

# DAILY PLANNER/STUDENT & PARENT HANDBOOK



Louisville Middle School  
 1300 S. Chapel St.  
 Louisville, Ohio 44641  
 (330)875-5597

ALMA MATER Louisville, Louisville, You're The Dearest School To Me. Louisville, Louisville,  
 We sing Praises Unto Thee. From Thy Portal As We Go, May We Ever Love Thee So, As We  
 Sing Thy Praises Still, My Louisville.

*Principals: Mr. Jason Orin & Mr. Jim Adkins*  
*Guidance Counselors: Miss Lisa Bole & Mrs. Amanda Scott*

Student Name \_\_\_\_\_

Grade Level \_\_\_\_\_ Team \_\_\_\_\_ Phone Number \_\_\_\_\_

## Louisville Middle School Class Schedule 2023-2024

Period	Normal			Two-Hour Delay	
<b>1<sup>st</sup></b>	7:30-8:28			<b>1st</b>	9:30-10:05
<b>2<sup>nd</sup></b>	8:30-9:28			<b>2nd</b>	10:07-10:42
<b>3<sup>rd</sup></b>	9:30-10:28			<b>3rd</b>	10:44-11:19
	<b>6th gr.</b>	<b>7<sup>th</sup> gr.</b>	<b>8<sup>th</sup> gr.</b>	<b>4th</b>	<b>11:21-11:56</b>
<b>4<sup>th</sup></b>	10:30-11:28	10:28-10:58 (L)	10:30-11:28	<b>5th</b>	<b>11:58-12:33</b>
<b>5<sup>th</sup></b>	11:30-12:28	11:00-11:58	11:28-11:58 (L)	<b>6th</b>	<b>12:36-1:11</b>
<b>6<sup>th</sup></b>	12:28-12:58 (L)	12:00-12:58	12:00-12:58	<b>7th</b>	<b>1:13-1:48</b>
<b>7<sup>th</sup></b>	1:00-1:58			<b>8th</b>	<b>1:50-2:35</b>
<b>8<sup>th</sup></b>	2:00-2:35				
Bus Riders Dismiss @ 2:29 (Bell) Car Riders & Walkers Dismiss at 2:35 (PA)					

## LOUISVILLE CITY SCHOOLS – 2023/2024 SCHOOL CALENDAR

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### CONFERENCE DATES

NN- Oct 12 & 19; Feb 1 & 8  
 LES- Oct 12 & 19; Feb 1 & 8  
 MS- Oct 12 & 17; Feb 8 & 13  
 HS- Sept 28 & Oct 3; Feb 8 & Mar 7

Board Adopted: 1/9/23

### August

17 Convocation  
 18 PD Day – No School  
 21 PD Waiver Day- No School  
 22 First Student Day- Gr 1-5,  
 6 & 9 only  
 23 First Student Day- Gr 1-12

### September

1 No School  
 4 Labor Day – No School

### October

6 Teacher Exchange Day for  
 PD – No School  
 9 PD Waiver Day- No School  
 25 End of nine weeks

### November

22-24 Thanksgiving Break – No  
 School  
 27 Teacher Exchange Day –  
 No School

### December

21-29 Winter Break – No School

### January

1-2 Winter Break – No School  
 12 End of nine weeks  
 12 End of semester  
 15 Martin Luther King Day –  
 No School  
 29 PD Waiver Day- No School

### February

16 No School  
 19 Presidents Day – No School

### March

4 PD Waiver Day- No School  
 20 End of nine weeks  
 25-29 Spring Break – No School

### April

1 Teacher Exchange Day –  
 No School

### May

27 Memorial Day – No School  
 30 Last Student Day  
 30 End of nine weeks  
 30 End of semester  
 31 Teacher Day – No School

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Convocation Day – All Staff
- Teacher Day - No School for Students
- First & Last Student Day
- No School for Students
- Teacher Exchange Day – No School for Students
- PD Waiver Day - No School for Students

Calamity Day Make-Up Schedule:  
 1<sup>st</sup> Day – May 31, 2024 – consecutive  
 weekdays as needed

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June. If you have questions or would like more information about a specific issue or document, contact the school principal.
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# **Student/Parent Handbook**

for

Louisville City Schools

Welcome to the new school year. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. Our goal is to help provide a safe and productive learning environment for students, staff, parents and visitors.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please don't hesitate to contact the school.

## **Louisville High School**

1201 South Nickelplate  
Louisville, OH 44641  
330-875-1438

## **Louisville Middle School**

1300 South Chapel Street  
Louisville, OH 44641  
330-875-5597

## **Louisville Elementary**

415 North Nickelplate Street  
Louisville, OH 44641  
330-875-1177

## **North Nimishillen Elementary**

7337 Easton Street  
Louisville, OH 44641  
330-875-2661

## SECTION 1 - GENERAL INFORMATION

### INJURY AND ILLNESS

At the high school level all injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

At the middle school and elementary school, if your child arrives at school with signs and symptoms of possible contagious illness or disease, the child will not be permitted to attend school. You will be requested to take your child home. Until you arrive, they will be separated from the other students. The student will be taken to the office, cared for and remain there under adult supervision until the parent or authorized person arrives to take the child home. If the parent is unavailable, persons listed as alternates on the emergency medical card will be called. It is imperative that parents keep the school current on home and cell phone numbers, emergency numbers and other pertinent information. **Students can be excluded from school if the emergency medical card is not completed in a timely manner at the beginning of the school year.**

To help protect your own child's health and to minimize the possibility of communicable disease at school, please keep your child at home if you observe any of the following symptoms:

- A fever higher than 100 degrees Fahrenheit. It is an important symptom, especially when it occurs with a sore throat, nausea or a rash. **If your child has a fever, do not send them to school until 24 hours after the temperature becomes normal without fever-controlling medication.**
- Vomiting/or Diarrhea. **If vomiting or diarrhea are frequent or are accompanied by fever or rash, consult your child's doctor and keep the child home until the illness subsides.**
- A very frequent cough. If your child's cough is worse than you would expect with a common cold, you need to consult with your child's doctor. **Cough drops and or other over-the-counter medicine are not permitted at school unless there is a signed doctor's order and parent/guardian permission form.**
- Nasal discharge that is green or yellow in color. Young children are very contagious because they are not able to effectively remove the drainage. Their hands pass on germs to other children via the toys or other objects within the classroom. **Please keep them home until their nasal discharge is clear in color.**

- A widespread rash. Chickenpox is only one example of a contagious viral rash. It causes a fever and an itchy rash. The initial appearance is red bumps, which develop into blister-like lesions and then into scabs. Your child needs to stay home until **all** of the scabs are dry and no new bumps have developed for a period of two days. **Consult your child's doctor for treatment of the symptoms.**
- Head Lice/Nits. This is a common occurrence in young children. It has nothing to do with cleanliness. If head lice are found the parents will be notified and the child must be picked up from school. They are easily transmitted through direct contact (i.e., sharing caps, hair accessories, brushes, combs, head to head contact, or leaning back on a chair where someone had previously sat with head lice). Head lice **do not** jump or fly. The student will not be permitted to attend until they are nit free. **After treatment for lice, the school nurse or principal must check the student before returning to the classroom.**
- A virus, bacteria or allergy can cause pinkeye or Conjunctivitis. The first two are very contagious. The sclera or the white of the eye appears pink or red, and the lining of the eyelid appears inflamed. There can be a cloudy or yellow discharge present. The child may complain of the eye itching or hurting. **Your child should stay home until symptoms subside and he/she has been on antibiotic eye drops at least 24 hours or until the doctor recommends your child return to school. Please bring a note from your doctor.**
- Impetigo is a highly contagious skin disease. It is a staph or strep infection that creates a red, oozing blister-like area that can appear anywhere on the body or face. A honey-colored crust may appear on the area. It can be passed to others by direct contact. **Students are excluded until 24 hours after treatment and all lesions (sores) are dry.**
- Yellowish skin or eyes.
- Unusually dark urine and/or gray or white stones.
- Persistent pain (ear, throat, stomach, etc...) and middle ear infections are not contagious but can cause pain and fever.
- Strep throat is a contagious condition caused by a bacterial infection. The symptoms are a sore throat, fever and sometimes stomach and headache. **Your child should see his/her doctor for diagnosis and treatment. The child should not attend school until there is no fever and he/she has been on antibiotics for 24 hours.**

All of these illnesses can be spread easily, both in school and in the family. The student must be well and completely recovered from any illness before returning to school. Hand washing is the single most important thing you can do and teach your child to do to help prevent the spread of disease.

There are some instances when the parents are contacted even though it may not be necessary to take the child home. First aid is administered in the office. The emergency form on file for each student helps us locate the parent or someone else

listed on the card in case of an emergency. It is imperative that you keep this information on the form current. For this reason, the form is completed at the beginning of each school and you should notify the school with any changes during the year. Students can be excluded from school if the emergency form is not completed in a timely manner at the beginning of the school year.

### **EQUAL EDUCATION OPPORTUNITY**

This district provides equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on a basis of his/her race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information while at school or a school activity should immediately contact the School District's Compliance Officers:

Anna Minor, Assistant Superintendent and Derek Nottingham, Treasurer  
(330)876-1666

### **ENROLLING IN THE SCHOOL**

For a student to enroll in kindergarten, they must turn five on or before August 1<sup>st</sup> of the current school year. However, a child who is six years old on or before September 30<sup>th</sup> is considered "of compulsory school age," Ohio Revised Code Sections 3321.01 to 3321.13. Although most children begin Kindergarten at five years of age, it is permissible under Ohio law to wait until age six to begin kindergarten. Parents are encouraged to contact the school if there is any question concerning their child's readiness to begin school.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian consent. No student will be released to a person other than a custodial parent(s) or guardian without permission.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

Students are required to attend school until officially enrolled in a new school. No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

If a student is moving and will no longer be attending his present school, the parents should notify the office in advance of the withdrawal so that the necessary papers may be completed. On the last day of attendance, the student must return his textbooks to his teacher and library books to the library. All school fees and lunch accounts must be paid in full.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request. A student will not be withdrawn from this school until officially enrolled at the new school.

## **IMMUNIZATIONS**

### **VACCINES**

#### **IMMUNIZATIONS FOR SCHOOL ATTENDANCE**

#### **DTaP/DT/Tdap/Td**

Diphtheria,  
Tetanus,  
the Pertussis

#### **Kindergarten**

Four (4) or more doses of DTaP or DT, or any combination. If fourth dose is not administered after 4<sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and/or after the 4<sup>th</sup> birthday, a fifth dose (5) dose is not required.

#### **Grades 1-12**

Three (3) doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages seven (7) and up.

#### **Grades 7-12**

One (1) dose of Tdap vaccine must be administered on or after 10th birthday.

### **POLIO**

#### **K-12**

Three (3) or more doses of IPV. The **final** dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was administered, four (4) doses of either vaccine are required.\*

#### **MMR**

Measles,  
Mumps & Rubella  
Rubella  
days

#### **K-12**

Two (2) doses of MMR. First dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after first dose.

#### **MCV4**

Meningococcal

#### **Grade 7-11**

One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine is required

#### **Grade 12**

Two (2) doses of meningococcal (serogroup A, C, W,



and Y) by age 16 with a minimum interval of 8 weeks between doses. If the first (1) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required.

**HEP B**

Hepatitis B

**K-12**

Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

**Varicella**

Chickenpox

**K- 12**

Two (2) doses of Varicella vaccine must be administered prior to entry. First dose must be administered on or after the first birthday. Second dose must be administered 3 months after first dose: however, if the second dose is at least 28 days after first dose, it is considered valid.

**Preschool Immunizations**

Each child's parent/guardian shall provide to the school a medical statement indicating that the child has been immunized against or is in the process of being immunized against all of the following diseases:

- |                                        |                                 |                          |
|----------------------------------------|---------------------------------|--------------------------|
| <b>1. Chicken pox;</b>                 | <b>6. Influenza;</b>            | <b>11. Poliomyelitis</b> |
| <b>2. Diphtheria;</b>                  | <b>7. Measles;</b>              | <b>12. Rotavirus;</b>    |
| <b>3. Hemophilus influenza type b;</b> | <b>8. Mumps;</b>                | <b>13. Rubella;</b>      |
| <b>4. Hepatitis A;</b>                 | <b>9. Pertussis;</b>            | <b>14. Tetanus</b>       |
| <b>5. Hepatitis B;</b>                 | <b>10. Pneumococcal Disease</b> |                          |

**EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

**USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy [5336](#), the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent. These documents shall be kept on file in the office of the building of attendance, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy [5530](#) - Drug Prevention and of the Student Code of Conduct/Discipline Code. Only medication in its original container labeled with the date, if a prescription, the student's name, and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location.

Parents may administer medication or treatment, with the exception of diabetes care covered under Policy [5336](#) but only in the presence of a designated school employee. Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a designated school employee with the exception of students authorized to attend to their diabetes care and management pursuant to Policy [5336](#).

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian.

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

### **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Louisville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Louisville City Schools 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 play, 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.

If you do not want Louisville City Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 15. Louisville City Schools has designated the following information as directory information:

- Student’s name
- Address
- Date of birth and grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- District videos of student assemblies, plays, award ceremonies, etc.
- Degrees, honors, and awards received
- Student ID numbers, user IS, or other personal identifier used to communicate in electronic systems that cannot be used to access education records with a PIN, password, etc. (A student’s SSN, in whole or part, cannot be used for this purpose.)
- The Board designates school assigned email accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for the inclusion in internal email address books.
  - o School assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any entity but the specific online educational service provider and internal users of the District’s Education Technology.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board by September 15 of each school year. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW 20202-4605  
 Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

Students are charged fees to cover the cost of consumable materials used.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

### **STUDENT VALUABLES**

Students should not bring toys, or other items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

### **CAFETERIA**

The school participates in the National School Lunch and Breakfast Programs. Each student has a meal account established with their own unique pin number to access that account, and balances are maintained in each account for the duration of attendance at Louisville Schools. Deposits can be made on student's accounts with cash or check, and it is encouraged to pay in advance on a weekly or monthly basis. Students must have money on account in order to purchase any a la cart items, including a la cart milk purchases. Parents also have the option of making payments on line through PaySchools Central. Menus are sent home monthly at the elementary schools and are available online. During the meal period, students will be under the supervision of a proctor. Only school purchased meals or packed lunches are permitted. Do not send pop or glass bottles to school in packed lunches. Fast food lunches are not permitted.

The proctor will maintain reasonable order and quiet in the cafeteria and has authority to deal with students who create a disturbance. Behavior standards are set for the meal periods and such behaviors as loud talking, throwing food, and being out of one's seat at unnecessary times are prohibited in order to stress good manners and to have an orderly time for eating. No fast food lunches are permitted.

Louisville City Schools participate in the Federal Free/Reduced Lunch Program. Applications are available upon request. Students on Free/Reduced Lunch Program who want an extra milk must pay the full price for the extra milk.

If or when the meal account goes to a negative \$15.00, parents (guardians) will be notified via an email, phone call and/or letter home with the student, and that payment of all meal charges must be made. If attempts by the Nutritional Services Department to reach parents are unsuccessful, then the school's principal, counselors, or others will attempt to contact the parent (guardian) to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate-

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.

- B. All visitors will be required to provide their state issued photo identification to be scanned for a background check prior to entering any building.
  - a. If an alert is received, entrance to the building may be denied.
- C. All visitors are given and required to wear a building pass while they are in the building.
- D. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- E. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- F. Doors are locked during the school day.
- G. No visitors are permitted on the playground during school hours.
- H. From time to time, we may have either a service or therapy dog visiting the building or classrooms. Keeping your child safe is our number one priority; therefore, if there are any concerns regarding your child's allergies that we do not know about, please contact your child's teacher or the school office.

### **INCLEMENT WEATHER**

Extreme conditions in weather may bring about the delay and / or closing of our schools because of deep snow, ice or fog. Louisville City Schools will announce information on the following radio and television stations.

AM 1480 WHBC Canton  
FM 94.1 WHBC Canton  
TV Channels 3, 5, 8, 19  
[www.louisvillecityschools.org](http://www.louisvillecityschools.org)

Please listen to your radio at such times as it is not uncommon for the radio station to have that information before the individual school and school personnel. Please DO NOT call the bus garage, school, central office or radio stations as their phones are needed to communicate emergency situations. The decision to close is usually aired no later than 6:30 am.

In the event of a two-hour delay, morning preschool classes will be canceled for the day and afternoon classes will attend.

## **LOST AND FOUND**

There is a lost and found area at each school. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the month.

## **USE OF WIRELESS COMMUNICATION DEVICES**

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a PCD to engage in non-education-related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type such as a watch. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Middle and high school students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Elementary students are required to have device off and in their book bags.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

The use of PCDs in classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or swimming pool is prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as



harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting).

Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day. Any devices brought to school at the elementary level shall be powered off and left in the bookbag.

Any device brought to school at the middle or high school should be powered off and not in use unless directed otherwise by a staff member.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a

current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

### **GRADING**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The mandatory grade report date for all District staff shall be on the first day following the last day of the preceding grading period; "report" means to input grades into the District's grading system so that the information can be accessed by the District's administrators as well as other persons having permitted access.

The Board directs the Superintendent to develop procedures for grading whereby the professional staff:

- A. develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provides frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provides for a pass/fail grade in programs for which it is appropriate;
- E. provides students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading (Policy 5421)

Kindergarten students will receive a formal, standards-based progress report at the end of each marking period.

For a few selected courses, students will be assessed using the OSU scale.

	<u>Letter Grade</u>	<u>Point Value</u>
Outstanding	O	3.0
Satisfactory	S	2.0
Unsatisfactory	U	1.0

### **GRADING SCALE**

Student's grades should reflect their understanding of concepts and skills, as defined by the Ohio Academic Content Standards and the Course of Study adopted by the Board of Education, and the students' ability to apply this knowledge through performance assessments.

#### A. Grading Scales

Louisville City Schools will use the following academic grading scale to report marking period and exam grades:

<u>Percent</u>	<u>GPA Point Value</u>	<u>Letter Grade</u>
90-100	4	A
87-89	3.4	B
83-86	3.2	
80-82	3	
77-79	2.4	C
73-76	2.2	
70-72	2	
67-69	1.4	D
63-66	1.2	
60-62	1	
59	0	F

\* For any B or higher in honors, GPA will be bumped .5 and AP/CC+ 1

Final Grade- For grades 1-8 courses, the final year end grade will be calculated by averaging the marking period letter grades and recording the corresponding letter grade on the report card. For example, if the four marking period grades earned by a student were 97 A, 89 B, 80 B, 91 A the final grade would be calculated by adding all percents and dividing by four to 89% B

#### Semester Exams and Determining Grades for High School Courses

All high school courses will have a comprehensive semester exam administered during the last week of the semester. The exam should focus on the major concepts covered during the term and provide a measure of how well the concepts were mastered.

When determining final grades for students enrolled in high school courses, letter grades will be calculated utilizing the following formula to calculate a final letter grade for year-long classes:

1<sup>st</sup> Marking Period 20%    2<sup>nd</sup> Marking Period 20%    Semester 1 Exam 10%  
 3<sup>rd</sup> Marking Period 20%    4<sup>th</sup> Marking Period 20%    Semester 2 Exam 10%

	Grade	Weight
Marking Period 1	98% A	.20
Marking Period 2	96% A	.20
Midterm Exam	89% B	.10
Marking Period 3	92% A	.20
Marking Period 4	94% A	.20
Final Exam	90% A	.10

$$98 + 98 + 96 + 96 + 89 + 92 + 92 + 94 + 94 + 90 = 939 \div 10 = 93.9 A$$

The calculation will use the "Raw Gradebook Value" for each mark and at the end will round the decimal place to the nearest % (On a report card a 92% will be used, but in the calculation a 91.5% may have been used)

For a semester class example:

1<sup>st</sup> Marking Period 40%    2<sup>nd</sup> Marking Period 40%    Semester 1 Exam 20%

	Grade
Marking Period 1	85% B
Marking Period 2	92% A
Semester Exam	89% B

$$85 + 85 + 85 + 85 + 92 + 92 + 92 + 92 + 89 + 89 = 886 \div 10 = 88.6 B$$

The calculation will use the "Raw Gradebook Value" for each mark and at the end will round the decimal place to the nearest % (On a report card a 92% will be used, but in the calculation a 91.5% may have been used)

**First semester grades for year-long classes are calculated using the semester course formula. The calculation is needed for honor roll and college transcript purposes, but is not used in determining the final grade for a course.**

College Credit Plus classes (college classes taught at LHS for both high school and college credit) will use the grading policy of the university authorizing the credit.

If a student earns a failing grade for three of the four marking periods, the final grade for the course will be an F, regardless of the semester exam grades or grades in the other marking period.

## **Weighted Grades**

Louisville High School utilizes a weighted grading system. Final grades in advanced courses will be given additional value based on the rigor and requirements of the course. Weighted grades will be calculated using the following table:

Final Letter Grade	Value used for computing GPA		
	Regular Course	Honors Course	AP or CC+ Course
A	4	4.5	5
B	3	3.5	4
C	2	2	2
D	1	1	1
F	0	0	0

Class rankings will no longer be used for academic recognition. Students will be recognized according to their weighted GPA, calculated according to the procedures outlined above. Class ranking will not be entered on the permanent record.

Graduating students will be recognized based on the following:

Summa Cum Laude – Weighted GPA of 4.00 and above

Magna Cum Laude – Weighted GPA of 3.76 to 3.99

Cum Laude – Weighted GPA of 3.50 to 3.75

1. The high school principal will determine students who deserve special recognition and commendation at commencement and recognition assemblies and activities in collaboration with high school staff and administration.
2. Grade point averages will be used to determine recognition for academic achievement.
3. The Principal shall make the determination of those credits that shall be designated as honors courses.
4. In order to qualify for honors recognition at graduation, a student must have been enrolled at Louisville High School for the three final semesters. A transfer student shall receive weighting status only for the courses taken that are comparable to those offered at Louisville High School.

## **PROMOTION, ACCELERATION, RETENTION**

The basis for promotion to the next grade shall be satisfactory completion of the previous grade. However, parents shall have input in the decision of retention. The recommendation of final placement shall be the responsibility of the teacher, counselor and the principal.

Kindergarten retention will be considered on an individual basis. The decision shall be based on input from parents, guidance counselors, teachers and administration; however, the final determination regarding retention will be made by the building principal.

In grades one through three, a student is promoted unless the student fails both reading and mathematics as determined by the final grade average.

In grades four and five, a student will be promoted unless the student fails two of the core courses and one of the core courses is English Language Arts or Mathematics.

Beginning with students who entered third grade in the 2013-2014 school years, any student who does not receive the minimum level of achievement on the Third Grade English Language Arts Assessment will not be promoted to fourth grade unless one of the following applies:

1. The student is a limited English proficient student who has been enrolled in United States schools for less than two full school years and has less than two years of instruction in English as a second language program.
2. The student is a child with a disability entitled to special education and related services under Chapter 3323 of the Revised Code and the student's individualized education program exempts the student from retention under this division.
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education.
4. All of the following apply:
  - A. The student is a child with a disability entitled to special education and related services under Chapter 3323 of the Revised Code.
  - B. The student has taken the third grade English Language Arts State Test prescribed under Section 3301.0710 of the Revised Code.
  - C. The student's individualized education program or plan under Section 504 of the Rehabilitation Act of 1973 shows that the student has received intensive remediation in Reading for two school years but still demonstrates a deficiency in reading.
  - D. The student previously was retained in any of grades kindergarten to three.
5. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Students promoted under this section continue to receive intensive reading instruction in grade four. The instruction includes an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies for the

student that have been successful in improving reading among low-performing readers.

In grades K-8, a student who is not capable of meeting minimum standards with near maximum effort and one who would not benefit by retention may be assigned to the next higher grade in consultation with the teacher, parent, guidance counselor and principal. Written explanation shall be filed in the student's cumulative folder.

Students in grades 6-8, may not be promoted to the next grade level unless they meet one of the following criteria; Criteria will be based on the final grade average in the four core academic classes (English Language Arts, Math, Science and Social Studies).

- If the student fails three or more core academic classes, the student may be retained.
- If the student fails English Language Arts and one other core academic class, the student may be retained.

***If the student is retained, the student will be eligible for promotion with the successful completion of an approved academic summer school program.***

## **GRADUATION REQUIREMENTS**

Please refer to <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements> for information.

### **Regular Diploma**

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation or the state approved alternative pathway, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

**Louisville High School Diploma Requirement: Students need to fulfill all criteria for the Louisville High School Diploma:**

English	4 units
Mathematics	4 units
Science	3 units
Social Studies	3 units
Additional Requirements	Health 1 unit (1/2 credit)
	Physical Education 2 units (1/2 credit)
	Personal Finance 1 unit (1/2 credit)
Electives	5.5 units

**High School Academic Diploma with Honors: Students need to fulfill all but one of the following criteria for the Academic Diploma with Honors.**

English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including 2 units of advanced science
Social Studies	4 units
Foreign Language	3 units, including at least 2 units in each language studied
Fine Arts	1 unit
Career Technical	Not counted toward requirement, and may not be used to meet requirements
Electives	Not counted toward requirements
Grade Pt Average	3.5 on a 4.0 scale
ACT/SAT Score	(Excluding scores from the writing section) 27 ACT / 1280 SAT

- Please refer to <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas> for other honors diploma options.

**EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school principal sometime during their sophomore year. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation.

**EDUCATIONAL OPTIONS**

Louisville provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of the approved Educational Options is available in the Guidance Office.

**COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in a College Credit Plus provided s/he meets the requirements established by law and by the participating college or university. A student will/may NOT be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the



Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the guidance office to obtain the necessary information.

## **HOMEWORK**

The purpose of homework is to reinforce and extend concepts and learning experiences presented in the classroom. Homework also provides an opportunity to teach each child individual responsibility toward his own learning and develops self-discipline in the organization and management of materials and time.

The time required to complete homework assignments will vary between teachers, grade levels, and even day to day. Your support and interest in your child's homework conveys an important message to him/her about the value of education. If your child is absent and homework is needed, you must request this when reporting your child absent before 9:30 a.m.

Middle School and Elementary homework is ready each day in the office area. High School homework will be available the following day.

## **COMPUTERS TECHNOLOGY AND NETWORK**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form. For complete understanding of the policy, please refer to board policy 7540.

## **SECTION III – STUDENT ACTIVITIES**

### **ATHLETICS**

Seventh and Eighth grade student athletes must meet all requirements for eligibility as adopted by the Louisville Board of Education and the Ohio High School Athletic Association. There are not interscholastic athletics for grade six.

A student in grades seven and eight must be currently enrolled and must have been enrolled in school immediately preceding the grading period and receive passing grades during that grading period in a minimum of five of the subjects in which the student received grades.

Middle & High school athletics – please refer to the high school athletic handbook.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperon

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high-quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse thirty (30) or more consecutive hours, or forty-two (42) or more hours in one month or for seventy-two (72) or more hours in one school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the judge of the juvenile court in compliance with state law and board policy 5200.

#### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of a child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardians(s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel up to a maximum of twenty-four(24) hours per school year that the student's school is open for instruction to participate in a district-approved enrichment or extra curricular activity. Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. Such good cause as may be acceptable to the superintendent
- I. Medically necessary leave for a pregnant student in accordance with policy 5751
- J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in policy 5725

### **Notification of Absence**

If a student will be absent, the parents must notify the School by 9:30am. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **Make-up of Tests and Other School Work**

Excused absences are permitted in the sense that the reason for being absent is legally acceptable. The absence is still counted on the student's attendance record. With an excused absence, a student shall have the opportunity to make up all work. The student shall have one day in addition to the number of school days absent to make up his work.

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the school beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher within 1 day after returning to school.

The student will be given credit for properly-completed assignments and will receive a grade for any make-up tests.

## **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

## **Tardiness**

A student must be on time to school and in attendance every day. A student not using school transportation is considered tardy if he/she arrives after the established starting time. Excessive unexcused tardiness may receive disciplinary action. At the elementary level, a parent must come into the school to sign their child in.

## **Vacations During the School Year**

Students may be considered excused for vacation leave provided advanced notification is given to teachers and the Attendance Office that is signed by parent/guardian. Vacation Leave forms can be obtained in the attendance office. They will have as many days as they were absent due to an excused vacation to complete the work. For example, if a student misses 4 days due to a vacation, they will have 4 days upon their return to have ALL WORK completed. Teachers, if given advance notice of at least five school days, may also choose to assign work before the student leaves on vacation. If this is the case, assignments are due upon the students return to school.

**Parent/Guardian must accompany the student on the vacation.**

**NO FAMILY VACATIONS WILL BE EXCUSED THE LAST WEEK OF SCHOOL.**

**THERE WILL BE NO MAKE-UP OF EXAMS FOR FAMILY VACATIONS TAKEN THIS WEEK.**

## **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in

accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

### **Dress and Grooming**

The matter of dress is an area for attention and careful consideration for several reasons. There is a strong relationship between dress and appearance and the seriousness with which students approach learning. This dress code is in effect at all school related activities including athletic, extra-curricular and social events. The student dress and behavior should respect the civil rights of others, and help maintain a safe, friendly, and productive environment. **NOTE: Students in violation of the posted dress code are subject to disciplinary action.**

When students are referred for a dress code violation, they will first be asked if they have a change of clothing to put them in compliance with the dress code. The next alternative is to call a family member to bring in an appropriate change of clothes.

Our goal is to return students to the learning environment as quickly as possible. Students will be assigned to In-School Alternate Placement until they are in compliance. Warnings are not required for consequences to be assigned for dress code violations.

### **ALL STUDENTS**

1. Footwear at the elementary shall be worn and must be clean. Athletic sandals, thongs, “flip-flops” (footwear with only toe support), slippers, shoes with wheels, etc. shall not be worn. Athletic sandals are permitted at the middle school and high school.
2. Swimwear, or any extreme style of trousers, jeans, or slacks shall not be worn. Trousers, jeans, yoga pants and slacks must be neat, in good condition, and of proper fit, particularly when sitting down.
3. Trousers, jeans, yoga pants and slacks must be worn at, and secured at the waist. Any pants/trousers that reveal undergarments at any time will be deemed inappropriate. Factory-made ripped jeans are permitted as long as “rips” are mid-thigh or lower. Rips above midthigh cannot reveal any skin.
4. No body conforming clothing (with or without pockets, buttons, and/or seams) are to be worn without a shirt or dress that covers both private parts in the front and in the back. Pajama pants and flannel pants are not to be worn.
5. Dresses, skirts and shorts will be permitted as long as the hemline does not exceed five inches from the top of the kneecap as well as 5 inches from above the back of the knee. All dresses, shorts, skirts and skirt-shorts will be measured from the solid part of the material. All shorts or skirts, which have a vertical cut or slit, must have the top of the cut/slit within the five-inch measurement. “Lacy or sheer” material is **not** included in the five (5) inch measurement length. NOTE: The length of a dress, skirt or shorts MAY also be deemed distracting and/or inappropriate by administration even though they meet the length measurement.
6. All shorts must be loose fitting and have a sewn hem with no vertical cuts or slits.
7. Cutoff sweats are unacceptable.
8. Any clothes of sheer, “fishnet” materials shall not be worn if they are considered by administration to be “revealing”.
9. A shirt, blouse or dress of a low cut or bare midriff style, or any shirt that reveals cleavage shall not be worn. Example: tank tops (tops that have the front, back or arms cut out, sunbacks, tube tops, half-shirts, etc.) A shirt, blouse or dress with straps less than 2 inch wide shall not be worn unless the shoulder area is covered with proper clothing.
10. Gang insignia or clothing which serves as gang identification is prohibited.
11. Heavy winter type jackets and outerwear (vests) shall not be worn in the building during the school day without permission.
12. Proper undergarments shall be worn.
13. Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Suggestive phrases, designs, markings or profanities are also prohibited. Examples include, but are not limited to: drugs, obscenities, alcohol, sex, bondage, cults, devils, suicide, death, guns, knives, parts of the body, confederate flags or blood.

14. Non-manufactured writing on clothing will not be permitted. Manufactured patches that are not frayed will be permitted.
15. Clothing that has undergarment appearances shall not be worn.
16. No hats, hoods, bandanas, or headbands **of any type** are permitted. Hair bands ARE permitted as long as they are used to hold hair back.
17. Extreme actions, clothing, jewelry, attire or hair that disrupts or has the potential to disrupt the orderly progress of the school will not be tolerated.
18. No facial painting permitted.
19. Tattoos that express suggestive phrases, designs, markings or profanities must be covered and not visible. Examples include, but are not limited to: drugs, obscenities, alcohol, sex, bondage, cults, devils, suicide, death, guns, knives, parts of the body, confederate flag, gangs or blood.
20. Any type of facial/body jewelry, (earrings and small nose posts are permitted) including any jewelry worn through the tongue, is not permitted. No “gauging” of ears is permitted. Gauging is considered to be any piercing larger than a standard post.
21. Chains of any kind are not to be visible on clothing or hanging from wallets.
22. Hair shall be neat, clean and groomed and worn in such a manner as to reach no further than the eyebrows. Students’ eyes must be visible and hair shall not obstruct student vision for safety reasons. Hairpieces and wigs will not be permitted. No scarves may be worn over the head during school.
23. Students are permitted to have facial hair, provided it is neatly groomed and trimmed. Mustaches and sideburns must be neatly trimmed.
24. Wireless earbuds are only to be worn in the classroom when approved by the instructor.

NOTE: The areas listed under Dress and Conduct are not intended to be all-inclusive and/or maybe adjusted for special occasions as approved by administration.

Students participating in co-curricular activities may be required to adhere to a more stringent dress guide as determined by the coach and approved by the athletic director and building principal.

**IF YOU ARE NOT SURE YOUR DRESS WILL BE ACCEPTABLE, DO NOT WEAR IT!**

### **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student, or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. To see the complete policy, please go to our district website and read Board Policy 5517.01.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/Use of drugs and/or alcohol**

Possessing, using, transmitting, concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **2. Possession/use of tobacco**



Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance (including chemical) that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited .

### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5772.

### **4. Use and/or possession of a weapon**

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as, endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

### **5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

### **6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

### **7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**8. Physically assaulting a staff member/student/person associated with the District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

**9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee including but not limited to harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

**11. Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

**12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

**13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on

any school activity in which they are involved may also be banned from that school activity.

#### **14. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

#### **15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

#### **16. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

#### **17. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity on a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

#### **18. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials.

**19. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

**20. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

**21. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

**22. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**23. Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Recording, posting and/or distributing videos of students violating school rules will not be tolerated.

**24. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**25. Violation of bus rules** (see Section V – Transportation)

**26. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. **Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. **Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. **Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact building administration.

For more information, please refer to policy 5517.

### **27. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **28. Improper Dress**

Students will adhere to the dress code policy as stated previously.

### **29. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property. Students must adhere to the parking agreement that is issued at student request.

### **30. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

### **31. Lighting Incendiary Devices**

Unauthorized igniting or possession of matches, lighters and other devices that produce flames.

### **32. Possession of Pornography**

Possessing sexually explicit material.

### **33. Repeated Violations**

A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when a student is properly under the authority of school personnel. This includes refusal to accept disciplinary measures.

#### **34. Disruption of School**

A student shall not by use of violence, force, coercion, threat, or other serious acts of misconduct not covered in this handbook, cause disruption or interference with curricular or extracurricular activities.

#### **35. Use of Profane, Vulgar or Abusive Language or Gestures**

A student shall not use profane, vulgar, abusive, obscene or other words or gestures that are verbal or written which, under the circumstances are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications, inappropriate language, either verbally or nonverbally. This includes obscene print material.

#### **36. Truancy**

A student shall not be absent from school without a valid excuse, as determined by the School District. A student shall not leave school premises before the hour of dismissal or be absent from their scheduled classes (skipping) without first obtaining the consent of the principal, assistant principal, or their designee.

#### **37. Failure to abide by other rules that may be established from time to time by the Board, Superintendent, or Principal.**

### **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed previously will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline taking place within the School may include:

- writing assignments;
- change of seating or location;
- before school, lunch-time, after-school detention;
- in-school discipline;
- major detention
- other appropriate consequences as deemed necessary

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies. The superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion.

The Superintendent may impose a community service requirement beyond the end of the school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to a meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to a meeting with the Superintendent or designee. During the meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.



As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After the hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee and notification of the time and place to appear. Students being considered for expulsion may be removed immediately.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA), and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension. The principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension.

### **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated. Any refusal of a search may result in students earning consequences.

### **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus/Van Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone 10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;

- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Videotapes on School Buses**

The Board of Education may install video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Self-Transportation to School**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

Please reference the driving and parking agreement for rules and regulations as a requirement for driving at the high school.

To be in compliance with federal and state law, the school district is required to inform families about various programs, policies, and procedures that are in place in the district. [Click here to download this annual mandated notices.](#)

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