LEOPARD BLENDED

Digital Academy

Handbook 2026-27

LEOPARD BLENDED Digital Academy

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SUSPENSIONS AND EXPULSIONS

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DEAR STUDENTS AND FAMILIES,

Welcome to Louisville City Schools' online learning program, Leopard Blended Digital Academy.

We are excited about this program and look forward to working with you as you embark on a new journey in education.

In Louisville City Schools, we strive to provide a High Quality Education with the expectation that ALL children will succeed. One of the ways we accomplish this expectation is by providing additional curriculum options for personalized learning opportunities. This is a tuition-free program available to Louisville middle school and high school students which requires students to complete the Leopard Blended Digital Academy (LBDA) application process and receive enrollment approval.

BY ENROLLING IN THE LEOPARDS BLENDED DIGITAL ACADEMY PROGRAM, YOUR CHILD HAS THE OPPORTUNITY TO:

- *Receive support, coaching, intentional tracking, and academic assistance provided by highly qualified teachers and experienced staff.*
- *Thrive in a dedicated academic space on the Louisville High School campus with limited class size and points of entry.*
- *Have access to a full-time intervention specialist and tutoring (if needed/required due to disabilities).*
- *Take advantage of the flexibility a virtual learning platform offers students outside of a traditional class schedule.*
- *Participate in all Louisville City Schools' extracurricular activities, including athletics, clubs, band, choir, theater.*
- *Receive a Louisville High School diploma upon graduation.*

We are proud to offer an online curriculum which is aligned with the Common Core State Standards. Louisville City Schools has adopted the Edgenuity online learning platform which delivers a rigorous curriculum consisting of regular and advanced courses in English, Math, Science, Social Studies, as well as a number of elective courses. Our highly qualified staff is committed to offering ALL students the best education experiences possible. We ask for the support of parents and families which is the key to the success of students and the program.

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On behalf of the Louisville City School District, we are excited to have you as a member of our educational community and look forward to the success we know you will experience.

STUDENT CODE OF CONDUCT

Leopard Blended Digital Academy (LBDA) is a program within the Louisville City School District. Therefore, LBDA follows the Louisville City School Board Policies and Student Code of Conduct, unless otherwise stated within this LBDA handbook. Louisville City School Board Policies and LBDA Code of Conduct are applicable to all aspects of school activities: academics, school-related online activities, extracurricular activities, athletics, athletic events, and school related programs, on or off premises.

As a part of the orientation process, each student and parent is required to sign a Leopard Blended Digital Academy Student Contract and Honor Code. This signed document serves as an acknowledgement and pledge to follow the expectations and procedures of the LBDA program. LBDA students are, like all Louisville students, expected to conduct themselves with the highest standards of honesty and integrity. LBDA students are given the opportunity for academic achievement through a digital learning environment. Therefore, it is incumbent upon the student and guardian to operate with honesty and integrity at all times when engaged in academic activities associated with the LBDA program.

In addition to Louisville City Schools Board Policies, examples of dishonest behavior in the virtual classroom may include, but are not limited to:

■ Plagiarism – Representing another's ideas, words, expressions, or data in writing or presentation as original without properly acknowledging the source. Submitting work through the use of another person's password/login.

■ Cheating – Intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. This includes copying another student's work and submitting it as your own.

■ Falsification and/or misrepresentation of data (dashboard altering).

■ Computer crimes – Damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc.

■ Inappropriate use of email, discussion forums, or chat rooms.

■ Netiquette is important and should be followed.

Cases of academic dishonesty will be subject to Louisville City Schools Board Policies regarding

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violations of the Student Code of Conduct. Possible outcomes will be decided by school administration, and may include:

- Loss of grade points
- Disciplinary action in accordance with local school or district policy
- Removal from the course or program
- Failure to receive credit for the course

Students in the Leopard Blended Digital Academy program are required to complete components of their academic activities in the digital lab. Furthermore, students can seek support from the LBDA Coordinator and LBDA support team to navigate assigned school work. To ensure an appropriate climate for teaching and learning, students must adhere to the Leopard Blended Digital Academy digital lab rules set forth on the next page.

LBDA ENROLLMENT, STRUCTURE, AND ATTENDANCE

Students are enrolled into the LBDA by successfully completing a formal application process or placement by school administration. LBDA students positioned in one of the following learning models:

Supplemental - learning model is intended to address a specific academic need (i.e., course recovery or credit deficient). With this model, students are usually enrolled in 1-2 courses. Lab time is required with this model.
Blended - students have a daily schedule of traditional classroom courses and online courses. Lab time is required with this model.
Fully Digital - students have a schedule of only online courses. Lab time is required with this model.
Home Instruction - students are assigned to work from home in this model and have a schedule of only online courses. Lab time may be substituted for Google Meets if needed with this model.
*Learning models for a student may be adjusted during LBDA enrollment based on individual circumstances.

Acclimation Period - The "Acclimation Period" is standard practice for helping students get off to a strong start in the LBDA program. Newly enrolled LBDA students and students not in good academic standing from the previous marking period, must be in attendance at the Leopard Blended Digital Academy every day for a minimum of five consecutive school days. During this phase, students learn features of the program, habits for pacing themselves in their work, and familiarize themselves with all of the tools at their disposal in an online learning environment. School leadership and the LBDA Coordinator reserve the right to extend or reduce the duration of the "Acclimation Period" assigned to a student.

Once the acclimation period is satisfied, the LBDA Coordinator will assign required digital lab attendance days based on the student's demonstrated ability to successfully navigate through their courses and remain on pace with the coursework. The number of hours a student is required to report to the lab each week will be determined by the LBDA lab guidelines and learning model assigned to the student:

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- Students with 2 or more courses= 4 hrs for a 5-day week of in-person lab time; 2.5 hrs for a 4-day week.
- Students with 1 course = daily check-ins (only seniors can apply for weekly check-in).
- Students assigned to Fully Digital or Home Instruction learning models must log a minimum of 2 hours in Edgenuity coursework each day school is in session to earn a day of attendance.

Attendance will be taken each day the student is scheduled to report to the lab. As such, any documentation to support an absence must be presented to the attendance office. Adjustments to an individual student's in-person LBDA schedule will be reflective of their ability to maintain pacing and academic engagement. A review of each student's assigned schedule will coincide with the end of every marking period.

With regard to progress monitoring, the LBDA Team continuously tracks progress to determine weekly progress targets and academic standing. Student progress reports will be emailed to the parent(s) or guardian(s) at the beginning of each week. Leopard Blended Digital Academy reserves the right to require seat time in the digital lab for repeated and continuous failure to complete work off site. If students are still failing, the LBDA staff reserves the right to place students back into in-person classes.

LBDA DIGITAL LAB POLICIES AND PROCEDURES

■Sign-in / Sign-Out: LBDA students enter/exit the building through Door #13 unless school leadership assigns an alternative procedure. When entering the digital lab for any reason, students electronically sign-in to the LBDA Lab. Any time a student leaves the building at the end of an in-person session prior to the end of the school day, they must sign-out. When leaving the digital lab between class transitions, a member of the LBDA Team will issue a signed pass.

■ Bells: In the Leopard Blended Digital Academy, the bells apply to students assigned to a supplemental or blended learning model and have in-person classes.

■ Progress/Engagement: The Leopard Blended Digital Academy is designed to meet the needs of each student as a learner. Our primary goal is for each student to make consistent progress through each course as the marking period/year progresses. Unless permission is granted, the digital lab is designated for digital learning activities through Edgenuity. Lack of seat time and login time will affect attendance and will result in contact with the student and guardians. Chronic absenteeism will prompt a formal review of enrollment in the LBDA program.

■ Use of Electronics: Students are required to use their school issued chromebook to complete their Edgenuity coursework. Additionally, the LBDA lab adheres to the same cell phone policy as Louisville High School. The LBDA office phone or school email will be the designated method for essential communication

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[illegible] a pick-up time with a caregiver.

■ Food/Drink Policy: A snack or drink during an in-person lab session while working is a privilege we offer to LBDA students. The area must be cleaned after you are finished, and the food and drink must not interfere with the learning environment and your progress in courses. The LBDA team reserves the right to revoke this privilege.

■ LBDA –Monitoring: Each student will be monitored using district adopted policies and software to ensure that you are on pace and up to date with coursework.

■ LBDA Dress Code: Dress code for the digital lab mirrors the Louisville High School building policy. Refer to LHS Student Handbook.

■ LBDA Lab Etiquette: Students are expected to operate in a quiet, respectful manner during sessions in the digital lab. This includes transitions in and out of the lab. Students are not permitted to bring blankets into the lab. Cosmetics, body scents, hair/nail products are not to be applied in the LBDA lab. Simply put, contribute to a positive learning environment.

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WILL FOLLOW LOUISVILLE CITY SCHOOLS BOARD POLICIES.

ABSENCE, ATTENDANCE, AND PARTICIPATION

Regular attendance is essential to good school work. It is the parents' responsibility, under the law, to see that children are regular in attendance, including the students enrolled in e-learning, whether at school or at home. If a student fails to log into the e-learning platform for five (5) consecutive school days, contact will be initiated by a member of the LBDA Team regarding the student's attendance.

Attendance in online learning is not defined as "showing up" or simply logging in; it is defined as academic engagement. The LBDA program measures attendance through documented participation in educational activities and weekly, meaningful contact with the LBDA team. For those students assigned to a fully digital learning model, a week is defined as Monday through Friday during the regularly scheduled school day. For those students assigned to a home instruction learning model, the school week runs from Monday through Saturday at midnight. The LBDA Team sets the time, date, and type of contact for check-in. Meaningful contact is defined as:

- Turning in completed assignments.
- Asking pertinent questions in regard to an assignment.
- Academic discussions (progress targets, goal-setting, project guidance, action steps, etc).

For each course, students must attempt and submit all assignments, weekly, according to the school year calendar. Students are required to submit coursework on or before the assigned dates. We highly recommend a daily structured schedule when students are doing online work. It is recommended that students dedicate no less than 30 minutes per day to each course (i.e. 5 courses = 2.5 hours per day of completing assignments online).

Students below a 65% grade average in any course must conference with the LBDA Team once a week. The program coordinator will establish the method of communication required (in-person, by phone, Google Meet or email) to provide intervention and support. Staff with subject area expertise will be scheduled to provide academic support to students as needed during in-person lab sessions. In addition, members of the LBDA Team are available for Google Meets on a weekly basis. Failure to honor a scheduled meeting can result in an unexcused absence.

Students assigned to the home instruction learning model must record at least 2 hours of log-time in Edgenuity for a day's worth of attendance. Students are permitted to work outside of the school week and in these cases, log-time on Saturday is applied to Friday and log-time on Sunday is applied to Monday. Keep in mind,teachers/support staff are not required to respond to students on weekends or holidays.

1. If a student fails to complete the expected number of assignment(s) within a period of seven (7) days, the Leopard Blended Digital Academy coordinator will contact the student/parent/guardian informing them that the student is behind and to see if there is a problem. The student must attend the Leopard Blended Digital Academy computer lab until all past due assignments are completed (see the student engagement policy above).

2. If a student that was contacted -does not attend the lab the following week, as directed, and all work is still not completed, the parent will be notified again. This will count as another 5 days of unexcused absences.

3. If, after two (2) weeks, the student is still not in attendance and absenteeism continues, the Leopard Blended Digital Academy reserves the right to contact a Truant Officer. It is the parents' responsibility, under the law, to see that children are regular in attendance, including students enrolled in online learning, whether at school or at home. It is imperative that PARENTS assist in monitoring their child's attendance in school.

4. Excessive absences may result in the student's removal from the LBDA program.



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5. All decisions by the Leopard Blended Digital Academy coordinator are final.

Truant means absent without an excuse. Students may be considered truant if:

- They fail to have contact with teachers for a period of ten (10) consecutive days.
- They fail to log into the website for a period of ten (10) consecutive days.
- They receive an attendance warning and fail to complete late work within two weeks.

ATTENDANCE REQUIREMENTS FOR COURSEWORK/ASSESSMENT

Leopard Blended Digital Academy wants to ensure that grades earned through online courses are a true reflection of what the student has learned and what they know. To accomplish this task, attendance policies and assessments will help hold students accountable for their learning and provide equal opportunities for all students by assessing coursework in a monitored lab setting.

Throughout the school year, in all grade levels and courses offered, there will be assessments such as quizzes,–unit tests, and end of course exams. Students with middle school level courses will not have an exam component in their assigned course curriculum. Completion and results of these assessments will account for a student's nine week grades and final grades. Typically, quizzes occur more frequently and will count for a smaller percentage of a student's grade. Depending on the course, unit tests and end of course exams–may occur about 2 to 4 times during the school year. Unit tests are weighted more heavily and will account for a higher percent of the student's overall grade. End of semester exams in high school courses are weighted according to the LHS policy of 10%. To ensure that a student's grades are a true reflection of what they have learned, and to discourage dishonest practices, the following requirements are necessary:

- Quizzes may be taken online and students do NOT have to come to Leopard Blended Digital Academy -digital lab to complete this work.
- Unit tests and all semester tests and exams must be completed in person, by the student, during their LBDA lab–schedule. Since students have the flexibility to work at their own pace, tests and exams may be given on an individual basis. LBDA staff reserves the right to require student(s) to appear in person for such tests.
- The Ohio Revised Code suggests the Leopard Blended Digital Academy to automatically withdraw a student from school if the student fails to participate in school activity for one hundred five (105) cumulative hours: or who has failed to participate in the annual administration of any required assessment for two consecutive school years (ORC 3314.26).

Any student who does not participate for one hundred five (105) cumulative hours (approximately 20 days) will be automatically withdrawn from the Leopard Blended Digital Academy. The parent/guardian of the student will be notified by phone or, as a last resort, by a letter sent by US Mail. The parent/guardian and student must return all issued equipment within 10 business days of the withdrawal date and immediately enroll the student back to their original home school. If a student fails the fourth marking period they will be returned to in-person instruction for the following year.

OHIO STATE TESTS

Students in grades 3-12 are **required** to take the Ohio State Tests in person. Failure to report for testing will result in unexcused absences.

PACING GUIDE FOR COURSE COMPLETION

All students must attend the LBDA lab according to their assigned weekly in-person schedule. The exact amount of time required to complete each week's assignments will vary depending on a number of factors (unit requirements, student's readiness, and work ethic). The following is an average that students can use to help make sure that they are keeping up with their studies. It is the responsibility of each student and their parent(s)/guardian(s) to make sure that the student is keeping on track.

The State of Ohio has determined that a full-time student participates in 6.5 hours of academic activities per day. These activities include, but are not limited to, core content studies, elective classes, and study halls.

Students with 4 or more courses should plan on the following amount of time to complete his/her assignments:

- Approximately 12-20 hours per week
- Approximately 120 hours per each 9 weeks
- Approximately 250 hours per semester
- Approximately 500 hours per academic year per Ohio Department of Education requirements

Students assigned to home instruction or fully digital learning models will adhere to the Louisville City Schools calendar. However, students will have access to their studies 24 hours a day, 7 days per week. They will also have access on holidays and non-school days. The home instruction student will focus on the completion of their assignments while satisfying the 500 hours of coursework that is required by the Ohio Department of Education.

Student learning hours may include:

- Activities on the computer that are assigned through the assigned content
- Activities on the computer that are assigned by Leopard Blended Digital Academy teachers (i.e. projects, presentations, word processing documents, etc.)
- Activities off the computer, such as reading a novel, written works, or completing hard copy worksheets. Also hours may include: completing models/projects, doing research, brainstorm writing planning (writing process) taking notes/outlining.
- Co-curricular activities pre-approved by LBDA Team (such as for PE).

RETAKING CLASSES AND CREDIT RECOVERY

If a student falls behind in a class, they will be held to the LBDA freedom matrix and may be placed under probation and required to complete their work in the Leopard Blended Digital Academy Computer Lab. Failed classes may be retaken as a credit recovery class. Credit recovery classes are self-paced and offer the student the ability to retake

SUSPENSIONS AND EXPULSIONS

multiple credits that may be needed for graduation. Louisville City Schools' credit and grading policies apply to credit recovery classes.

GRADES, REPORT CARDS, PROMOTION, CREDITS AND GRADUATION

- Report Cards: Students will receive a report card commensurate with their grade level reflecting their progress in each of the Leopard Blended Digital Academy classes they have enrolled in.
- Promotion/Retention: Students enrolled in Leopard Blended Digital Academy classes will adhere to the Louisville City Schools Board Policies concerning promotion or retention.
- Credits: Students earn class status by the number of hours passed per State of Ohio and Louisville City Schools Board requirements.
- Graduation Requirements/State Testing Requirements: Students must earn 21 credits to comply with Ohio Department of Education (ODE) and Louisville City Schools' graduation requirements as per the student handbook.

Each Leopard Blended Digital Academy student's schedule for the school year will include Language Arts (English), math, social studies, and science. Physical education, health and other electives will be available for students depending on their grade level. Middle and high school students must be enrolled in a minimum of five courses the entire school year. A student must successfully complete all graduation requirements in order to participate in the graduation ceremony and receive a diploma. This includes successfully completing all local and state tests.

*Calculating GPA with the Point Value Chart - When calculating your GPA you will use the Point Value column in the chart. Your GPA will be calculated utilizing the final percent earned in each course.

Grades: Guardians may check progress, at any time, by using the Edgenuity website and student login.

Leopard Blended Digital Academy uses the grading scale adopted by our district:

	1-4 Point Regular GPA	
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

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63-66	1.2	
60-62	1	
59	0	F

Honors GPA		
Percent	**GPA Point Value**	**Letter Grade**
90-100	4.5	A
87-89	3.9	B
83-86	3.7	
80-82	3.5	
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

Progress reports can be accessed or printed any time for students and teachers. These reports can be emailed directly to parents or guardians, or they can be set up with access to the Family Portal to view them at any time. As students submit assignments, they receive immediate feedback and the progress report is updated in the live system. Since data is recorded and updated in real time, students can monitor their progress and will know exactly where they stand in relation to completing the course on time.

Sample Progress Report

Course Name	% (Time)	% (Count)
LHS Algebra II-A Sem. I (Notes)	47.86%	46.21%
LHS Healthy Living (1) .25	71.86%	70%
LHS Healthy Living (2) .25	11.31%	10.67%

Progress Reports make it easy to identify whether students are on track to complete courses within the allotted time frame (see sample below). Percent (Time) refers to a student's progress. The grade a student has earned for submitted work is represented by column "OG" (overall grade). "RG" (relative grade) is the grade if a student were to withdraw from the course and receive zeros for the incomplete work. "AG" (actual grade) is the grade for a student in relation to the percentage of coursework completed versus the percentage of coursework that should have been completed.

A student must attempt all assigned activities for a course to earn completion credit for the course and the actual grade - "AG" will be recorded as their report card grade.

STUDENT PROGRESS REPORT

A student's progress report provides a snapshot of the student's progress and achievement in a single course.

Student Contract and Honor Code

Leopard Blended Digital Academy

Student name: _____ School Year: **2026-2027**

I AM AWARE THAT:

- Behavior expectations will follow the guidelines of Louisville HS/MS student handbooks (dress code included).
- The LBDA staff has all of the tools necessary to help regulate my progress and monitor my online behavior.
- LBDA has a no cell phone policy. Students will check-in their personal device while they are in the digital lab.
- Weekly, in-person, lab sessions are set according to the number of Edgenuity courses assigned to each student:
    - Students with 2 or more courses = 4 hrs/week (ie. 2 days for 2 hrs; 4 days for :45 mins)
    - Students with 1 course = once a week

****These are minimums and students can be assigned additional lab time by the LBDA Coordinator if student progress is not being met.*

- I understand that unit tests, semester/final exams, and Ohio State Tests will be taken in-person.
- Tests will only be unlocked if students reach 60% or higher on Test Reviews and will only be unlocked during school hours.
- I am expected to dedicate time to Edgenuity coursework outside of the LBDA lab with the exception of unit tests, exams, and Ohio State Tests.

- LBDA students are expected to make progress in Edgenuity coursework during each lab session.
- If I am behind or failing, contact will be made with parents/guardians, and I will need to report to the digital lab until all my assignments are caught up.
- LBDA lab sessions are designated for Edgenuity coursework unless permission is granted to work on in-person courses.
- If I complete all of my 9-weeks coursework ahead of schedule, I will be expected to begin working on content for the next 9-weeks in Edgenuity.
- I must take notes (written or electronic) as I listen to the instructional activities. I can use eNotes, a traditional notebook or google docs. **Notes will be required as part of the final marking period grade for State Tested Courses.** Guided notes are provided in Edgenuity.
- I will be given 2 attempts to master each test/quiz with a 70% or higher, and that if I do not master the test after two attempts, I will have to meet in-person or google meet a teacher to earn another attempt or be moved on with the highest percent earned.
- I will ask for help when I have questions or misunderstandings. Google meetings can be requested between 8 AM and 2:30 PM daily for academic support if necessary (ie. illness).
- Warm up, instruction, assignments, review and quizzes can be completed at any hour and on the weekends.
- I understand I am responsible for the transportation of my child to and from school if he/she is no participating in board approved transportation routes.

Student Contract and Honor Code
Leopard Blended Digital Academy
Edgenuity

I PLEDGE THAT I WILL NOT:

- Plagiarize or cheat (**speed radar, AI)** in Edgenuity.
- Post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students.
- Give unauthorized assistance on assessments or allow parents, guardians, siblings, **internet search sites**, etc. to give assistance on assessments.
- Abuse cell phone - only used to contact parents/guardians
- Work less than 2.5 hours a week. For five classes that would be a minimum of 12.5 hours or a student could face truancy. *Students that remain in blue or green are not penalized for lack of log in hours*.

CONSEQUENCES FOR ACADEMIC DISHONESTY/BEHAVIOR INFRACTIONS:

- Detentions issued for disrespect or other disruptive behaviors.

- More in-person lab time, academic mentoring, or google meet tutoring sessions.
- Receive a failing grade on assessment or plagiarized writing assignment.
- Letters, emails and calls to parents/guardians.
- Repeat Edgenuity course, summer school. Possible removal from the Virtual Academy.
- If a student fails the 4th marking period they will be returned to in-person instruction for the following year.
- Repeat work done in speed radar and quizzes may be locked to be taken under supervision.
- Show notes for each quiz, show work for math and possibly take paper quizzes or unit tests.

This contract must be signed and returned within 10 days of enrollment.

_____	_____	_____
STUDENT (PRINT NAME)	STUDENT SIGNATURE	DATE

_____	_____	_____
PARENT (PRINT NAME)	PARENT SIGNATURE	DATE

TOM SIEGFRIED, LBDA COORDINATOR

_____	_____	_____
LBDA (PRINT NAME)	LBDA SIGNATURE	DATE