DAILY PLANNER/STUDENT & PARENT HANDBOOK

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.

Student Name _____

Grade Level _____ Team _____ Phone Number _____

988 SUICIDE & CRISIS LIFELINE | Ohio

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and 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 the handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

LOUISVILLE CITY SCHOOLS – 2026/2027 SCHOOL CALENDAR

August 2026

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 2026

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 2026

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 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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29	30					

December 2026

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

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 8 & 15; Jan 28 & Feb 4

LES- Oct 8 & 15; Jan 28 & Feb 4

MS- Oct 6 & 8; Feb 9 & 11

HS- Oct 1 & 8; Feb 25 & Mar 4

Board Adopted: 12/8/25
revised 12/3/25 kb

August

14	Convocation
17	PD Waiver Day- No School
18	PD Waiver Day- No School
19	First Student Day- Gr 1-5, 6 & 9 only
20	First Student Day- Gr 1-12

September

4	No School
7	Labor Day – No School

October

9	Teacher Exchange Day for PD – No School
12	PD Waiver Day- No School
23	End of nine weeks

November

25-27	Thanksgiving Break – No School
30	Teacher Exchange Day – No School

December

21-31	Winter Break – No School

January

1	Winter Break – No School
13	End of nine weeks
13	End of semester
18	Martin Luther King Day – No School
25	PD Waiver Day- No School

February

15	Presidents Day – No School

March

12	PD Waiver Day- No School
19	End of nine weeks
22-26	Spring Break – No School
29	Teacher Exchange Day – No School

May

27	Last Student Day
27	End of nine weeks
27	End of semester
28	Teacher Day – No School

February 2027

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						

March 2027

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 2027

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 2027

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 2027

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:
1st Day –June 1, 2027 – consecutive weekdays as needed

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
Office Hours: 7:00 am- 3:00 pm
Student Hours: 7:40 am- 2:19 pm

Louisville Middle School
1300 South Chapel Street
Louisville, OH 44641
330-875-5597
Office Hours: 6:45 am- 3:00 pm
Student Hours:7:50 am- 2:37 pm

Louisville Elementary
415 North Nickelplate Street
Louisville, OH 44641
330-875-1177
Office Hours: 7:30 am- 4:30 pm
Student Hours: 8:20 am - 3:00 pm

North Nimishillen Elementary
7337 Easton Street
Louisville, OH 44641
330-875-2661
Office Hours: 7:45 am - 3:45 pm
Student Hours: 8:10 am - 3:10 pm

SECTION 1 - GENERAL INFORMATION

ANTI-HARASSMENT
INSERT POLICY 5517

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 pink eye 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 their doctor for diagnosis and treatment. The child should not attend school until there is no fever and they have 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

It is the policy of this District to provide an equal education opportunity for all students. The right of a students to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other progroams or activites shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or another other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, see Board Policy 2266- Nondiscrimination on the basis of sex in education programs and activities).

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

Anna Minor, Assistant Superintendent
407 East Main St., Louisville, Oh 44641, (330)875-1666
Anna.Minor@lepapps.org

Derek Nottingham, Treasurer
407 East Main St., Louisville, Oh 44641, (330)875-1666
Derek.Nottingham@lepapps.org

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to education opportunity.

See also, Policy 5517- Anti Harassment

ENROLLING IN THE SCHOOL

For a student to enroll in kindergarten, they must turn five on or before the first day of the school during the current school year. However, a child who is six years old on or before September 30th 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 FROM SCHOOL

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 their 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 they are under the age of 18.

If a student is moving and will no longer be attending their 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 their textbooks to their 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 5 days of the parents' notice or request, except as permitted by law, (See Board Policy 8330- Student Records). 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 4th 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 4th 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 4th 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 their first birthday. The second dose must be administered at least 28 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 16th birthday, a second (2nd) 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:

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

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 non prescribed (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 their 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 their parent/guardian.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be required to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-bourne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-bourne pathogens may be low, students must assume that all body fluids are potentially

infectious and must take precautions to follow universal procedures in order to reduce risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva or other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify their teacher, who will contact the nurse and assist the student in completing the requisite documents.

The parent of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by the student' physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus in cooperation with the student's physician.

The student's parents will be asked to provide a copy of the test results for the maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. The protection applies not just to students, but all individuals who have access to the District's programs and facilities.

The law defines a person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one (1) or more major life activities;

B. has a record of such an impairment; or

C. is regarded as having such an impairment.

The district has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with the State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen and assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the 'least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Sections 504 and State law. Contact Justin Haren at 330-875-1666 [telephone] to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as the other students served by the District. Homeless students are eligible to receive transportation services, participate in educational programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students, Jason Greathouse at Louisville High School (330) 875-1438.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free and appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Board Policy 5111.03-Children and Youth in Foster Care.

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 identifiers 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.
    - 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 their 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, their 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 their 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

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

FERPA@ED.Gov; and
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, unpaid parking passes 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 FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The follow general rules apply to all fund-raisers:

- Crowdfunding activities are governed by Policy 6605
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fund-raising activities off of school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in fund-raising activities conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
-

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 carte items, including a la cart milk purchases. Parents also have the option of making payments online 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.

Louisville City Schools participate in–Community Eligibility Provision (CEP). With this program students receive breakfast and lunch at no cost. We ask that

parents/guardians please fill out a Household Information Survey to determine eligibility for various additional state and federal program benefits that the school may qualify for. This Survey can be found on the Nutrition Service website or the main office can send one home with the student.
If or when the meal account goes to a negative $5.00, 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.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of announcements on the PA system. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and

will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers will provide specific instructions on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING & DELAYS

School will either be delayed or closed on days when conditions are hazardous and dangerous for students and staff . The forecasting and predicting of hazardous weather in Ohio is always challenging, and the decision to cancel or delay school must be made very early in the morning. ***Delays and closings will almost always be announced by 6:30 AM. If there is no announcement to cancel or delay school by 6:30 AM, you may safely assume that school will be in session.***

Parents will be notified by the School Messenger Notification System in the event school is delayed or cancelled and the information can also be found on our Facebook page and our website.

If school is <u>delayed</u>, Louisville Schools will only delay the opening of school for two hours. Rarely, if ever, will school be delayed and then cancelled. All bus runs and school starting times will simply be delayed by two hours. There will be ***no AM pre-school*** when school is delayed for two hours, and no breakfast will be served in any of the school cafeterias.

A ***two-hour delay*** simply means that school will be delayed by two hours in the morning. Students should report to school or to their bus stop two hours later than their normal times. Buses will "pick-up" students two hours later than the normal pick-up times. School buildings will operate on an adjusted schedule, and students will be dismissed from school at their regular times and at their regular bus return trip times (See Board Policies 8400 or 8420 for more information).
The following will have school delays and closings:

<u>Television Stations</u>:
Channels 3, 5, 8, and 19

<u>Radio Stations</u>:
WHBC (AM 1480, FM 94.1)

VIRTUAL EDUCATION DELIVERY

The School is authorized to enact a plan for virtual education delivery model in order to make up hours in the school year on which it is necessary to close school due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses, or other equipment necessary to the School's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS AND CHANGING ROOMS

Restrooms, locker rooms, shower rooms and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

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 devices 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 their 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 their 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 their 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 their progress toward the learning goals of their 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.

	Letter Grade	Point Value
Outstanding	0	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:

Percent	GPA Point Value	Letter Grade
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:

1st Marking Period 20% 2nd Marking Period 20% Semester 1 Exam 10%
3rd Marking Period 20% 4th 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 ÷ 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:

1st Marking Period 40% 2nd 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 ÷ 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.

See also, Policy 5430, Class Rank

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 their 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- they meet the requirements established by law and by the participating college or university. A student will/may NOTE: This must be consistent with Policy 2271**]** 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 their 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 them 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.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

The district provides internet services to its students. The District's Internet system has limited educational purpose, and has not been established as a public access or public forum. Student use of the District's computers, network, and Internet services/connection ("Network) are governed by the following principles and guidelines,

and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a technology protection Measure, which is a specific technology that will protect against (e.g, filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

ARTIFICIAL INTELLIGENCE

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of AI technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. The Administration will refer any illegal acts to law enforcement.

See Policy 7540.09- Artificial Intelligence

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 no interscholastic athletics for grade six.

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

EXTRACURRICULAR ACTIVITIES

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

This policy shall be posted in a central location in each school building and will be available to students upon request. Board Policy 5610.05

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

STUDENT PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

A. a United States citizen;

B. a resident of the county;

C. at least seventeen (17) years of age;

D. enrolled in the senior year of high school.

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

Policy 5725

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) of 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

RELIGIOUS EXPRESSION DAYS

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 may 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.

Student's 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.

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 their parents shall be subject to the truancy laws of the State.

High School

If a student under the age of eighteen (18) has ten (10) or more consecutive or fifteen (15) total days of unexcused absences during a semester, the student will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for the suspension of their driver's license, if appropriate, as a result of this excessive absence.

Tardiness

A student must be on time to school and in attendance every day. A student not using school transportation is considered tardy if they arrive 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.

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

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 students in the class; and

B. all students in the class have 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 shall be worn and must be clean, "Flip-flops" (footwear with only toe support), slippers, shoes with wheels, etc. shall not be worn. 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.
2. 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.
3. 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.
4. 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.
5. All shorts must be loose fitting and have a sewn hem with no vertical cuts or slits.
6. Cutoff sweats are unacceptable.
7. Any clothes of sheer, "fishnet" materials shall not be worn if they are considered by administration to be "revealing".
8. 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.
9. Gang insignia or clothing which serves as gang identification is prohibited.
10. Heavy winter type jackets and outerwear (vests) shall not be worn in the building during the school day without permission.
11. Proper undergarments shall be worn.
12. 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.
13. Non-manufactured writing on clothing will not be permitted. Manufactured patches that are not frayed will be permitted.
14. Clothing that has undergarment appearances shall not be worn.
15. 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.
16. Extreme fashions, clothing, jewelry, attire or hair that disrupts or has the potential to disrupt the orderly progress of the school will not be tolerated.
17. No facial painting permitted.

18. 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.
19. 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.
20. Chains of any kind are not to be visible on clothing or hanging from wallets.
21. 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.
22. Students are permitted to have facial hair, provided it is neatly groomed and trimmed. Mustaches and sideburns must be neatly trimmed.
23. 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. Students are encouraged not to bring 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 cannot be reponsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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 their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subjected 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.

PROTECTION OF INDIVIDUAL BELIEFS

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

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, the building principal 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, the student 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 or 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 they are 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 or 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, induce panic or interfere with curricular or extracurricular activities. A student shall not impede the teaching and learning process.

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.

38. Cyber Security

Students are prohibited from misusing AI tools and/or bypassing school firewalls and security protocols to access unauthorized content or submit dishonest academic work. This behavior violates the district's acceptable use policy, undermines academic integrity, and poses cybersecurity risks. The consequences of such violations will be severe, including disciplinary action in accordance with the student code of conduct. See Board Policies 5500, 7540.03 and 7540.09

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 the Superintendent's 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, the student 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 (See Board Policy 5611).

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 their 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, the student and their 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.

PERMANENT EXCLUSION

State law provides for the permanent exclusion of a student sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State Of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school.

A. conveying deadly weapons onto school property or to a school function;

B. possessing deadly weapons onto school property or at a school function;

C. carrying a concealed weapon onto school property or at a school function;

D. trafficking in drugs onto school property or at a school function;

E. murder, aggravated murder on school property or at a school function;

F. voluntary or involuntary manslaughter on school grounds or at a school function;

G. assault or aggravated assault on school property or at a school function;

H. rape, gross sexual imposition, or felonious sexual penetration on school grounds or at a school function, when the victim is a school employee;

I. complicity in any of the following offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents. See Board Policy 5610 and 5610.01

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 the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified of the reason for the suspension and the length of the suspension. See Board Policy 5610.04

SEARCH AND SEIZURE

Administrators may search a student or a student's 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. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignis, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:
   1. is obscene to minors, libelous, or pervasively indecent or vulgar;
   2. advertises any product or service not permitted to minors by law;
   3. intends to be insulting ar harassing;
   4. intends to incite fighting; or
   5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is a proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building administrator twenty-four (24) hours prior to display.

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:

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

B. mental or psychological problems of the student or his/her 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).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. See Board Policy 2416 for more information.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

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, 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. See Board Policy 5530 for additional information.

Drug Testing Policy

<u>High School</u>

Prior to participation, any student who intends to participate in athletics, extra-curricular activities, special privileges, or to obtain a parking permit will be required to provide written consent, along with his/her parent/guardian's consent, for random testing of prohibited substances.

1. The Board of Education will pay the cost of the testing, unless a split sample test is requested by the parent and/or student. Mandatory testing stemming from positive test results will be at the parent/guardian's expense.
2. The Board may contract with an external agency for the purpose of collecting and analyzing test samples. All samples will be collected under the supervision of medical personnel, and in a manner that protects the privacy of the student(s) being tested.
3. Any student who fails or refuses to produce a sample will be prohibited from participation in his/her designated activity until a sample is obtained and tested.

4. The results of the tests shall not become part of the student's permanent record. Test information shall only be released to persons designated in Board regulations and procedures. Test results will not be reported to law enforcement authorities, and test information will not be released to law enforcement or other parties except in response to a lawfully executed subpoena. In the latter case, parents will be notified within forty-eight (48) hours of the receipt of the subpoena.
5. Except as stated in the Student Code of Conduct, violation of this drug testing policy will not result in suspension or expulsion. Nonetheless, the testing program does not affect current policies of the Board regarding student use or possession of drug, tobacco, or alcohol, where reasonable suspicion is established by means other than testing as outlined in this policy.
6. Any student who in any way aids or abets another student in violating this policy will be subject to disciplinary action.

For more information, please refer to policy 5530.01-DRUG TESTING OF STUDENTS INVOLVED IN NON-ACADEMIC ACTIVITIES

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.

Conduct on School Vehicles

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 the driver 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 the student's 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 a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle.

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.

Louisville City Schools
Annual Mandated Notices

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/