Student Handbook
2025- 2026

“Optimism, Pride and Confidence”

Louisville Academy
A Title I Distinguished School
Every Child, Every Day

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Welcome to Louisville Academy!

July 28, 2025

Dear Students and Parents,

Welcome to a new school year at Louisville Academy. We are excited about all of the things that we have planned and look forward to working with each of you to ensure that your child is academically successful. The theme for Louisville Academy is **"WILD About Learning"** and we want every student to be excited and enthusiastic about learning.

Please know that the faculty and staff at Louisville Academy are committed to providing a safe, supportive learning environment for your child through multiple support systems. This includes keeping open communication between home and school. You are always welcome in our school as we work in this partnership to make sure that your child achieves his/her academic potential. We believe that instructional time is to be held sacred. Therefore, if you want to meet with your child's teacher, we ask that you make an appointment so as not to disrupt teaching and learning. While your child is at LA, a love for learning will be cultivated through engaging classroom activities that promote literacy, mathematics and citizenship.

Please read this handbook carefully and bring any questions to your child's teacher. Important school information is in the following pages as it contains policies, rules, regulations, and expectations regarding your child's academic performance and behavior at Louisville Academy. Again, we are excited and dedicated to moving all of our students toward educational success. Let's get ready for an extraordinary school year!

Tremayne Hall
Principal-Louisville Academy

JEFFERSON COUNTY SCHOOLS
2025-2026

Board Approved 03/11/2025

Mon, 7/28/2025 -	Tue, Jul, 29 2025	New Teacher Orientation
Thu, 7/31/2025 -	Tue, Aug 05, 2025	Pre-Planning for Teachers
	Wed, Aug 6,2025	First Day of School
	Fri, Aug 29, 2025	Students Released at 1:00/Teacher PL
	Mon, Sept 1, 2025	Labor Day Holiday
	Fri, Sept 5, 2025	Progress Reports Sent Home
Tues, Oct 7, 2025 -	Thu, Oct 9, 2025	Nine Weeks Exams
	Fri, Oct 10, 2025	Students' &Teachers' Holiday
	Mon, Oct 13, 2025	Teacher PL/ Student Holiday
	Tue, Oct 14, 2025	Reports Sent Home
	Tue, Nov 11, 2025	Progress Reports Sent Home
	Fri, Nov 21, 2025	Students Released at 1:00/Teacher PL
Mon, Nov 24,2025 -	Fri, Nov 28, 2025	Thanksgiving Holidays
Tues, Dec 16, 2025 -	Thru, Dec 18, 2025	Semester Exams
	Fri, Dec 19, 2025	Students Released at 1:00/Teacher PL
Mon, Dec 22, 2025 -	Fri, Jan 2, 2026	Christmas Holidays
Mon, Jan 5, 2026	Tue, Jan 6 2026	Staff Development Teachers, Students' Holiday
	Wed, Jan 7, 2026	First Day of School After Christmas
	Wed, Jan 7, 2026	First Day of Second Semester
	Thurs, Jan 8, 2026	Report Cards Sent Home
	Mon, Jan 19,2026	Dr. Martin Luther King Holiday
	Thu, Feb 5, 2026	Progress Reports Sent Home
-	Fri, Feb 13, 2026	Students Released at 1:00/Teacher PL
	Mon, Feb 16, 2026	Presidents' Day Holidays
Tue, Mar 10, 2026 -	Thu, Mar 12, 2026	Nine Weeks Exams
	Fri, Mar 13, 2026	Students Released at 1:00/Teacher PL
	Mon, Mar 16, 2026	Students' and Teachers' Holidays
	Thu, Mar 19, 2026	Report Cards Sent Home
-	Fri, Apr 3, 2026	Students Released at 1:00/Teacher PL
Mon, Apr 6, 2026	Fri, Apr 10, 2026	Spring Holidays
-	Tue, Apr 21, 2026	Progress Reports Sent Home
Wed, May 20, 2026 Wed,	Fri, May 22, 2026	Nine Weeks and Semester Exams
Wed, May 20, 2026	Fri, May 22, 2026	Students Released at 1:00/Teacher PL
	Fri, May 22, 2026	Last Day of School/ Students Released at 1:00
-	Sat, May 23, 2026	Graduation -Jefferson County High School
	Mon, May 25, 2026	Memorial Day
Tue, May 26, 2026	Thu, May 28, 2026	Post-Planning for Teachers

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 Sate 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.

LOUISVILLE ACADEMY PARENT/STUDENT COMPACT

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

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
- **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 not allowed based on the Jefferson County Board of Education policy. Cell phones **may NOT be visible or in use at any time** during the school day. **No calls. No texts. No photos**. Phone should be turned off and inside bookbag out of sight. 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**

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.

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 e-mail 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.**

AUGUST 2025

Federal law prohibits discrimination based on 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 non-discriminatory 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.

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

- Louisville Academy is an accredited school through COGNIA.
- The **Georgia Standards of Excellence** helps emphasize critical reading critical reading and writing that 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.
- The Georgia Math Standards help provide rigorous concepts development for real world situations.
- Science and social studies content are 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 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 are used as a pre and post test in the pre-k program. These tests measure a child's language development
- iReady screener for reading and math in grades K-5.
- Fry (sight) word checks are administered throughout the primary grades.
- IKAN/GLoSS Assessment for Math is administered at least 3 times per year, more often if a student is below grade level.
- DRC Beacon is administered 3 times a year in grades 3-5 and twice a year for 2nd graders. It gives the students a Lexile score which helps them select reading material and helps the teacher plan instruction.
- 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, roughhousing, 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 the 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 Dana Williams at the Board of Education Office.
- **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 based on students' needs.