

LIBERTY UNION-THURSTON ELEMENTARY SCHOOL

**1000 South Main Street
Baltimore, Ohio 43105
Linda Rainey, Principal
Paula Wade, Secretary
(740) 862-4143**

**Welcome to Liberty Union Elementary!
Please read the following material carefully.**

DAILY SCHOOL SCHEDULE

8:30 am--Student Drop-Off--Students should not arrive at the school prior to 8:30 AM. There are no teachers assigned to supervise students before this time. **THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF CHILDREN BEFORE THIS TIME.**

8:40 am—Students report to class.

8:50 am—Tardy Bell (Students arriving after this bell will be counted as tardy.)

3:30 pm—Students being picked up by parents should report to the cafeteria.

3:31-3:35 pm—Students riding buses will be dismissed.

ATTENDANCE, ABSENCES, TARDIES, AND EARLY DISMISSALS

Parents or guardians are responsible for ensuring regular school attendance to comply with compulsory attendance laws. Please make note of the following:

- Parents must **notify the school by 10:00 AM** if the child will be absent or tardy from school, unless previous notification has been given.
- If homework is requested, it will be available *after* 4:00 PM.
- When a child returns to school, a written statement must be submitted giving the reason for the absence. Excuses may be faxed to 740-862-0253.
- **An excused absence is one caused by personal illness, death in the family, family emergency, or religious holidays.**
- Continued absences and/or tardiness will result in a possible referral to juvenile court.
- If an early dismissal is necessary, students must bring/send a parent note to the office indicating the reason for the dismissal and specific transportation arrangements if it is a situation where the parent will not be picking up the student. (Bus changes will not be accepted.)
- If a student accumulates 30 consecutive hours without legitimate excuse; 42 hours per school month without legitimate excuse; or 72 hours per school year without legitimate excuse he/she will be referred to the Absence Intervention Team.
- Students who have 3 or more tardies per period may be assigned a consequence.

VACATIONS

Family vacation days when school is in session are strongly discouraged. Many types of classroom activities cannot be re-created on an individual basis and student attempts at make-up work fall short of the experience they get when in the classroom. When there is no other alternative, the process for vacation approval from the principal is as follows:

- Excused absence may not be granted for students who have previously been referred to the Absence Intervention Team.
- A written parent request for an excused absence must be made 5 school days in advance of the absence.
- In most cases, make-up work will be given to the student *after* the student returns from vacation. Make-up work may or may not be graded, but will be monitored for completion. The parent is assuming the responsibility for teaching the concepts taught during the student's vacation absence to their child.
- Only five days of vacation will be excused in a school year.

DISMISSAL

Bus Riders:

- If students regularly ride the bus, they are considered "Bus Riders."
- NO bus changes will be allowed at any time in the school year unless there has been a documented change of address for the student's residential parent.
- Every time students have a change in dismissal plans, they must bring a note to their teacher that states who will be picking them up at dismissal, even if they are leaving at the regular time.
- Students who ride the bus will be dismissed between 3:31 and 3:35 pm.

Parent Pick-Up:

- If students are regularly picked up by their parents/caregivers to be driven home, they are considered "Parent Pick-Up" students.
- Once a student's name is on the parent pick-up list, they DO NOT need a note to be picked up by any adult whose name is on the white card located in the office.
- If a student who normally is picked up by an adult must ride the bus home, they MUST have a note to notify the teacher of the change in dismissal. (Families must have already signed up for a bus stop using the Transportation Request Form.)
- Students who are being picked up by an adult will be dismissed at 3:30 pm to report to the cafeteria to meet the adult who has permission to pick them up.
- Adults picking up students must sign their student out every time they pick up the student.

TRANSPORTATION

- Bus transportation to and from school is provided for every student living within the boundaries of the Liberty Union School District. Open Enrollment families must provide their own transportation.
- In order to ride a bus, families must have registered their students using the Transportation Request Form.
- Students are required to adhere to all rules and regulations established by the Board of Education.

SCHOOL RULES/BOARD OF EDUCATION POLICIES

While each teacher has individual classroom rules and procedures that allow the class to run smoothly, there are two overarching school rules that guide our discipline policy.

Respect yourself, others, and your school.

Behave in a way that allows teachers to teach and you and other students to learn.

Students of the district must conform with school regulations and accept directions from authorized school personnel.

In the event that students make choices that conflict with the following, the Board has **Zero Tolerance**. Students who violate zero tolerance rules may be suspended from school.

- The Board has “**zero tolerance**” for violent, disruptive, or inappropriate behavior by its students. Board policy JFC is included in the electronic forms completed on line by each family.
- The Board has “**zero tolerance**” for students who harass or bully.
- Possession of water pistols, cap pistols, firecrackers, knives, lighters, matches, or any object that may be used to inflict injury on anyone else is prohibited.
- If a child’s behavior becomes disruptive to the educational program, a danger to other students, or becomes uncontrollable, the school may legally suspend or expel the child from school.
- You are encouraged to cooperate with the school and support disciplinary actions should they occur with your child. If you are aware of any situation in the home or school that may pose potential discipline problems, please discuss these concerns with your child’s teacher or the school principal before they result in discipline problems.

Parents/Guardians should also make note of the following:

- For computer/electronic device rules, see Student Computer Use Rules found online with the forms. This document must be read and signed by students and parents/guardians in order for students to work on school computers/electronic devices.
- Parents and students need to be familiar with our substance abuse policy.
- Parents may also be held legally liable for vandalism, damage to school property, or injury to students or staff for which their child is responsible.

STUDENT TELEPHONE USAGE

- Students are not to use school phones without permission from a staff member.
- Students are not called to the phone for personal calls.
- Messages will be given to students and teachers.

GENERAL RULES

- Cell phones and any other electronic devices must be kept turned off and completely away from sight in a bag or backpack. The school district is not responsible should they be lost, stolen, or damaged.
- Pets should not be brought to school except as part of a planned class experience in which the pet can contribute to the learning situation. The student must have permission from the teacher. Pets **cannot** be brought to school on the bus.

STUDENT DRESS GUIDELINES

The following guidelines are in place to ensure that the educational process is not disrupted:

- Shoes should be low-heeled to allow students to play safely on the playground and in gym classes.
- Tennis shoes with built-in skates are prohibited.
- An extra pair of shoes should be kept in the backpack if flip-flops are worn to school since they break easily.
- Clothing advertising alcohol, tobacco, or drugs is prohibited. Clothing with unreasonable pictures or writing is prohibited.
- Halter tops, midriff tops, girls' tank tops and dresses with spaghetti straps ("lasagna" straps are good) and boys' muscle shirts are prohibited.
- See-through clothing, as well as torn or ripped clothing, is prohibited.
- Shorts may be worn if they are an appropriate length and are reasonably loose-fitting.
- Anything that a teacher or administrator finds offensive, distracting, or inappropriate for the classroom is prohibited.

CARE OF SCHOOL PROPERTY

- Students are expected to take care of all school property. The student is responsible for the care of any school property while they are in his/her possession.
- Students will be held responsible for any willful damage to school property, no matter how minor.
- Any item owned by the Board of Education, such as books, materials, and equipment which is borrowed by a student, must be returned to the school.
- Students will be expected to pay a fine or fee for anything lost or damaged.

STUDENT SAFETY

The safety of your child at school is a primary concern of the school staff.

- State law requires all visitors to report to the school office to sign in and acquire a visitor's badge when entering the building.
- Visitors will be buzzed in by a staff member after identifying themselves at the door.
- Parents should remind students to always follow the school staff's directions, including where and when to enter and exit the building, how to stay within the boundaries of the school playground, and what students should do if they have any question while at school regarding procedures put in place to ensure their safety.

TAKE YOUR CHILD TO WORK DAY

- Only third and fourth grade students will be excused to participate.
- The request must be made at least 3 days in advance.
- Documentation from the employer concerning the career program offered must be provided to the office at least 3 days in advance.
- Missed classwork must be made up at home after the absence.

MEDICATION POLICY

- Students are not permitted to carry prescription or nonprescription medication with them at school with the exception of students who have express permission to carry Epi Pins.
- If medication is necessary during the school day, such medication is to be kept in the office/clinic.
- The parent must fill out the necessary form for distribution of medication during the school day. This form is found on the website under "Departments" and then "Health and Wellness."

LUNCH PROGRAM

- The school cafeteria serves well-balanced, nourishing hot lunches. Parents are informed of the daily selections through a monthly menu sent home with each student.
- Students may not bring pop or carbonated beverages for lunch.
- Lunches are available at a cost to be determined by the Board of Education.
- Students may purchase extra food items at an additional cost.
- Students can only purchase food items for themselves.
- Free or reduced lunches are available to children who qualify with state and federal regulations. All students are issued an application for free or reduced lunches during the opening weeks of school and any time that a family's financial situation changes. Applications must be returned every year.
- For your convenience, students may pre-pay in person or on-line any number of school lunches or pay on the day that lunch is eaten. Checks are accepted.

Drill/Rapid Dismissal (formerly “fire drill”) procedures **AND TORNADO DRILLS**

- All drills are conducted in accordance with state regulations.
- Procedures for these drills are posted in each classroom, discussed with students, and practiced under the supervision of the teacher.
- Drills are conducted to acquaint children with the sound of the alarm and to develop the habit of following directions during an emergency.

STUDENT CLASS PLACEMENTS

The principal makes students’ class placements. Many factors, especially teacher input, are considered when making a class placement. Requests from parents for a specific teacher are not accepted.

CHILD CUSTODY

- In separation or divorce cases, the custodial parent should file a copy of the custodial papers in the school office.
- If you have been given legal guardianship of a child, please file a copy of the appropriate papers in the school office as well. This will assist the school office in releasing the child to the appropriate persons.
- If someone other than the parent, custodial parents, or guardian attempts to pick up the child without prior notification to the school office, the school will contact you to confirm the authorization and/or arrangements. Without confirmation, the child will not be released from school. This is for your child’s protection.

REPORTING TO PARENTS

The reporting procedure consists of the following:

1. Parent-teacher conferences are scheduled twice a school year. Parents will be notified of the date. Parents are invited to come to the school and confer with their child's teacher at a scheduled time.
2. Report cards are issued 10 days after the end of the nine-week grading period.
3. Interim reports are prepared and sent to parents at the mid-point of each grading period.

GRADING SCALE (3rd and 4th Grade)

Standards-Based Reporting (K, 1st, 2nd)

A+ (99.5 and above)
A (94.5-99.49)
A- (93.5-94.49)
B+ (92.5-93.49)
B (85.5-92.49)
B- (84.5-85.49)
C+ (83.5-84.49)
C (70.5-83.49)
C- (69.5-70.49)
D+ (68.5-69.49)
D (60.5-68.49)
D- (59.5-60.49)
F (59.49 and below)

M-Demonstrates understanding of learning targets with independence
P-Progressing toward understanding learning targets with some support
L-Limited progress toward learning target; cannot complete task without much support

PROMOTION/RETENTION OF STUDENTS

- Students must meet end-of-year learning targets in order to be promoted to the next grade.
- Students who do not meet the learning targets may be retained (or placed) in the next grade depending upon the situation.
- Retention will be considered on an individual basis following School Board policy.

HOMEWORK

- The purpose of homework is to improve the learning process and aid in the mastery of skills. Teachers assign meaningful work that is clearly understood by the student.
- Increasingly, homework assignments may require use of the internet or home computer/tablet. Families who do not have access to such technology at home should be sure to let the teacher know so that other arrangements can be made for the student.

PARENT-TEACHER CONFERENCES

- District parent-teacher conferences are held twice a year.
- Parents are encouraged to contact his/her child's teacher for an additional conference at any time.
- Please feel free to call the school and arrange an appropriate time with your child's teacher.

SPECIAL RECOGNITION

It is extremely important to recognize student achievement and effort not only academically, but also in other areas as well. This will be accomplished within individual classrooms, within grade levels, within special programs *or* at the building level.

LU Elementary PTO

All parents are encouraged to join our parent organization – the Liberty Union -Thurston Elementary Parent/Teacher Organization – and become involved in the school. The purpose of the organization is to provide financial support for special school needs. A variety of activities and fundraisers are planned throughout the year. The Boosters are a welcoming group who would appreciate your support. *Watch for information in the monthly newsletter about general meetings held during the school year.*

VOLUNTEERS

Parents, relatives, and community members are encouraged to volunteer in our school. Volunteers help in many capacities including copying, cutting, hanging displays, and working with students. In order to ensure our students' safety, volunteers who work with students must always be directly in sight of authorized school personnel.

SCHOOL CLOSING INFORMATION

If you are in doubt about school being in session or dismissing early due to weather emergencies, please be alert for an *InstantConnect* phone call, email and/or text message. Also, school closings and early dismissals due to weather are posted on the Liberty Union Website immediately after the decision has been made. Closings are also broadcasted on TV channels 4, 6, and 10.

WITHDRAWAL FROM SCHOOL

If it should become necessary to withdraw your child from school, it is suggested that the following procedure be followed:

1. Notify the school office as soon as your plans are definite.
2. Inform us of the last day your child will be in attendance.
3. Return any textbooks, library books, or other materials belonging to the school.
4. Pay all outstanding debts to the school. Check with the classroom teacher regarding workbook fees.
5. Have your child bring home any personal belongings that are at school.

As soon as you move into a new school area, you should:

1. Enroll your child in the new school immediately.
2. Sign a record release form at the new school at the time of enrollment.
3. Give the new school the name and address from which you have moved. The new school will request the necessary records which will be sent to them.

CONTACTING THE SCHOOL

Parents should contact the school when any of the following situations occur:

1. Student absence-Call 740-862-4143 by 10:00 am on the day of the absence and provide a note and/or a doctor's excuse upon return.
2. Change of address or telephone changes (in writing)
3. Changes in transportation
 - Bus student being picked up by parent
 - Another adult picking up your child
 - Attending after-school activities
 - Parent pick-up student riding the bus

(Bus students may not make bus changes.)
4. Contagious disease including head lice
5. Injuries, illnesses, or medical problems
6. Leaving early or arriving late
7. Parent-teacher conference needed
8. Withdrawal from school

SCHOOL VISITORS/VISITATIONS

Parents are encouraged to visit the school. Please feel free to contact your child's teacher to make arrangements. Arrangements should be made at least a few days prior to the visit with a suggested visitation time of 30 minutes in length. When visiting the school, please stop by the office and sign in when you arrive and leave the building.

SCHOOL HEALTH SERVICES

The district nurses are assigned to the elementary building each day of the week. They will recommend medical attention and exclusion for students with suspected communicable diseases. Parents should follow their physician's directions for treatment and recommendations for returning to school.

Notification of parents will occur regarding students with nuisance diseases, such as head lice, ringworm, impetigo, and scabies when detected at school. On the advice of a physician, the child may return to school when sufficient treatment has occurred. If several instances of the same disease occur, the nurse may conduct individual or classroom inspections to possibly identify the carrier.

CHILD ABUSE/NEGLECT

State law requires that all suspected cases of child abuse must be reported to the appropriate agency. The teacher, principal, and school nurse will work together to assist the student and family.

LOST AND FOUND ITEMS

A lost and found area is maintained in the hall outside the multi-purpose room. To avoid having your child's belongings ending up lost, it is strongly recommended that parents attach the child's name to valuable personal items and check the area often for lost items. Items such as eyeglasses, money, etc., will be kept in the school office. Items left in the lost and found area will be disposed of at the end of each semester. Please check periodically for your child's lost items.

COMMUNITY USE OF SCHOOL FACILITIES

The use of school facilities by responsible organizations of the school district for the welfare of the community and for promoting worthwhile activities is encouraged. Priority will be given to school-related student activities. All requests are to be made through the building principals and the principal's approval is based on Board policy. Information regarding the charges and the use of the building is available through the building principal.

STUDENT INSURANCE

Parents are given the opportunity to purchase insurance for their child on a voluntary basis. Please ask Mrs. Wade or Mrs. Walter for a form if you'd like this information.

STUDENT PICTURES

Student pictures will be taken twice a year--in the fall and again in the spring. In the fall, every student will be photographed with a traditional pose for the purpose of having photos for school records and parent enjoyment. In the spring, there will be other options including a class composite. Purchase of school pictures is voluntary.

STUDENT RECORDS

A student's educational record shall include all records required by Ohio Revised Code and other records which contribute to developing an educational profile of the student's academic activities. Student records may be reviewed by parents or guardians. An appointment with the building principal should be scheduled in advance.

FIELD TRIPS

Field trips that are coordinated with regular classroom work are encouraged. Transportation will be limited to school buses. A blanket field trip permission slip can be found with the electronic forms on the website. Then, when a field trip is planned, the teacher will inform the students and teacher, but no permission slip will be necessary. Only students who return signed permission slips will be permitted to participate in such activities. Phone calls will not be made home prior to the trip unless there are extenuating circumstances.

ROOM PARTIES

School parties are planned in cooperation between the classroom teachers and adult volunteers prior to Winter Break and again on Valentine's Day. Parties generally last 30-45 minutes.

Students are **not** permitted to bring in treats for their birthday. Also, balloons, flowers, etc. are discouraged. Instead, students are encouraged to invite a guest to have lunch with them in the cafeteria to celebrate special occasions.

Please notify your child's teacher if your child cannot participate in any of these activities.

Board approved – 2018