

# LOUDONVILLE HIGH SCHOOL

STUDENT HANDBOOK  
2024-2025



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

[www.lpschools.k12.oh.us](http://www.lpschools.k12.oh.us)





Loudonville High School Families,

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. I encourage students and parents to familiarize themselves with the contents of this handbook, as it addresses many common questions and concerns that may arise throughout the school year.

Respectfully,

*Christine Butts*

## TABLE OF CONTENTS

Principal’s Message.....	2
Table of Contents.....	3
Mission.....	5
LHS Faculty & Staff.....	6
School Calendar .....	7
Bell Schedule.....	8
District Information .....	9
Transportation Department .....	10
Closing of School .....	10
Anti-Harassment, Sex Discrimination & Title IX Policies.....	11
Student Conduct .....	13
Student Code of Conduct Violations & Definitions.....	14
Disciplinary Actions .....	19
Detentions.....	20
In-School Detention.....	20
Emergency Removal .....	21
Out-of-School Suspension.....	21
Expulsion.....	21
PBIS Matrix.....	22
Wireless Communication Devices/Electronic Devices .....	23
Lockers.....	24
ID Badges.....	24
Surveillance Cameras.....	25
Academic Integrity Policy.....	26
Drug/Alcohol Abuse – Disciplinary Procedures.....	26
Dress Code & Philosophy .....	28
High School Dances.....	29
Attendance .....	29
Excused Absences/Legal Absences.....	32
Excuses for Appointments .....	34
Partial Day Absences .....	34
Unexcused Absences .....	34
Truancy.....	34
Suspension of Driver’s License .....	35
Make-up Work.....	36
LHS LibraryPolicy .....	36
Acceptable Use and Internet Safety Policy.....	37
Grading Policies.....	42
Grade Card Policy.....	43

Eligibility .....	44
National Honor Society .....	46
Guidance Department.....	46
Academic Awards.....	47
Diploma with Honors .....	50
Graduation Requirements.....	51
P.E. Waiver .....	54
Family Education Rights & Privacy Act (FERPA) of 1974 .....	54
Ashland County-West Holmes Career Center .....	54
Immunizations.....	60
Clinic.....	61
Driving Regulations .....	61
Fines for Lost or Destroyed Text Books .....	62
Fire/Tornado Safety.....	62
Work Permits .....	63
Visitors .....	63
Cafeteria – Lunches .....	63
Lunch Prices.....	63

## L-P DISTRICT MISSION

# OUR MISSION

The Loudonville-Perrysville Exempted Village School District, in partnership with students, families and community will strive to provide a safe and challenging environment where all students have the opportunity to reach their highest potential and become well-rounded citizens in a global society.



## LOUDONVILLE HIGH SCHOOL MISSION

**In partnership with families and community, students will be encouraged to reach their highest potential, develop critical thinking skills & demonstrate responsibility and respect for others.**



## **LOUDONVILLE HIGH SCHOOL FACULTY & STAFF**

### **ADMINISTRATION**

Chrissie Butts, Principal  
Ed Honabarger, Asst. Principal  
Chad Spurlock, Athletic Director

### **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 – School Counselors**

David Lance  
Kristen Thiebaud

### **HEALTH/PE**

Jeff Frankford  
Casey Garver

### **INDUSTRIAL ARTS**

Jed Johnson

### **IN-SCHOOL DETENTION MONITOR**

Ken Phillips

### **LIBRARY**

Jennifer Baynes, Librarian

### **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**

XX Fill  
Elise Lingenfelter

### **SCIENCE**

Alex Barnard  
Jordyn Burnison  
Jim Conley  
Jim Gale  
Dan Weber

### **SOCIAL STUDIES**

XX Fill  
Matt Cottrill  
Matt Rucki  
Keith Lemke

### **SPECIAL EDUCATION**

Kristen Donley  
Jenna Fisher  
Tori Skoog  
Jennifer Smeltzer  
Jen Vaughan

### **TECHNOLOGY**

Eric Jordan, Field Technician  
Cindy Young, Instructional Tech. Aide

### **VISUAL ARTS**

David Vaughan

### **CAFETERIA**

Terri Blanchard, Supv.  
Cheryl Anderson  
Cassandra McCaskey  
Aimee Myrwold

### **CUSTODIANS**

Chance Lee  
Mitch Voltz

## Loudonville-Perrysville District Calendar 2024-2025

Aug. 19<sup>th</sup> First Day for Staff & Open House  
 Aug. 20<sup>th</sup> Staff In-Service (No School)  
 Aug. 21<sup>st</sup> First Day of School for Students (Soft Start)

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2<sup>nd</sup> Labor Day (No School)

Oct. 2<sup>nd</sup> Staff In-Service (No School)  
 Oct. 3<sup>rd</sup> & 4<sup>th</sup> Fair Days (No School)  
 Oct. 11<sup>th</sup> Staff In-Service (No School)  
 Oct. 25<sup>th</sup> End of 1<sup>st</sup> Quarter & One-Hour Early Release  
 Oct. 29<sup>th</sup> Parent-Teacher Conferences 3:30-7:30 p.m.  
 Oct. 31<sup>st</sup> One Hour Early Release & Parent-Teacher Conferences 2:30-6:20 p.m.

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 1<sup>st</sup> No School / Exchange Day  
 Nov. 26<sup>th</sup> One-Hour Early Release  
 Nov. 27<sup>th</sup> -29<sup>th</sup> Thanksgiving Break (No School)

Dec. 20<sup>th</sup> One-Hour Early Release  
 Dec. 23<sup>rd</sup> - Jan. 3<sup>rd</sup> Winter Break (No School)

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '25						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 6<sup>th</sup> School Resumes  
 Jan. 17<sup>th</sup> End of 2<sup>nd</sup> Quarter & One-Hour Early Release  
 Jan. 20<sup>th</sup> MLK, Jr. Day (No School)

Feb. 14<sup>th</sup> Staff In-Service (No School)  
 Feb. 17<sup>th</sup> Presidents' Day (No School)

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar. 21<sup>st</sup> End of 3<sup>rd</sup> Quarter & One-Hour Early Release  
 Mar. 25<sup>th</sup> Parent-Teacher Conferences 3:30-7:30 p.m.  
 Mar. 27<sup>th</sup> One Hour Early Release & Parent-Teacher Conferences 2:30-6:20 p.m.  
 Mar. 28<sup>th</sup> No School / Exchange Day

Apr. 14<sup>th</sup>-18<sup>th</sup> Spring Break (No School)

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 26<sup>th</sup> Memorial Day (No School)

June 1<sup>st</sup> Graduation  
 June 3<sup>rd</sup> Last Day of School for Students & One-Hour Early Release  
 June 4<sup>th</sup> Staff In-Service (No School)

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

LEGEND...	
	First Report Period
	Second Report Period
	Third Report Period
	Fourth Report Period

...LEGEND	
	P/T Conferences
	1 Hour Early Release
	No School (holidays/breaks)
	Staff In-Service (No school)
	Graduation



# LOUDONVILLE HIGH SCHOOL



## BELL SCHEDULES 2024-2025

Loudonville High School - Bell Schedules (2024-25)					
Period	Regular	Activity - Assembly	Pep Rally	1-Hour Early Release	2-Hour Delay
1	8:00 - 8:48	8:00 - 8:48	8:00 - 8:48	8:00 - 8:44	10:00-10:35
2	8:51 - 9:36	8:51 - 9:36	8:51 - 9:36	8:47 - 9:29	10:38-11:13
3 Advisory Period	9:39 - 10:19	Activity - Assembly 9:39 - 10:19	X - SKIP	X - SKIP	X - SKIP
4	10:22 - 11:07	10:22 - 11:07	9:39 - 10:24	9:32 - 10:14	11:16 - 11:51
5*	11:10 - 11:55	11:10 - 11:55	10:27 - 11:12	10:17 - 11:02	11:54 - 12:32
6*	11:58 - 12:43	11:58 - 12:43	11:15 - 12:00	11:05 - 11:50	12:35 - 1:13
7*	12:46 - 1:31	12:46 - 1:31	12:03 - 12:48	11:53 - 12:38	1:16 - 1:54
8	1:34 - 2:19	1:34 - 2:19	12:51 - 1:36	12:41 - 1:23	1:57 - 2:32
9	2:22 - 3:10	2:22 - 3:10	1:39 - 2:27	1:26 - 2:10	2:35 - 3:10
*denotes Lunch Periods			Pep Rally 2:30 - 3:10	Scheduled: 10/25; 10/31; 11/26; 12/21; 1/17; 3/21; 3/27; 6/3	

## District Information Sources

The Loudonville-Perrysville Exempted Village School District offers a variety of ways to keep up with important news and information from our district:

**Website-** The website offers a wealth of information about Loudonville-Perrysville EVSD, including building information, district policies, school closings and delays, and relevant news. Regularly visit the website at <https://www.lpschools.k12.oh.us/>

**Email Notification System-** Parents/guardians will receive news, announcements, and updates via email from the district and the schools their children attend. Parents / guardians of Loudonville-Perrysville Schools students are registered for email notifications based on their Final Forms account information.

**Calling System-** Parent/guardian calling, email and text message contact information is based upon their Final Forms account. For instructions on how to update your Final Forms account information, please view the district Final Forms webpage at <https://www.lpschools.k12.oh.us/page/final-forms>

**Social Media-** Follow the district/Loudonville High School Facebook page for school information, updates and student celebrations.

**Mobile App-** The free mobile app makes it easy to receive customizable school news, school building and district calendars, push notifications, text messages, phone calls and more all sent directly to your smartphone and mobile devices. For help with the district app, view the district webpage at <https://www.lpschools.k12.oh.us/page/loudonville-app-directions>

## 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_Student_Handbook_2018(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
<b>Loudonville Perrysville EVSD App</b>	See school website to sign up
Facebook	L-P Schools

**Students and parents should sign up for school alerts through the Loudonville Perrysville EVSD App, found via the school website. Please see the website for instructions how to sign up.**

## **ANTI-HARASSMENT, SEX DISCRIMINATION AND TITLE IX POLICIES**

### **Anti-Harassment**

The Loudonville-Perrysville Exempted Village Schools values the contributions of all students, faculty, staff and visitors. Racial harassment, a form of racial discrimination, denies students the right to an education and restricts employees from carrying out the district's mission, which is to facilitate maximum learning for every L-P student.

The Loudonville-Perrysville Board of Education has the following policy in place addressing harassment: Policy 2266 Anti-Harassment

The Board of Education does not discriminate on the basis of sex (including sexual orientation or transgender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

The Loudonville-Perrysville Board of Education has four additional policies addressing harassment: Policy 1422.02 (Administration), Policy 5517 (Students), Policy 4362 (Classified Staff), and Policy 3122 (Certified Staff).

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including Sexual Harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its

effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at their convenience.

### **Investigation and Complaint Procedure**

For a full description of the L-P Schools Anti-harassment policy and both formal and information complaint procedures visit <https://go.boarddocs.com/oh/lpevs/Board.nsf/Public>

### **Notice of Non-Discrimination**

The Department of Education's Office for Civil Rights enforces several statutes that protect the rights of beneficiaries in programs or activities that receive financial assistance from the Department of Education. These laws prohibit discrimination on the basis of race, color, national origin, sex, and age. The Office for Civil Rights also has responsibilities under Title II of the Americans with Disabilities Act, which prohibits state and local governments from discriminating on the grounds of disability. To read the notice in its entirety, visit [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/3876/LPEVS/3251261/20-21\\_Non-Discr\\_Notice.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3876/LPEVS/3251261/20-21_Non-Discr_Notice.pdf)

### **L-P Notice of Non-Discrimination**

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/3876/LPEVS/3251249/Non\\_discrimination\\_notice.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3876/LPEVS/3251249/Non_discrimination_notice.pdf)

### **Title IX**

The Loudonville-Perrysville Board of Education does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activities extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

**L-P Title IX Policy [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/3876/LPEVS/3251248/Title IX Policy 2266.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3876/LPEVS/3251248/Title_IX_Policy_2266.pdf)**

### **L-P Title IX Coordinator and Information**

## STUDENT DISCIPLINARY POLICY

Junior High & 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 administrative team 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.

### 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.

### **Student Code of Conduct**

The purpose and intent of this Code of Conduct is to maintain an appropriate educational climate. Violation of the Code of Conduct may result in verbal warning, written warning, referral to school counselor, removal from class, parental contact or conference, in-school detention, after school detention, community service, in-school suspension, emergency removal, referral to law enforcement agencies, suspension (up to 10 days) or expulsion.

The Superintendent is the only individual who may impose an expulsion. In addition, this Code of Conduct includes:

1. Misconduct by a pupil that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
3. Unruly charges may be filed in juvenile court against a student who continually violates the Student Conduct Code.
4. Students are duly informed that their behavior may be monitored on school property and/or school buses and/or adjacent property by security cameras.

### **Student Violations & Definitions**

#### **Rule 1 - Academic Dishonesty**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or change of any school records. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval. When two students are knowingly involved in the sharing of work, both students may receive consequences.

#### **Rule 2 - Bomb Threat / False Alarm / Causing Panic**

Any threat (For example, verbal, written, or electronic) by a person to bomb or use other substances or devices to explode, burn, or cause damage to a school building or school property or to harm students or staff is prohibited. Any attempt to create a false alarm (For example, setting off a fire alarm), cancel a school day or events, or any action that may cause fear or panic is prohibited. This may result in a police referral.

#### **Rule 3 - Bullying / Cyber-Bullying**

Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another student(s) that causes mental, emotional, or physical harm to the other student(s) and is severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). (Board Policy - 5517.01)

#### **Rule 4 - Discriminatory Behavior**

A student shall not harass, haze, intimidate, degrade, disgrace, disparage, incite, urge, provoke, threaten, or discriminate based on a student's race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (See Board Policy 5517, 5517.01). Prohibited

discrimination occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's sexual orientation/gender identity, religion, race, or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such discrimination may occur where conduct is directed at the characteristics of a person's sexual orientation/gender identity, intellectual abilities, religion, race, or color, such as racial slurs (use of the N-word), nicknames implying stereotypes, epithets, and/or negative references relative to racial, ethnic, or religious customs.

**Rule 5 - Intimidation / Harassment / Menacing**

Harassment, intimidation, or bullying toward student or school personnel, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated (See Board Policy 5517, 5517.01). Harassment, intimidation, or bullying means Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once. The behavior both causes mental or physical harm to the other student(s). It is sufficiently severe, persistent, or pervasive, creating an intimidating, threatening, or abusive educational environment for the other student(s) or violence within a dating relationship. Furthermore, an "electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

**Rule 6 - Class Cutting, Punctuality, Tardiness, Outside of Assigned Area**

All students are expected to be on time for school and each class unless illness or a delayed school bus prevents timely attendance. Students shall be present in all or any portion of the regularly scheduled classes or other mandatory activities with school authorization. A student is considered tardy to the first period if they are outside their assigned seat when the late bell rings. A student is considered absent from a class if they miss the first 30 minutes of class. A student shall not be absent from school without parental and school approval. Students who are excessively absent or habitually truant may be subject to an absence intervention plan, which may result in the district filing a complaint with the Juvenile Court. Both the student and parent will be charged if found in violation. Students leaving the building must first report to the main office and sign out. They must sign out to leave and sign in upon their return. Students who leave and do not expect to return in the afternoon must also report to the main office for permission to leave school. A principal or secretary must approve before a student is to sign out.

**Rule 7 - Complicity / Aiding / Abetting**

A student shall not actively or passively aid, abet, act as an accomplice of, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. Violations can be and are not limited to actions that encourage students to break the rules.

**Rule 8 - Misuse of District Information and Technology Resources / Tampering / Violation of the Acceptable Use Policy (AUP)**

A student shall not alter or attempt to change another individual's data by using their login information, individual devices, or computer network system software, placing unauthorized information, computer viruses, or harmful programs on the system, and disrupting the operation of the individual devices/network in any way (For example chat-rooms, hate mail, harassment, profanity, vulgar statement, discriminatory remarks, proxy servers,

inappropriate sites that contain pornography, online gambling, looking up weapons, alcohol, drugs, ammunition, drug/alcohol paraphernalia, e-cigarettes, etc.). Students shall not use other student's school issued devices or accounts. Students shall not violate the acceptable use policy of the district. Students found violating this article will lose the privilege to use school devices and face school discipline, including suspension. Students shall only use artificial intelligence programs with explicit teacher or building administrator approval.

**Rule 9 - Damage to Property**

A student shall not cause or attempt to cause damage to school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds. Restitution will be made by the student(s).

**Rule 10 - Disrespect**

Students shall not act to intimidate, insult, or otherwise abuse any member of the school staff or student body by verbal, written, or electronic means.

**Rule 11 - Disruption**

A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any activity that is potentially harmful to the health, welfare, and safety of the student themselves, other students, or staff. Actions may include any social media activity and posts that disrupt the educational process.

**Rule 12 - Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property (For example, students engaged in the trading/selling of personal property, unapproved fundraising, etc.)

**Rule 13 - Dress or Appearance**

A student shall not violate school rules relating to dress and appearance. A student shall not wear clothing that disrupts the educational environment. This includes clothing that overexposes undergarments of any type or such appearance that disrupts class or the orderly operation of the school (For example, clothing with obscene or suggestive statements or symbols, apparel that advertises or promotes sex, drugs, alcohol, or tobacco, etc.). Shoes must always be worn. The building administrators are the final decision makers to determine if clothing and attire constitute a school disruption.

**Rule 14 - Excessive Displays of Affection**

Students shall not engage in excessive displays of affection on school property.

**Rule 15 - Failure to Accept Discipline / Serve Discipline**

Students shall not refuse to accept discipline or punishment assigned by teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel. Refusing to serve an in-school suspension, misbehavior while serving school discipline, failure to report for assigned detention, and/or walking out of the principal or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence and further disciplinary action.

**Rule 16 - Failure to Provide Evidence / Providing False Information**

Students are expected to be honest concerning violations of the code of conduct and to assist school officials in establishing the truth about a possible violation of the Student Code of Conduct. Students are expected to cooperate with school officials to establish the facts concerning an incident. Students shall not give or assist in providing false or fictitious

accounts to any school official, staff member, and/or faculty.

**Rule 17 - Firearms Look-a-Likes**

Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use spring-loaded devices or air pressure by which to propel an object or substance (For example, toy guns, cap guns, BB guns, pellet guns) in the school building, school grounds, school property, and at school functions is prohibited. Any possession, use, or threatened use of a look-a-like or counterfeit weapon is prohibited. A violation may result in a police referral.

**Rule 18 - Gambling**

A student shall not engage in gambling activities, such as playing or gambling for money or other stakes.

**Rule 19 - Insubordination**

A student shall not refuse to comply with reasonable requests, orders, and directions of school staff and other authorized personnel when the student is under the authority of school personnel.

**Rule 20 - Intentional Burning**

A student shall not act or attempt to act in the burning or attempted burning of any item on school property.

**Rule 21 - Loitering**

A student shall not loiter or delay in any way that may disrupt some activity or function. Students must have a ride if planning to leave early. If students have nowhere to go after school, they can wait in a designated area until one hour after the school day. Students shall not loiter in restrooms. Students must enter the restroom, use it, wash their hands, and exit immediately. Only one student per stall is permitted.

**Rule 22 - Misuse of Vehicles on School Property**

A student shall not violate the prescribed rules and regulations for using vehicles on school property or exhibit unsafe vehicle operations on school grounds. This includes parking in the areas identified for visitors, designated parking for persons with disabilities, parking without a parking pass, parking against a yellow curb, and parking in unmarked spots. It also includes students who exhibit unsafe vehicle operations such as donuts, speeding, cutting into the bus line, etc. A violation may result in a police referral.

**Rule 23- Profane, Obscene, Vulgar Language or Gestures**

A student shall not use profane, curse, obscene, or vulgar language or gestures at school, on school buses, or while engaged in or present at any school-sponsored event, activity, or in any setting in which the student code of conduct is in effect or may face the consequences.

**Rule 24- Repeated Offenses**

A student shall consistently comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

**Rule 25 - School Bus Conduct**

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

**Rule 26 - Sexual Harassment / Unwelcomed Sexual Contact**

A student shall not sexually harass another student or a staff member (see Board Policy 5517, 5517.01). Sexual harassment is prohibited between members of the same gender, as is sexual harassment between members of different genders.

**Rule 27 - Shakedown / Strong Arm / Extortion**

A student shall not use force, threat, or deception to obtain money, articles of value, or other personal property of another person. A violation may result in a police referral.

**Rule 28- Theft**

A student shall not attempt to act or act in taking or acquiring the property of others without their consent. A violation may result in a police referral.

**Rule 29 - Unauthorized Bodily Contact (Levels 1, 2, 3)**

Unauthorized bodily contact is prohibited. Level 1: Students are pushing, shoving, and grasping each other. Level 2: Students have a physical altercation but end it independently. This may be a police referral. Level 3: Students have a physical altercation requiring the intervention of bystanders/school personnel and/or the aggressor engaging in an unprovoked attack upon another student. For K-6 students, this may result in a police referral. For 7-12 students, this is a mandatory police referral.

**Rule 30 - Use, Possession, Sale, or Distribution of Tobacco / Nicotine Products**

Possession, use, or evidence of consumption (For example, smelling of the substance) of tobacco products in the school building, grounds, property, and at school functions is prohibited. This includes smokeless tobacco or inhalants, such as e-cigs/vapes.

**Rule 31 - Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages**

Possession, sale, use, concealment, transmission, or evidence of consumption (For example, smelling of the substance) of intoxicating beverages is prohibited. Attendance at school sponsored activities when there is evidence of consumption of such a substance is also prohibited.

**Rule 32 - Use, Possession, Sale, or Distribution of Illegal Drugs**

Students are prohibited from the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect. A violation may result in a police referral.

**Rule 33 - Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol**

Use, possession, sale, distribution, or evidence of consumption (For example, smelling of the substance) of any controlled drug other than prescription medication administered under the district's policies is prohibited. Possession, sale, use, concealment, transmission, or evidence of consumption of intoxicating substances is prohibited, including inhalants, drugs, counterfeit, or look-a-like drugs while on school property or in attendance at school-sponsored activities. This includes prohibiting any prescription drug or medication under school policy governing the possession of prescription medication on school grounds.

**Rule 34 - Violation of the Athletic Code of Conduct**

A student participating in extra-curricular activities shall not violate the rules and regulations of the Student Code of Conduct or the Athletic Code of Conduct or may face consequences.

### **Rule 35 - Weapons / Dangerous Instruments / Lookalikes**

A student shall not bring to school, or threaten to bring, to any interscholastic competition or extracurricular event/activity on or off school property, or possess, handle, attempt to handle, transmit, or conceal an object capable of injuring himself or others. This includes but is not limited to knives, regardless of length, multi-tools, mace, taser, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including objects made, constructed, or altered so that to a reasonable person, the object appears to be a firearm. This may be a mandatory police referral.

### **Rule 36 - Wireless Communication Devices / Electronic Devices**

Students may only use Wireless Communication Devices (WCD) before and after school, excluding all recording devices or recording functions on electronic devices. This means that no audio, video, or still picture recording is permitted without prior permission. Students are not allowed to carry their WCDs on them. Wireless Communication Devices must be stored in student's locker. The use of wired headphones will be limited to school personnel discretion. Students are not permitted to use wireless headphones. Students are personally and solely responsible for the care and security of their personal and district-assigned wireless communication devices. The district assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property or the unauthorized use of such devices. Law enforcement may be notified if the violation involves illegal activity.

### **Rule 37 - Trespass**

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours of that building. Additionally, a student already under suspension shall only enter the grounds or premises of the student's regularly assigned school building or any other school building with the express permission of the building administration.

### **Misconduct for which Suspension (1-10) or Expulsion (1-80 days) may be imposed**

Students are to remain at home during school hours while on suspension. The absence of a student on suspension is unexcused. The student may make up work missed and may earn credit (e.g. quizzes, tests, reports, etc.).

During a period of suspension/expulsion, a student is restricted from participating in or attending all school classes, programs, extracurricular activities (including practices, games or performances) and graduation ceremonies. A suspension officially begins at 12:01 a.m. on the first designated suspension day (unless emergency removal of the student occurs, in which case the suspension beginning is designated as the time of removal) and ends at 12:01 a.m. on the first day to follow the last day of the suspension period.

A suspension beginning during one week and extending into the following week restricts the student from attending or participating in any school-sponsored activities over the weekend.

### **Disciplinary Actions**

#### **Special Assignments**

Students may be required to perform reasonable tasks as suited to the disciplinary infraction. Example: a student who makes a mess in the cafeteria will be required to help clean up the cafeteria.

## **Detentions**

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.

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 to detention may serve an additional detention along with original one assigned.
- (2) All detentions will be served. Failure to report will result in an ISD.
- (3) No food, drinks, cell phones, headphones, or cards allowed.
- (4) Students will remain seated and will not talk, sleep, or indulge in any disruptive activity.

## **Lunch Detention**

Students may be assigned a lunch detention, which is held throughout the lunch period. An adult supervises detentions.

## **After School Detention**

Students are expected to be prepared to study while at an after-school detention. If a student disrupts classroom procedures; parents will be notified. No student will be kept after school without the written consent or a phone call home to parents. Parents should be given one day's notice.

## **Removal from Class**

A teacher may temporarily remove a student from a class. The seriousness of the offense, the student's attitude, and the number of previous offenses is all factors in determining the final resolution. The teacher must submit the reasons to the Principal as soon as practical after the removal.

## **In-School Detention (ISD)**

In-School Detention (ISD) may be imposed as a disciplinary action to create a positive change in a students' behavior. For an In-School Detention, credit may be given for all classroom assignments that are completed.

## **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 classroom with supervision completing assigned work. There is no appeal for in-school detention.

*Cell phones must be turned into the main office, or ISD classroom 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 to bring school work with them.
- (3) Use of computers will be limited to class assignments only.
- (4) Students will remain seated and not talk, sleep, or engage in any disruptive behavior.
- (5) 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.
- (6) 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 or ISD monitor prior to school for ISD.
- (7) Students will only be permitted to use the restroom once before lunch, during lunch, and once after lunch.
- (8) No food or drink will be allowed in the ISD room, except at lunch time. Students will eat their lunch in the ISD room.
- (9) If the student finishes their work early, they should bring supplemental materials (ex: **bring a book**).

### **Emergency removal**

When circumstances are such that the student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or any school-sponsored or related activities, the student may be immediately removed from the situation without complying with the notice and hearing requirements of suspensions and expulsions. If a student is removed under this provision, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practical prior to the hearing. The hearing will be held within seventy-two (72) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedure set forth pertaining to suspension and expulsion.

### **Out-of-School Suspension**

A Principal may suspend a student from classes for a one (1) to ten (10) day period of time. The home is to be notified of a student's suspension. A student may make up missed work.

### **Expulsion**

The Superintendent of Schools may expel a student for the duration of the semester in which the action was taken. Before a suspension or expulsion occurs, a parent administrator conference may be held to present all facts relating to the incident. Following the parent-administrator conference, a written notice from school officials will notify parent or guardian stating the reasons for removal from school and the duration of the suspension or expulsion.

# PBIS MATRIX

How can we be BIRDS?

	Bathrooms	Buses/ parking lot	Cafeteria	Classroom	Gymnasium	Hallway	Library
<u>Accountable</u>	Keep the bathroom clean for others to use; no cell phones!	Hands and feet to yourself, stay in your assigned seat	Stay seated at your table	Be prepared for class	Stay off your cell phone during an assembly	Remove hats and put cell phones away	Use appropriate language to others
<u>Responsible</u>	Use appropriate hygiene practices	Drive slowly thru the parking lot. Watch for students	Sit in appropriate areas	Arrive on time ready to work	Sit in designated areas	Walk in between classrooms	Return materials on time
<u>Aware</u>	No ear buds or headphones ; be aware of announcements	Yield to buses; stray seated	Only attend your assigned lunch	Remain in your seat until the bell rings	Cooperate with adult requests	Report any inappropriate behavior to a teacher or staff member	Report any inappropriate behavior to a teacher or staff member
<u>Considerate</u>	Use restroom in a timely manner	Follow all appropriate laws and rules	Thank the workers	Respect the teachers and schools property	Enter and exit in a quiet and orderly manner	Respect the property and materials of others	Respect staff and library property
<u>Honest</u>	When leaving class go directly where you are expected to be	Walk only in approved areas	Arrive on time	Set goals and ask for help	Arrive in a timely manner	Maintain appropriate physical distance	Maintain an appropriate speaking voice

## **Wireless Communication Devices/Electronic Devices Guidelines (Cell Phones, Electronic Devices, Earbuds/Headphones)**

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Loudonville High School has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen Loudonville High School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

### ***I. RESEARCH***

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

### ***II. APPLICABILITY***

This policy applies to the use of cell phones by students while on school property during school hours.

### ***III. USE OF CELL PHONES***

Students are prohibited from using cell phones at all times. Students should place their cell phones into their lockers prior to going to their first period class. Parents may call the office 419.994.4101 if they need to relay a message. In addition, students may use the phone in the office with permission, should they need to contact a parent. Parents can also email their students.

### ***IV. EXCEPTION***

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address an approved health concern.

### ***V. CELL PHONE STORAGE***

Students will keep their cell phones in their student locker for the entire school day.

### ***VI. DISCIPLINE***

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

1<sup>st</sup> Offense: Give the student a verbal warning and require the student to store the student's cell phone in the main office until the remainder of the school day, to be picked up by the student.

2<sup>nd</sup> Offense: Place the student's cell phone in the school's main office to be picked up by the student's parent or guardian.

3<sup>rd</sup> Offense: Place the student's cell phone in the school's main office to be picked up by the student's parent or guardian. Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

4<sup>th</sup> Offense: In-School Detention. This is also for repeat violators who continue to break the rules.

No electronic devices, including laptops/chromebooks will be permitted in the cafeteria during lunch periods. Students are not permitted to use these devices for non-academic purposes and especially during lunch periods.

### **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, headwear 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 appropriate length and not revealing.
- (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**

Attendance is a key factor in success in school. Every student is expected to be in attendance every day unless they are ill or have a family emergency. In accordance with Ohio state law, we need to know why your child is absent.

### **Parental Contact Regarding Student Absences**

If a student is absent from school, a parent or guardian must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that within 120 minutes after the beginning of each school day, the school shall make at least one attempt to contact a student's parent, guardian or other person taking care of the student.

Contact shall be made through one of the following methods:

- a. A telephone call placed in person;
- b. An automated telephone call;
- c. A notification sent through the school's automated information system;
- d. A text-based communication;
- e. A notification sent to the electronic mail address of the parent, guardian or other person's wireless communication device;
- f. A visit, in person, to the student's residence of record.

Please write a note when your child returns to school with your child's name, teacher's name and reason for absence. If you take your child to the doctor, send in a doctor's note.

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. 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. 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 **thirty (30) minutes** late will be counted "tardy". Arriving more than **thirty (30) 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.

## **LHS LIBRARY POLICY**

### **Hours**

The Library is available for student and faculty use whenever a library employee is on duty and a class is not scheduled.

### **Usage and Conduct**

The purpose of the library is to provide a place for leisure reading and work requiring library materials.

Students may use the library during their study hall period, if their grades are at a 70% or higher for all classes.

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

### **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.

### **Loudonville-Perrysville Exempted Village School District Computer Network, Internet Acceptable Use and Internet Safety Policy for Students**

The entire agreement may be viewed at  
<http://www.lpschools.k12.oh.us/district/content-page/forms-information>  
It is also part of each building's Student Handbook.

#### **This user agreement is for the current school year.**

This document constitutes the School District's policy for the following: 1) Computer Network; 2) Internet Use; 3) Internet Safety; and 4) School owned and/or issued electronic devices. The regulations contained herein apply to all persons who use or otherwise access the Network and/or Internet - whether on-site or by wireless – or who use district owned and/or issued electronic devices in any capacity. 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. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies.
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 social media messaging, third party app messaging, 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, Chromebooks, 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 usages include, but are not limited to, the following:

- OFFENSIVE OR HARRASSING ACTS including, but not limited to: 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
- VIOLATIONS OF PRIVACY including, but not limited to: 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 including, but not limited to: 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 including, but not limited to: 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 including but not limited to: 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 use, including but not limited to: 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.
- ARTIFICIAL INTELLIGENCE use, including but not limited to:  
Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating and plagiarism.  
In certain situations, AI may be used as a learning tool or study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or administrator.  
Students may not use AI, including image or voice generator technology, to violate school rules or school district policies.
- PERSONAL USE, including but not limited to: 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, General recreational web browsing if such browsing occurs during instructional time or designated work time

- POLITICAL USE including but not limited to: 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 including but not limited to: 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; Using another's password or some other user identifier

11. 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.

12. The District will provide annual, age-appropriate training for students in second, fifth, sixth and ninth grades. 2<sup>nd</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade training will take place during their Library Special with the Library Media Specialist and 9<sup>th</sup> grade will take place during their English class with the 9<sup>th</sup> grade English teacher.

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 Use, Internet Safety, and District-Owned Device Policies
- 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, third-party apps and extensions, 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. Websites and Social Media Accounts: Websites and social Media accounts created through the Network and/or linked with the

School District's official website or social media accounts must relate specifically to District-sanctioned activities, programs or events. Websites or social Media accounts created using the Network or the School District's equipment, or websites or social media accounts 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 or account 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 or social media accounts for the expression of opinion, and specifically does not intend for its web pages or social media accounts to be a public forum or limited public forum for students, staff, or citizens. Web pages and social media accounts exist solely in support of the School District functions and mission as determined by the Board.

## **GRADING POLICIES**

- (A) Teachers are to design criteria for assigning grades each 9-week grading period.
- (B) A copy may be found in the Guidance Office.
- (C) Grades should reflect student performance on tests, quizzes, projects, homework, and in-class activities.
- (D) A student's grade should not be a secret to him/her. Keep students updated on their performance and parents updated through progress reports and personal contact. A poor grade should never be a surprise.
- (E) Do not post student grades in public places. This is a violation of a student's right to privacy.
- (F) 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:

- (G) 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.
- (H) GPA's are calculated by converting the assigned letter grade to a 4.0 scale using the above scale.



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 2024-2025 1<sup>st</sup> & 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.
8. Annual membership will occur each spring when students can apply for selection, prior to the Induction Ceremony.

## **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 unitsApplied 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.

<b>Subject</b>	<b>High School academic Diploma with Honors graduating classes 2011 and beyond</b>	<b>Career-Technical Diploma with Honors for graduating classes 2011 and beyond</b>
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,

<b>Our District’s Course Requirements</b>	<b>Units Required</b>
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<sup>\*</sup>: 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

#### 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.

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

### **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](http://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](http://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 while attending the Career Center, LHS students need 20 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:

<b><u>Courses</u></b>	<b><u>Credits</u></b>
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:

<b>Doses</b>	<b>Vaccine</b>	<b>Important Notes</b>
4	DPT, DT, or TD	If the 3 <sup>rd</sup> dose was administered at age 6 or older, the 4 <sup>th</sup> 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 12<sup>th</sup> grade students must have proof of receiving the meningococcal vaccine.**

**All incoming 7<sup>th</sup> 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 <sup>nd</sup> Year or more	Replacement Cost
Pencil Marks/Other Damage	\$.75 to Full Price
(B) 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 to be approved for a Visitor's Pass. Parents are welcome to set appointments to 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/STUDENT LUNCHESES**

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

The 2024-2025 lunch prices will be the following:

Breakfast	\$1.75
Lunch	\$3.25
Milk	\$ .50
Ala Carte	\$3.05