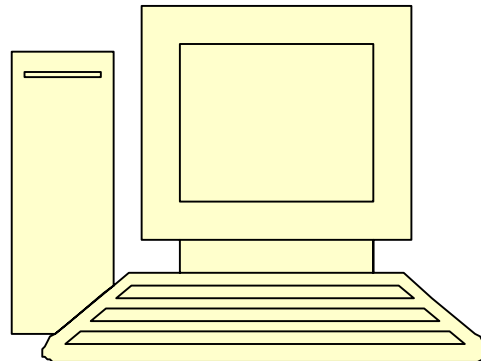


LUCAS ELEMENTARY SCHOOL



Student and Parent Handbook and Calendar 2009-2010

LUCAS LOCAL SCHOOL DISTRICT'S MISSION STATEMENT

The mission of the Lucas Local School District is to prepare well-rounded, lifelong learners who are able to meet life's challenges.

LUCAS ELEMENTARY SCHOOL PHILOSOPHY

Our purpose is to promote the cognitive, physical, social, emotional, language, self-help, and aesthetic development of all children.

- Individual children have unique needs, experiences, rates of development, and interests that must be recognized and accommodated in order for their potentials to be reached and for them to develop positive attitudes toward themselves and school. Educational strategies that are driven by these beliefs are known as developmentally appropriate practices.
- An effective way to implement developmentally appropriate practices is to create most-enabling educational environments and use an integrated curriculum. Such a curriculum emphasizes connections across subject areas, promotes creativity and positive self-esteem, applies new learning to real-life problems and experiences, and develops skills needed to adapt to a changing technological future.
- As we change our educational practices, the way we assess children will change. Recognizing differences in student ability necessitates individual evaluation with multiple assessment techniques. Demonstration of learned knowledge and skills in real-life situations within the classroom is the basis for this assessment.
- Educational change needed to satisfy this philosophy necessitates ongoing professional training, collaborative curricular planning, and systematic program evaluation within the school community. The school community includes children, grade level teachers, special area teachers, educational specialists, administrators, aides, parents, and other community members.
- It is our belief that to implement this philosophy there must be a genuine, collaborative, mutually-valued effort among children, teachers, administrators, and community in the decision-making process as we work together toward a developmentally appropriate, child-centered educational program.



ABSENCE

Parents should report their children's absences by calling the Elementary School Office by 9:00 a.m. The number is 419.892.2338 ext 214. Late arrivals, due to medical appointments or other appropriate reasons, should be reported the same as an absence. In the event that a child is reported absent by a teacher and a phone call is not received, parents will be contacted by phone or notified by mail. State law requires all schools in the State of Ohio to notify parents when their children are absent from school.

State law provides for two types of absences- - past and future (anticipated). Examples of past absences are:

1. Personal illness
2. Family illness
3. Death of a relative
4. Observance of religious holidays
5. An emergency or set of circumstances, which in the judgment of school authorities, constitutes a good and sufficient cause for a past absence from school.

Examples of future or anticipated absences that will be accepted as excused are:

1. Farm work on farm of the parent or guardian.
2. Family trips or vacations (students must be going with parent/Guardian). Prior approval filed in advance is required. In the event an absence is anticipated as outlined in #1 or #2 above, an application for Extended Absence must be secured from the principal's office, completed and returned to the principal prior to the day of the student's absence. If this absence is not complied with, the absence will be marked as UNEXCUSED. All homework will be completed upon return to school.
3. Doctor or dental appointments that cannot be arranged on Saturdays or after school.

All other absences will be considered unexcused.

MEDICAL STATUS

- Students who are absent for ten days during the school year, excused or unexcused, will be put on medical status. At this point, only a doctor or hospital excuse, court excuse, death in the immediate family, or a principal's approval will be accepted. The excuse or arrangements to provide the excuse must be received within 24 hours of the student's return to school. Parents of students with chronic medical conditions should contact the principal.
 - After ten absences, those absences not covered by a doctor or hospital excuse, court excuse, death in the immediate family, or principal's approval will be processed as unexcused. The consequences of unexcused absences are that the student receives a failing grade for the day's work and is not permitted to make up the work missed.
 - More than ten days of unexcused absence will be considered truancy and appropriate authorities will be contacted. The Lucas Board of Education, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes the need to collaborate with the Richland County Juvenile Court when dealing with Lucas students who are truant from school.
 - The Superintendent, in collaboration with Juvenile Court officials shall develop and utilize a truancy procedure that will assist the individual schools in maintaining student attendance.
 - The truancy procedure shall include a Parent Education Program as specified in ORC 3321.19, be presented by representatives of the court, and be available to all Lucas School parents.
- A. There may be an occasion when a student will be extended an unexcused absence. This absence may not be cause for disciplinary action against the student. However, the student may not make up missed tests or work.
 - B. An unexcused or unauthorized absence will result in a grade of zero for the time missed. Unexcused or unauthorized absenteeism during any nine-week period will affect the grade for the period.
 - C. Students will not be excused to participate in "Take Your Daughter/Son to Work Day." We encourage students to take part in this activity during school holidays or the summer months.
 - D. Truancy is an unauthorized absence from school or class. The following procedures will be used in conjunction with the Richland County Juvenile Court in dealing with unexcused absences (truancies). Any unauthorized absence (UA) will result in the following penalties:
 - First UA- attendance at next After School Detention following UA.
 - Second UA- upon the second day of unexcused absence from school, a Truancy Warning Letter will be sent home to alert the parent that his/her child has accumulated two days of unexcused absence (truancy).

- Fifth UA- If a student accumulates 5 days of unexcused absence (truancy), the parent and the student will be required to attend the Attendance/Truancy Awareness program for Parents and Students at which court and school officials outline the responsibilities of all parties in the education process under the laws of Ohio. Parents will receive written documentation of the day and time that the program is scheduled. If the parent does not attend this program, the case will be scheduled for an unofficial hearing at the juvenile court.
- Eighth UA - Unofficial Court Hearings are scheduled in one of three ways:
 1. Parent/Student did not attend the Attendance/Truancy Awareness Program for Parents and Students.
 2. Parent/Student did attend the Attendance/Truancy Awareness Program for Parents and Students, but the student has accumulated additional unexcused absences.
 3. The student has had involvement with Juvenile Court for truancy in prior school years (has had either an unofficial or official court hearing). Parent(s) will receive written documentation of the day and time that the hearing is scheduled. At the unofficial hearing, the responsibilities of the parent(s) and the student will again be explained along with consequences should the unexcused absences continue. A School Attendance Plan will be developed at the Unofficial Court Hearing for the student and parent. If the parent(s)/student do not attend, then the case is referred to the Juvenile Court for an Official Hearing
- Tenth UA- After 10 days of unexcused absences, the student and his parents(s) will be served a summons to appear in the Juvenile Court for an Official Hearing in the presence of the judge or his magistrate. Official Court Hearings are scheduled in one of three ways:
 1. The parent(s)/student did not attend the Unofficial Court Hearing
 2. The parent(s)/student did attend the Unofficial Court Hearing but failed to abide by the attendance plan that was developed
 3. The student has had involvement with Juvenile Court for Truancy in prior school years and has had either an unofficial or official court hearing.

BUS TRANSPORTATION AND CONDUCT Cooperation is essential for the safety of all students who are transported by school bus. Parents, students, and school personnel must work together to ensure that students understand and follow all rules of behavior and listen to the direction of the driver. Students who cannot abide by the rules will receive disciplinary action and could have their bus privileges removed. A detailed outline of transportation guidelines is provided to each student at the beginning of the school year. When it is necessary for a child to ride a bus other than his assigned bus, please send a dated note with the child in the morning. The information in the note will be presented to the bus driver confirming permission and advising the driver of the student's destination. Thus, full names and addresses are appreciated in the notes.

CAFETERIA PROCEDURES

1. Weekly lunch tickets are available for purchase only on the first school day of each week. The price of a weekly student lunch ticket is currently \$8.75. Students may purchase their tickets in the cafeteria. The name of the student who purchased the ticket will be written on the ticket list. The cashier will keep the ticket list.
2. Weekly free and reduced price lunch tickets will be issued at the same time the weekly tickets are sold. It is the responsibility of the students receiving free or reduced lunches to go to the cafeteria on Monday morning to request their weekly lunch ticket.
3. Daily tickets will not be sold. Students will be able to purchase lunches daily by paying the lunchroom cashier. The price of a daily student lunch is currently \$1.75. Students who lose lunch money will be permitted to call home or to charge one lunch. No student may carry more than one charge at a time.
4. When a student charges a lunch, that charge is payable the next school day. Therefore, the first charge must be paid before an additional charge can be made. Except in emergency situations, students who need to charge their lunch must make arrangements to do so before school each morning or as soon as possible after school begins. Students must go to the office of the Food Service Department to make these arrangements.
5. Milk (\$0.40), juice (\$0.40), and other snacks are available to the students in the a la carte line.

***All prices are subject to change.**

CODES OF STUDENT CONDUCT It is a belief of the Board of Education that every student has certain rights including the right to speak and express opinion, freedom from discrimination on the basis of sex, religion or creed, race or color, and place of national ancestry or origin, accessibility to all facilities and offerings that are provided by the school, and the opportunity to learn in an atmosphere conducive to study, teaching and learning. To encourage the development and continuity of such an atmosphere, to teach students ways of behavior which are appropriate to a democratic society, and especially to insure that all students, teachers, and employees can enjoy these rights and can conduct their lawful business without interference of harassment, the Board of Education adopts the following codes of student conduct.

Serious Misconduct Code

A violation of any part of this code may result in disciplinary action, including suspension and expulsion.

Rule #1 -Disruption of School or of the Academic Process - A student shall not by the use of violence, force, coercion, threat, persuasion, harassment, intimidation, obscene language or insubordination cause the disruption or the obstruction of the learning process.

Rule #2 -Damage or Attempted Damage to School Property - A student shall not cause or attempt to cause damage to any property of the Lucas Board of Education.

Rule #3 -Damage to Private Property - A student shall not cause or attempt to cause damage to private property on school premises, during a school activity or function, or at a school-related event off school grounds.

Rule #4 -Assault or Attempted Assault - A student shall not at any time act or threaten, nor initiate, provoke, encourage or promote action from others, potential action from others or threats from others, or behave in such a way as could cause, does cause, or threatens to cause physical injury to himself or herself or to another student, faculty member, employee or guest of the Lucas Schools, nor at any time shall any student harass or threaten or use obscenity toward any other student, toward any member of the faculty on or off Board of Education property, or any other employee or any guest of the Lucas Schools or toward any child, spouse, or sibling of any employee or student of the Lucas Schools.

Rule # 5 - Dangerous Weapons and Instruments - A student shall not possess, handle, transmit or conceal any object that constitutes a danger to the students, employees or guests of the Lucas Schools or to the physical property or environs of the Lucas Local School District. Under State Law, any student bringing a firearm onto school property shall be expelled for one calendar year and will be referred to the criminal justice or juvenile delinquency system. Any student bringing a knife onto school property may be expelled for a period of one calendar year. (Board Policy JFCJ serves as the complete description for this rule.)

A student shall not possess, handle, transmit, or conceal any look alike weapon onto the property of the Lucas Local Schools. ie: toy guns or knives, squirt guns, etc

Rule # 6 -Tobacco, Alcohol - A student shall not possess, use, transmit, conceal, or consume any substance containing tobacco or alcohol during the regular school day, during any school activity or function, or at any time when the student is on school sanctioned transportation.

1st Offense -Up to a 3 day suspension

2nd Offense -Up to a 5 day suspension

3rd Offense -Up to a 10 day suspension and recommendation for expulsion.

Drugs, narcotics - A student shall not possess, use, transmit, conceal or consume any dangerous or illegal drug, narcotic, or look-alike substance during the regular school day, during any school activity or function, or at any time when the student is on school sanctioned transportation. 1st Offense -Up to a 5 day suspension-mandatory parent conference 2nd Offense -Up to a 10 day suspension-recommendation for expulsion It should be understood that legal authorities will be contacted in addition to the above penalties, and that intervention programs designed to assist the student to eliminate their use of drugs will be recommended to parents.

**The sale of any illegal drug, narcotic, or look-alike substance during the regular school day, during any school activity or function, or at any time when the student is on school sanctioned transportation will result in a 10 day suspension with a recommendation for expulsion and referral to local law enforcement authorities.

Rule # 7 -Theft or Possession of Stolen Items - A student shall not steal or have unauthorized possession of Board of Education, student, faculty, or staff property.

Rule # 8 -Insubordination and Repeated Failure to Comply With Directions - A student shall not fail to comply with all directions of teachers, bus drivers, student teachers, teacher aides, principals, assistant principals, superintendents, assistant superintendents, and other authorized school employees and personnel during any time when a student is properly under the authority of school personnel, or shall a student repeatedly violate one or more school rules.

Minor Misconduct Code

There are certain types of conduct which are not acceptable but may not result in suspension, expulsion or removal. The student must be familiar with these and expect punishment if violations occur.

Rule # 1 -Cheating and Plagiarizing – Plagiarism is taking and using the ideas or writings of another person as one’s own. Plagiarizing includes use of written works as well as works in electronic (computer) form. An “F” will be given for work involved for the first offense. The second offense will call an “F” grade for the immediate grading period. The third offense can be reason for the student’s removal from class and an “F” grade will be recorded on the student’s permanent record.

Rule # 2 - Hazing – There will be no hazing of any group by any group. Initiations for school clubs, under teacher direction, will be permitted with permission from the principal.

Rule # 3 - Littering – Disposing of waste materials of any nature in inappropriate receptacles is prohibited by students.

Rule # 4 - Snacks – No food, candy or beverages will be consumed in class, study hall or the hallways without permission of the principal and/or classroom teacher. The chewing of gum will be prohibited in grades PreKindergarten-Grade 4.

Rule # 5 - Running in Halls and on Stairs – Concern for the safety for oneself and for others will be displayed by all students when moving about the building between classes and at lunchtime. Students will walk only.

Rule # 6 - Eating Lunch – High school and middle school students will be required to report to the cafeteria for lunch.

Rule # 7 - Snowballs – Because of the danger involved, no student will throw snowballs on or onto school property or at any person on school property.

Rule # 8 - Inappropriate Conduct – Public displays of affection will be considered out of place in the school setting. Repeated refusal to comply will be considered an act of insubordination.

Rule # 9 - Halls During Classes – Students will not be in the halls during classes unless they have permission from a member of the faculty, the secretary or a teacher's aide.

Rule # 10 - Lockers – A student may not go into another student's locker/desk nor may he/she change lockers/desks without permission from the teacher or office. Students will not use markers, paint, etc. on their lockers/desks. Exceptions to this rule are decorations put on lockers by appropriate groups with teacher supervision (i.e., cheerleaders or student council).

Rule # 11 - Electronic Devices – Electronic devices unnecessary for classroom work (CD players, cell phones, pagers, game boys, etc.) are not permitted. Repeated refusal to comply will result in confiscation of the device.

Rule # 12 - Restricted Areas – Students must remain in student-designated areas. Staff lounges, workrooms and restrooms are off limits to students. Use of vending machines and phones in these areas is also not permitted. Refusal to comply will result in confiscation of pop and/or other measures.

DISCIPLINE Student Code of Rights and Responsibilities

A. Every student will be accorded his or her procedural rights with regard to suspension, expulsion and removal. It will be in the student's best interest to read this code very carefully.

B. Suspensions

1. The superintendent or a principal may suspend a student for a period not to exceed ten (10) school days.
2. The superintendent or the superintendent's designee must give the student a written intent to suspend notification and the reason(s) for the suspension. The student will receive no credit for work missed during a suspension.
3. If the student requests, he/she will be given an informal hearing before the superintendent or the superintendent's designee to explain his/her actions and/or to challenge the reason(s) for the intended suspension. This hearing may take place immediately upon notification of suspension.
4. Within twenty-four (24) hours of any suspension, the superintendent or the superintendent's designee will give written suspension notification to the suspended student, to the parent, guardian or custodian of the student being suspended, and to the Clerk of the Board of Education. This notification will include the reason(s) for the suspension. It will also notify the student and his/her parent, guardian or other custodian of their right to appeal the suspension to the Board of Education or its designee. The student has the right to be represented at this appeal and to request that this appeal be held in executive session.
5. The rights and procedure specified in Section B apply to all suspensions, except as indicated in Section D, Part 7.

C. Expulsion

1. The superintendent may expel a pupil for a period not to exceed 80 days.
2. Prior to the expulsion, the superintendent will give a written intention to expel notification to the student and to his/her parents, guardian or other custodian which includes:
 - (a) the reason(s) for the intended expulsion
 - (b) notification of the right of the student or his/her parent, guardian, or other custodian, or of their representative, upon request, to appear before the superintendent or the superintendent's designee to challenge the reason(s) for the expulsion and/or to explain his/her actions.
 - (c) the time and the place of this hearing which must not be less than three (3) days or more than five (5) days after the written intention to expel notification has been given as provided herein in Section C, Part 2.
3. As provided herein in Section B, a student may be suspended pending an expulsion.
4. As used in Section C, Part 2 (b), the superintendent's designee includes the Clerk of the Board of Education, the Elementary School Principal and the High School Principal.
5. The superintendent may grant an extension of time for the hearing provided herein Section C, Part 2. If an extension of time is granted, the superintendent will notify all parties of the time and the place of the rescheduled hearing.

6. Within twenty-four (24) hours of any expulsion, the superintendent or the superintendent's designee will give written expulsion notification to the expelled student, to the parent, guardian or other custodian of the student being expelled, and to the Clerk of the Board of Education. This notification will include the reason(s) for the expulsion. It will also notify the student of his/her parent, guardian or other custodian of their right to appeal the expulsion to the Board of Education or its designee. The student has the right to be represented at this appeal and to request that this appeal be held in executive session.

D. Removals

1. If, in the judgment of the superintendent or the superintendent's designee, a student's presence poses a continuing danger to persons or property or is an ongoing disruptive threat to the academic process, then the superintendent or superintendent's designee may remove the student from the Board of Education property and from all curricular and extra-curricular activities.
2. A student may be removed as provided in Section D pending the suspension and/or the expulsion of that student as provided respectively in Section B and Section C.
3. A teacher may remove a student from any curricular or extra-curricular activity under his/her supervision. In the event that a teacher removes one or more pupils from any curricular or extra-curricular activity, the teacher must give written notice of the reason(s) for the removal to his/her principal as soon after the removal as is practical. A teacher may not remove a student from Board of Education property except with the permission of the superintendent or the superintendent's designee.
4. The superintendent or the superintendent's designee must hold a hearing within seventy-two (72) hours of the removal. A written notice of the time and place of the hearing, and reason(s) for the removal, and of any intended disciplinary action(s) must be given to the student as soon as practical after the removal and prior to the hearing. The student must be notified in writing of his/her right to appear at this hearing to explain his/her actions and/or to challenge the reason(s) for the removal. The person who ordered or requested the removal must be present at the hearing. Within twenty-four (24) hours of any removal, the superintendent or the superintendent's designee will give written notification of the removal to the Clerk of the Board of Education and to the parent, guardian or other custodian of the student. The notification will include the right of the student or his/her parent, guardian or other custodian to appeal the removal to the Board of Education or its designee, the right to be represented at this appeal and to request that this appeal be held in executive session.
5. If a teacher removes one or more students and if one or more of those pupils is reinstated prior to a hearing by the superintendent or the superintendent's designee, then, upon demand of that teacher, the superintendent or the superintendent's designee shall give to that teacher written notification of the reason(s) for the reinstatement(s). The teacher cannot refuse to reinstate a pupil who has been reinstated by the superintendent or the superintendent's designee.
6. If one or more students are removed from one or more classes, then that student or those students shall be kept from that class or those classes until the misconduct matter of the student(s) is disposed of by reinstatement, by suspension, or by expulsion.
7. In all normal disciplinary procedures cases where a student is removed from a curricular or extra-curricular activity for less than twenty-four (24) hours and is not subject to a further suspension or expulsion, no part of this code shall apply.

BEFORE OR AFTER SCHOOL DETENTION, WEDNESDAY SCHOOL, IN SCHOOL SUSPENSION, OR ALTERNATIVE LEARNING CENTER

Purpose: These programs are offered as discipline alternatives. Detention is either a half hour study session at the elementary or an hour session at the high school on Tuesday or Thursday under the supervision of staff member. Wednesday School is a two hour after school study session held at the high school. In-school suspension or Alternative Learning Center may be used as an alternative to out-of-school suspension. School officials may withhold this option for actions involving violence or other illegal actions by a student.

COMPUTER NETWORK & INTERNET ACCEPTABLE USE POLICY & AGREEMENT

In order for the Lucas Local School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. The School District cannot provide access to any student who does not have a Computer Network & Internet Acceptable Use Policy & Agreement form signed by a parent or guardian on file in the Lucas Elementary office.

DISMISSAL PROCEDURE

Students riding buses will be escorted to the buses at 3:15 p.m. Any student that is being picked up by a parent or guardian is instructed to wait in the cafeteria until they are dismissed by the supervising teachers. If you are planning to pick your child up, you have two options: 1) You may come into the school through the side door of the cafeteria at 3:15 p.m. and leave with your child as soon as your child appears. If you decide to function under this arrangement, it is important that you leave before the buses are ready to depart. Once the buses are in motion, traffic will be held for their departure. As inclement weather begins, you may want to utilize the second option. Under this arrangement, you will simply stay in your car and drive to the front door of the school once the buses have

departed. The difference in time will be about 15 minutes since the buses will not leave until all students from the high school and middle school have boarded. All remaining walkers will be dismissed after all buses and private vehicles have departed. **Please notify the office by 1:30 p.m. if there are any last minute/emergency changes to pick up or bus ride home.**

DRESS CODE

This dress code has been adopted by the Lucas Board of Education. Violations of the dress code will result in an unexcused absence from any class missed; and an “F” will be recorded for any assignments missed. Repeated failure to comply will result in disciplinary action under the Minor Misconduct Code.

A student shall not repeatedly dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student’s health and welfare or that of other students, or (2) causes disruption or directly interferes with the educational process.

The Board believes that school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of the students and the schools. Any form of dress or grooming which attracts undue attention or violates the previous statement is unacceptable. Dress code requirements include the following:

- Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements.
- When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Brief and/or revealing clothing is not permitted at school. Tops should have straps at least two fingers wide, not be loose fitting around the shoulder area, and shall have a back to them (no halters). Shorts and skirts shall be long enough that they do not impede physical activities.
- Dress and grooming are not to be such as to disrupt the teaching-learning process or cause undue attention to one’s self. Hats, sunglasses, and sweatshirts with the hood up are not to be worn (with the exception appointed spirit days). (For student safety – Wheels from heels of shoes must be removed and “flip flop” and high heeled shoes are not permitted at school.)
- As always, students should dress for the weather conditions. (ie. If it is cold outside, don’t wear shorts!)
- The above guidelines on dress code are examples and do not cover all situations; the Principal/designee will be the final word in all matters of dress.

EMERGENCY SCHOOL CLOSING OR DELAY INFORMATION

During severe winter weather conditions, it is sometimes necessary to close or delay the schools on short notice. The guiding factor in such a decision is the safety of the pupils.

When schools are closed or delayed on short notice, it is usually for one of the following reasons:

- 1 A sudden overnight snowfall that ties up traffic and makes it difficult for buses to cover their routes.
- 2 Freezing rain that makes it hazardous for buses to run.
- 3 Extremely low morning temperatures which make it a health hazard for the children to wait at the bus stop.
- 4 A breakdown in the heating system or water supply.

When any of the above conditions prevail, the decision to delay opening or to close the school is made as early as possible. The closing will be reported to local radio stations WMAN, WVNO, and WNCO. In case conditions necessitate an early dismissal, a child should know what neighbor or friend will assume responsibility when parents are not home. Please confirm that your child knows what to do in your absence. Young children often become very upset when they are uncertain about after-school arrangements. An Emergency Early Dismissal form outlining procedures you would like followed in the event that weather conditions would necessitate students leaving prior to 3:15 will be sent home at the beginning of the year.

GIFTED PROGRAM Students who have the potential for gifted abilities by possessing above-average scholastic ability, creativity, or a high degree of artistic skill are given the opportunity to participate in a variety of enrichment activities designed to challenge their interests and meet their unique needs. A variety of activities will take place and be supported by the classroom teacher through differentiated instruction.

LIBRARY

The library is open to all students K-4. The children are permitted to select books they may take home to enjoy. Students may also use other media to help them with their classroom work. The library, open from 8:50 a.m. until 3:10 p.m., is manned by the library aid under the supervision of a school librarian. Replacement cost of an intermediate student’s library card is fifty cents (.50).

LOST AND FOUND

Articles that have been found on the premises will be kept in a lost and found box outside the office. Parents can help to reduce the number of lost articles by marking lunch boxes and clothing with their child's name. Parents are encouraged to check the lost and found from time to time. At the end of the school year, articles left in the lost and found will be donated to a charitable organization or discarded.

MEDICATION

Medication should be administered by parents before or after school whenever possible. If it is necessary for a student to receive medication during school hours, **MEDICATION MUST BE BROUGHT TO and FROM SCHOOL BY A PARENT.** This is important protection for all of our students, since items brought to and from school by students could become lost and might be found by other students. Some children are highly allergic to medication—even to aspirin. A lost pill could become dangerous!

No drugs or medication will be administered to any student unless:

- (a) a parent or guardian submits a written request that they be administered and
- (b) the Physician's Statement Concerning Drugs to be Administered to a Student by School Personnel (available in the Elementary office) is filled out completely, signed, and filed with the building principal prior to the time the drugs are to be first administered. Additional forms are available upon request. No drugs shall be administered by means of injection by an employee of the school district except a school or delegated nurse.
- (c) a child may carry an inhaler with him/her if the "self medication for asthma inhalers" form is completed and on file. **PARENT CONFERENCES** Parent-teacher conferences are held twice during the school year, during the first and third grading periods. Student progress and accomplishments are shared as well as problems and concerns. Your child may be invited by the classroom teacher to attend the conference. In addition to the regularly scheduled conferences, conferences may be requested by parents or teachers at other times throughout the school year.

PLAYGROUND RULES

Lucas is fortunate to have a blacktopped play area as well as a large grassy and a mulched area with play equipment designed to encourage physical activity. Supervisors, hired by the Board of Education, are in charge during the noon recess and teachers supervise the recess period. Each child must be courteous and respectful at all times to insure optimum enjoyment with safety for every child.

The following rules have been formulated as a safety precaution:

1. Students shall respect and obey all teachers and adults supervising the playground.
2. Snowball throwing or throwing gravel, rocks, or wood chips is not permitted.
3. Bats, soft baseballs, footballs, or soccer balls may only be used in the grassy area and not on the blacktop. Students will be permitted to use basketballs and playground balls on the blacktop area.
4. Fighting or rough play will not be permitted.
5. As soon as the bell rings, students shall stop what they are doing and line up quietly in preparation for entering the building in a quiet and orderly manner.

PROGRESS REPORTS

Progress reports will be sent home with students approximately every nine weeks. The criteria for kindergarten through fifth grade is based on achievement of Ohio Academic Content Standards.

The grading standards are:

Grades K, 1, 2, 3	Grades 4-7
O - Outstanding	A superior 93 - 100
S - Satisfactory	B Above average 85 -92
N - Needs Improvement	C Average 73 -84
X - Not Evaluated at This Time	D Below average 65 -72
	F Failing 0 -64

Interim reports will be sent to parents between report periods when a student's work falls below expectancy, at times of improvement, or for recognition of special contributions.

READING IMPROVEMENT PROGRAM

The federally funded Title I Reading Program enables us to provide additional help to children who experience difficulties in the area of reading. Extra help at the elementary school level can often help to prevent more serious problems later. Diagnostic tests are administered to students who qualify for the program to enable teachers to identify areas of weakness and to provide concentrated work in these areas. This work is given in addition to the students' regular class work in reading.

RECESS

Recess periods are held outside each day except when it is raining or the wind chill factor indicates extremely cold weather. In addition, students will remain inside when the playground surface is very icy. Parents are urged to see that their children dress appropriately for outdoor play. During cold weather, students should wear adequate clothing including hats, gloves, and boots. Students who have been injured or ill may remain indoors if they bring a written note from their parents.

SCHOOL HOURS

The Elementary School is in session from 8:35 a.m. until 3:15 p.m. Students who walk or are brought to school via private vehicle should not arrive before 8:30 a.m. Upon arrival, students should walk to the cafeteria and sit quietly until dismissed. There is no playground or classroom supervision prior to school. At 8:35 a.m., students will be permitted to go to their classrooms.

SCHOOL NURSE

First Aid is administered by school personnel when needed. Parents are notified if follow-up care is indicated either at home or by a private physician. Most of the time a bandage or a short rest in the clinic enables the child to return to his/her classroom.

SCHOOL PICTURES

Individual student pictures will be taken again this year. The tentatively scheduled date is Monday, October 19, 2009. Picture information will be distributed to the students a few days prior to picture day. These pictures will be taken in the fall and notice of the delivery date will be published. The fall pictures are used for the yearbook. The purchase of school pictures is not required and is provided as a service. Spring pictures will be available this year and are tentatively scheduled for March 15, 2010.

SCHOOL PSYCHOLOGICAL SERVICES

Psychological services are provided to the Lucas Local Schools through the Mid-Ohio Educational Service Center. The psychologist works with individual students on a referral basis. The referrals primarily are made by teachers of students experiencing learning and/or adjustment difficulties within the school setting. However, parents may also submit written referrals through the building principal. The results of the psychologist's evaluation are shared with the student's parents and teachers.

SPECIAL EDUCATION RESOURCE ROOM

The Special Education Resource Room Program is designed to help students with certain defined learning problems. Students go to the resource room on an as-needed basis to receive specialized assistance from the intervention specialist or the intervention specialist may assist the student within the classroom. The schedule for each child is tailored to his/her individual needs. Each student's Individual Education Plan (IEP) is cooperatively planned by a team which includes, but is not limited to, the child's parents, the principal, guidance counselor, psychologist, intervention specialist, and the classroom teacher.

SPEECH AND HEARING PROGRAM

Speech therapy is provided to students having specific speech, auditory memory, or hearing deficiencies. This service is available to qualifying students. In addition, individual hearing and speech tests are administered to students on a referral basis. A speech and hearing therapist from the Mid-Ohio Educational Service Center will serve Lucas Elementary School.

STUDENT RELEASE DURING SCHOOL HOURS

Students may be released from school only through authorization from a parent or legal guardian. The principal, or a designee, must also authorize the release. Parents wishing to have their children dismissed before the end of the school day should send a note to school or call the office. **PARENTS OR PARENT-AUTHORIZED ADULTS MUST COME INTO THE OFFICE TO PICK UP STUDENTS AND MAY BE ASKED TO PROVIDE IDENTIFICATION.** Parents or parent-authorized adults are asked to come into the office to sign-in any student who arrives after the 8:40 a.m. tardy bell has rung or who is returning to school following an appointment.

SUPPLIES AND FEES

A list of needed school supplies is provided for each student. A list of fees will be printed in the **Back to School** newsletter and sent home with each student on the first day of school. When you receive your fee statement, please remit payment promptly so that the appropriate materials may be distributed to your student for use. Fees may be paid in the elementary office beginning Aug. 10, 2009. Grade cards will be held at the end of each quarter until fees are paid.



TESTING

The Lucas Local School District administers various tests to students in grades K through 5 to identify gifted students and to group students by academic need for classroom intervention.

The Ohio Achievement Tests will be administered during the following dates: October 5-9 – Grade 3 Reading Achievement, April 19- 30 – Grade 3 Reading and Math Achievement, April 19-30 – Grade 4 Reading, Math, and Writing, April 19-30 – Grade 5 Reading, Math, Science, and Social Studies Achievement. Test results are interpreted and presented to parents usually in late June. Lucas Local Schools follow all state required mandates for test security. Teachers are encouraged to use criterion-referenced or teacher-constructed tests as needed to aid in diagnostic-prescriptive teaching within the classroom. Lucas Elementary will also comply with any additional state testing at grades K-3.

DIAGNOSTIC/ACHIEVEMENT TESTING Senate Bill 1 requires diagnostic assessments to be administered in grades 1 and 2 in reading, writing, and math. Kindergarten Readiness Assessment-Literacy (KRA-L) will be administered to kindergartners within the first two months of school.. Grade 3 is required to be assessed with a writing diagnostic assessment.

VISION/HEARING SCREENINGS

Students in grades one, three, and five have their vision and hearing tested by a Richland County Health Department school nurse. The test is usually administered in the fall of each school year. Hearing and vision screenings are completed at Kindergarten Screening and upon referral. Any concerns or recommendations will be communicated to the parent via written notice or phone call by the Richland County Health Department school nurse.

VISITORS

We welcome visitors to our building and ask that they sign in at the office located just inside the front doors. Visitor badges are provided and must be displayed while in the building. When it is time to leave, please return the badge to the office and sign out. It is our goal to keep our students safe while they are at school. Please join us in this commitment to student safety by following these simple procedures

VOLUNTEERS

Many parent volunteers work in our school through our Lucas Reads and Big Brothers/Big Sisters programs. Serving as a school volunteer helps to enrich the education experiences of our children and enables participants to obtain considerable personal satisfaction. We feel it is important for parents and community members to be involved in our school. Parents will be contacted in the fall to provide classroom assistance. Community members without children in school are also encouraged to be active members of our Lucas Reads Programs. High School students may volunteer to be a Big Brother or Sister to an Elementary "Little" through our Big Brother/Big Sisters Program.

2009-2010 School Year – Time Schedule (Subject to change)

8:35 a.m. Students to Classrooms

8:40 Class Begins

8:45 Morning announcements

11:50 Lunch begins for Grades 5, Recess 12:10-12:30

12:00 p.m. Lunch begins for Grade 4, Recess 12:20-12:40

12:10 Recess begins for Grade 3, Lunch 12:30-12:50

12:20 Recess begins for Grade 2, Lunch 12:40-1:00

12:30 Recess begins for Grades K and 1, Lunch 12:50-1:10

2:00 Recess – Grades 3, 4, and 5

2:15 Recess – Grades K, 1, and 2

3:15 Dismissal for students riding the bus

3:20 Dismissal from cafeteria for students picked up/walking

*Recess/Lunch times may be adjusted as scheduling needs arise.

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDINANCE INTO A SCHOOL SAFETY ZONE.