

Louisville City Schools
Annual Mandated Notices

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

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

Accessibility of District Facilities

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

AHERA Management Plan

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

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

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

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

Anti-Harassment/Intimidation/Bullying Policy

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

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

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

Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

A student in grades nine (9) through twelve (12) may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular 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.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation
- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where a school is in session by the authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that the student reports to such staff member the student is assigned for guidance at the place in which the student is conducting study and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for the student's parents or guardians. Such an excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law.

Excessive Absences

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered excessively absent from school. Religious expression days that have been approved by the principal in accordance with this policy will not be considered for the purpose of determining whether a student is excessively absent. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

Religious Expression Days

The principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and

will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the district. The requests must specify the religious expression day(s) to be approved. The principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The district has adopted the following procedure for a student, parent, or guardian to notify the district of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the Superintendent or designee. The Superintendent or designee will review the grievance and issue a written determination of whether the policy has been violated. The decision of the Superintendent or designee is final and not subject to further appeal.

The district will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the district's website and will include the contact information for an individual who can provide further information about the policy. The district will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations as published by the State Superintendent for which an absence will not be unreasonably withheld or denied. The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for

forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the principal may, in their discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's

parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts but is unable to participate for any reason, the principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the principal may, in their discretion, assign one (1) school official to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one (1) school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the student will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and the student's parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the district's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

The district shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Stark County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

Tracking Remote Attendance

Consistent with the District's remote learning plan (eg., Blended Learning, Online Learning, etc.), the district will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data.

In addition to the reasons listed at the beginning of this policy, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with written notice from a parent/guardian:

- A. unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote

learning lesson;

- B. malfunction of a District-owned device for which the district is providing technical assistance, repair, or replacement.

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

- A. daily logins to learning management systems;
- B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and
- C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher may adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge.

Board of Education

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

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

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

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

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

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

Child Find – A Search for all Children with Disabilities

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

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

What does this mean?

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

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

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

Child Nutrition Programs

The school district will be participating in the Community Eligibility Provision (CEP) of the National School Lunch Program and School Breakfast Program for the 2025-2026 school year.

CEP is free for eligible public-school districts to participate in. Districts must apply through the state, which involves calculating and submitting a percentage of students who are identified as eligible for school meals for any reason other than a free and reduced student meal application.

Copyright Law

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

Drug Free School

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Employment of Professional and Classified Staff

The Board of Education recognizes that it is vital to the successful operation of the district that positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation and establish the term of employment for each professional staff member employed by the Board. Please refer to Board Policies 3120 and 4120.

Equal Opportunity Notice

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

Federal Grants Program

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

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

FERPA

You may download the Department of Education's "Model Notification of Rights Under the Federal Educational Rights and Privacy Act (FERPA) for elementary and secondary schools at the following website address:

<http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf>

Foster Care Liaison

Each day, administrators, educators, and staff across Ohio demonstrate a strong commitment to creating safe, supportive learning environments where all students can thrive. This commitment is especially important for students in foster care, as schools play a vital role in helping these students feel supported, connected, and empowered to succeed both academically and beyond the classroom.

For more information about supporting students in foster care or if you have questions, please contact our **Foster Care Liaison, Jason Greathouse**, at **330-875-1438**.

Gifted Education Program

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

Health Insurance Portability and Accountability Act (HIPAA)

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

IDEIA

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

Individuals with Disabilities Education Act

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

Input Sought on Federal Funds

The Louisville City School District receives notification of their entitlement of federal funds allocated in accordance with the Individuals with Disabilities Education Act, Public Law 92-142. Utilization of these funds is designated to provide services and programs for disabled students. Persons who wish to comment on how to utilize these designated

funds are welcome and encouraged to contact **Mr. Justin Haren**, Director of Special Services, at 330-875-1666.

Inspection of Instructional Materials

Further information regarding the rights to inspect instructional materials, textbooks, reading lists, and academic curriculum may be obtained by viewing school board Policy 2416, Policy 5780, Policy 5780.01 and Policy 9130 or by contacting **Mrs. Anna Minor**, Curriculum Director at 330-875-1666.

Insurance Notice

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

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

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

Inter-District Open Enrollment

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

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

Intra-District Open Enrollment

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

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

McKinney-Vento Act

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

Media Permissions

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

Medical Notices

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

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

Nondiscrimination Based on Genetic Information of the Employee

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited. Please refer to Board Policies 1422, 3122 and 4122.

Nondiscrimination Policy 2266

The Louisville City School District affirms that no persons shall, on the basis of sex, race, color, national origin, or disability, be excluded from participation in, be denied the

benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all board policies concerning school employees and students. Title VI complaints (sex, race, color, national origin, or disability) should be referred to

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Parents' Bill of Rights

The Board of Education recognizes that parents have a fundamental right to make decisions concerning the upbringing, education, and care of their children and promotes parental involvement in the district's public school system. In addition, parents have certain rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies. Please read board Policy 5780.01

Positive Behavioral Interventions and Supports (PBIS)

The Board of Education is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a District-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion. The PBIS framework shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort (i.e., there is no other safe and effective intervention available) and in accordance with the terms of this policy, use approved physical restraint or seclusion to maintain a safe environment.

All physical restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of physical restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Absent an emergency, only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this policy.

Questions regarding the policy should be directed to **Mr. Justin Haren**, Director of Special Services at 330-875-1666.

Public Records

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in strict adherence to the State's Public Records Act. Please refer to Board Policy 8310.

Record Access and Confidentiality

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

Security Cameras

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

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

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

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

Search and Seizure

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

Student Assessment

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

Student Conduct/Discipline

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

- 5500 Student Conduct
- 5511 Dress and Grooming
- 5512 Use of Tobacco
- 5513 Care of School Property
- 5515 Use of Motor Vehicles
- 5516 Student Hazing
- 5517 Anti-Harassment
- 5517.01 Bullying and Other Forms of Aggressive Behavior
- 5520 Disorder and Demonstration

- 5530 Drug Prevention
- 5600 Student Discipline
- 5610 Removal, Suspension, Expulsion and Permanent Exclusion
- 5610.01 Permanent Exclusion of Non-Disabled Students
- 5610.02 In-School Discipline
- 5610.03 Emergency Removal of a Student
- 5610.04 Suspension of Bus Riding/Transportation Services
- 5610.05 Prohibition from Extra-Curricular Activities
- 5611 Due Process Rights
- 5630 Corporal Punishment
- 5771 Search and Seizure
- 5772 Weapons

Student/Parent Rights

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well. Please read Board Policy 5780

Student Privacy Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Louisville City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Louisville City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Louisville City School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. From time to time, we have opportunities to share what's happening in our schools with the community through newspaper articles and photographs. Board policy permits the use of student pictures, unless the principal has been notified in writing by the parents that they do not wish to have photographs of their children published. If you do not want Louisville City School District to disclose directory information from your child's education records without your prior written consent, **you must notify the district in writing by September 15th of each school**

year or for a new enrollee throughout the school year within 7 (seven) days of becoming a student. The Louisville City School District has designated the following information as directory information:

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

Student Privacy and Parental Access to Information

The Board of Education respects the privacy rights of parents and their children. 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:

political affiliations or beliefs of the student or his/her parents;

mental or psychological problems of the student or his/her family;

sex behavior or attitudes;

illegal, anti-social, self-incriminating or demeaning behavior;

critical appraisals of other individuals with whom respondents have close family relationships;

legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

religious practices, affiliations, or beliefs of the student or his/her parents; or

income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Please refer to Board Policy 8330 for the entire policy.

Testing Security Procedures

The District Test Security Procedures ensure all involved that there are purposeful and specific procedures in place to ensure the security and accurate delivery and reporting of your child's state assessments. If you have any questions about this summary document, please contact Anna Minor, testing Coordinator at 330-875-1666.

Per Ohio Administrative Code 3301-13-05, the district is required to develop and maintain District Test Security Procedures and make them available to parents and students. These procedures, as they pertain to students, are summarized below; staff members receive further, more specific training via the District Test Security Procedures about their involvement with the specific assessments are required to follow written procedures set forth by the Ohio Department of Education.

Authorized Personnel

Louisville Schools appoints a district test coordinator and building test coordinator at each building who is responsible for handling and tracking test materials before, during and after published testing windows. Additionally, licensed professionals in each building where tests are administered will receive training in order to be prepared to administer state assessments.

Handling and Tracking Procedures for Secure Test Materials

The district test coordinator is responsible for ordering and providing all test materials. As secure materials arrive in the district, the district test coordinator conducts an inventory of all materials, prepares and securely delivers materials to the appropriate buildings. The building test coordinators are responsible for the security and distribution of test materials at the building level. When testing is completed, the building test coordinator(s) conduct an inventory of materials then package and arrange for the secure return of the materials to the district test coordinator. Materials are then returned to the testing company for scoring.

Electronic Device Policy

Accessing an electronic device during testing is grounds for an invalidation; however, if cheating can be ruled out, the district may elect not to invalidate the test. If a student was observed having a cell phone out during the test session, it is important to determine if any test question, passage or prompt was photographed, texted or in any way compromised. In extreme cases where test questions, passages or prompts have been posted on any social medium, the district must immediately contact the Office of Assessment at 1-614-466-1317.

No student under any circumstance may be allowed to use a cellphone or other like electronic device during the administration of state tests. If a student has completed their assessment, submits his/her assessment answers and logs off their computer, he/she must still keep their electronic device away and out of site. Cell phones or other like devices do not qualify as silent work.

Title I/IDEA-B Flow Through Notification

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

Title I Evaluation

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

Title IX/Civil Rights Compliance

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

The Board has adopted a grievance process and procedures that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures specifically address how to report or file a complaint.

Anyone wishing to file a complaint should contact our Title IX Coordinators **Mr. Derek Nottingham or Mrs. Anna Minor** 407 E. Main Street Louisville, Ohio. Phone: 330-875-1666.

Ann.minor@lepapps.org

Derek.nottingham@lepapps.org

Visitors to the Schools

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

Water Testing Notice

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