



**2023 - 2024**  
**Student Handbook**  
*"Optimism, Pride and Confidence"*

Christina Ethridge

*Principal*

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**Louisville Academy**  
**A Title I Distinguished School**

*Every Child, Every Day*

**Cora Jenkins**

*Assistant Principal*

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Dear Students and Parents:

Welcome to a great new year at Louisville Academy!

We are so excited to begin the new 2023-2024 school year. We look forward to you and your family joining us as we strive for excellence! I am honored to begin this school year as the principal here at Louisville Academy. I anticipate great and exciting things as we venture into the year.

We appreciate your support as your child enters the classroom, learns, and grows through the year. Let's all commit to have a good school year, and work together as we set everyone up for success. I encourage you to become actively involved in your child's education and life at school. Please don't hesitate to give your input and share ideas.

Our instructional day is jam packed with lots of quality teaching and learning taking place! Please work with us by making sure that your child gets to school on time and that he/she is not picked up until the end of the day. When a child is late or leaves early, it disrupts the learning process. The Georgia Standards of Excellence are rigorous and challenging, and they demand that both students and teachers be "on top of their game" every day.

The goal of the Jefferson County School district is to prepare students for success in an ever changing world. At Louisville Academy we want to partner with you and your child to help prepare them to be college and career ready by providing a challenging curriculum that connects students' lives and their futures in a safe, supportive, nurturing environment.

Thank you for trusting us with your child. I know that together we can make a difference in the lives of every child who enters the doors at Louisville Academy.

Sincerely,

*Christina J. Ethridge*

Principal

# MISSION STATEMENT



## **Motto:**

Jefferson County Schools: Where Inspiration, Innovation, Imagination and Collaboration are the Expectation!

## **Vision:**

In collaboration with all stakeholders, Jefferson County Schools will be the economic future of Jefferson County and prepare students for success in an ever changing world.

## **Mission:**

We will prepare all students to be college and career ready by providing a challenging curriculum (rigor) that connects students' lives and their futures (relevance) in a safe, supportive, nurturing environment (relationships).

## **Values:**

We believe in restorative practices which is a framework for healthy relationships built on a culture of:

- Compassion
- Empathy
- Equity
- Trust
- Personal Accountability

*Address misbehavior and wrongdoing with our hearts, not a hammer ...*

*One Tribe, One Warrior Nation, One JC! We ARE JC!*

## THINGS PARENTS AND STUDENTS SHOULD KNOW

### Arrival at School

- **School begins at 7:45/8:00 a.m.** When your child is late, it disrupts the learning of everyone in the classroom. **Students who are late must report to the office.**
- Do **NOT** send your child to school before **7:15/7:20 a.m.** **There is no supervision before that time.**
- The carpool line is 1-way traffic circling in front of the school. **Parents should stay in the carpool line for drop off.**
- Parents desiring to enter the building should **park in the designated areas.** **Do NOT block the carpool line.**
- **Do NOT drop off students on Mimosa Drive, buses unload there.**

### Dismissal from School:

- Car riders are dismissed from the cafeteria, starting at 2:45
- If picking students up early, students must be picked up before 2:20. After 2:20 parents will need to get in the carpool line. **NO students will be dismissed from the office after 2:20.**
- **Parents please stay in the carpool line! Do NOT leave your car!**
- Hang your car pool tag on your rear view mirror.
- **Please try not to pick up your child early** except for doctors' appointments or other emergencies.
- Parents **MUST** stop at the front office to sign a child out. **Do NOT knock on the side or back doors for someone to open it. That is a huge safety issue.**
- Parents **MUST** send a note or call the school **before 2:00** if a child is riding a different bus or going home a different way.
- Students will not be released to anyone who is **NOT** on the safe pick up list unless the parent has contacted the school.

### Attendance:

- Students should attend school everyday in order to maximize their potential.
- Parents will be notified via automatic call service if your child was tardy or absent from school. You will also be notified after your child has five days of unexcused absences.

### Dress Code

- **Leggings are not pants.** They must be worn with a long shirt that covers the buttocks area.
- **Label all jackets and book bags.** Many items look alike.
- Students should **NOT** bring an umbrella. Umbrellas pose a safety risk.
- Clothing should be loose and comfortable and cover the body adequately when standing, stretching, bending, playing, or sitting.
- Shorts and skirts should be at the knee to mid-thigh area and loose enough to sit and move easily.
- **Tennis shoes or other closed-toed shoes are preferred,** especially on P.E. days.
- **Flip-flops and high heels are NOT safe** at school, especially on the stairs and on the playground.
- The following articles of clothing are **NOT** acceptable:
  - Tank tops with spaghetti straps, unless a shirt is worn over it.
  - "Muscle" shirts or shirts with offensive/inappropriate language or symbols
  - Mini skirts.
  - Pants that sit below the hips.
  - Tops that show one's back or midriff area.
  - High-heeled shoes of any kind.
  - Pants or blue jeans with holes in them up the thigh area (if worn, wear shorts or tights so no skin is showing).

### **School Supplies**

- See each individual grade's supply list.
- Water bottles with **WATER ONLY**.

### **The following items are NOT allowed at school because of the problems they create:**

- **NO** toys or games unless designated specifically by the teacher.
- **NO** cameras, recording devices, etc. These will be confiscated immediately.
- **NO** gaming tablets or devices
- **NO** large amounts of money.
- **NO** umbrellas.
- **NO** sodas

**Cell phones** are allowed by the Jefferson County Board of Education policy. However, **they may NOT be visible or in use at any time** during the school day. **No calls. No texts. No photos.** If a phone is confiscated, a parent may retrieve it. Neither the school system nor any of the schools will be responsible for any item lost or stolen.

### **Lunchroom procedures:**

- No students will have to pay for meals.
- Students may bring a prepared lunch from home in a lunchbox if he/she does not want to eat the lunch from the cafeteria. Please send sandwiches or things that don't need warming.
- Sodas are **NOT** allowed except with a doctor's note.
- Students are expected to observe good table manners and to be cooperative with the lunchroom attendants on duty.
- **Help us keep our children healthy by encouraging good nutrition and an active lifestyle.**

### **Medications and illnesses:**

- The school nurse or front office staff will handle all medications.
- All medications must be brought to the school office by a parent or guardian in the original bottle with the label intact. (Please do not send medicine to school with students in their book bags.)
- Parents should obtain permission forms from the nurse or secretary so that we can administer medications.
- Parents will be notified if a child is sick or injured. **Working phone numbers are essential, please notify us so that we can keep them updated in our database.**

### **Discipline procedures:**

Louisville Academy recognizes that teaching self-discipline to children is an important life-lesson. Furthermore, good discipline is crucial for learning.

- The school will use positive behavior interventions and restorative strategies to help teach students appropriate behavior.
- Students who consistently break rules, use profanity, disrupt class, or refuse to cooperate with teachers and staff will be addressed on an individual basis.
- Students who habitually disrupt the learning of others will have their parents contacted.
- The Jefferson County school district does not condone bullying. Our discipline concerning bullying is in accordance with GA state law.
- **A copy of the Jefferson County Code of Conduct, containing further details about the disciplinary procedures, will be sent home with every student at the beginning of the school year. Parents should read this pamphlet and be familiar with its contents.**

## ACADEMIC PROGRAM AT LOUISVILLE ACADEMY

### A Rigorous, Relevant Curriculum

- Accredited by Southern Association of Colleges and Schools (SACS) for over 40 years, Louisville Academy was one of the first elementary schools in the state to receive this accreditation.
- Tight, well-planned curriculum maps based on the **Georgia Standards of Excellence**.
- A **balanced literacy program** emphasizing critical reading and writing is supported by appropriate materials including anthologies of authentic literature, controlled vocabulary and multi-leveled texts, phonics materials, and self-selected reading. The writing process and research skills are integrated throughout the curriculum and in all disciplines.
- For mathematics instruction, the school uses the Georgia Math Standards of Excellence found on the web page of the Department of Education. These are a series of unit plans based on national standards. They emphasize concept development, critical thinking skills, problem solving, and efficiency in calculation.
- Science and social studies content is taught in all grade levels. The social studies curriculum emphasizes American history, geography, citizenship, and research skills. The science program focuses on the scientific method and explores the basic concepts of life science, earth science, and physical science.
- Students participate weekly in **art, music, physical education and computer skills** classes taught by specialists in their areas.
- **Technology is thoroughly integrated** throughout the curriculum. All classrooms have at least 4 networked computers with internet capability, Smart Boards, document cameras, and Chrome books.

### Formal Assessments

Continuous assessment is vital to the development of a comprehensive education program. Assessing what children know and then revising instruction is crucial to good learning and good teaching. Teachers at each grade level work together to devise common assessments to determine students' knowledge. When projects are assigned, rubrics are used to develop and then to rate the finished products. In addition to the informal assessments teachers create, the following assessments are also used:

- PALS is a pre and post test in the pre-k program. It measures a child's language development
- Fry (sight) word checks are administered throughout the primary grades.
- An informal phonics inventory is administered three times a year.
- An oral reading fluency is administered at least 3 times a year, more often if a child is below grade level.
- The Reading Inventory (RI) is administered 3 times a year in grades 3-5 and twice a year for 2<sup>nd</sup> graders. It gives the students a Lexile score which helps them select reading material and helps the teacher plan instruction.
- Math assessments are administered in all grades.
- Georgia administers an end of course test for each subject in grades 3-5, Georgia Milestones.

## HOMEWORK

**Homework assignments should fulfill one or more of the following purposes:**

- Strengthen basic skills.
- Give extra practice on work that has already been introduced.
- Extend and enhance school-learned knowledge and skills.
- Reinforce study habits.
- Develop initiative, responsibility, and self-direction.
- Stimulate independent thinking.
- Increase the range and scope of student interests.
- Foster worthwhile use of leisure time.
- Let parents know what work is being done in the classroom.
- Should not be used as punishment.

**Homework assignments will vary in length, but generally they should follow these time limits:**

- Kindergarten.....5-10 minutes
- First Grade.....10-15 minutes
- Second Grade.....15-30 minutes
- Third Grade.....30-45 minutes
- Fourth and Fifth Grades.....45-60 minutes

**TRANSPORTATION SERVICES**

Jefferson County provides transportation services for students who live too far to walk to school but within the school’s attendance zone. Safety is the first goal of the transportation department. All riders will be required to sign the Safe Rider Form which provides the rules for safe riding and emergency contact information. Below is a list of the major safe rider rules:

1. Students must comply with reasonable directives of the school personnel.
2. Students should be at designated bus stops 5 minutes prior to pick up.
3. Students must sit in assigned seats.
4. No food or drinks are allowed on the bus.
5. No loud talking, horse playing, rough housing, or fighting are allowed.
6. Students must remain seated until the bus comes to a complete stop.
7. Students must board and exit the bus at their designated stops only unless written permission is granted by the parent and the school administrator.

A Gradual Discipline Plan will be in place for those not following school bus expectations (*JCSD policies take precedence over Safe Rider Program*)

**SPECIAL SERVICES**

- **Early Intervention Program (EIP).** This initiative is a state-funded program to lower pupil-teacher ratio in the classroom in order to be sure that students are working on grade level before they leave elementary school. Teachers identify these students based on their classroom performance.
- **Special Education Programs.** Students who are experiencing difficulty will be offered increasingly intensive interventions and may eventually be referred for evaluation and more specialized instruction. The parent’s signed permission is required before any additional testing or any change in placement is made. Special education students are served through an inclusion model in the regular classroom.
- **Gifted Education Program.** In order to qualify for gifted education services in Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and motivation. In Jefferson County, all students in grades K-12 are screened for possible referral for gifted education services each year. A student may also be referred for consideration for education services for the gifted by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student’s abilities. Referral forms are available in each of the school offices or they may be obtained from Dr. Donnie Hodges at the Board of Education Office in Louisville.
- **Counseling.** Louisville Academy is fortunate to have Mrs. Patricia Strange as a guidance counselor. She sets up individual, small group, and classroom sessions on topics such as group dynamics, making friends, dealing with loss, exercising self control, controlling your temper, learning study skills, etc. In addition, Mrs. Strange is responsible for the character education program and for conducting classes dealing with various topics which vary based on the age and maturity level of the children.

## AUGUST 2023

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Jefferson County Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Perkins Act – Stacy Arnold, Assistant Superintendent

Title VI – Phrashunda Hudson, Director of Special Education

Title IX – Michael Lewis, Director of Testing

Section 504 and ADA – Phrashunda Hudson, Director of Special Education

Sports Equity Issues – J.B. Arnold, Athletic Director, Jefferson County High School

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the department may be addressed to the persons listed above at the Jefferson County Board of Education, 1001 Peachtree Street, Louisville, GA 30434, or call (478) 625-7626; to Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201.

It is the policy of the Jefferson County Board of Education not to discriminate on the basis of race, color, religion, sex, age, national origin, handicap, or disability in any employment practices, educational programs, or activities. The Jefferson County Board of Education is an Equal Opportunity Employer.



## SECTION 504 STUDENT RIGHTS AND PROCEDURAL SAFEGUARDS

The Jefferson County Board of Education has adopted the student rights and procedural safeguards under Section 504. Copies of these documents may be obtained at the Board of Education Office, 1001 Peachtree Street, in Louisville, or from each school office. Copies of the adopted student rights and procedural safeguards under Section 504 may also be found on the system website at [www.jefferson.k12.ga.us](http://www.jefferson.k12.ga.us).

### STUDENT RECORD INFORMATION

The Jefferson County School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's email address;
- (d) Student's participation in official school clubs and sports;
- (e) Weight and height of student if he/she is a member of an athletic team;
- (f) Dates of attendance at schools within the school district;
- (g) Honors and awards received during the time enrolled in the district schools;
- (h) Photograph; and
- (i) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. **You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 30 days of the date of the release of this notice.**

### Right to Know Professional Qualifications of Teachers and Paraprofessionals

Dear Parent(s)/Legal Guardian(s):

In compliance with the requirements of the Every Students Succeeds Act (ESSA), the Jefferson County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher(s) –
  - has met State qualification and licensing criteria for the grade levels and subjects areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessional(s), and, if so, his/her qualifications.

If you wish to request information concerning the professional qualifications of your child's teacher(s) and/or paraprofessional(s), please contact your child's principal.

**SCHOOL CALENDAR**  
**JEFFERSON COUNTY SCHOOLS**  
**2023-2024**

**Approved**

Mon, Jul 24, 2023	-	Tue, Jul 25, 2023	.....	New Teacher Orientation
Thu, Jul 27, 2023	-	Tue, Aug 1, 2023	.....	Pre-Planning for Teachers
		Wed, Aug 2, 2023	.....	First Day of School
		Thu, Aug 31, 2023	.....	Progress Reports Sent Home
		Fri, Sep 1, 2023	.....	Students Released at 1:00
		Mon, Sep 4, 2023	.....	Labor Day Holiday
		Tue, Sep 5, 2023		Staff Development Teachers, Student Holiday
Wed, Oct 4, 2023	-	Fri, Oct 6, 2023	.....	Nine Weeks Exams
		Thu, Oct 12, 2023	.....	Report Cards Sent Home
		Mon, Oct 16, 2023	.....	Student and Teacher Holiday
		Tue, Nov 7, 2023		Progress Reports Sent Home
		Fri, Nov 17, 2023	.....	Students released at 1:00
Mon, Nov 20, 2023	-	Fri, Nov 24, 2023	.....	Thanksgiving Holidays
Wed, Dec 13, 2023	-	Fri, Dec 15, 2023	.....	Semester Exams
		Fri, Dec 15, 2023	.....	Students released at 1:00
Mon, Dec 18, 2023	-	Tue, Jan 2, 2024	.....	Student and Teacher Christmas Holidays
Wed, Jan 3, 2024		Thu, Jan 4, 2024	.....	Staff Development Teachers, Student Holiday
		Fri, Jan 5, 2024	.....	First Day of School After Christmas, First Day of Second Semester
		Wed, Jan 10, 2024	.....	Report Cards Sent Home
		Mon, Jan 15, 2024	.....	Martin Luther King Holiday
		Tue, Feb 6, 2024	.....	Progress Reports Sent Home
	-	Thu, Feb 15, 2024	.....	Students Released at 1:00
Fri, Feb 16, 2024		Mon, Feb 19, 2024	.....	Presidents' Day Holidays
Fri, Mar 8, 2024	-	Tue, Mar 12, 2024	.....	Nine Weeks Exams
		Wed, Mar 20, 2024	.....	Report Cards Sent Home
Fri, Mar 15, 2024	-	Mon, Mar 18, 2024	.....	Student and Teacher Holiday
		Tue, Mar 19, 2024	.....	Staff Development Teachers, Student Holiday
		Fri, Apr 5, 2024		Students Released at 1:00
Mon, Apr 8, 2024	-	Fri, Apr 12, 2024	.....	Spring Holidays
		Tue, Apr 23, 2024	.....	Progress Reports Sent Home
Wed, May 22, 2024	-	Fri, May 24, 2024	.....	Nine Weeks and Semester Exams
		Fri, May 24, 2024	.....	Last Day of School, Students released at 1:00
		Sat, May 25, 2024	.....	Graduation - Jefferson County High School
		Mon, May 27, 2024	.....	Memorial Day Holiday
Tue, May 28, 2024	-	Wed, May 29, 2024	.....	Post-Planning for Teachers