

Louise Troy



LOUISE

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SCHOOL MISSION STATEMENT

The mission of Louise Troy PK-6 is to foster academic and creative minds and to instill understanding and compassion for others in our community.

VISION STATEMENT

The vision of Louise Troy PK-6 is to challenge each child academically, creatively and socially while encouraging them to become productive and responsible citizens.

DISTRICT MISSION STATEMENT

The mission of Dayton Public Schools is to equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.



Welcome to Louise Troy Pre-K - 6 School!

The 2018-2019 Louise Troy pre k-6 Student handbook contains both school and District information, also policies and procedures for the upcoming school year. Please review and refer to this document during the school year if you have questions.

Let's make this year the most productive school year ever!!!!

Sincerely,

Mr. Robinson

Principal

SCHOOL RULES/EXPECTATIONS

- Each student will come to school, ready to learn, each and every day.
- Each student will respect himself/herself, their teacher, the entire staff, their peers and fellow students at the school.
- Each student will use standard English/grammar.
- Each student will use a refined tone of voice when speaking.
- Each student will become familiar with the district's Code of Conduct.
- Each student will exhibit the pride of being a Louise Troy Student by his/her words, deeds and actions.
- Each student will master all standards and indicators expected of him/her.
- Each student will follow directions the first time they are given.
- Each student will keep hands, feet and objects to himself/herself.
- Each student will not tease or name call.
- Each student will stay in his/her seat unless he/she has permission to get up.
- Each student will bring books, notebooks and pencils to class.

ELECTRONIC DEVICES

Students are **NOT PERMITTED** to bring electronic devices to school. Cell phone usage is **NOT ALLOWED: Not on school grounds nor on buses.**

HALLS

1. Students will always walk on the right hand side of the hallway.
2. Students will use a quiet voice, walk in one line, and keep hands and feet to themselves.
3. Students will go straight to their destination.

ENTERING AND LEAVING SCHOOL

- Students will walk when entering and/or leaving the school building.
- Students will enter the building no earlier than **7:10 a.m.**
- Students will be dismissed at 2:10 p.m.

GUIDELINES FOR DRESS

- Each student will wear Dark Blue uniform shirts with a collar. Khaki pants/skirts/jumpers (pants with a belt loop must be secured with a belt.)
- Students may wear solid color white, khaki/tan, or dark blue sweaters, vest, or sweatshirts with the uniform. No open toe shoes, sandals or flip flops.
- Out of uniform days will be communicated in writing.

HOMEWORK

Homework is an important part of a student's school experiences. Students should be aware that homework:

1. Is intended to build upon what is learned during the school day.
2. Will be considered when evaluating a student's work at the end of the grading period.
3. Is, therefore, to be completed and turned in as the teacher directs.
4. Has been made a part of the required expectations by the Board of Education.

First (1st) through third (3rd) grade students should expect 15-30 minutes of homework three times a week. Students in the fourth (4th) through sixth (6th) grade should have a total of 30-60 minutes of homework three to four nights a week. Teachers will correct and return or will discuss assignments with students.

REPORTS CARDS TO PARENTS

Report Cards are issued four times during the year. Interim reports are mailed during grading periods to inform parents about unsatisfactory student work. Parent-teacher conference days are scheduled in **October, 2018** and **February, 2019**. Other conferences may be requested by parents or by teachers. Appointments may be made during planning periods or after school. Teachers are not to hold conferences during instruction or supervision time.

ARRIVAL

The regular school day for students at Louise Troy begins at **7:10 a.m., with dismissal at 2:10 p.m.** Breakfast will be served during the period of **7:10 – 7:25 a.m. daily.** Students are not permitted to enter the building early unless they have written permission from the teacher or principal. Students are expected to be on time to school and to class. **The tardy bell rings at 7:25 a.m.**

NO BREAKFAST WILL BE SERVED AFTER 9:00 a.m.

Any students coming into the building after the tardy bell rings are required to go to the school office to obtain a permit to enter their classroom. **After obtaining a permit, they are to report to their homeroom and then to their next class.**

ATTENDANCE PROCEDURES

Daily Attendance is required of all students and is essential if students are to receive the maximum benefit from schooling. Whenever a student is **ABSENT FROM SCHOOL**, the parent or guardian should call the school (937) 542-4290 before 7:25 a.m. and state the reason. Upon return to school, the student must present to the homeroom teacher a note from his/her parent explaining the reason for absence. All notes for **EARLY DISMISSAL are to be given to the homeroom teacher upon arrival to school.** Early dismissal will not be granted after 1:30 p.m. to ensure the safety of all students boarding busses and exiting the building. If you must pick up your student early please plan to arrive prior to this time, otherwise you will have to wait for the students' regular dismissal time. If the office or teacher is contacted after this time teachers may not be able to change normal dismissal procedure, this includes placing students on busses. No student will be allowed to leave the building at the request of anyone other than a parent or guardian. All students will be allowed to **MAKE-UP** any school work missed because of an **EXCUSED ABSENCE.** Students are responsible for contacting the teacher for make-up work and assignments immediately upon returning to school. Suggested make-up time is the number of days of absence.

BECOMING ILL AT SCHOOL

If your child becomes ill at school, have him/her get permission to report to the nurse or office. The parent or guardian will be contacted.

LEAVING SCHOOL WITHOUT PERMISSION

This is a Definite NO! NO!

We will not tolerate any student walking out of the building without permission, regardless of the circumstances. Leaving school without permission is a suspendable offense.

INSUBORDINATION

All staff members of Louise Troy are responsible for the student body. A student is expected to cooperate with requests made by staff members. Verbal assault, abusive language, profane language, or disrespectful gestures to a staff member may be cause for dismissal.

TORNADO, FIRE AND SMOKE DRILLS

Tornado and Fire drills are a regular part of our school training. Getting students safely out of the building is our primary concern. Your teacher will review with you the procedures for leaving the building. When the alarm sounds, you are to stop talking and listen for instructions from your teacher. Talking is not permitted during a tornado or fire drill. In case there is a tornado or real fire, you may not hear instructions, if talking is taking place. All alarms are honored whether intentional or false. The sound of the alarm is to be disregarded only if that instruction comes from the office.

GENERAL RULES--The following are some critical rules to review with students, for additional rules and consequences please refer to the district code of conduct.

1. Fighting is prohibited at all times. Students are under the jurisdiction of the school personnel (from the time they leave home in the morning until they return home in the afternoon).
2. Tobacco, narcotics, unauthorized medications and alcoholic beverages are not permitted on school property by students.
3. The possession or use of any weapon or instrument capable of inflicting bodily harm in the jurisdiction of the school is expressly forbidden.
4. Students are responsible for their own personal property and must show respect for other students' personal property, as well as school property.
5. Defacing school property will never be permitted.
6. Stealing, in any form, by whatever means, is prohibited.
7. Extortion is prohibited. No student may, through the use of force, by herself or by others, take money or other items of value from another person.
8. No student may cause another student to be intimidated, initiated, bullied, pestered, harassed, etc.
9. Rough and/or boisterous play (running, shouting, wrestling, pushing, playing tag, roughhousing, etc.) is prohibited in the building.
10. Disruption of any class or planned school activity by a student or group of students is prohibited.
11. Any behavior which is intended or which may reasonably be expected to cause physical harm to another person, whether in fact such harm does actually result, is prohibited. Tackle football and throwing snowballs are examples.
12. Any sales of candy, gum, tickets, books, etc., during school hours or on school property cannot take place without prior approval of the principal.
13. Students shall not throw or propel any device or object while on school premises, school bus or on the way to and from school (*throwing snowballs is an example*).
14. Students are not to leave the school grounds during school hours without permission from the office.
15. Students are to leave the school grounds immediately after school is dismissed and go directly home.
16. The use of profane language and/or obscene gestures will not be tolerated.

PARENT PARTICIPATION

Parents are encouraged to participate at Louise Troy as volunteers or as members of organizations which seek to maintain and improve the quality of education at Louise Troy and throughout the Dayton Public Schools. If interested in being a volunteer, contact your child's teacher or a school administrator. Be an involved parent. Become part of the answer.

PARENT/GUARDIAN VISITATION

While we have an open door policy, please follow the following steps when visiting the school:

- Please call the teacher or principal to make an appointment.
- Sign in at the office.
- Please sit to the back of the classroom; remember to respect the educational process that is taking place in the classroom.
- If there are any concerns, please make an appointment to discuss them with your child's teacher. **Appointments must be in accordance with the teacher's schedule, outside of their instructional time.**
- All visitors to school are required to report to the main office to obtain a Visitor's Pass before entering the classroom. This is required to maintain security for all students and staff. **Please have your photo ID with you.**

CHANGE OF ADDRESS AND/OR TELEPHONE

If, at any time during the school year, a change occurs with your home address or telephone number, please advise the school immediately. **All address changes are made at Louise Troy PK-6.** Also, if there is a change in the telephone number where a parent may be reached during the day, please report, as up-to-date records are essential in handling emergency situations which may arise.

TEXTBOOK AND WORKBOOK FEES

Textbooks will be issued to the students by the subject teachers. A record is kept of the book number and the condition of the book issued. Each student is responsible for their own books. Any damaged or lost book must be paid for by the student to whom the book was issued.

VALUABLES

Valuables Should Not Be Brought To School. Watches, rings, etc. should not be brought to school especially on gym days. We discourage students from bringing money to school except for lunches or special programs where there is a need. The school cannot be responsible for lost items/money.

SCHOOL BUS RULES

Students riding the school bus to and from school are expected to demonstrate the same behavior expected at school. Students who fail to cooperate with bus drivers or who fail to comply with basic safety regulations may be denied the privilege of bus transportation and are subject to disciplinary action. The following are critical rules to review with your student, for a more comprehensive list please refer to the district Code of Conduct. Bus riders must:

1. Load and unload from their bus at the designated stop in an orderly fashion.
2. Ride assigned bus and unload at regular stop, unless the principal signs a note to give the driver directions stating otherwise.
3. Refrain from eating and littering on the bus.
4. Keep noise to a minimum. Students may talk quietly to the person beside them, if the driver permits.
5. Be absolutely quiet at places of danger as specified by the driver.
6. Refrain from use of abusive language at all times.
7. Remain in the same seat while the bus is in motion.
8. Refrain from throwing anything (inside or outside vehicle) while on bus.
9. Refrain from hanging any object or part of your body out of the bus window.
10. Cross the street at least ten feet ahead of the bus.
11. When dismissed from school, go promptly to the bus.

FIELD TRIPS

- All field trips taken shall support and enhance the educational process.
- School rules apply and must be followed on all field trips.
- Snacks/lunches are either provided by the school or students may bring a packed lunch. Lunches may not be purchased at the field trip site.
- Students are not permitted to bring money unless required for the field trip.
- Students are not permitted to have cell phones. Cell phones may be used by chaperones for emergencies only.

- Fees must be paid for in advance for the field trips. If a financial hardship exists, please inform the principal.
- **Permission slips must be submitted** to the teacher for the field trip by the deadline, or the child will not participate.
- The Principal will approve all chaperones prior to departure.
- No open food or drink on the buses.
- Appropriate clothing must be worn on the field trip.
- Students/chaperones must stay with their designated groups.
- Inappropriate student behavior will be addressed, consequences will occur.
- Chaperones are wonderful role models and should exhibit impeccable behavior at all times.

STUDENT HEALTH POLICIES

IMMUNIZATIONS

Each student, kindergarten through sixth grade is to be immunized prior to the school year for original enrollees, or as soon as possible in the case of a student transferring from another district. Any student who does not comply with the immunization requirement shall not be permitted to continue in school until the immunizations are received. The cost of the immunization shall be borne by the parent or guardian.

EXCLUSION FOR HEALTH REASONS

Policies regarding the exclusions of students for health reasons:

- Students suspected of carrying a contagious disease will be excluded.
- Any student with a rash must be excluded until the disappearance of the rash and any other symptoms unless a physician directs readmission of the student.
- No student will be sent home until a parent or responsible adult has been contacted. If an injury or illness restricts your child's participation in physical education for an extended period of time (several weeks), a physician's excuse stating the reason should be sent to the principal's office.

GUIDELINES FOR MEDICATIONS AT SCHOOL

- Any student needing to take medication during school hours **must have a signed Request for Medication Authorization form** completed by the parent and physician/prescribing healthcare provider.
- **All medication must be in the container in which it was dispensed** by the pharmacist.
- The medication and Medication Authorization form should be brought together to the school by a parent or responsible adult.
- School personnel may not give over-the-counter medications unless prescribed by a doctor. A Medication Authorization form must be completed.
- No new medication can be given until the school nurse has checked it in.
- Routine injectable medication can only be given by a school nurse, parent, parent-designated adult, or self-administered by the student.
- No verbal orders can be taken. Changes in medication must be in writing.
- Medication ordered three times a day or less may not need to be taken at school. The medication should be given before school, after school and at bedtime unless it is time-specific for during the school day.
- We have special forms for students who self-carry inhalers for asthma or epinephrine auto-injectors for serious allergic reactions.
- **All medication orders must be renewed each school year.**
- Unused medication should be picked up by the parent at the end of the school year. Medication not picked up will be discarded.
- DPS medication forms are available online from Health Services or the school nurse.

2018-2019 UNIFIED ACADEMIC CALENDAR

FIRST QUARTER, August 13, 2017 – October 12, 2018

Tuesday	August	07	Staff Development Day - Opening Day Convocation
Thursday	August	10	Teacher Work Day
Monday	August	13	School Begins, First Day for Students
Monday	September	03	Labor Day Holiday (Schools Closed)
Friday	October	12	End of First Quarter (Pupil Days 43)

SECOND QUARTER, October 16, 2017 – December 21, 2018

Monday	October	16	Beginning of 2 nd Grading Period (Students and Instructional Staff return to school)
Friday	October	19	Conference Exchange Day/No Teachers or Students
Tuesday	November	06	Staff Development Day – No Students
Monday - Tuesday	November	19-20	Staff Development Day – No Students
Wednesday	November	21	Thanksgiving Break – No Teachers or Students
Thursday – Friday	November	22-23	Thanksgiving Holiday/District Closed
Friday	December	21	End of 2 nd Quarter (44 Pupil Days)
Monday-Tuesday	December	24-25	Christmas Holiday/District Closed

Monday, December 24, 2018 – Friday, January 04, 2019 - Winter Break

THIRD QUARTER, January 7, 2019 – March 15, 2019

Monday	January	07	Beginning of 3 rd Grading Period (Students and Instructional Staff return to school)
Monday	January	21	Martin Luther King Holiday (Schools Closed)
Monday	February	04	Break - No Teachers or Students
Monday – Friday	February	11-15	Parent Conference Evenings/3.5 Hours
Monday	February	18	President’s Day (Schools Closed)
Friday	March	15	End of Third Quarter (47 Pupil Days)

FOURTH QUARTER, March 18, 2019 – May 24, 2019

Monday	March	18	Beginning of 4 th Grading Period
Monday, March 25 – Friday, March 29 – Spring Break			
Monday	April	01	Students return from Break
Friday	April	19	Good Friday Holiday/ District Closed

Thursday	May	23	Last Day for Students – 2Hour Early Dismissal
Friday	May	24	End of Fourth Quarter (43 Instructional Days) Last Day for Teachers – ½ Day
Monday	May	27	Memorial Day Holiday/District Closed



