Louisville City Schools' staff strives for excellence and achievement both inside and outside of the classroom setting. To make sure all students are getting the same opportunity to learn, a district-wide discipline plan has been implemented to ensure our students a quality education. In our plan, we have established a rewards system for those students who choose to make the proper decisions in order to excel in the classroom and in society both for themselves and their peers. We have also come up with consequences for those who have chosen not to make proper decisions and negatively affect themselves and others. Our goal is for everyone in our district to ROAR!!!!

Responsible for our work, actions, and choices

On Task when we follow all directions at the time they are given

Achieving by giving our best efforts and setting goals that can be met

Respectful in how we treat others and their property

Each week, students will get a behavior chart to keep track of any infractions. Students will be required to follow the rules of ROAR or they earn marks for infractions. Marks are issued at the discretion of the staff member. Students who earn 3 or fewer marks in a week will be allowed weekly reward (aka Roaring Reward). Students who do not meet these expectations will earn Task Room. This is where students are required to reflect and goal set instead of earning an extra privilege. Students ***may*** earn automatic Task for any bus violation, lunch violation, recess violation, or any other major violation deemed by the Principal. As outlined in the student/parent handbook, a teacher may also utilize classroom time outs, loss of recess, or issue detention as a consequence for frequent misbehavior and repeated violation.

When a violation is earned by the student, the staff member will inform the student why he or she received the mark. For example, "Sally, you have chosen not to be responsible by forgetting your homework today; I need to see your behavior chart; you are expected to complete that during recess today." The expectations have been noted on the back so the teacher would place a mark in the responsibility box with a 1 by it to signify it was earned for missing homework.

If homework is missed the student will earn a mark for homework that day and is required to complete the assignment during the next recess. If a student misses two homeworks in a week, they will earn automatic task.

Each evening every student is required to share his or her behavior chart with their families. A parent or guardian must initial the chart daily. This form is used as a way to communicate between home and school daily. If you have a question, concern or comment, you can write it on the chart and the teacher will respond.



LOUISVILLE CITY SCHOOLS ELEMENTARY STUDENT & PARENT HANDBOOK

Weekly, students will have an opportunity to participate in Roaring Reward Activity if they earn it. Roaring Reward is a time where students are able to choose which fun activity they want to attend. Examples of Roaring Reward activities include movies, art, games, stations, computers, assemblies, science, gym and extra recess. At the end of each grading period, the staff will host “Celebrate Success” activities.

The Louisville City Schools staff thanks you for your continued support and cooperation in making our school a successful and fun place to work and learn.



Louisville City Schools Weekly Elementary ROAR Chart

Name _____ Week of _____ Class _____

	Monday	Tuesday	Wednesday	Thursday	Friday
H omework					
R esponsible					
O n task					
A chieving					
R espectful					
	Parent Initials				

**Student may receive task for a severe disruption of learning throughout the week.
Students that earn two or more homework marks in a week will earn automatic task.*

Responsible for our work, actions, and choices

1. be prepared and organized
2. make sure the chart is signed by an adult everyday

On Task when we follow all directions at the time they are given

1. listens
2. completes work on time
3. be in assigned area
4. follows directions

Achieving by giving our best efforts and setting goals that can be met

1. do your best work all of the time

Respectful in how we treat others and their property

1. hands and feet to self
2. speak and act kindly toward others
3. use materials and possessions appropriately
4. excessive talking or talking when inappropriate

Behavior Chart Procedures

- Students must have 3 or less total marks in a week to earn Roaring Reward.
- Students must have behavior chart signed every night or a mark will be earned.
- Students must have their behavior charts at the end of every week or students will earn automatic task.



Task Room

Students earning task will report to the assigned classroom at Roaring Reward Time. During this time, students will set a goal to earn Weekly Reward Activity for the next week. Students will not be permitted to talk in the task room. Task forms are required to be returned to school the next day.

If for some reason a student is absent on Reward Day when he or she was to have task it is expected to be served during a recess when they return to school. The design of this program is for students to reflect on their choices and create a plan to be successful the next week. The heart of our mission is that all students can and will be successful!

Students that earn task often could result in the development of a behavior contract, disciplinary actions, and conferences with school staff and parents to work together so that all students are successful.



Louisville City Schools Task Room Goal Sheet-
Return the Next School Day!

Name _____ Grade ____ Class _____ Date _____

1. How did you earn task this week?

2. Write a goal to get into Weekly Reward Activity next week.

3. Steps to achieve the goal:

1. _____
2. _____
3. _____
4. _____

Parent Signature: _____

Student Signature: _____

Principal/Counselor Signature: _____



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.

Beginning with the 2014-2015 school year, the elementary schools implemented the Olweus Program (pronounced OI-VAY-us). It is a comprehensive approach that includes schoolwide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. It is designed and evaluated for use in elementary, middle, junior high and high schools (K-12). The program's goals are to reduce and prevent bullying problems among schoolchildren and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy.



CONCEALED WEAPONS

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, 2923.1212. This school is a gun-free zone.

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 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, 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a 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 School District to comply with 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, D.C. 20202-4605

SECURITY OF SCHOOLS

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.louisvillecityschools.org” for updated information regarding school safety and security issues.

Be 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 of students, 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.

MEDICATION

Students are not permitted to have medication of any kind, prescription or non-prescription, in their possession while at school. When a student is taking prescribed medication, parents should make every effort to arrange for the medication to be taken outside of the school day. However, when a physician determines a student must receive a medication during the school day, either on a regular schedule, or as needed, a medication form will need to be completed by the physician and parent. Without the completion of the medication form, no medication will be given. This form may be obtained in the school office.

Students are permitted to possess and use a metered-dose inhaler or a dry powder inhaler either before exercise to prevent the onset of asthmatic symptoms or to treat the symptoms once they occur. In order to acquire the right to self-administer an inhaler the student must have written approval of physician and parent.

All medication must be in the original container and labeled with the following: student’s name, physician, date, medication, dosage, and directions for administration. Medication must be brought to the office by an adult.

Medications will be returned to the parents at the end of the school year. Any medication not picked up by the last day of school will be discarded.



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 or 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 Schools 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.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-5901.

ACCEPTABLE USE POLICY

Education Purpose Statement

The District provides access to technology in order to enhance the instruction of its students and achieve the goals as established by the District Board of Education and the Ohio Department of Education. This Acceptable Use Policy (AUP) is established to promote the use of technology in a manner that leads to a safe and worthwhile educational experience for all.

Scope/Definition (Who, What, Where, When)

This policy and associated rules and regulations refer to all electronic computing, communication, recording or imaging devices including but not limited to computers, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District.



- Any computing or telecommunication devices owned by, in the possession of or being used by district students that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This policy applies to any online service provided directly or indirectly by the district for student use. Students agree to abide any license agreement established by the third party.

This policy is in effect for any school sponsored activity at any time or any place.

Statement of Procedures Existence and Location

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, the District has defined a set of rules for computer and network use. Students must read and abide by these rules set for the district, buildings and classrooms.

Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to and use of its technology, technology infrastructure or online services provided to its students, staff or visitors. The District is not responsible for any personal documents stored on district technology nor is it responsible for any harm from the release of confidential information.

Copyright/Ownership

Copyrighted materials may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright and materials must be licensed directly to the district. Only the owners or authorized individuals may upload or download copyrighted material to and from the District's systems. Unauthorized copyrighted materials will be removed upon notification.

Privacy/Monitoring/Confidentiality

The District reserves the right to monitor, inspect, copy, review and/or store at any time and without prior notice any and all results of usage of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes information contained in online services provided by the district. All such information shall be and remain the property of the District and users shall have no expectation of privacy regarding such materials. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.



Students shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information.

Prohibited Practices

The use of technology for any purpose that violates the student code of conduct, rules and regulations regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to theft, destruction of property and bullying. Students are required to report any occurrence of a prohibited practice to the school building administrators. It is recognized that access to and use of technology is a privilege and not a right. The District reserves the right to withdraw access to its network and to determine what constitutes improper use.

Consequences

Policy violators shall be dealt with following established student discipline guidelines. The district also reserves the right to administer the appropriate disciplinary action in accordance with the "Student Code of Conduct" which includes but is not limited to detention, in school suspension, out of school suspension or expulsion. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

Ban of Criminal and Illegal Acts

In addition to the rules and guidelines stated in this policy, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such and will refer offenders to proper law enforcement agencies. The district also reserves the right to seek monetary or other damages as a result of any criminal or illegal act.

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