

LOUDONVILLE HIGH SCHOOL

STUDENT HANDBOOK 2023-2024



Loudonville High School
421 Campus Ave.
Loudonville, OH 44842
419.994.4101

www.lpschools.k12.oh.us





It is my pleasure to welcome students back to another fantastic year at Loudonville High School. It is an exciting time when students return to the classrooms and hallways of LHS and display their energy and enthusiasm for learning.

At Loudonville, we want every student to succeed, and we are committed to working with you and your parents/guardians to ensure that you have the opportunity to grow and learn in a safe and supportive environment. The faculty and staff at LHS look forward to educating your child.

I am honored to serve as your principal. It is a privilege to be part of Redbird Nation—a community where parents, teachers, and students care for each other and strive to build positive relationships that support social and academic growth.

Loudonville has a history of delivering a solid, first-class education to its students over the years, and we look forward to continuing that tradition. Our goal is to develop well-rounded, educated students who possess the work ethic, discipline and skills necessary to be successful in the 21st Century.

In addition to outstanding academics, LHS has had substantial success in athletics, extracurriculars, and the fine arts. The level of cooperation among the community, parents, staff, and students creates a learning environment that is nurturing and conducive to life-long learning. The partnership and relationships with students, parents and family members is essential to our achievements.

This is your school and as in any district, it takes a working relationship with students, parents and all community stakeholders to develop our students into becoming the best Redbirds that they can be!

Please use our school web page to stay current on the multiple activities that are scheduled throughout the year and feel free to contact us at any time with questions or concerns.

Respectfully,

Christine Butts

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LOUDONVILLE HIGH SCHOOL FACULTY/STAFF

ADMINISTRATION

Chrissie Butts, Principal
Dan Eckenwiler, Asst. Principal
Tyler Bates, AD/Dean of Students

CAREER TECH/HORTICULTURE

Kendra Carnegie

ENGLISH

Marissa Burd
Aimee Ross
Megan Sellers
Pete Snyder
Whitney Snyder
Tiffany Zeigler

FOREIGN LANGUAGE

Jackie Arnold
Justina Martinez

GUIDANCE OFFICE

Dave Lance, School Counselor
Kristen Thiebaut, School Counselor

HEALTH/PE

Jeff Frankford
Casey Garver

INDUSTRIAL ARTS

Jed Johnson

IN-SCHOOL DETENTION MONITOR

Ken Phillips

LIBRARY

Jennifer Baynes, Librarian
Andrea Landoll, Library Aide

MATHEMATICS

Mike Baker
Kaitlyn King
Trevor Ritz
Emily Roblin
Seth Youngen

MUSIC

Karissa Frische
Angie Spreng

OFFICE

Chris Harris, Principal's Secretary
Jennifer Portz, Attendance & A.D. Aide

PARAPROFESSIONAL

Ashley Lee
Elise Lingenfelter

SCIENCE

Alex Barnard
Jordyn Burnison
Jim Conley
Jim Gale
Dan Weber

SOCIAL STUDIES

John Battaglia
Matt Cottrill
Matt Rucki
Keith Lemke

SPECIAL EDUCATION

Dave Carroll
Jenna Fisher
Tori Skoog
Jennifer Smeltzer
Jen Vaughan

TECHNOLOGY

Cameron Ratliffe, Field Technician
Cindy Young, Instructional Tech. Aide

VISUAL ARTS

David Vaughan

CAFETERIA

Terri Blanchard, Supv.
Cheryl Anderson
Chance Lee
Cassandra McCaskey
Aimee Myrwold

CUSTODIANS

Penny Patterson
Mitch Voltz

Loudonville-Perryville District Calendar 2023-2024

<p>Aug. 16th New Teacher Orientation Aug. 17th Teacher PD Aug. 17th Open House Aug. 18th ALL Staff: Convocation/PD Aug. 21st Students' 1st Day (Soft Start)</p>	AUGUST '23	SEPTEMBER '23	<p>184 Teacher Days 176 Student days 5 PD Days 2 Teacher Comp Days 1 Teacher Work Day</p> <p>Sept. 4th No School - Labor Day Sept. 15th 2 hr. late start</p>
<p>Oct. 4th ALL Staff PD - No School Oct. 5th & 6th No School - Fair Days Oct. 13th Remote Day/Teacher PD NON Work day for classified Oct. 20th 1st Report Period (41) Oct. 31st P/T Conf - 3:30 - 7:30</p>	OCTOBER '23	NOVEMBER '23	<p>Nov. 2nd K-3 Remote w/P/T Conf Day 4-12 Conf - 2:30 - 6:30 1 hr. early dismissal</p> <p>Nov. 3rd No School - P/T Comp Day Nov. 17th 2 hr. late start Nov. 22nd - Nov 24th No School Thanksgiving Break Nov. 27th School Resumes</p>
<p>Dec. 20th 1 hr. early dismissal Dec. 21st - Jan. 1st No School Student Winter Break</p>	DECEMBER '23	JANUARY '24	<p>Jan. 2nd School Resumes Jan. 5th 2nd Report Period K-12 (42) Jan. 15th No School - M.L. King Day Jan. 16th All Staff PD - No School</p>
<p>Feb. 19th No School - Presidents' Day</p>	FEBRUARY '24	MARCH '24	<p>Mar. 15th 2 hr. late start Mar. 15th 3rd Report Period (47) for K-12 Mar. 19th P/T Conf - 3:30 - 7:30 Mar. 21st K-3 Remote w/P/T Conf Day 4-12 Conf - 2:30 - 6:30 1 hr. early dismissal Mar. 22nd No School - P/T Comp Day Mar. 25th - 28th No School Student Spring Break Mar. 29th No School - Good Friday</p>
<p>Apr. 1st School Resumes Apr. 8th No School - Solar Eclipse</p>	APRIL '24	MAY '24	<p>May 17th 2 hr. late start May 22nd Seniors' Last Day May 26th Graduation 2:00 pm May 27th No School - Memorial Day May 29th Last Student Day - (46) May 30th ALL Staff PD May 31st Teacher work day</p>
	JUNE '24	<p>LEGEND...</p> <ul style="list-style-type: none"> First Report Period Second Report Period Third Report Period Fourth Report Period No School (holidays/breaks) PD (No school students) Graduation 	<p>...LEGEND</p> <ul style="list-style-type: none"> No School (conf. comp) P/T Conferences Teacher Work Day Remote Day 1 hour early dismissal 2 hour late start

7/5/2023 9:53 AM

Calendar 2023-2024

BELL SCHEDULES 2023-2024

Loudonville High School - Bell Schedules (2023-24)					
Period	Regular (45 min.)	Activity - Assembly (40 min.)	Pep Rally (45 min.)	1-Hour Early Release (40-45 min.)	2-Hour Delay (35 min.)
1	8:00 - 8:45	8:00 - 8:45	8:00 - 8:45	8:00 - 8:40	10:00 - 10:35
2	8:50 - 9:35	8:50 - 9:35	8:50 - 9:35	8:45 - 9:25	10:40 - 11:15
3 Advisory Period	9:40 - 10:10	Activity – Assembly 9:40 - 10:10	X - SKIP	X - SKIP	X - SKIP
4	10:15 - 11:00	10:15 - 11:00	9:40 – 10:25	9:30 - 10:10	11:20 - 11:55
5*	11:05 - 11:50	11:05 - 11:50	10:30 - 11:15	10:15 - 11:00	12:00 - 12:35
6*	11:55 - 12:40	11:55 - 12:40	11:20 – 12:05	11:05 - 11:50	12:40 - 1:15
7*	12:45 - 1:30	12:45 - 1:30	12:10 - 12:55	11:55 - 12:40	1:20 - 1:55
8	1:35 - 2:20	1:35 – 2:20	1:00 – 1:45	12:45 – 1:25	2:00 - 2:35
9	2:25 - 3:10	2:25 – 3:10	1:50 - 2:35	1:30 – 2:10	2:40 - 3:10
*denotes Lunch Periods			Pep Rally 2:40 – 3:10	Scheduled: 11/2; 12/20; 3/21	Scheduled: 9/15; 11/17; 3/15; 5/17

LOUDONVILLE-PERRYSVILLE TRANSPORTATION DEPARTMENT

Questions regarding transportation should be directed to Shayne McCaskey, Transportation Director, at 419.994.3314. Questions may also be directed to George Lee, Asst. Director at the bus garage.

Please see our school website for the Transportation Procedures Handbook (link below), which identifies the rules and discipline policy, bus pick-up procedures, drop-off procedures, safety tips and procedures for requesting an alternate bus stop.

[http://www.lpschools.k12.oh.us/sites/lpschools.k12.oh.us/files/files/Transportation Student Handbook 2018\(1\).pdf](http://www.lpschools.k12.oh.us/sites/lpschools.k12.oh.us/files/files/Transportation%20Student%20Handbook%202018(1).pdf)

SCHOOL CLOSING

Please refer to the following sites for any school delays and closings.

Fox 8 Cleveland	Fox8.com
News 5 Cleveland	News5cleveland.com
WMFD	WMFD.com
*New APP Coming	See school website to sign up
Facebook	L-P Schools

Students and parents should sign up for school alerts. *A new App is coming -- Please see the website for instructions how to sign up.

5500 – Student Conduct

Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. **The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.**

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs 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, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually.

R.C. 3313.20, 3313.534, 3313.66, 3313.661

Guidelines for Action in Consideration of Certain Types of Misbehavior

****Please note: Steps may be eliminated at the discretion of administration**

	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>FOURTH OFFENSE</u>
<u>Truancy & Skipping Classes</u> – Upon arriving on school property, students are not permitted to leave without first signing out in the office	ISD	Up to 2 days In-school Detention.	Up to 5 days ISD	Up to 10 days ISD
<u>Destruction of Property</u> (Vandalism)	Pay all costs. Repair or replacement. Possible suspension. Refer to SRO.	Same as first + up to 10 days out-of-school suspension or ISD. Refer to SRO	Same as second + possible referral to SRO.	Referred to Supt. for expulsion.
<u>Harmful Substance</u> Alcoholic Beverages Possession or evidence of consumption	Up to 10 days out-of-school suspension or ISD. Refer to SRO.	Up to 10 days out-of-school suspension or ISD. Refer to SRO.	Up to 10 days out-of-school suspension. Recommend for expulsion.	
<u>Distribution</u> – Narcotics, Prescription Drugs, Marijuana, Alcohol, or look-a-like drugs or drug paraphernalia	Up to 10 days O.S.S. & possible recommendation to Supt. for expulsion – law enforcement referral.	10 days O.S.S. & recommendation to Supt. for expulsion – law enforcement referral.		
<u>Drugs</u> – Narcotics, Marijuana or look-a-like drugs or drug paraphernalia.	10 days out-of-school suspension or ISD. Refer to legal authorities. Possible recommendation for expulsion.	Recommend to Supt. for expulsion. Refer to legal authorities.		
<u>Tobacco</u> or Fake tobacco—In Any Form	3 days out-of-school suspension or ISD.	Up to 5 days out-of-school suspension or ISD.	Up to 10 days out-of-school suspension or ISD.	Recommend for expulsion.
<u>Vaping</u> Including Vapor or Other Electronic Cigarettes	3 days out-of-school suspension	10 days out-of-school suspension	10 days out-of-school suspension. Recommend expulsion.	

<u>Student Dress & Appearance</u>	Conference with principal. Possible Detention.	Parent Notified. Possible Detention.	ISD	Up to 3 days in-school-detention.
<u>Disruption</u> (Continual disruption- The teacher has exhausted all possible avenues)	Referral to principal. Possible detention/ISD.	Parent contacted. Assign detention. Possible ISD.	In-school detention up to 5 days.	Out-of-school suspension up to 5 days or ISD
<u>Insubordination and Disrespect</u> (on or off school property)	Possible conference with parents. Up to 10 days suspension (May be in school or out of school)	Up to 10 days ISD or OSS.	10 days out-of-school suspension	Recommend to Supt. for expulsion
<u>Profanity</u> *Directed at staff member higher consequence	Detention.	ISD	One day suspension (ISD or OSS)	Up to 5 days suspension (ISD or OSS)

	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>FOURTH OFFENSE</u>
<u>Obscenity, Vulgarity, Immoral Acts Excessive PDA</u>	Conference/ Principal, Contact parents. Up to 10 days suspension (ISD or OSS). Refer to SRO.	Up to 10 days out-of-school suspension or ISD. Refer to SRO.	10 days out-of-school suspension. Possible referral for expulsion or ISD. Refer to SRO.	Recommend to Supt. for expulsion.
<u>Possession or use of potentially dangerous or destructive objects.</u> (fireworks, knives, lighters, gun, weapon, etc.)	Up to 10 days out-of-school suspension or ISD. Potential expulsion. Refer to SRO.	Referral to Supt. for expulsion.		
<u>Driving/Parking Violations</u>	Up to 10 days loss of driving privileges.	Up to 1 month loss of driving privileges.	Up to semester loss of driving privileges.	Up to 1 year loss of driving privileges
<u>Sexual Harassment</u>	Conference/Parents. (may involve legal authorities) Up to 10 days suspension or ISD. Potential expulsion.	Same as 1 st	Referral to Supt. for expulsion.	
<u>Fighting</u>	Up to 10 days out-of-school suspension or ISD. Possible referral for expulsion and reported to law enforcement.	Same as 1 st	Same as 1 st	Same as 1 st

<u>Threats, Bullying & Intimidations involving a student, group of students or the school;</u>	Conference/Parents. (may involve legal authorities) Up to 10 days suspension or ISD. Potential expulsion.	Same as 1 st	Referral to Supt. for expulsion.	
<u>Stealing</u>	Return or repay item. Up to 10 days suspension (May be ISD or out-of-school). Parents made aware. (May report to law enforcement.)	Parent conference. Return/Repay Up to 10 days out-of-school suspension or ISD. (May report to law enforcement.)	Return/Repay. 10 days out-of-school suspension or ISD. Possible referral for expulsion. (May report to law enforcement.)	Recommendation to Superintendent for expulsion. (May report to law enforcement.)
<u>Lying, Deception & Forgery</u>	Conference with principal. Parents made aware. ISD.	Parent conference. Up to 3 days suspension (in-school or out).	Up to 5 days suspension (may be in-school or out).	Up to 10 days suspension, out-of-school or ISD.
<u>Misuse of Electronic Devices</u>	*Confiscate & hold until the end of the school day. *Possible detention or ISD	*Confiscate & hold 5 school days. ISD or OSS	*Confiscate & hold 10 school days. ISD or OSS	*Confiscate & hold for nine weeks. ISD or OSS
<u>Cell phone violation (7-10th graders)</u>	Warning – turned into office; student can pick up at the end of the day.	Turned into office; parent must pick up device.	Lunch Detention; Turned into office; parent must pick up device.	ISD; Turned into office; parent must pick up device.
<u>Food/Drink in building other than cafeteria</u>	Warning	Detention	Detention, possible ISD	Detention, up to 3 days ISD
<u>Misuse of Laptop (follow AUP guidelines)</u>	Written warning: Account disabled for 1 week and ISD	Written warning: Account disabled for 9 weeks.	Written warning: Account disabled for semester	Written warning: Account disabled for remainder of year
<u>Racial Harassment, Racial Slurs, Hate Speech or Religious Harassment</u>	Conference/Parents. (may involve legal authorities) Up to 10 days suspension or ISD. Potential expulsion.	Same as 1 st	Referral to Supt. for expulsion.	
<u>ID Badge Violation (missing Student ID Badge)</u>	Warning One-time courtesy *Student may be upfront about forgetting ID in main office – visitor badge provided and student turn in their cell phone as collateral.	Lunch detention; phone call home *	In-School Detention *	After-School Detention OR potential for ISD esp. recurring violations *

Cell Phone and Electronic Device (ear buds/headphones) Guidelines

In order to accommodate 21st Century technology, allow parents/guardians of high school (11-12th graders) students an opportunity to contact their children during the school day, and teach students responsible use of electronic devices, our electronic device guidelines allow students to use their devices as follows:

Grades	GREEN ZONE	YELLOW ZONE	RED ZONE
7-10	CELL PHONES NOT PERMITTED FOR STUDENTS		
11-12	<ul style="list-style-type: none"> • Cafeteria during lunch • Hallways in between classes 	<ul style="list-style-type: none"> • Teachers have classroom discretion • Adhere to teacher directives/requests regarding cell phone usage 	<ul style="list-style-type: none"> • CANNOT USE in restrooms

HIGH SCHOOL 11/12:

GREEN ZONE – Acceptable to use (lunch, hallways)

YELLOW ZONE – Teachers have discretion whether they are allowed in classrooms. Students must abide by teacher directives/requests.

RED ZONE – NO USE (NOT allowed in the Restrooms)

Junior High (grades 7-8) & High School (grades 9-10) Students:

- Junior high students and underclassmen high school students are not permitted to have cell phones or other electronic devices turned on or in use during the school day. If a student does have a cell phone in school, **the phone or device must be turned off and placed in their locker**. If the phone or device is turned on or in use during the school day, the phone or device will be taken away and turned into the office. These items may be returned at the end of the day after the first offense. Repeat offenses will result in items being returned only to a parent.
- Junior high and HS underclassmen (grades 9-10) students will keep their cell phones in their lockers at all times. **JH and HS 9/10 students may not get them out or use them at all during the school day**. Parents may call the office 419.994.4101 if they need to relay a message. In addition, JH & HS 9/10 students may use the phone in the office with permission, should they need to contact a parent. Parents can also email their students.
- Students who get their phones out violate the student code of conduct policy, and will be disciplined per the student code of conduct guidelines (pages 10-12).

High School (11-12th grade) Students:

- Students may not use their devices in any way that violates school policies, including bullying, intimidation, inappropriate photos/games, recording videos of students and staff, posting to social media sites, etc., or cheating.
- No portable speakers/audible music/earbuds/air pods (per teacher discretion in study hall)

Offense – See misuse of electronic devices in the code of conduct guidelines table (pages 10-12).

Loudonville High School is committed to helping students learn to utilize their personal electronic devices effectively and responsibly.

LOCKERS/BACKPACKS

Students may use a backpack or a book bag to bring books and school materials to and from home. Book bags, backpacks, oversized purses, satchels, etc. (any object in which books are carried), are to be kept in lockers. Backpacks and/or book bags are not to be taken to classrooms.

Student lockers are the property of the Loudonville-Perrysville School District and may be subject to searches at any time. Students are required to use their assigned locker. Students are responsible for keeping their lockers clean. Each locker will be provided with a lock and students are strongly advised never to share their locker combination. Do not leave valuables (money, jewelry, etc.) in your locker; the school will not be responsible for lost or stolen property (any missing items, etc.). *The school is not responsible if cell phones are stolen at school.*

Student laptops and chargers are required to be transported in their laptop bags to/from classes. Students are expected to take care of their laptops and to handle them responsibly (not carrying them without a case, throwing them around, etc.) Students will be liable for any damage to their laptops/chargers/bags per the acceptable use policy.

BUILDING SECURITY

The safety of our students and building security is of the utmost importance at Loudonville High School. Therefore, several security measures such as intruder drills, crisis plans, security cameras, locking outside doors to the building, and others have been put into place. It is imperative that our students understand that tampering with security cameras, propping open the doors, or any action that jeopardizes the security of our building or the safety of our students will not be tolerated. Such action may result in disciplinary action.

ID BADGES

All students are issued an ID badge. These badges are for safety and security, as well as allowing students building access during the school day. **Students are required to have their ID badges on them at all times.** The first time they do not, they will receive a warning. After that, they will serve a lunch detention, then an after-school detention, or ISD for repeated infractions.

Students may come to the office and get a visitor ID badge if they forget their ID badge, a one-time courtesy. They will need to turn in their cell phone for collateral. After that, they will serve a lunch detention, ISD, etc. as progressive discipline

This RULE is for the SAFETY of ALL students & staff, and especially due to the campus-style environment of our campus. No exceptions. This is also an inconvenience & disruption to the school day when a student is missing their badge.

If a student has lost their ID badge, they need to report it immediately to the main office. This can be a security breach to our campus. ID badges can be replaced for \$15.00 and this can be added to student fees.

SURVEILLANCE CAMERAS

There are a number of surveillance cameras placed around the building for security purposes. Any images of students violating school rules will be considered confidential. Students and parents will only be shown replays if no other students are in the replay. In the event of a criminal prosecution, the images may become evidence.

ACADEMIC INTEGRITY POLICY

The following standards relate to all work prepared for evaluation by teachers (i.e., homework, quizzes, take-home exams, in-class examinations, presentations and papers). Students are required to submit such work for evaluation for various reasons:

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Loudonville High School students are expected to follow these guidelines regarding academic standards and behavior. There is no intention to discourage interactions among students, teachers, and others. These guidelines, however, emphasize the need for attributing credit and for doing independent work when required/expected by the teacher. A violation of these guidelines may impact a student's selection for scholarships, leadership positions, membership in organizations such as National Honor Society, or any other situation in which character is a part of the selection process. Violations will be recorded, and there will be more serious consequences for repeat offenders.

All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information taken from sources. Whenever ideas or facts are taken from a student's reading and research, the sources must be indicated. The term "sources" includes not only published primary and secondary material but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student. Quotations must be placed within quotation

marks, and the source must be credited. All paraphrased material also must be correctly cited.

The extent to which working with others is permitted in the completion of assignments can vary, depending upon the policy set by the teacher. Students must assume that working with others in the completion of assignments and tests is not allowed, unless specifically stated by the teacher.

A paper or other work normally is submitted to only one course. If the same or similar work is then submitted to any other course, the prior written permission of the teachers involved must be obtained.

Academic Dishonesty demonstrates a lack of character that is inconsistent with the goals of the Loudonville High School. Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

Intentional Plagiarism occurs when writers or researchers are aware that they are using someone else's words or ideas as their own.

Unintentional Plagiarism occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Copying occurs when students misrepresent their own work by copying from another student. In cases of homework copying, both the student who copies the homework and the student who allowed his or her work to be copied will be considered guilty.

CONSEQUENCES

The following guidelines shall be followed in response to situations where cheating is involved:

- First Offense- The student may be offered an alternate assignment or a chance to redo the assignment, per the teacher's discretion.
- Second Offense- The student will receive a zero. A meeting will be held with the parents and the educators involved.
- Third Offense- The student will receive an F for the grading period.

Any staff person that sees one student copying another student's work, whether it be in homeroom, study hall, the cafeteria, or elsewhere, will collect the names of the students involved, the material they were working on, and turn them over to the teacher who assigned the work for disciplinary action. The teacher who assigned the work will need to document the incident.

Drug/Alcohol Abuse – Disciplinary Procedures

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies/rules and regulations of the Loudonville-Perrysville Schools. By "routine

disciplinary measures” it is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. When serious violations occur, the specified actions may be waived by the school administrator in favor of stronger actions such as long suspensions (not to exceed ten days), expulsion, or other appropriate measures. Similarly, the school administrator may, at the hearing, consider matters in mitigation of the routine disciplinary measures.

Over-the-Counter or Prescription Drugs

A student shall not use or possess non-authorized over-the-counter or prescription drugs.

Procedures listed below will apply to any student found to be:

- A. Under the influence or in possession of any quantities of intoxicants or illegal drugs. Also, impairment caused by the misuse of legal drugs:
 1. First Offense
 - a. Parent(s) will be notified immediately and the student will be removed from school for the remainder of the day.
 - b. The incident will be reported to police.
 - c. Consultation with parent(s) and the student emphasizing available counseling service will be conducted.
 - d. Disciplinary action:
 - 1) The penalty for this infraction shall be a suspension from school for a period of ten days.
 2. Second Offense
 - a. Parent(s) will be notified immediately and the student will be removed from school for the remainder of the day.
 - b. The incident will be reported to police.
 - c. Consultation with parent(s) and the student emphasizing available counseling service will be conducted.
 - d. Disciplinary action:
 3. The student shall be suspended for ten days and recommendation for expulsion. Results of the chemical assessment will be reviewed if available.
- B. Selling or distributing any quantity of intoxicants, illegal drugs or prescription drugs. Procedures will be the same for first and all subsequent offenses.
 1. Parent(s) will be notified immediately, and the student will be removed from school for the remainder of the day.
 2. The incident will be reported to the police.
 3. Consultation with the parent(s) and the student emphasizing the need for chemical assessment.
 4. The student shall be suspended for ten days and recommendation for expulsion. Results of the chemical assessment will be reviewed if available.

Dress Code & Philosophy

The primary responsibility for a student’s attire resides with the student and parents/guardians. The district is responsible for seeing that student attire does not

interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Clothing worn to school should be of good sense, good taste, and clean. Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and cleavage are covered. All questionable attire will be reviewed by the administration who has the final decision. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. Courses with curricular attire (professionalism, public speaking, job readiness) may include assignment specific dress, and maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body) or PE (athletic attire/shoes). Students wearing inappropriate clothing will be asked to call home and have different clothing brought to school or the student will be sent home for the remainder of the day. In some cases, a student may be asked to sit in the office until arrangements can be made with parents. **The absence due to dress code violations will be unexcused.**

We recognize that student standards of dress and appearance are interpreted widely. A student, therefore is, permitted to dress to meet his/her taste as long as it does not interfere with the educational setting.

The following is **NOT** permitted at Loudonville High School:

- (1) NO Hats, sweatbands, bandanas or sunglasses may be worn in the building during the school day. Hats are not allowed on the person during the day. They MUST be kept in student lockers.
- (2) Holes in jeans on any part of the backside or in the front pocket area (administrator determination).
- (3) Underclothing should not be visible at any time. All pants, dresses, and shorts must be worn at the natural waist. All dresses and skirts must not be higher than mid-thigh. Student buttocks must be covered.
- (4) Pajama pants and sleepwear are not acceptable in school.
- (5) Clothing that exposes undergarments, is see-through, has a low neckline or that does not overlap the pant or short. No crop tops. No bare midriffs or stomach/backside exposure allowed.
- (6) Halter-tops, bareback shirts, spaghetti-strapped tops, bare midriffs, see-through clothing, muscle shirts, tank tops, and low-cut tops are not acceptable.
- (7) All shorts must be hemmed (no frayed edges), cut-offs are not to be worn to school and all shorts must not be higher than mid-thigh.
- (8) Clothing that displays gestures or pictures or has any sexual connotations. Clothing that contains obscenity or implied obscenity; depicts immoral, indecent, or racist and political themes; promotes or illustrates tobacco, alcohol, drugs, violence, sex, gangs or weapons. Nothing that causes a disruption/distraction.
- (9) Spikes, chains (attached to clothing, or wrapped around the waist, ankles, or neck) and leather belts around the neck are not permitted in any shape or form.
- (10) NO hoods allowed. When wearing hoodie sweatshirts, the hoods must be down and not covering student's head. The ONLY time the hood can be up is during in-climate weather **outside** walking between buildings.

Students who violate these policies will be referred to administration, and the conduct grid will be utilized. Students may be asked to wear a different outfit that complies with the above standards. Parents also may be asked to transport the student home to change before readmission to school day.

HIGH SCHOOL DANCES

Dances held at LHS are for our student body. All School rules apply as dances are school events. If you leave the building during the dance, you will not be allowed to re-enter. Junior High (middle school) students are not permitted to attend high school dances. High School guests must complete the required paperwork to be approved to attend dances (Homecoming, Prom) at LHS.

5200 - ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

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

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

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

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. college visits
- G. observation or celebration of a bona fide religious holiday
- H. such good cause as may be acceptable to the Superintendent
- I. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy **5725**
- J. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

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

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

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed 32.5 hours and may at the discretion of the Superintendent be renewed for 32.5 additional hours. At no time, however, shall such excuse cause a student to be absent from school for a period of more than 65 consecutive hours.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than 65 hours if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 42 or more school hours in one (1) month, or 72 or more school hours in one (1) school year.

A student will be considered excessively absent after 65 hours missed, excused, or unexcused. After this point, all absences will be unexcused without proper written notification (i.e. Physician's note)

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

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

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

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

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with R.C 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has 65 hours excused or unexcused during a school year, she/he will be considered excessively absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Excused Absences/Legal Absence

Reasons for which students may be excused include, but are not limited to:

- A. Personal illness (The approving authority may require the certificate of a physician if he/she deems it advisable.)
- B. Illness in the family (The approving authority may require a written statement from a physician and explanation as to why the child's absence was necessary.)
- C. Quarantine of the home (The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.)
- D. Death of a relative (The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant child for a longer absence.)
- E. Medical or dental appointment (The approving authority may require a written statement from a physician or dentist and an explanation as to why the child's absence was necessary.)
- F. Observance of religious holidays (Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.)
- G. Emergency or other set of circumstances (Circumstances which in the judgment of the Superintendent of schools constitutes a good and sufficient cause for absence from school.)
- H. College visitation (The approving authority may require verification of the date and time of the visit by the college, university, or technical college.)
- I. Service as a precinct officer at a primary, special or general election
- J. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity.

Any classroom assignment missed due to the absence shall be completed by the student.

State and Federal laws require school officials to verify the whereabouts of students missing from school. Therefore, parents/guardians must follow these procedures when children are absent:

- A. The parent/guardian is required to call the school by 8:30 a.m. on the day of the absence. Answering machines are available to record early calls. Calls from students are not acceptable.
- B. State a specific reason for the child's absence.
- C. If the school does not receive a call from the parent/guardian, a school representative will call the home or the parent's workplace to check on missing students.

The following procedures must be followed if a parent does not have access to a phone, or does not call the school on the day of absence:

- A. Send a note with the child when he/she returns to school. The note must contain the following information:
 - 1. Student's name
 - 2. Date(s) of absence

3. Reason for absence
4. Signature of parent/guardian

- B. If a student fails to bring a note explaining his/her absence by the second day of return, the student will be marked unexcused and will receive no credit for work missed during that absence, per teacher discretion.

Future or anticipated absences that will be accepted as excused are:

- A. **County/Loudonville Free Street Fair:** Students who must accompany livestock or participate in judged activities at local fairs will be excused after a note from a parent/guardian and a letter from 4-H, Ag-Science, or another advisor is received, stating the purpose for the absence. Students must contact teachers for assignments before their absence begins. All written work is due on return to school. All tests, quizzes, etc. must be made up within three (3) days after returning to school.
- B. **College Visitations:** Juniors/Seniors may be excused to visit prospective colleges, universities or vocational training programs. These visitations are limited to three (3) days per school year, but may be increased at the discretion of the principal. Students will be excused after a note from a parent/guardian is received, stating the purpose for the absence. Students must contact teachers for assignments before their absence begins. All written work is due on return to school. All tests, quizzes, etc. must be made up within three (3) days after returning to school.
- C. **Family Vacation: The parent/guardian must complete the "request for Special Absence" form and return it to the principal's office one week PRIOR to the intended absence.** The student must not (either presently or for the school year) exceed the maximum number of absences (in hours) or they will be denied permission by the local Board of Education or the State of Ohio. Students must contact teachers for assignments before their absence begins. **All written work is due on return to school.** All tests, quizzes, etc. must be made up within three (3) days after returning to school.
- D. **Hunting:** One (1) day allowed per school year. Students will be excused after a note from a parent/guardian is received, stating the purpose for the absence. Students must contact teachers for assignments before their absence begins. All written work is due on return to school. All tests, quizzes, etc. must be made up within three (3) days after returning to school.

All other absences will be considered to be "unexcused."

In the event an absence is anticipated as outlined above, a "Request for Special Absence" form must be secured from the principal's office, completed and returned to the office one week prior to the first day of the planned absence. If this form is not turned in one (1) week prior to the anticipated vacation absence, all assignments given during the absence will be counted as zero (0) grades.

If a student is absent ten (10) days/ 72 hours in one (1) school year (excused, unexcused, or a combination of excused and unexcused), he/she must present a doctor's note after each additional day of absence. Failure to comply will result in the absence(s) being recorded as unexcused and the student will receive no credit for work missed during the absence(s).

Excuses for Appointments

Whenever possible, appointments with physicians and dentists should not conflict with school hours. If it is necessary to be away from school for some part of the day, the student must bring a note or have a parent/guardian call the school before school starts. **The student must report to the office before leaving and again upon returning from appointments for proper sign-out and sign-in.** A note or appointment card signed by the physician or dentist must be presented to the office no later than the second day of a student's return to school.

Partial Day Absences

Students arriving up to ninety (90) minutes late will be counted "tardy". Arriving more than ninety (90) minutes late will be counted as an "absence".

Unexcused Absences

An unexcused absence is when the student has been absent with parent's permission for reasons other than those excused by state law, or when the parent fails to call or send a note as described in Excused Absences/Legal Absences.

A student receiving an unexcused absence will not be permitted to make up any assignments missed during the period of absence, and will receive a failing grade for tests missed.

Truancy

Ohio Law defines **EXCESSIVE ABSENCE** as

- Absent 38 or more hours in a month (6 days) with or without an excuse or:
- Absent 65 or more hours in a year (10 days) with or without an excuse

A letter will be sent home when a student is has exceeded this threshold.

Ohio law defines **HABITUAL TRUANCY** as

- Absent 30 or more consecutive hours (5 days) without a legitimate excuse;
- Absent 42 or more hours in one month (6.5 days) without a legitimate excuse;
- Absent 72 or more hours in one year (11 days) without a legitimate excuse.

A letter will be sent home when a student exceeds this threshold, and the school will set up a meeting with the parents regarding an attendance plan. If the student does not follow the attendance plan, the district will file truancy charges.

The Board of Education is authorized to require the parent of a truant child who failed to improve the child's attendance to attend an educational program in the District.

The Board of Education is required to file a complaint against the child and parent with the appropriate county juvenile court if the child is a chronic truant and the parent failed to improve the child's attendance.

Suspension of Driver's License or Temporary Instruction Permit of Habitually Absent Students

If the Superintendent receives information that, during any semester or term, a child of compulsory school age has been absent without legitimate excuse from the school the child is supposed to attend for more than ten (10) consecutive school days or for at least fifteen (15) total school days, the Superintendent shall notify the child and the child's parent, guardian, or custodian, in writing, that the information has been provided to the Superintendent, that as a result of that information the child's temporary instruction permit or driver's license will be suspended for the opportunity to obtain such a permit or license will be denied, and that the child and the child's parent, guardian, or custodian may appear in person at a scheduled date, time, and place before the Superintendent or a designee to challenge the information provided to the Superintendent.

The notification of the child and the child's parent, guardian, or custodian shall set forth the information received by the Superintendent and shall inform the child and the child's parent, guardian, or custodian of the scheduled date, time, and place of the appearance that they may have before the Superintendent or a designee. The date scheduled for the appearance shall be no earlier than three (3) and no later than five (5) days after the notification is given, provided that an extension may be granted upon request of the child or the child's parent, guardian, or custodian. If an extension is granted, the Superintendent shall schedule a new date, time, and place for the appearance and shall inform the child and the child's parent, guardian, or custodian of the new date, time, and place.

If the child and the child's parent, guardian, or custodian do not appear before the Superintendent or a designee on the scheduled date and at the scheduled time and place, or if the child and the child's parent, guardian, or custodian appear before the Superintendent or a designee on the scheduled date and at the scheduled time and place but the Superintendent or a designee determines that the information the Superintendent received indicating that, during the semester or term, the child had been absent without legitimate excuse from the school the child was supposed to attend for more than ten (10) consecutive school days or for at least fifteen (15) total school days, the Superintendent shall notify the registrar of motor vehicles and the juvenile judge of the county in which the District is located that the child has been absent for that period of time and that the child does not have any legitimate excuse for the habitual absence. A notification to the registrar required by the division shall be given in the manner the registrar by rule requires and a notification to the juvenile judge required by this division shall be given in writing. Each notification shall be given within two (2) weeks after the receipt of the information of the habitual absence from school without legitimate excuse, or, if the child and the child's parent, guardian,

or custodian appear before the Superintendent or a designee to challenge the information, within two (2) weeks after the appearance.

A legitimate excuse for absence from school includes, but is not limited to, the fact that the child in question has enrolled in another school or school district in this or another state, the fact that the child in question was excused from attendance for any of the reasons specified in section 3321.04 of the Revised code, or the fact that the child in question has received an age and schooling certificate in accordance with section 3331 .01 of the Revised Code.

Makeup Work

In cases of *unanticipated excused absence* students are permitted as many days to make up work as they missed. For example, if a student has been absent (excused and unanticipated) on Monday and Tuesday, he/she will have Wednesday and Thursday following the absence to turn in back/missed assignments. Parents should call in for assignments when the absence will be more than two (2) days. Known test dates before an absence will not excuse a student from taking the test when they return to school. Work not made up on time will receive failing marks.

In cases of *anticipated excused absence* all written work is due upon returning to school. Known test dates before an absence will not excuse a student from taking the test when they return to school. All tests, quizzes, etc. must be made up within three (3) days after returning to school. Work not made up on time will receive failing marks.

In all cases, it is the student's responsibility to initiate a conference with the teacher to acquire missed assignments and to arrange make-up work.

Tardiness to School and Classrooms

Students who are late to class contribute to the disruption of the entire classroom and deny other students the opportunity to learn. Teachers will note all classroom tardies in their grade books, and tardiness to school will be tallied in the principal's office.

Penalties for tardiness are as follows:

4 Tardies – Administration Referral/Meet with Administrator/Parent Contacted

8 Tardies – Lunch Detention & Referral to PBIS team

12 Tardies – In-School Detention & Referral to PBIS team

16 Tardies – More than 1day ISD Referral

*Attendance meetings may occur with administration, liaison, SRO, County Attendance Officer, etc.

R.C. 3313.664, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191, 3321.22

R.C. 3321.38, 3323.041, 3331.05

A.C. 3301-35-03(G), 3301-47-01, 3301-69-02 Revised 6/8/09 Revised 111 1/10

STUDENT DISCIPLINARY POLICY

High school age students are approaching the time when society expects them to act as responsible young adults. Therefore, the expectations for student behavior are very high. Mutual respect between students and staff is essential. Policies developed and disciplinary actions taken are designed to provide for a safe and orderly educational setting.

Violations of school policy cannot be tolerated if we are to achieve our goals of becoming an excellent school.

Parental cooperation is necessary if we are to maintain a stable educational environment. We encourage parents to call the principal at school if problems arise. Communication is the key to providing your student's teacher(s) with the tools to help them in building a strong educational base.

Discipline Policy

Detention: It may be the choice of the teacher or administrator to use detentions as a penalty when rules have been violated. The term detention means the detaining of a student before, during, or after school hours as a form of discipline. The school will not transport students who lose their regular means of transportation as a result of a detention.

Detentions

The student will be assigned lunch or after-school detentions for specific dates and they must be served at that time. If student fails to appear, an In-School Detention will be assigned. There will be no excuses from serving the detentions. Work schedules/athletic practices will need to be altered to meet these requirements. Cooperation from parents, coaches, and employers is needed if we are to maintain consistent and fair discipline.

Detention Guidelines

- (1) Excessively tardy students will serve an additional detention along with original one assigned.
- (2) Students are not permitted to put their heads down.
- (3) All detentions will be served. Failure to report will result in an ISD.
- (4) No food, drinks, radios, headphones, cards or recreational articles allowed.
- (5) Students will remain seated and will not talk, sleep, or indulge in any disruptive activity.

ISD (In-School Detention) Guidelines

In-School Detention results in the loss of the privilege to participate in regular classes during the time of the detention but the student is counted in attendance as present and given credit for

work. Students spend the school day in a designated room (Modular #701) with supervision completing assigned work. There is no appeal for a detention in-school.

Cell phones must be turned into the main office, prior to the start of the school day and picked up at the end of the day.

- (1) ISD will begin at 8:00 a.m. in the morning and end at 3:10 p.m.
- (2) Students are not permitted to put their heads down.
- (3) Students are to bring school work with them.
- (4) Use of computers will be limited to class assignments only.
- (5) Students will remain seated and not talk, sleep, or engage in any disruptive behavior.
- (6) Failure to comply with ISD Guidelines will result in additional days being assigned and/or out-of-school suspension and/or unruly charges filed in Juvenile Court.
- (7) If student is caught using a cell phone during ISD, they will serve an additional day of ISD. Cell phones must be turned into the main office prior to school for ISD.
- (8) Students will only be permitted to use the restroom once before lunch, during lunch, and once after lunch.
- (9) No food or drink will be allowed in the ISD room, except at lunch time. Students will eat their lunch in the ISD room.
- (10) Phones/electronic devices brought to ISD will be collected and turned into the office. Students may pick them up at the end of the day.
- (11) If the student finished their work early, they must bring supplemental material (ex: **bring a book**).

LHS LIBRARY/MEDIA CENTER POLICY

Hours

The Media Center is available for student and faculty use whenever a library aide is on duty and a class is not scheduled.

Usage and Conduct

The purpose of the Media Center is to provide a place for leisure reading and work requiring Library/Media materials.

Students may use the Media Center during their study hall period. If more time is needed, a written pass from the teacher will be accepted.

Students are to report to study hall for attendance. Those students who need to use the Media Center will sign out and then report to the Media Center where they will sign in.

For cell phone use, the library is a yellow zone. This means that it is up to the library aide or Library Director's discretion whether or not a student may use their cell phone.

Students must follow library rules or appropriate disciplinary actions will be takes:

1st Offense: Out 2 weeks

2nd Offense: Out 4 weeks
3rd Offense: Out 1 quarter

In some instances, steps may be eliminated and the student will be asked to leave for the semester. This will be left up to the discretion of the library aide, District Library Director, and administration.

Material Check Out

All materials are checked out and returned at the desk. Books may be checked out for a period of two weeks and may be renewed once. Playaways (audio books) may be checked out for two weeks and can be renewed once.

Reference materials may be checked out for one night. They must be returned first thing the next morning.

Books marked with a yellow bar on the back cover are for High School check out only.

Kindles may be checked out for one week and renewed once. Students are required to sign an Acceptable Use Policy before checking out a Kindle.

Students may sign out materials for themselves only.

Students who refuse to return materials on time or to pay appropriate fines will lose their “open” library privileges until materials are returned or fines paid.

If materials are lost or damaged beyond reasonable wear, the student to whom they are checked out shall be held responsible. Students are expected to pay the replacement cost of any item they lose or do not return.

Computer Use

Laptop computers may be used for school assignments. Computer chargers are supplied on library tables. The printer is available for Juniors and Seniors only. They may only print assignments for school.

Internet Use

L-P School Board requires a current, signed parental permission form on file for all students under the age of 18 to access the Internet. Internet use will be restricted to school-related assignments.

Keurig Use

Student Council purchased a Keurig machine for library use. High School students may purchase coffee or hot chocolate. Junior High students can only purchase hot chocolate. Drinks may only be purchased by Study Hall students that have signed out to stay in the library for the entire period. Drinks cannot be taken out of the library.

Makerspace Use

Students may use materials and tools in the Makerspace only when the library aide of Library Director are present.

Couches and Chairs

Donated by the Milton R. and Beulah M Young Foundation. Couches may be used by students for studying or relaxing. No food or drinks are allowed on the couches.

ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK OF THE
LOUDONVILLE-PERRYSVILLE SCHOOL DISTRICT

The Loudonville-Perrysville School District is pleased to make available to students and staff access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the Loudonville-Perrysville School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that any misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the Loudonville-Perrysville School District and the Data Acquisition Site that provides Internet access to the School District. The policy is in addition to the Student Code of Conduct. Upon reviewing, signing, and returning this Policy as the users have been directed, each user will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Loudonville-Perrysville School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Technology Department (419) 994-9014. If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the Technology Department. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A user who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Users will be asked to sign a new Policy each year during which they are students in or employed by the Loudonville-Perrysville School District before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only. The Loudonville-Perrysville School District is providing access to its computer networks and the Internet for *only* educational

purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Technology Department.

B. Unacceptable Uses of Network.

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of user's access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include

the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a user finds that other users are visiting offensive or harmful sites, he or she should report such use to the Technology Department.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities. It is a violation of this Policy to use the Loudonville-Perrysville’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of User Information. Personally identifiable information concerning users may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the user is 18 or over, the permission of the user himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The Loudonville-Perrysville School District, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material, which is inappropriate for minors. The term “harmful to minors” as used above means any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The Loudonville-Perrysville School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Loudonville-Perrysville School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet disabled, which the School District may refuse to reinstate for the remainder of the user's enrollment/employment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances. The following steps have been adopted as a guideline for administration:

Discipline Steps (Steps may be eliminated at the discretion of administration)

<u>First Offense-</u>	Written warning- Account disabled for 1 week and ISS.
<u>Second Offense-</u>	Written warning- Account disabled for 9 weeks.
<u>Third Offense-</u>	Written warning- Account disabled for Semester.
<u>Fourth Offense-</u>	Written warning- Account disabled for remainder of school year.

If a student is at discipline offense 2 or 3 while enrolled in a class that requires computer access, the student will be enabled during the course time only. If a student's discipline carries over into the next semester and the student is enrolled in a class requiring computer access, the student will be required to drop the course and register for one that does not require computer access.

VII. WARRANTIES/INDEMNIFICATION

The Loudonville-Perrysville School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred

through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

This user agreement is valid for the 2012-2013 school year.

Loudonville-Perrysville Exempted Village School District
Computer Network, Internet Acceptable Use and Internet Safety Policy for Students
(Revision Adopted May 7, 2012)

This document constitutes the School District's Computer Network, Internet Acceptable Use Policy, and Internet Safety Policy and applies to all persons who use or otherwise access the Network and/or Internet, whether on-site or by wireless.

In order for the Loudonville-Perrysville School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that any misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

These policies are in addition to the Student Code of Conduct. Upon reviewing, signing, and returning this Policy as the users have been directed, each user will be given access to the district network and Internet access and is agreeing to follow the Policy. If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Loudonville-Perrysville School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians. Users will be asked to sign a new Policy each year during which they are students in or employed by the Loudonville-Perrysville School District before they are given an account.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Technology Department (419) 994-9014. If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

- 1. Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students and to facilitate work duties of employees. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with the Technology Department to be informed whether or not a use is appropriate.
- 2. Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether or not a copy was received and/or signed for by the User.
- 3. Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the Technology Department immediately. Any improper use of your account, even if you are not the User, is your responsibility.
- 4. Reporting Misuse of the Network:** Users must report any misuse of the Network to the Technology Department. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property.
- 5. Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search related to the violation and seizure for a period of up to thirty (30) days.
- 6. Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement, or up to termination and referral to law enforcement for employees. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies.

The following steps have been adopted as a guideline for administration:

Discipline Steps for Students

(Steps may be eliminated at the discretion of administration)

First Offense- Written warning- Account disabled for 1 week and one day ISS.

Second Offense- Written warning- Account disabled for 6 weeks.

Third Offense- Written warning- Account disabled for Full Semester.

Fourth Offense- Written warning- Account disabled for remainder of school year.

If a student is at discipline offense 2 or 3 while enrolled in a class that requires computer access, the student will be enabled during the course time only. If a student's discipline carries over into the next semester and the student is enrolled in a class requiring computer access, the student will be required to drop the course and register for one that does not require computer access.

7. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (e-mail) and other forms of electronic communication (including instant messaging of all forms and SMS messages originating from email) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
8. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the building principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.
9. **Access to Inappropriate Material:** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to administrative approval, technology protection measures may be disabled for adults or, in the case of minors, minimized for bona fide research or other lawful purposes.
10. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. To the extent practical, steps shall be taken to promote the safety and security of users of the Loudonville-Perrysville computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As required by the Children's Internet Protection Act, inappropriate network usage include, but are not limited to, the following

- **OFFENSIVE OR HARRASSING ACTS:** Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

11. VIOLATIONS OF PRIVACY: Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES:** Outside document storage, such as Google Docs, and other services, such as blog hosting, may be used with the permission of the System Administrator, subject to an evaluation of student privacy.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.

- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational or work project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational or work project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time or designated work time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Loudonville-Perrysville Schools for the conduct of students and employees in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier.

12. Education, Supervision and Monitoring: It shall be the responsibility of all members of the Loudonville-Perrysville staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise monitoring any technology protection measures shall be the responsibility of the Technology Department.

The District will provide annual, age-appropriate training for students who use the District's Internet. The training provided will be designed to promote the District's commitment to:

- The standards and acceptable use of Internet service as set forth in the District's Computer Network, Internet Acceptable Use Policy, and Internet Safety Policy.
- Student Safety with regard to:
 - Safety on the Internet
 - Appropriate behavior while online, on social networking websites, and in chat rooms; and
 - Cyberbullying awareness and response
- Compliance with the E-rate requirements of the Children's Internet Protection Act.

13. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining

data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, e-mail addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality.

14. No Warranties Created: By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

15. Updates to Account Information: You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Technology Department or other person designated by the School District to receive this information.

16. Web Sites: Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District in perpetuity without any ownership rights existing in the page creator(s). The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed for any reason or for no reason, in the sole judgment of Superintendent. The School District does not intend to open web pages for the expression of opinion, and specifically does not intend for its web pages to be a public forum or limited public forum for students, staff, or citizens. Web pages exist solely in support of the School District functions and mission as determined by the Board.

Every user, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Computer Network, Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

LAPTOP AGREEMENT

The Teaching and Learning with Technology initiative is to help prepare students for their future, a world of digital technology, global information, and constant communication. Increasing access to technology is essential for that future and laptops within a wireless learning environment help students to learn at their full potential and to prepare for college and the workplace.

With the assignment of laptops to access the resources of the world also comes the need to identify responsibilities and establish policies, rules, and regulations that will govern the use of the equipment. These issues range from the need to protect student access, to care and maintenance of the laptops.

The Loudonville-Perrysville School District owns all laptop computers and associated hardware and software. The laptop computer, charger and carrying case are being lent to the student borrower named above for educational purposes only during the academic school year. Students are assigned laptops in the same manner in which a textbook is issued. This means that the serial number will be recorded and student and parents/guardians will sign for the equipment before it's issued. The student to whom a laptop is issued is solely responsible for what happens to it. The laptop may only be used for educational purposes, in accordance with the District's policies/rules, and the Student Code of Conduct.

District Responsibilities

- Provide students with a laptop computer to use during the academic year. Students will return the computer at the end of the school year and will be reissued the same laptop the following school year.
- Provide students wireless, digital access to academic content and resources at school.
- Encourage students to utilize the Internet and District electronic resources in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work.
- Provide a Technology Protection Measure that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, materials that are harmful to minors as defined by the Children's Internet Protection Act, and other material considered inappropriate for students to access from school.

Student Responsibilities

Your laptop computer is an important learning tool and is to be used for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities.

- When using my laptop computer at home, at school, and anywhere else, I will follow the policies of the Loudonville-Perrysville School District—especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat my laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will always carry it in the laptop carrying case in the proper manner.
- I will recharge the laptop battery each night.
- I will bring my laptop to school each day.
- I agree not to place decorations (stickers, markers etc.) on my laptop.
- I understand that the laptop is the property of the District. All accounts, programs, and files are subject to inspection at any time without notice.
- I will not lend my laptop to anyone, not even my friends or family: it will stay in my possession at all times.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not load any software onto the laptop without first receiving permission.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication. I will not use my laptop to access online chat rooms and social networking sites such as Facebook.
- I agree not to share personal information about myself (e.g. full name, address, or other personal information) and about my family, friends, or anyone else.
- I agree not to search for, display, download, or distribute vulgar, offensive material or images as described in applicable District policies (e.g. Acceptable Use Policy and Student Code of Conduct).
- I will talk with my parent or guardian about their expectations and ground rules for going online when not at school.

I agree to abide by school rules that will identify school procedures when I am not in an academic class (e.g. cafeteria, assemblies, after school activities/events)

Parent/Guardian Responsibilities

The student named above is being issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. In order for the student named above to take the laptop home each day, the parent/guardian must be willing to accept the following responsibilities.

- I will review materials provided by the school to ensure that I understand the school's responsibility, the student's responsibility, and my responsibility. We will discuss, at home, acceptable and non-acceptable uses of the laptop according to District policies.
- I understand that the District has made all reasonable attempts to provide a safe computing environment for students within the District's network. I also understand that the District cannot fully control student access to internet content when students are not within the District's network. Students using their District assigned laptop are responsible and accountable for appropriate use of the internet regardless of where they are, or when internet access occurs.
- I will supervise the use of the laptop at home making sure that it is used appropriately.
- I will not load, delete programs, or attempt to repair the laptop.
- I understand that we are responsible for all damage or loss that is caused by neglect or abuse.
- I understand that if the laptop is lost or stolen, I must immediately notify the building principal. In addition, I understand that I am required to file a police report for all stolen laptops.
- I agree to make sure that the laptop computer is returned to the school when requested and upon withdrawal from school.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

GRADING POLICIES

- (A) Teachers are to design criteria for assigning grades each 9-week grading period.
- (B) A copy of this policy should be posted in the classroom and given to each student.
- © A copy of this policy will be filed in the Principal's Office.
- (D) Grades should reflect student performance on tests, quizzes, projects, homework, and in-class activities.
- (E) A student's grade should not be a secret to him. Keep students updated on their performance and parents updated through progress reports and personal contact. A poor grade should never be a surprise!
- (F) Do not post student grades in public places. This is a violation of a student's right to privacy.
- (G) Nine weeks and final exam grades will be listed on grade cards as percentage grades. At the end of a semester, percentage grades will be averaged and converted to a letter grade for the final grade in the course. Nine weeks grades and final exam grades are weighted as follows:

1st semester (40% - 20% per quarter) + 2nd semester (40% - 20% per quarter) + semester and final exam (20% - 10% per exam) = Final grade.
If no exams, 25% per quarter.

Final letter grades will be assigned from percentages as follows:

A = 94.5-100	A = 4	A = 3.86-4.00
A- = 89.5-94.499	A- = 3.67	A- = 3.51-3.85
B+ = 86.5-89.499	B+ = 3.33	B+ = 3.16-3.50
B = 82.5-86.499	B = 3	B = 2.86-3.15
B- = 79.5-82.499	B- = 2.67	B- = 2.51-2.85
C+ = 76.5-79.499	C+ = 2.33	C+ = 2.16-2.50
C = 72.5-76.499	C = 2	C = 1.86-2.15
C- = 69.5-72.499	C- = 1.67	C- = 1.51-1.85
D+ = 66.5-69.499	D+ = 1.33	D+ = 1.16-1.50
D = 62.5-66.499	D = 1	D = .86-1.15
D- = 59.5-62.499	D- = .67	D- = .51-.85
F = 0-59.499	F = 0	F = .50 or below

In order to receive credit for a course a student must meet all requirements:

- (H) Unfinished work will result in an "F" being assigned. If it is made up within two weeks after the end of a grading period, the "F" will be changed to the grade earned.
- (I) GPA's are calculated by converting the assigned letter grade to a 4.0 scale using the above scale.

**LOUDONVILLE HIGH SCHOOL (7-12)
GRADE CARD POLICY**

Loudonville High School will no longer be sending hard copies of grade cards home quarterly. Grades and report card access is available electronically through progress book. Report cards are accessible quarterly or yearly. Grades are accessible daily.

If a hard copy is necessary, a parental request will need to be made to the guidance office by September 22, 2023.

There are step-by-step instructions on the school website for a parent account to access your child's grades and report cards. Please follow the steps from the <http://www.lpschools.k12.oh.us> school website for creating an account if you do not already have one. Or please contact the Technology Department at 419-994-4101 for assistance with access.

.....

I am requesting a hard copy grade card for my child _____
(Print Student Name)
for the 2023-2024 school year.

(Student Grade)

(Date)

(Print Parent name)

(Parent Signature)

JR HIGH FAILURE POLICY

It is important our junior high students pass their courses and obtain the necessary skills required to transition to their next course series (ex: Pre-algebra to algebra). Therefore, *summer school may be required for JH students who fail courses.*

Math and English courses take precedence. Students will take these courses first. If they fail a science or social studies course (not math or English, they will take the SCI/SS course. If they fail 3-4 courses, they will take math and English as the priority).

Redbird Online may be an option, depending upon staffing and administrator discretion.

GRADING POLICIES

All A's

Students earning all A's each grading period will be listed on a published "All A's" list.

Honor Roll

Students earning a 3.5 G.P.A. or higher each grading period will be listed on a published "Honor Roll".

Merit Roll

Students earning a 3.0-3.49 each grade period will be listed on a published "Merit Roll".

** Post Secondary, Home School, IB, Career Center students will not be included in the All A, Honor Roll or Merit Roll recognitions due to the fact that grades cannot be received from colleges in a timely manner. However, off-campus (CCP) students may use this form if they wish to be included. This is entirely the student's responsibility.*

Use the form below – you can also get these in the Guidance office.

ATHLETIC/ACADEMIC AWARD ELIGIBILITY FOR COLLEGE CREDIT PLUS STUDENTS

This form is for the use of determining Athletic Eligibility/Scholar Athletes and/or Academic Award Eligibility for Loudonville High School CCP students. This form can be replaced with a college grade report or printout from your college's student information system showing your in-progress or final grades, your name, and the date.

Athletic Eligibility: Students who wish to be eligible for athletic eligibility may need to provide the Loudonville High School Athletic Department in progress CCP grades at the end of each nine weeks. In order to be athletically eligible, a student must be passing 5 full credit equivalency courses and maintain a 1.5 GPA at the end of each nine weeks. Any student not taking 5 full credit equivalency courses at the high school will need to provide this form, or other approved documentation, to the Athletic Department.

Academic Award/Honor Roll Eligibility: In order to qualify for Loudonville High School Honor Roll, ALL grades must be reported to LHS (including any off-campus CCP class in addition to any classes taken at the high school). Any student with any missing grades will not be eligible for Honor Roll. **Since colleges do not provide quarterly grades, it is the student's responsibility to take this form to their CCP professors the 1st 9 weeks (Fall) and 3rd 9 weeks (Spring) and return it to the Guidance Office by the deadline for each quarter.**

Students only need to use this form for 1st 9 weeks and 3rd 9 weeks. The 2nd 9 weeks and 4th 9 weeks grades for Honor Roll purposes will be obtained by the final CCP course grades.

For 2023-24 1st & 3rd quarter Honor Roll/Fall Scholar Athletes, the CCP grades must be collected the final week of the LHS quarter (use school calendar quarter information)

Remember. ALL of the classes on your *schedule must have grades (you cannot choose to omit grades for certain classes).*

Student Name _____ **Grade** _____ **Quarter:** 1st / 3rd (circle one)

Dear College Instructor,
Loudonville High School recognizes that colleges do not typically issue in-progress grades, but we are requesting one be given for either athletic eligibility, per the Ohio Athletic Association’s guidelines, or for LHS’s academic award eligibility/Honor Roll , per Loudonville High School guidelines. Please provide the current in-progress grade for the above student. Thank you for your understanding.

_____ Name of College Course	_____ Name of Instructor (Print)	_____ Grade	_____ Instructor Signature/Date
_____ Name of College Course	_____ Name of Instructor (Print)	_____ Grade	_____ Instructor Signature/Date
_____ Name of College Course	_____ Name of Instructor (Print)	_____ Grade	_____ Instructor Signature/Date
_____ Name of College Course	_____ Name of Instructor (Print)	_____ Grade	_____ Instructor Signature/Date
_____ Name of College Course	_____ Name of Instructor (Print)	_____ Grade	_____ Instructor Signature/Date

Eligibility for Extra-Curricular Activities:

Students must be passing the equivalent of 5 credits when projected over a year, and maintain a minimum G.P.A. of 1.0 each grading period to participate in an extra-curricular activity. Students with a G.P.A. of less than 1.0 but above .6 may participate if engaged in a structured academic intervention program. This does not apply to class activities that are part of a curricular course that awards grades and credits.

A student failing to meet the above criteria as reflected on the grade card will be denied participation for the following grading period.

Loudonville Chapter National Honor Society Membership Rules

1. Must attain and maintain a 3.5 grade-point average.
2. Must have sophomore status or above.
3. Must demonstrate leadership with positive involvement in school and community activities.
4. Service - Must be involved in at least three different school and/or community activities each year during their high school career.
5. Character - The character of honor society members should be the highest of any students in the school. Their behavior should be relatively free of violation of school rules and community rules.
6. Eligible candidates must fill out an application form listing school and community activities as well as leadership positions held. They shall also list reasons for desiring membership and their expected contributions.
7. Failure to meet and maintain the criteria listed above is grounds for denial/dismissal of membership from the society.

GUIDANCE DEPARTMENT

The Guidance Department provides information and counseling services for the students of Loudonville High School. Services include college entrance and testing information, transcript, and grade requests, career and psychological counseling, scheduling and financial aid services.

Students who wish to utilize these services are asked to make an appointment with Mrs. Harris in the main office.

Scheduling Policies

Students are required to have 6 periods of classes scheduled. Students are not permitted to have more than one full-period study hall (administrator approval for extenuating circumstances).

Students and parents will be given an opportunity in the spring to select appropriate academic classes for the following year. The guidance department will consult with students before the close of the current school year to arrange a completed schedule for the following school year.

After schedules are completed, there will be no alteration to student schedules, unless there is a need to retake a failed class, or an extreme circumstance.

Repeating a Course/Course Re-take Option

Students may retake an academic course (English, foreign language, mathematics, science and social studies) for a higher grade if they previously received a grade of C, D, or F in the same course. The primary purpose of this option is to afford students an additional opportunity to become well versed in the academic content of a particular course in order to be prepared to continue through a curriculum to the next course in the progression.

If a course is retaken the lowest grade for the course will be dropped and not calculated in the overall grade point average (GPA), and the highest grade will become the recorded grade and utilized to calculate the overall GPA.

In order to exercise this option a Repeating a Course/ Course Re-Take Option Form, available in the Guidance Office, must be completed during scheduling for the following year or at the beginning of the term in which the course is to be retaken. Completing this form is not necessary in the event a student must retake a failed course.

Students may repeat a maximum of three (3) academic courses in grades 9-12.

ACADEMIC AWARDS

Loudonville High School participates in three programs that recognize outstanding student academic achievement. Announcement of senior winners of these awards takes place at the school awards assembly each spring. In order to attain these distinctions students must strive for academic excellence throughout their high school careers.

The programs and criteria for each are as follows:

The Presidential Academic Award

- a. 3.5 grade point average
- b. 25 or better ACT score OR two recommendations from a teacher or staff highlighting student's academic achievement and achievement in the arts.
- c. Sixteen credits in English, mathematics, science, social studies, foreign language, and computer science

Honor Cords

- Students achieving 3.5 – 3.69 will receive a white cord

- Students achieving 3.70 – 3.99 will receive a silver cord
- Students achieving a 4.0 will receive a gold cord

*Grade point averages used by the school grading scale and compiled by the guidance office will be the standard used for the awards.

In addition, top students in each of the following disciplines will be awarded an honor cord for achievement in that area. Students cannot receive more than one cord. Areas to be awarded are as follows:

- Agriculture
- Engineering
- English
- Foreign Language
- Industrial Technology
- Math
- Music
- Science
- Social Studies
- Visual Science
- Vocational Studies

Criteria for the awards will be the standard used by the Academic Boosters.

Award of Merit

The requirements listed below have been adopted for the “Award of Merit.” This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in A and C or B and C below.

NOTE:

Courses completed prior to ninth grade, taught by a teacher licensed to teach high school, and recognized as high school level work by the local school district board of education. Courses that are part of the Post-Secondary Education Options Program, also apply to the criteria for the “Award of Merit.

- A. **College Prep Requirements** – complete the following minimum requirements
1. English – 4 units (May include 1 unit of fundamentals of speech).
 2. Mathematics – 3 units (Must include 1 unit of algebra II.)
 3. Science – 3 units (Must include 2 units from among biology, chemistry, and physics).
 4. Social Studies – 3 units (Must include 2 units of history and ½ unit of civics or government).
 5. Foreign Language – 3 units (Must include no less than 2 units of any language for which credit is sought, i.e., 3 units of one language or 2 units each of two languages).

6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.
 - A. Business
 - B. Computer Science
 - C. Visual or Performing Arts

B. Career-Technical Curriculum Requirements

1. Complete a career technical occupational preparation program.
2. Complete the following curriculum requirements.
 - A. English – 4 units
 - B. Mathematics – 3 units
 - C. Science – 3 units
 - D. Social Studies – 3 units

Applied academic credits earned via career-technical education shall apply to the criteria for the “Award of Merit.”

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.
 - A. Business
 - B. Computer Science
 - C. Foreign Language
 - D. Visual or Performing Arts

C. Performance Criteria (applies to both curricula)

1. Maintain above average attendance for grades nine through twelve (compared to a rolling four-year state average).
2. Demonstrate outstanding achievement in the curriculum as evidence by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through twelve; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades eleven and twelve; or ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

Diploma with Academic Honors

Students need to fulfill all but one criteria for any of the following Diplomas with Honors.

Subject	High School academic Diploma with Honors graduating classes 2011 and beyond	Career-Technical Diploma with Honors for graduating classes 2011 and beyond
English	4 units	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	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 physics and chemistry	4 units, including physics and chemistry
Social Studies	4 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	Not counted toward requirements
Fine Arts	1 unit	Not counted toward requirements
Career-Technical	Not counted toward requirements, and may not be used to meet requirements	Now counted in Electives
Electives	Not counted toward requirements	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT score (excluding scores	27 ACT/1210 SAT	27 ACT/1210 SAT

from the writing sections)*		
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*Writing sections or either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-supposed completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit physical education**
- ½ unit in American history
- ½ unit health
- ½ unit government

**SB 311 allows school district to adopt a policy exempting students who participate in Athletics, marching band or cheerleading for two full seasons from the physical education requirements.

Early Graduation Policy

The Loudonville-Perrysville Board of Education has adopted a policy regarding early graduation. For more information, please contact a guidance counselor or the principal. Or you can look at the L-P website, <http://www.lpschools.k12.oh.us/> the Loudonville-Perrysville Exempted Village Bylaws and Policies, section 5408 – Academic Accelerations, Early Entrance to Kindergarten, and Early High School Graduation.

Graduation Requirements

Students at LHS must first have a minimum of 22 credits in the following areas,

Our District’s Course Requirements	Units Required
English Language Arts	4 Units
Mathematics	4 Units
Science	3 Units
Social Studies	3 Units
Health	.5 Units
Physical Education	.5 Units
Fine Arts	1 Unit
Finance (required for 2026 Grads and beyond)	½ Unit
Electives	6 Units

Next, students must obtain a score of 684 on the Algebra I and English 10 state End-of-Course exams, and also obtain two seals (one state and one local) to receive their high school diploma.

State of Ohio End-of-Course Exams –

- English:* **ELA 2** (must obtain a score of 684 or higher for graduation requirements)
- Math:* **ALG 1** (must obtain a score of 684 or higher for graduation requirements)

Ohio's High School Graduation Requirements Classes of 2023 and Beyond



It's Your **Future.** Get **Ready.**

Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Is testing not your strength? After you have taken your tests, there are three additional ways to show competency!

Option 1.

Demonstrate Two Career-Focused Activities*

Foundational

Proficient scores on WebXams
A 12-point industry credential
A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

*At least one of the two must be a Foundational skill

Option 2.

Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3.

Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation



For students who do not meet the above criteria, there are some alternate options in order for students to receive their high school diploma. However, please note these options change annually and are determined by the Ohio Department of Education and the state of Ohio. Please see the ODE website for more information, [Ohio's High School Graduation Requirements Classes of 2023 and Beyond](#)

Physical Education (PE) Waiver Requirements:

A waiver of the PE requirement will be granted to any student who has participated in interscholastic athletics, marching band or cheerleading for at least two (2) full seasons. Students must complete the entire season(s) in which they have elected to participate in order to receive a waiver.

Thus, a student who plays any combination of LHS sports at any level (freshman, junior varsity or varsity) or marching band or cheerleading for a total of two (2) seasons will receive a waiver.

While students are excused from physical education classes, the total number of credits required for graduation will not change. Therefore, students must replace physical education with another course of take physical education as an elective. The waiver will be entered on students' official transcripts.

In order to facilitate accurate scheduling and record keeping, students will complete the waiver form prior to the start of the season in which they are participating in the activity. Additionally, this form will be kept in the students' cumulative folders.

STATEMENT OF SCHOOL DISTRICT GUIDELINES REGARDING THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Introduction

The Family Education Rights and Privacy Act of 1974, as amended, commonly known as FERPA, provides parents and students over 18 years of age with a right of access to the student's educational records, permits parents and students over 18 years of age to challenge the accuracy of the records and prohibits the non-consensual release of such information except in limited circumstances.

The Loudonville-Perrysville Exempted Village School district informs parents and students of their rights under FERPA by annually publishing the district's policy and required notification of rights in the Student handbook and on the district's web site at www.lpschools.k12.oh.us.

Directory Information

Directory information may be released to anyone without the parent's or student's consent. L-P EVSD has designated the following as directory information:

1. name, address, telephone listing and school e-mail address;
2. age and date of birth;
3. name and address of parent(s) or guardian(s);
4. classification as a freshman, sophomore, junior, or senior;

5. dates of enrollment and current enrollment status;
6. diploma and honors awarded;
7. most recent educational institution attended;
8. photographic, video or electronic images taken and maintained by the school district;
9. participation in officially recognized activities and sports;
10. weight and height of members of athletic teams.

Parents and students over 18 years of age have the right to refuse to permit the designation of any or all of the categories of directory information. Any parent of student over 18 years of age wishing to exercise this right must inform the principal in writing on or before September 1 of the categories of personally identifiable information that are not to be designated as directory information with respect to that student.

Access to Student Records

Parents and students over 18 years of age have the right to inspect and review the student's educational records within 45 days of the day the school receives a written request for access. Parents or students over 18 years of age should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or student over 18 years of age of the time and place where the records may be inspected.

Challenging the Content of Student Educational Records

Parents and students over 18 years of age have the right to request the amendment of the student's educational records that the parents or eligible student believes are inaccurate or misleading. They should write the principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Disclosure of Information

Personally identifiable information will not be released from an educational record without the prior written consent of the parents or eligible student except under one or more of the conditions listed below:

1. the disclosure is to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, medical consultant, auditor, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational

- interest if the official needs to review and educational record in order to fulfill his or her professional responsibility;
2. the disclosure is to officials of another school where the student seeks or intends to enroll;
 3. the disclosure is to the Secretary of Education, state educational authorities or authorized representatives of the Attorney General for law enforcement purposes;
 4. the disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions;
 5. the disclosure is to accrediting organizations to carry out accrediting functions;
 6. the disclosure is to comply with a judicial order or a lawfully issued subpoena. The school district will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, unless the subpoena is a federal grand jury subpoena or other subpoena issued for law enforcement purposes which directs otherwise; and
 7. the disclosure is in connection with a health or safety emergency if necessary to protect the health or safety of the student or other individuals.

A record of any disclosures will be maintained and the parent or eligible student is entitled to inspect and review that record.

Confidential information will be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student.

No person, agency, or organization other than those identified above will have access to such records before indicating in writing the legitimate educational or other interest of the person, agency, or organization. Such records shall be kept permanently on file and shall be open to inspection only by the parents or eligible student, the responsible school official and his or her staff, and persons specifically authorized by law. No notation is required for access by L-P EVSD employees in the normal course of their duties.

Complaints

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of

information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“Protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. The school district has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/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 Ave., SW
Washington, D.C. 20202-4605

ASHLAND COUNTY–WEST HOLMES CAREER CENTER

The Ashland County-West Holmes Career Center (ACWHCC) offers students an opportunity to combine academic courses with industry skills while completing high school. The curriculum focuses on preparing students for college and/or a career, in the specific field of the students' choice.

The Career Center offers students the opportunity to take academic courses, including CCP classes, earn college credits and earn industry credentials/certifications, while exploring a college or career pathway, before any money is spent on post-secondary education or training – the Career Center is 100% fee free.

The curriculum at the Career Center specializes in specific industry skills and classroom learning related to a selected occupation. A full range of academic classes is part of each student's career program, including College Credit Plus courses in math and English for those students who qualify. On-campus programs include the following:

- Animal and Veterinary Science
- Auto Body Technology
- Automotive Technology
- Construction Technology
- Culinary Careers Management
- Cosmetology*
- Criminal Justice*
- Cybersecurity & Networking*
- Early Childhood Education*
- Graphic Communications*
- Health Technology*
- Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R) & Plumbing
- Robotics & Advanced Manufacturing*
- Welding Technology

*program offers Tuition Freedom Scholarships at North Central State College

Most students apply to the Career Center during their sophomore year, to be enrolled in career programs for their junior year of high school. Students who choose to attend the Career Center remain enrolled at Loudonville High School. If all requirements are met, the student will receive a Loudonville High School diploma along with their Career Center certificate of completion and Career Passport.

Though fully involved in educational and social activities at the Career Center, students may be part of extracurricular activities such as athletics, band, choir, or a variety of other student organizations at Loudonville High School.

Career Center students who successfully complete a Career Technical Education program may earn articulated college credits at specific local colleges. More program-specific information can be obtained from the Career Center.

ENROLLMENT DECISIONS ARE MADE BY THE CAREER CENTER STAFF.

Additional Programs Offered by Referral Only:

Career Based Intervention: A program designed to support sophomore students who have an interest in career technical education, and are unsure if they will have enough credits to participate in a career-tech program as a junior. Students spend one period per day in a career-tech lab to observe and/or participate in (4) different career-tech programs throughout the year, giving the student the opportunity to choose their preferred program to enroll in as a junior.

Job Training Coordination: Students in this program will learn through hands-on training in the Career Center training lab. This two-year program will allow students to learn the skills for building and residential maintenance, light construction and how to work with a team and independently.

Students may choose to go to the Career Center for their Junior and Senior years (with the exception of the CBI Program which is a Sophomore-only program.) To graduate from the Career Center, LHS students need 22 credits. Students interested in attending the Career Center should successfully complete the following during 9th and 10th grade. The following Entrance Expectations (Standards) have been approved by the Ashland County-West Holmes Joint Vocational School District Board of Education: To be eligible to enter a career-technical program at the Ashland County-West Holmes Career Center, a prospective student must meet the following requirements:

Credit Requirements:

* 8 credits including 1 English, the physical education requirement for the respective associate school, and 3 other state core graduation requirements.

Tech Prep Requirements

* Entrance into Tech Prep programs requires a 2.0 GPA for the freshman year and the first semester of the sophomore year and 1 credit in Algebra I. * Students will not be admitted to Tech Prep programs unless the Tech Prep requirement is met prior to admission.

Other Requirements :

* 16 years of age by October 1st. * Must have been in high school for two years. * Parents must be present at the entrance conference to sign the Individual Education Plan. * Entering seniors must be in a position to graduate by the end of the school year and enroll in the Career Center by October 1st. * Attendance rate below 95% will be called to the student's attention, but not a requirement.

Probationary Admission Status will be granted to those students who have the required number of credits but have deficiencies such as missing 1 English, Physical Education, Health, and/or 3 other state core graduation requirements.

To be admitted on Probationary Admission Status, a student must:

* Have a written plan to make up the noted deficiencies. * Attend a probationary admission entrance conference at which the student and the parent/guardian must be present to sign the plan. * Make progress on the probationary admission plan during the preceding summer or the first semester of the school year; failure to do so will result in a warning being issued at the end of the first semester. * Prepare an associate school schedule in preparation to return to the associate school the following year if a warning has been received. * Progress in eliminating deficiencies by the end of the probationary admittance school year or the student will return to the associate school the following year.

Note: Program openings will not be held for students on probationary admission status.

A Graduation Plan will be prepared for any student who enters the Career Center in jeopardy of not being able to graduate in two years.

Ashland County-West Holmes Career Center

Students may go to the Career Center in their Junior year, to graduate from the Career Center LHS students need 22 credits. During grades 9 and 10 students interested in the C.C. should successfully complete:

<u>Courses</u>	<u>Credits</u>
English	2
Math	2
Social Studies	2
Science	2
Phys. Ed.	1/2 credit (2 semesters)
Health	1/2 credit

IMMUNIZATIONS

Immunizations for students entering school required by law are:

Doses	Vaccine	Important Notes
4	DPT, DT, or TD	If the 3 rd dose was administered at age 6 or older, the 4 th dose is not required.
3	Polio Vaccine	Pupils who have reached their 18th birthday are not required to receive this vaccine.
1	Measles vaccine, Live Virus, MUST be administered on or after the 1st birthday.	A written statement claiming history of disease is acceptable. This should be closely questioned as many rash illnesses are assumed to be measles when they are not.

- | | | |
|---|-----------------|---|
| 1 | Rubella vaccine | Now required for ALL students History of disease is NOT acceptable. |
| 1 | Mumps vaccine | Now REQUIRED for ALL students. A written statement claiming history of disease is acceptable, but should also be closely questioned |

All incoming 12th grade students must have proof of receiving the meningococcal vaccine.

All incoming 7th grade students must have proof of receiving meningococcal and Tdap vaccines.

A policy of preferential TB screening for all new students considered to be high risk will be followed.

CLINIC

A student may use the clinic after being excused by office personnel. If illness persists, parents will be notified. School staff may not dispense medicine but can provide bandages and antiseptic. Parents will be notified in emergency situations. Please see to it that Emergency Medical Forms are on file (completed via Final Forms) in the Main Office.

POSTERS/ANNOUNCEMENTS

The main office must clear posters and announcements for approval before they are attached to walls or bulletin boards.

TELEPHONES

Telephones are used for school business and may only be used by students in limited circumstances.

DRIVING REGULATIONS

Parking Regulations

Only students approved by the principal are permitted to park in the parking lot. No students are permitted to park in the staff lot during school hours or in any parking place near the shop areas which include the loading dock and horticulture area. Students are requested to park in their designated space, which is the north student parking lot, adjacent to the gymnasium. Up to five parking passes will be issued to the FFA Adviser, for discretionary use throughout the school year. Students must have pass visible from their car, as well as only utilize parking near the tennis courts.

Each car must be registered in the main office whether the car is used daily or occasionally. When permission to drive this car is granted, a pass will be issued and

must be displayed in the front window. If a student should drive a different car part of the time or should trade his or her car during the school year, the new car must be registered. When new license plates are issued, you should report your license number if it has changed.

Students are reminded that they may lose their parking privileges for one or more of the following reasons:

1. Excessive tardiness
2. Truancy -skipping class
3. Suspension
4. Reckless operation
5. Sitting in car at unauthorized times
6. Illegal parking

Student vehicles are subject to search regarding reasonable suspicion, drugs/alcohol, safety concerns, etc. Parking in the parking lot is a privilege. If you are found to be parked in an unauthorized area, you will receive formal school discipline determined by an administrator including denial of parking privileges.

Being a driver is exciting and opens the door to a world of independence. With this new found freedom, of course, comes responsibility. Many people lose their lives or are seriously injured due to teens driving recklessly, driving while fatigued and/or distracted, driving under the influence of alcohol or drugs, or simply not having enough experience. That's why it's so vital to know the rules and obey them carefully. Driving is a privilege – treat the road with respect.

Loss of Driving Privileges

Legislation grants authority to the Superintendent of schools to deny driving privileges by revoking a student's temporary instruction permit or driver's license in the following situations:

1. Withdrawal from school
2. Habitually absent from school
3. Narcotics, alcoholic beverages and drug violations.

FINES FOR LOST OR DESTROYED TEXT BOOKS

(A) 1st Year	Full Price
2 nd Year or more	Replacement Cost
(B) Pencil Marks/Other Damage	\$.75 to Full Price
(C) Broken Binding	To be determined

FIRE/TORNADO SAFETY

Fire Drills are held monthly to practice emergency evacuation procedures. Each classroom has a designated exit plan posted near the door. Teachers will explain exit instructions during first week of classes. Please listen and follow directions. Your life may depend on it.

Tornado Drills are held in the spring to practice emergency procedures. If a tornado does occur you will have little time to get to a safe area. Protection of your head and face from flying glass and debris are very important. Staying quiet and listening to instructions may help save your life.

WORK PERMITS

Students under 18 years of age must possess a work permit in order to accept employment. Permits may be obtained in the Main Office, and the Superintendent's office during the summer.

VISITORS

All visitors must report to the Main Office for a Visitor's Pass. Parents are welcomed to visit classes and confer with teachers during their planning/conference periods. Students from other schools are not permitted on school grounds without permission of Principal. Prospective students who wish to visit Loudonville High School must make prior arrangements through the guidance department.

CAFETERIA

Students are not permitted to leave campus during their lunch periods. LHS has a closed lunch policy.

SEX DISCRIMINATION AND HARASSMENT LOUDONVILLE HIGH SCHOOL DISTRICT POLICY

NONDISCRIMINATION

Loudonville High School is responsible for compliance with federal and state laws and regulations regarding nondiscrimination. The School Board is committed to equal opportunity for all individuals in education. The board has adopted Policy No. 2260-NonDiscrimination and Access to Equal Educational Opportunity and Policy No. 2260.01- Section 504/ADA Prohibition against Discrimination Based on Disability. Any member of the Loudonville School community who feels that discrimination has occurred should immediately contact Principal Christine Butts, or district Title IX Coordinator, Dan Eckenwiler.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interfere with an individual's education; or limit an individual's ability to participate in or benefit from the education program.

The district has adopted Policy No. 3362-Anti-Harassment containing rules and procedures for reporting sexual harassment and pursuing remedies.

Any member of the Loudonville School community who feels that harassment has occurred should immediately contact principal Chrissie Butts, or district Title IX Coordinator, Dan Eckenwiler. If the concern is not resolved through informal means, or the student grievance procedure, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator.

TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” Title VII and Title IX. The Title IX Coordinator or the school principal should be contacted regarding complaints related to Title IX.

The Loudonville- Perrysville Exempted School District is committed to providing a safe environment for all employees and students. We prohibit discrimination on the basis of sex. If you feel your rights have been violated, please notify the Title IX Coordinator to file a complaint.

Please see below for Title IX roles:

Mr. Dan Eckenwiler
Title IX Coordinator
Loudonville High School
421 Campus Avenue
Loudonville, OH 44842
lopr_eckenwi@tccsa.net
419-994-4101

Mrs. Chrissie Butts
Title IX Investigator
Loudonville High School
421 Campus Avenue
Loudonville, OH 44842
lopr_cbutts@tccsa.net
419-994-4101

Mr. Tyler Bates
Title IX Investigator
Loudonville High School
421 Campus Avenue
Loudonville, OH 44842
lopr_tbates@tccsa.net
419-994-4101

Mr. Matt Henderson
Title IX Decision Maker
Superintendent’s Office
210 E. Main St
Loudonville, OH 44841

lopr_mhenderson@tccsa.net
419-991-3912

Mrs. Jennifer Allerdig
Superintendent's Office
Title IX Appeals
210 E. Main St.
Loudonville, OH 44842
lopr_jallerding@tccsa.net
419-994-3912

This Release for Publication is valid for the current school year.
Release for Publication

The Loudonville-Perrysville EVSD believes it is important to publicize the activities and works of our staff and students. Our efforts to inform parents and community of our achievements include newspaper and newsletter articles, educational publications, and our district website.

I understand that the school may wish to publish examples of student projects, photographs of students, and other accomplishments. I fully understand that these may be used for a variety of publications, such as in community newspapers, school slide/picture presentations, brochures, Internet publications or other similar publications.

Please complete ONE section ONLY below.

I give my permission for my student's picture and/or student work to be displayed or published by the school.		
_____	_____	_____
Student Name	Parent Signature	Date
Grade _____		

I do not give my permission for my student's picture and/or student work to be displayed or published by the school.		
_____	_____	_____
Student Name	Parent Signature	Date
Grade _____		

Revised: 1/10/2022

Student Handbook Acknowledgement Form

I have received a copy of the Student Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on the district website (www.lpschools.k12.oh.us) and is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

Print Student's Name: _____

Signature of Student

Date

Signature of Parent

Date