

Louisville City Schools
Annual Mandated Notices

To be in compliance with federal and state law, the school district is required to inform residents about various programs, policies and procedures that are in place in the district.

All board policy and guidelines referenced may be accessed at <http://www.neola.com/louisville-oh/>

Accessibility of District Facilities

Upon Request to the Superintendent/designee, the district shall make reasonable accommodations for a disabled person to be able to participate in activities.

AHERA Management Plan

1. The EPA has indicated that schools should be free of friable asbestos.
2. All potential areas of concern are to be inspected by the environmental support network, the Industrial Commission of Ohio, our maintenance staff, and an independent testing laboratory.
3. Asbestos testing and inspection have been done and all buildings are in compliance with AHERA standards.

Further information may be obtained by viewing the following school board policy: 8431 Preparedness for Toxic Hazard and Asbestos Hazard

American with Disabilities Act (A.D.A.)

The Louisville City School District welcomes and encourages any and all comments from individuals interested in the American with Disabilities Act. The A.D.A. contains Title I – Employment, Title II – Public Services, and Title III – Public Accommodations. Please contact **Mr. Justin Haren**, Director of Special Services at 330-875-1666.

Anti-Harassment/Intimidation/Bullying Policy

Per Ohio Law, House Bill 276 required all school districts to develop and adopt an Anti-Harassment/Intimidation/Bullying policy. In addition to the adoption and implementation of this policy, district administrators are required to provide semiannual summary reports of verified acts of harassment, intimidation and bullying. All incidents should be immediately reported to the Superintendent or Building Administrator. The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers". Note: The Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.

Mrs. Anna Minor, Assistant Superintendent who may be reached at: 330-875-1666

Mr. Derek Nottingham, District Treasurer, who may be reached at: 330-875-1666

Board of Education

The Board of Education is a policy-making body comprised of five residents of the school district. Members of the Board are elected by voters of the district and serve a four-year term. The Board derives its powers and responsibilities from the Ohio General Assembly to establish a sound educational philosophy. The Board establishes policy:

- To be responsible to the residents of the Louisville City School District
- To serve as a policy-making body
- To develop sound financial plans based upon educational needs and available resources
- To provide leadership for educational progress
- To be solely responsible for the employment and evaluation of the Superintendent and Treasurer
- To recognize the Superintendent's responsibility for all administrative functions
- To refer applications, complaints, communication, and other matters directly to the Superintendent
- To approve an annual school calendar
- To levy taxes when residents approve a tax issue

The Board of Education meetings are open to the public. The Board, under Ohio law, may hold executive sessions during the meeting to discuss:

- Personnel matters
- Purchase of property for public purposes
- Pending or imminent court action
- Negotiations with employees
- Matters to be kept confidential by federal or state statutes
- Specialized details of security arrangements

Executive sessions are for discussion only. All board action is taken in public session.

The Board of education recognizes the value to school governance of public comments on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. To allow the Board to complete the agenda in an effective and efficient manner, public input may be limited.

Child Find – A Search for all Children with Disabilities

Child Find is the process of identifying, locating, and evaluating children with disabilities who may be in need of special education and related services. Both state and local education agencies are given the responsibility by federal and state laws to conduct Child Find activities so that children who need special services have the opportunity to receive those services. Child Find's purpose is:

- To promote public awareness of disabilities
- Assist school districts in finding children who may have disabilities and who otherwise may not have come to their attention
- Enable children and families to receive the special education and related services that are needed

What does this mean?

For age 3-5: an established condition known to result in delay, or a documented developmental delay.

For ages 5-21: identification of one or more of the following conditions: autism, deaf, blindness, hearing impairment, or other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, and/or visual impairment including blindness.

Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving the appropriate special education related services. For more information, please contact **Mr. Justin Haren**, Director of Special Services at 330-875-1666.

Child Nutrition Programs

Louisville City School District participates in the National School Lunch Program and the School Breakfast Program. The U.S. Department of Agriculture's document titled "Eligibility Guidance for School Meals Manual" contains notices, an application form, and a chart describing information regarding free and reduced eligibility status. This document may be accessed at: www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf

Copyright Law

Warning Concerning Copyright: The copyright law of the U.S. (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later use, of a photocopy or reproduction for purpose in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if in its judgment, fulfillment of the order would involve violation of copyright law.

Drug Free School

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance

that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Equal Opportunity Notice

In accordance with Federal Law and USDA Civil Rights Regulations and Policies, Louisville City Schools is prohibited from discriminating on the basis of race, color, national origin, sex, age, disabilities, and reprisal or retaliation for prior civil rights activity.

Federal Grants Program

Federal grants provide valuable supplemental instructional support and staff development in the following areas:

- Title I – Elementary reading and math intervention
- Title II A & D – Technology intervention and support
- Title III – Limited English Proficiency (LEP) intervention
- Title IV – Elementary counseling services
- Title V – Gifted intervention
- IDEA-B – Special education support services
- EOEC – Expanding Opportunities for Each Child
- Any other Federal Programs that become available

FERPA

You may download the Department of Education’s “Model Notification of Rights Under the Federal Educational Rights and Privacy Act (FERPA) for elementary and secondary schools at the following website address: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf>

Gifted Education Program

Our gifted/talented program offers a wide range of services to students. The Gifted Coordinator works within the district to identify and service gifted students. Gifted intervention specialists serve students directly through enrichment groups in math and reading, pullout classes, field trips, mentorship programs, and whole class. Gifted students may also be served through accelerated classes, and enrollment in honors, or Advanced Placement classes. Our gifted coordinator is **Monica Shadle** and she can be reached at 330-875-1666.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA requires that Louisville City Schools provide notice of its privacy practices. The U.S. Department of Health and Human Services “Summary of the HIPAA Privacy Rule” may be accessed at: <http://www.hhs.gov/ocr/privacysummary.pdf>

Highly Qualified Teachers

The Louisville City School District is striving to provide the best education for your child. As part of our efforts, we are complying with the No Child Left Behind Act that requires all teachers to be highly qualified. As a parent or guardian, you may request information regarding the professional qualifications of your child’s classroom teachers including the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
- Whether the teacher is teaching under emergency or provisional status.
- Baccalaureate degree major, graduation certification, and field of discipline.
- Whether the student is provided services by a paraprofessional and if so, their qualifications.

This information is kept on file at each building and may be obtained by contacting the building principal.

IDEIA

The Louisville City School District provides educational services to disabled students from birth to age 21 utilizing federal assistance through IDEIA funds to enhance the basic program. Disabilities including the areas of hearing, vision, learning, behavior, speech/language, health/physical disabilities, traumatic brain injury, autism, or any combination of these, are considered handicapping conditions. An application is on file at the Special Services Department and is available for examination and recommendations by district residents. If you or someone you know, may be in need of special education and related services, please contact **Mr. Justin Haren**, Director of Special Services, at 330-875-1666.

Immunization Requirements

Ohio law now requires that all students entering 7th grade have proof of receiving the following immunizations BEFORE the first day of school: Tdap vaccine (to protect from Tetanus, Diphtheria, and Pertussis) and Meningococcal (A, C, Y, W-135) vaccine (to protect from Meningitis). Any 7th grade student who has not had both the Tdap and Meningococcal (A, C, Y, W-135) vaccinations will not be permitted to attend school until proof of these immunizations has been provided to the school.

Ohio law requires that all students entering 12th grade have proof of receiving the following immunizations BEFORE the first day of school: Meningococcal (A, C, Y, W-135) vaccine (to protect from Meningitis). Students entering 12th grade must have a second dose of Meningococcal (A, C, Y, W-135) vaccine. If the first dose of Meningococcal was administered

after the 16th birthday, a second dose is not required. Students will not be permitted to attend school until proof of these immunizations has been provided to the school.

Immunizations may be obtained from your child's healthcare provider, most local pharmacies, and the Stark County Health Department. Please submit a copy of your child's immunization or a signed form to the school nurse prior to the first day of school.

Immunization Exemption

Under the provisions of the Ohio Revised Code, parents may request exemption from immunization requirements under the following rules Section 3313.671.

A child who presents a written statement of the child's parent or guardian in which the parent or guardian declines to have the child immunized for reasons of conscience, including religious convictions, is not required to be immunized. Ohio Revised Code Section 3313.67

A child whose physician certifies in writing that such immunization is against any disease is medically contraindicated is not required to be immunized against that disease.

Individuals with Disabilities Education Act

Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with disabilities a copy of procedural safeguards once a year. However, a copy of procedural safeguards also must be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing and upon request of a parent (20 USC Section 1415 (d) (1)). School districts may post a copy of the procedural safeguards on its website (20 USC Section 1415 (d) (1)). See the Ohio Department of Education's document on procedural safeguards at www.ode.state.oh.us/exceptional_children/children_with_disabilities/default.asp and click on "Whose IDEA is This? A Resource Guide for Parents."

Input Sought on Federal Funds

The Louisville City School District receives notification of their entitlement of federal funds allocated in accordance with the Individuals with Disabilities Education Act, Public Law 92-142. Utilization of these funds is designated to provide services and programs for disabled students. Persons who wish to comment on how to utilize these designated funds are welcome and encouraged to contact **Mr. Justin Haren**, Director of Special Services, at 330-875-1666.

Inspection of Instructional Materials

Further information regarding the rights to inspect instructional materials, textbooks, reading lists, and academic curriculum may be obtained by viewing school board policies or by contacting **Mrs. Anna Minor**, Curriculum Director at 330-875-1666.

Insurance Notice

Louisville City Schools does not carry personal property insurance on student property. Students should be encouraged to be responsible for items they take to school. Parents may want to check with their own insurance carrier before permitting students to bring expensive personal property items to school. The school assumes no responsibility for personal property items lost, damaged or stolen on the buses, at the schools, or at school events.

Louisville City Schools does not carry student medical insurance for accidents or injuries sustained on the buses, at the schools, or at school events. Parents may purchase insurance of this type through a school insurance program offered by a private carrier. Information about this plan will be distributed to all students at the beginning of the school year.

Further information may be obtained by viewing the following school board policy: 8760 Student Accident Insurance.

Inter-District Open Enrollment

Louisville City Schools will participate in inter-district open enrollment with other districts. Please review Board Policy 5113.

For more information, contact the Superintendent's Office at 330-875-1666.

Intra-District Open Enrollment

Intra-district open enrollment for elementary students continues to remain an option for Louisville parents **based on enrollment figures and if there is room in a specific grade level.** Please review Board policy 5113.01.

For more information, contact the Superintendent's Office at 330-875-1666.

McKinney-Vento Act

It is the policy of the Louisville City School District to enroll, educate and not segregate or stigmatize children on the basis of their status as homeless. **Mr. Jason Greathouse** is the Louisville City School District Homeless Liaison and may be reached at 330-875-1042. Any persons suspecting a child is homeless should notify **Mr. Greathouse** to ensure that homeless children enroll in school and have the opportunity to succeed academically.

Media Permissions

There may be times during the school year when your child may be photographed, videotaped, or audiotaped under the supervision of school staff. The photographs, videotapes, and/or audiotapes may be used in various media (newspaper, internet, concert DVD, newsletter, etc). If you refuse to permit your child to be photographed, videotaped, or audiotaped, please inform the building principal in writing by September 15 of the start of each school year.

Medical Notices

The following policies should be reviewed by individuals that may find them relevant to their situation:

- 5310 Health Services
- 5320 Immunizations
- 5330 Use of Medications
- 5340 Student Accidents
- 5341 Emergency Medical Authorization
- 8450 Control of Casual Contact Communicable Diseases
- 8453 Direct Contact Communicable Diseases
- 8453.01 Control of Blood-Borne Pathogens

Nondiscrimination Based on Genetic Information of the Employee

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

Positive Behavioral Interventions and Supports (PBIS)

The Board is committed to the district-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. Questions regarding the policy should be directed to **Mr. Justin Haren**, Director of Special Services at 330-875-1666.

Record Access and Confidentiality

Under the Federal Education and Privacy Act of 1996, parents or adult students (18 years or older) in the Louisville City School District have the right to inspect and review official student records and related information upon written request to the principal of the building to which the student is assigned. An appointment for the review of the records will be made at a mutually convenient time as soon after the receipt of the written request as possible. A parent or adult student who believes that information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request in writing that the records be amended. A student's records and related information shall not be released to any individual, group, organization or agency, except with the written consent of the student's parents or an adult student himself/herself. Exception to this rule would be in regard to

compliance with judicial order (subpoena) or other situations as defined by law and/or Board of Education Policy.

Security Cameras

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices may result in disciplinary action by the school and possible referral to local law enforcement agencies.

Special Services Americans with Disabilities – Section 504/Prohibition Against Discrimination Based on Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, participation in, or treatment, or employment in, its programs or activities. As such, the Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs and activities.

A copy of the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act may be obtained from the district's Compliance Officers: **Mr. Derek Nottingham or Mrs. Anna Minor at 330-875-1666.**

Student Conduct/Discipline

Further information may be obtained by viewing the following school board policies:

- 5500 Student Conduct
- 5511 Dress and Grooming
- 5512 Use of Tobacco
- 5513 Care of School Property
- 5515 Use of Motor Vehicles
- 5516 Student Hazing
- 5517 Anti-Harassment
- 5517.01 Bullying and Other Forms of Aggressive Behavior
- 5520 Disorder and Demonstration
- 5530 Drug Prevention
- 5600 Student Discipline
- 5610 Removal, Suspension, Expulsion and Permanent Exclusion
- 5610.01 Permanent Exclusion of Non-Disabled Students
- 5610.02 In-School Discipline

- 5610.03 Emergency Removal of a Student
- 5610.04 Suspension of Bus Riding/Transportation Services
- 5610.05 Prohibition from Extra-Curricular Activities
- 5611 Due Process Rights
- 5630 Corporal Punishment
- 5771 Search and Seizure
- 5772 Weapons

Search and Seizure

All persons are hereby put on notice that lockers, desks, or storage places provided for student use are, and remain at all times, the property of the district/Board of Education. All persons are also hereby put on notice that lockers, desks, or storage places provided for student use and the contents thereof are subject to random search at any time without regard to whether there is reasonable suspicion that any locker, desk, or storage place and contents contain evidence of a violation of a criminal statute or school rule.

Student Assessment

Districts are required to notify parents in a Title I school that the parent of a child in that school may request policies regarding student participation in state mandated assessments. Please refer to Board Policy 2603.

Student Privacy Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Louisville City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Louisville City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Louisville City School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. From time to time, we have opportunities to share what's happening in our schools with the community through newspaper articles and photographs. Board policy permits the use of student pictures, unless the principal has been notified in writing by the parents that they do not wish to have photographs of

their children published. If you do not want Louisville City School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 15th of each school year. The Louisville City School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Student's achievement awards/honors
- Date and place of birth
- Major field of study
- Dates of attendance

Title I/IDEA-B Flow Through Notification

The Louisville City School District receives notification of their entitlement of federal funds allocated in accordance with the Title I/Individuals with Disabilities Education Act (IDEA), Public Law 92-142. Utilization of the funds is designated to provide services and programs for disabled students. Persons who wish to comment on how to utilize these designated funds are welcome and encouraged to contact **Mr. Justin Haren**, Director of Special Services at 330-875-1666.

Title I Evaluation

Each spring, parents and teachers evaluate the Title I program. Comments and input from both are used as plans are made for services the following school year. If your child is not receiving services or you would like to provide input on the Title I program please contact **Mrs. Anna Minor**, Curriculum Director at 330-875-1666.

Title IX/Civil Rights Compliance

No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance. (Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964) Title IX prohibits sexual harassment in all school programs and activities in school facilities or in other locations when the school is the sponsor of the activity. Title IX coordinators as well as all faculty, students, coaches, and community members can file a complaint of Title IX violation with the Office of Civil Rights. Anonymity is maintained and institutions are prohibited from retaliating against any complainant.

The Board has adopted a grievance process and procedures that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by

Title IX and/or its implementing regulations. The grievance process and procedures specifically address how to report or file a complaint.

Anyone wishing to file a complaint should contact our Title IX Coordinators **Mr. Derek Nottingham** or **Mrs. Anna Minor** at 330-875-1666.

Visitors to the Schools

Any visitor entering a district-owned building must report to that building's office immediately to sign in with the building supervisor/secretary. ORC 3313.20

Water Testing Notice

The Louisville City School District has completed the monitoring cycle of Louisville's water supply for volatile organic chemicals (VOC) as required by chapter 3745081 of the Ohio Administrative Code. On completion of each VOC monitoring cycle, state regulations also require the owner or operator of a public water supply to notify its consumers of the availability of VOC analytical results for the period tested. Please contact Director of Maintenance at 330-875-1666.