

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 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.

We want to assure you, students and parents, that we will work hard to make your years in the middle school both meaningful and enjoyable. Our mission statement or goal in teaching students who come to us was adopted as we began the changes that have led us to this new middle school concept. That goal is:

"The entire staff of Louisville Middle School is committed to providing the students with a smooth transition from elementary school to high school in an environment where the unique intellectual, social, physical and emotional needs of middle-level children are most important."

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!

Jason Rimmele
Principal

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/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.
- _ Administration of any protected information survey not funded in whole or in part by ED.
- _ 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 SW, Washington, D.C. 20202-5901.

**LOUISVILLE PUBLIC SCHOOLS
SCHOOL CALENDAR
2009-2010**

AUGUST	21 - Teacher Convocation 24 - First Day for Students
SEPTEMBER	7 - Labor Day - NO SCHOOL
OCTOBER	12 - Professional Staff Development - NO STUDENTS 30 - End First Grading Period - 49 Days
NOVEMBER	TBD - Parent/Teacher Conferences - Evening TBD- Parent/Teacher Conferences - Evening 26-30 Thanksgiving Recess -
DECEMBER	21-31 Christmas Break
JANUARY	1 Christmas Break 4 - Classes Resume 15 - End Second Grading Period - 43 Days 15 - Professional Staff Development - NO STUDENTS 18 - Martin Luther King Day - NO SCHOOL
FEBRUARY	TBD -Parent/Teacher Conferences - Evening TBD - Parent/Teacher Conferences - Evening 13 - NO SCHOOL 16 - President's Day - NO SCHOOL
MARCH	26 - End Third Grading Period - 48 Days
APRIL	2-5 Spring Recess - NO SCHOOL 14 Classes Resume
MAY	27 - LAST STUDENT DAY 27 - End of 9 Weeks (42 days) 28 - Last Day for Teachers 31-Memorial Day
JUNE	Calamity Day MAKE UP: 1st Day-June, 2010-consecutive weekdays as needed

**INFORMATION CONCERNING LOUISVILLE MIDDLE SCHOOL
DAILY SCHEDULE**

Upon 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. No students are permitted into the building before 7:30 A.M. All students who enter the building before 7:55 A.M. must go directly to the auditorium (grade 6), cafeteria (grade 7) or gym (grade 8) and remain there until their bell rings. Students are not permitted to report to a classroom or locker before 7:55 A.M. without permission.

Do not stand in the hall or block the doorway to the auditorium. At the bell; at 7:55 students with top lockers and at 7:58, students with bottom lockers are dismissed to go to their lockers and then to their homerooms. They should remain within their homeroom unless excused by their teacher for a legitimate reason. Students are not permitted to stand in the hall after 8:03 A.M. Students assigned to I.S.S. must report to the I.S.S. room at 7:55 A.M. promptly. Students in I.S.S. are not permitted in the hallway after 7:55 A.M.

	7:55 -	Classrooms Open
Period 1	- 8:03 - 9:00	Includes pledge
Period 2	- 9:03 - 10:00	
Period 3	-10:03 - 11:00	
Period 4	-11:03 - 11:30	(7 th Grade Lunch)
Period 5	-11:33 - 12:00	(6 th Grade Lunch)
Period 6	-12:03 - 12:30	(8 th Grade Lunch)
Period 7	-12:33 -1:00	
Period 8	-1:03 - 2:00	
Period 9	-2:03 - 3:00	(6 th Grade dismissed at 2:58)

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 (6th grade wing), Grade 7 (front doors) and Grade 8 (8th 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.

(A) 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 on **The Education Connection (875-7676) anytime day or night**. If notification is not received, the school will attempt to notify the student's parents/guardians. In this instance, the students' absence will be considered unexcused until such time as can be determined otherwise.

(B) 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 Secretary. This excuse must be dated and signed by a parent. Only valid reasons for absence will be excused. An admit slip will be given to the student and is to be taken to each class and initialed by the teacher.

(C) Assignments -

Upon the third day of an excused absence, at the request of the parent/guardian, make-up work will be collected from the teachers.

(D) 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.

(E) 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 time 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 a court referral. Before leaving and upon returning to the building, the student must sign the register provided in the Main Office.

(F) 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 tardiness following the third tardy in that same quarter.

(G) Perfect Attendance -

Perfect attendance is acknowledged at the end of each 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 and 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 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 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, students who accumulate 15 or more excused and/or unexcused absences will be placed on the Attendance Watch program. 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 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 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 students 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 the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects carried the preceding grading period.

All 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:

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 chewing gum, candy, pop or ice cream are 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 are unnecessary and always costly.
11. 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 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 -

There will be a school lunch program which is designed to provide a balanced noontime meal and is planned from the aspect of nutrition as well as taste appeal. 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. As the student purchases a lunch, milk, ice cream or "extra helping;" 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 a 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 request form that is available in the Main Office. 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 7:30 am till 7:55 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 nor 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. Students are not permitted to share a lunch or buy part of a lunch for another student.
6. Noise is to be kept to a minimum.
7. Students are not to change seats or leave the cafeteria without permission.
8. Make sure the area around your place is clean before the end of the period.
9. Be quiet when the bell rings.
10. Remain quiet until you are out of the lunchroom.
11. Students may be suspended if any items are thrown.
12. No birthday or ceremonial parties are permitted in the cafeteria.
13. Students are not permitted to bring bulk foods that create a party/picnic atmosphere.
14. Neither food nor drink of any kind is to be taken out of the lunchroom without permission.
15. Gym bags, book bags and books are not to be taken to the cafeteria at lunch time. They must be left in the locker.
16. 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 3313.751 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 any 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 6 in the conduct code.

CLASS 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.

CLASSROOM -

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

CLINIC -

1. Students should only use the clinic when absolutely necessary. Abuse of the clinic privilege will result in disciplinary action.
2. Student must first receive permission slip from their teacher.
3. Student may not stay more than one period.
4. Calls to a parent/guardian may only be made by the secretary or assistant principal.
5. 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.

Be 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:

- 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 bookbags
- Head phones and cell phones are not to be in use and visible during school hours.
- No bookbags 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 SCHOOLS. 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

- Rule 1: **DISRUPTION OF SCHOOL:** A student shall not by use of violence, force, coercion, threat, or other serious act of misconduct not covered in this handbook cause disruption or interference with curricular or extra-curricular 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 / FIGHT:** A student shall not assault or take part in any act which frightens, degrades, threatens, disgraces, 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 returning from their suspension.
- 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.
- 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 substances (look-a-like) toxic inhalants, poisonous plants, drug/alcohol related paraphernalia, and any other dangerous chemicals not noted.
- Rule 7: **USE OF TOBACCO PRODUCTS:** There shall be no use or possession of tobacco products or look-a-like tobacco products, lighters, or matches at school or at any school sponsored activity.
- 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 student. This also includes lewd or obscene conduct., *including when school is not in session.*

- 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: 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. (Ex. "ROOKIEING:)
- 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 not dress or appear in a fashion that conflicts with the current posted dress code.
- Rule 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.
- 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: 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.
- Rule 19: FALSE I.D./FALSE INFORMATION: A student will not use or attempt to use false identification to mislead school personnel.
- Rule 20: BREAKING AND ENTERING: A student will not break and enter, 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.
- Rule 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.

Rule 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.

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

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.

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)

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. [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, 2004. 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 the discipline process, we encourage teachers to establish a few clearly defined class rules and consistently enforce them. Methods of enforcement are as follows:

Teacher - Student Conference - an attempt by the teacher to clarify the concern and allow the student to solve the problem.

Teacher - Parent Conference- inform the parent of the concern and encourage their support in the matter.

A writing assignment- of reasonable length may be used to encourage and improve student response.

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 slip home to be signed by parents and return it the following day to the Assistant Principal or who assigned the detention. All detentions must begin the next day at 3:05 P.M., unless other arrangements have been made by a parent or guardian ahead of time with the Assistant Principal's Office.

A suspension may be issued if not properly handled.

Detention may be served Mondays and Wednesdays from 3:05 to 3:35 or 4:05 P.M. in Room 604.

DETENTION RULES

1. When attending afternoon detention, students must report immediately to their seats and be working independently by 3:05 P.M.
2. Students must have textbooks, paper and pencil.
3. Students must be working on subject material.
4. Students must have and be working on a writing assignment the full detention period.
5. Talking is not permitted after you enter the room.
6. Students must stay in the room the full detention period.
7. Students must follow instructions given by the staff member in charge.
8. Each student must sign the detention list.
9. Students are not permitted to return to their locker after evening detention.

MAJOR DETENTION-

A major detention is from 3:10-5:40 P.M. and is given to students who are repeatedly not following school rules or commit an act more severe than a 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. The major detentions are served approximately twice a month and failure to serve will result in an out of school suspension.

IN-SCHOOL SUSPENSION-

Is a restrictive disciplinary measure which requires a student to report to a single room for the entire day or days. The student must go directly to his/her locker in the morning after their cafeteria dismissal bell rings and then immediately report to the I.S.S. room. 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 within a two day time frame. Quality work may receive a maximum of 69% upon teacher discretion. 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.

DRESS GUIDE - 2009-2010

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. The students' behavior and dress should respect the civil rights of others, and helps maintain a safe, friendly and productive environment. This dress code is in effect at all school related activities including athletic, extra-curricular and social events. Students in violation of the dress code are subject to disciplinary action. The first offense of a dress code violation will result in a warning and the student changes to conform to the policy. The second dress code violation will result in one detention. The third violation will result in two detentions and the fourth violation in the school year will result in a major detention. Repeated violations of the dress code policy may result in suspensions.

ALL STUDENTS:

1. Footwear shall be worn, **properly laced and tied**, and must be clean. Athletic sandals, "flip-flops", slippers, or slipper look-alikes (footwear with only toe support) shoes with wheels shall not be worn. Shoes must have a full solid back or strap. No stiletto high heels are permitted.
2. Swimwear, tights of any type (as an outer garment), no tight sweatpants of knit or body-conforming material or any extreme style of trousers, (extremely tight) shall not be worn. Jeans, and slacks must be neat, in good condition, not tattered or in need of repair and of proper fit particularly when sitting down. Any pants/trousers that reveal undergarments at any time will be deemed inappropriate. Trousers, jeans, pants, and slacks must be worn and secured at the waist. Clothing with any type of holes or "Frayed" endings will not be permitted. If any type of tight (leggings, capri pants, leotards, etc.,) is worn, an outer garment must be worn over them that meets the 5" hemline length requirement.
3. Shorts or skirts are permitted as long as the hemline does not exceed five (5) inches from the top of 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.
 - All shorts must be loose fitting and have a sewn hem with no vertical cuts or slits.
 - Shorts with a frayed hem are unacceptable.
 - Tight fitting shorts made of spandex material, gym shorts, "Sanitarys", and boxer shorts are not to be worn for regular school wear.
 - Skin-tight blue jeans or denims are not permitted.

- The layered effect or look of spandex shorts or any other shorts under regular shorts is not permitted. In other words, only one pair of shorts is permitted.
- Cut-off sweats are unacceptable.
- Shorts with rolled cuffs are permitted.
- Pajama pants or flannel pants** are not permitted.
- IF A STUDENT IS IN VIOLATION OF THE "SHORTS" REGULATIONS, HE/SHE MAY LOSE THE PRIVILEGE OF WEARING SHORTS.

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, or any shirt that reveals cleavage shall not be worn. Example: tank tops (tops that have the front, back or arms cut out, sunbacks, tube tops, half-shirts, etc.) No sleeveless shirts, blouses, or dresses or tops are to be worn.
6. Gang insignia or clothing which serves as a gang identifier is prohibited.
7. Heavy winter type jackets and outerwear (vests) shall not be worn in the building during the school day without permission.
8. Proper undergarments shall be worn.
9. No tattoos and or tattoos must be covered at all times, clothing, patches, drawings, pictures, or sayings (stated or implied) which refer to drugs, alcohol, sex, excessive violence, bondage, cults, devils, suicides, death, skulls, guns, knives, snakes, parts of the body or blood will not be permitted. This includes pictures of any musical group. NO CONCERT SHIRTS WITH LOGOS, BAND NAME, OR PICTURES OF PEOPLE (singular or group) WILL BE PERMITTED ON ANY ARTICLE OF CLOTHING OR OTHER SCHOOL MATERIALS.
10. Non-manufactured writing on clothing will not be permitted. Manufactured patches that are not frayed will be permitted.
11. Clothing that has undergarment appearance shall not be worn.
12. No hats, headbands of any type are permitted.
13. Any types of facial/body jewelry including any jewelry worn through the tongue, are not permitted. Girls are permitted to wear ear rings.
14. No facial painting or glitter is permitted.
15. Only natural hair coloring is permitted. Coloring or streaking with unnatural colors will not be permitted.
16. Clothing of camouflage material is not to be worn.
17. Extreme actions, clothing, attire or hair that disrupts or has the potential to disrupt the orderly progress of the school will not be tolerated.
18. IF YOU ARE NOT SURE YOUR DRESS WILL BE ACCEPTABLE, DO NOT WEAR IT!

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

BOYS:

1. The hair should be clean and conducive to good appearance. The length of the hair shall not extend past the bottom of regular T-shirt collar and or may not be in front of the eyes. Rubber bands, braids, hairpins, any hair holding devices, hair pieces and wigs will not be permitted.
2. The sideburns shall be neatly trimmed and shall be of moderate width, not flaring more than one inch, and are not to extend below the ear lobe.
3. Boys will be clean shaven at all times. This will be your only warning! You will automatically be assigned detentions when unshaven. Neatly trimmed mustaches, which do not extend below the lip line, are acceptable.
4. No earrings of any type are permitted.
5. Boys are not permitted to wear make-up or nail polish.

GIRLS:

1. No scarves may be worn over the head during school hours. Hairstyles shall be conducive to cleanliness and neatness. Length of the hair shall not extend past the hip line.
2. No mini skirts. Hemlines shall not exceed 5" above the top of the knee-cap. Lacy or sheer material is not included in the 5" measurement.

Students participating in co-curricular activities may be required to adhere to a more stringent dress guide.

DRIVING –

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

DRUG AND ALCOHOL INFORMATION –

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

GROOMING –

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

GUM –

Some students do not know how to chew gum or how to dispose of it. Often, it ends up on the furniture or the floor. As a result students are not permitted to chew gum at school. Any violation of this will result in an automatic detention. Repeated offenses of gum chewing will result in multiple detentions.

FEES -

Continuing in sixth grade, students are charged fees to help defray costs for supplemental materials and expensive laboratory courses where projects they make become their own to keep or chemicals and or supplies are used by the students.

Fees for courses are listed by grade:

6th Grade

Homework Planner	\$4.00
Language Arts	\$2.00
Mathematics	\$2.00
Social Studies	\$2.00
Science	\$3.00
Introduction to Art	\$8.00
Keyboarding	\$4.00
Tech Fee	\$5.00
Total Fees	\$30.00

7th Grade

Homework Planner	\$4.00
Language Arts	\$2.00
Math	\$2.00
Social Studies	\$2.00
Science	\$3.00
Computers	\$4.00
Tech Fee	\$5.00
Total Fees	\$30.00

**7th grade students enrolled in Art have an additional fee of \$8.00

8th Grade

Homework Planner	\$4.00
Language Arts	\$2.00
Math	\$2.00
Social Studies	\$2.00
Science	\$3.00
OAT Prep	\$7.00
Tech Fee	\$5.00
Total Fees	\$25.00

**8th grade students who elect to take Art will have an additional fee of \$8.00

**8th grade students enrolled in Tech Ed. will pay an additional fee of \$5.00.

All fees are due during the first three weeks of the school year. Report cards and records will be withheld for students whose fees are not paid on time.

HONOR ROLL -

Students achieving honor roll status each nine weeks are recognized at the end of each grading period. Students with 4.0 average for the entire year are recognized at the end of the year at our all school assembly. The honor rolls at the middle school are as follows:

- "Honors" Roll 4.0
- "Excellence" Roll 3.51 - 3.99
- "Merit" Roll 3.20 - 3.50

Honor Roll is based on all classes with PE being the exception since PE is graded on an O-S-U scale.

GRADING SCALE:

100-94	A
93-87	B
86-77	C
76-70	D

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.

IMMUNIZATIONS -

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 5104.011 of the Ohio Revised Code. Pupils who are not in compliance are to be excluded from school attendance no later than the fifteenth day after admission. The vaccines required constitute minimum requirements for students to comply with Ohio Law. This is what the school enforces:

Doses	Vaccine	Exceptions
4	Diphtheria, Tetanus, Pertussisf (DTP/DT/Td)`	4th dose given prior to 4 th birthday a 5th dose is required
3	Poliomyelitis (OPV/IPV)	If 3rd dose given prior to 4 th birthday
2	Measles, Mumps, Rubella (MMR)	2 doses required for entry into kindergarten (beginning Sept. 1999) 2 doses required for entry into grades 7-12
3	Hepatitis B	3 doses required for entry into kindergarten (beginning Sept. 1999) Shall be enforced progressively, therefore, the requirement shall be extended to kindergarten and 1 st grade students in 2000; K-2 in 2001, etc.

*Each dose of vaccine should be denoted by complete month/day/year.

INSURANCE -

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 this 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 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 from 8:03am until 3:00pm, 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 attendance purposes. Although books can be checked out to you without your card, you cannot come to the Library for a study hall period without it. 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 in at 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.

All 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. If you need to talk to someone you are not sitting with, ask Ms. Schwartz or Mrs. Gotschall first.
- ⇒ 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 Ms. Schwartz or Mrs. Gotschall 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. Ms. Schwartz or Mrs. Gotschall will inform students who lose their privileges the exact date that 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 it is 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 "set" their lockers so that they remain unlocked. Any students found to be using another locker will be assigned detention. Each student is to use this locker and not another locker unless assigned by the 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 bookbags in the hallways during the school day, or take the bookbags to class. Students will be allowed to carry a bookbag 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 (3:00 P.M.) and take those items with them to the activity. Failure to follow these policies may result in the assignment of detentions.

OHIO REVISED CODE-

3313.20

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.

PICTURES (for Newspapers and Newsletters)

On occasion, students 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.

MEDICATION -

Many 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 TO 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 non-marking 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 or appropriate shoes for gym.

PUBLIC DISPLAY OF AFFECTION -

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

CELL PHONES, HEAD PHONES AND VIDEO GAMES.

Cellular phones are not to be visible or in use during school hours. Cell Phones MUST be stored, turned off, and in their locked lockers. 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.

PROMOTION / RETENTION -

Students in grades 6-8 will be promoted to the next grade level unless they have one of the following criteria. These criteria will be based on the four core academic/ year long classes (Language Arts, Math, Science/ Health and Social Studies). Students must pass with a D or higher FINAL year grade average.

- The student fails 3 or more core academic classes- The student will be retained
- The student fails Language Arts and one other core academic class- The student will be retained.
- The student fails 2 core academic classes (excluding Language Arts)- The student will be eligible for Summer School.

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 only 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. Report cards will be issued on the following dates: Nov. 3, Jan 19, and March 23. These report cards do not have to be returned to the school. Final report cards will be mailed home on or before June 8.

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 homework, 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 Main Entrance at the front of our building. After 8:00 A.M. visitors to the building will have to ring the doorbell to gain admission to the building. After entering the building, all visitors are required to sign in at the Main 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 to be 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 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.

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 or put 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. Letter or note writing is not permitted.
7. No drawing of pictures.
8. 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.
9. 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 a student's locker. BOOK COVERS ARE REQUIRED FOR ALL BOARD OF EDUCATION OWNED TEXTBOOKS. No pictures or symbols depicting obscene, pornographic, cult/occult material or writing will be permitted at school. This includes writing or pictures on book covers, folders, lockers, equipment, etc. Any tape used to hold the book covers in place is not to be applied directly to any part of the textbook.

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 Main Office before proceeding through the building.

Louisville City Schools is a Gun-Free Zone
No Conceal / Carry in School

File: JFCF

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

File: JFCF

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: December 10, 2007]

LEGAL REFS.: ORC 117.53

2307.44, 2903.31, 3301.22, 3313.666; 3313.667, 3314.03, 3319.073

CROSS REFS.: AC, Nondiscrimination

EDE, Computer/Online Services (Acceptable Use and Internet Safety)

IIBH, District Web Site Publishing

JFC, Student Conduct (Zero Tolerance)

JFCEA, Gangs

JFCK, Use of Electronic Communications Equipment by Students

JHG, Reporting Child Abuse

Student Handbooks

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.

Louisville 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.