

Louisville High School

DAILY PLANNER

2017-2018

Louisville High School

1201 S. Nickelplate

Louisville, Ohio 44641

(330) 875-1438

Fax (330) 875-7671

Name

Address

City

WELCOME

Welcome to Louisville High School. We look forward to yet another rewarding year, and with your help, hard work, and cooperation, we will achieve this goal. Our high school offers outstanding programs in academics, the arts, athletics, and extracurricular activities. We encourage you to become actively involved in your school and profit from the opportunities.

LOUISVILLE CITY SCHOOLS ADMINISTRATIVE STAFF

Ms. Michele Shaffer - Superintendent

Mr. Derek Nottingham -

Treasurer

Ms. Anna Minor - Assistant Superintendent

Mr. Justin Haren - Special

Services

LOUISVILLE HIGH SCHOOL ADMINISTRATION

Principal - Mr. Ken Faye

E-Mail: kfaye@lepapps.org

Assistant Principal - Mr. Jason Greathouse

E-Mail: jgreathouse@lepapps.org

Assistant Principal - Mr. John Twinem

E-Mail: jtwinem@lepapps.org

GUIDANCE STAFF

Mrs. Ann Clemson

E-Mail: aclemson@lepapps.org

Mr. Tom Saltsman

E-Mail: tsaltsman@lepapps.org

ATHLETICS

Mrs. Terrie Horn

E-Mail: thorn@lepapps.org

PHONE DIRECTORY

Principal.....	875-1438
Assistant Principals.....	875-1042
Guidance.....	875-2074
Athletics.....	875-5011
Attendance.....	875-1042
Fax-Athletics.....	875-7606
Fax-Guidance.....	875-7671
Board Office.....	875-1666
Special Services.....	875-7602
Transportation.....	456-2899
Fax-Transportation.....	456-2880
Treasurer.....	875-9687

ALMA MATER

Louisville, Louisville, You're The Dearest School To Me.

Louisville, Louisville, We sing Praises Unto Thee.

From Thy Portal As We Go, May We Ever Love Thee So,

As We Sing Thy Praises Still, My Louisville.

CLASS

SCHEDULE

MODULE	TIME
Entrance Bell	7:25
1.....	7:45 - 8:35

2.....	8:39 - 9:33	
3.....	9:37 - 10:27	
4.....	10:27 - 10:57	Lunch
5.....	10:57 - 11:27	Lunch
6.....	11:27 - 11:57	Lunch
7.....	11:57 - 12:27	Lunch
8.....	12:27 - 12:57	Lunch
9.....	1:01 - 1:51	
10.....	1:55 - 2:45	

Students have **four (4)** minutes between classes

SCHOOL CALENDAR 2017-2018

August	21	Teacher Day
	22	Teacher Day
	23	Freshman Orientation Day
	24	Classes Start (Grades 9-12)
	31	Professional Development Day No School
September	4	Labor Day - No School
	28	Parent/Teacher Conferences
October	5	Parent/Teacher Conferences
	9	In-service Day - No School
	27	End of 9 weeks (44 days)
November	22-27	Thanksgiving Break
December	22-29	Winter Break
January	1-2	Winter Break
	3	Classes Resume
	15	Martin Luther King Day
	19	End of 9 weeks (46 days) End of semester (90 days)
February	8	Parent/Teacher Conferences
	15	Parent/Teacher Conferences
March	19	President's Day – No School
	22	End of 9 weeks (43 days)
	23	Tentative Waiver Day
	26-29	Spring Break – No School
	30	No School
	28	Memorial Day – No School
	30	Last Student Day End of 9 weeks (42 days) End of semester (85 days)
	31	Teacher Day – No Students

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GRADUATION REQUIREMENTS

Louisville High School Diploma Requirement: Students need to fulfill all criteria for the Louisville High School Diploma

English	4 units	
Mathematics	4 units	
Science	3 units	
Social Studies	3 units	
Additional Requirements	Health	1 unit (1/2 credit)
	Physical Education	2 units (1/2 credit)
	Personal Finance	1 unit (1/2 credit)
Electives	5.5 units	

Students who entered as a high school freshmen in the 2014-15 school year will need to earn the 21 credits as outlined above plus 1 of the following:

1. Earn 18 graduation points on 7 end of course exams
English 1, English 2, Biology or Physical Science, Algebra 1, Geometry, American History, American Government
*AP and CC+ classes MAY count for some end of course exams
2. Earn a remediation-free score on National Admission Tests (ACT/SAT) and will be given free of charge in the fall of their junior year
ACT: English-18 Math-22 Reading-21
SAT: English-430 Math-520 Reading-450
3. Earn an approved industry recognized credential and achieving work-force readiness score on a related job skills assessment

High School Academic Diploma with Honors: Students need to fulfill all but one of the following criteria for the Academic Diploma with Honors.

English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry
Social Studies	4 units
Foreign Language	3 units, including at least 2 units in each language studied
Fine Arts	1 unit
Career Technical	Not counted toward requirements, and may not be used to meet requirements
Electives	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score	(Excluding scores from the writing section)

Career Technical Diploma with Honors: Students need to fulfill all but one of the following criteria for the Technical Diploma with Honors.

English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including 2 units of advanced science
Social Studies	4 units
Foreign Language	Not counted toward requirements
Fine Arts	Not counted toward requirements
Career Technical Electives	Now counted in Electives 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
ACT/SAT Score:	27 ACT/1210 SAT (Excluding writing section scores)
Additional Assessment:	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

GRADING AND GRADE CARDS

Students' grades should reflect their understanding of concepts and skills, as defined by the Ohio Academic Content Standards and the Course of Study adopted by the Board of Education, and the students' ability to apply this knowledge through performance assessments.

A. Grading Scales

Louisville City Schools will use the following academic grading scale to report marking period and exam grades:

Letter Grade	Percentage	Point Value
A+	100 – 98	4.000
A	97 – 95	4.000
A-	94 – 92	3.667
B+	91 – 89	3.333
B	88 – 86	3.000
B-	85 – 83	2.667
C+	82 – 80	2.333

C	79 – 77	2.000
C-	76 – 74	1.667
D+	73 – 71	1.333
D	70 – 68	1.000
D-	67 – 65	0.667
F	64 – 0	0

All classes at the high school level will receive a letter grade from the academic grading scale at the end of each marking period. The letter grade of A+ will not be used as a final course grade.

All high school courses will have a comprehensive semester exam administered during the last week of the semester. The exam should focus on the major concepts covered during the term and provide a measure of how well the concepts were mastered.

When determining final grades for students enrolled in high school courses, letter grades will be converted to point values and the following formula will be used to calculate a final letter grade for year-long classes:

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

To determine the final grade for a semester long high school classes, the following formula will be used:

1st Marking Period 40% 2nd Marking Period 40% Exam 20%

First semester grades for all year classes are calculated using the semester course formula. The calculation is needed for honor roll and college transcript purposes, but is not used in determining the final grade for a course.

College Credit Plus classes (college classes taught at LHS for both high school and college credit) will use the grading policy of the university authorizing the credit.

B. WEIGHTED GRADES AND RANKING SYSTEM

Louisville High School uses weighted grades to determine class ranking. Student class ranks will be determined by the challenging nature of the courses and the number of classes taken. The maximum number of classes that count toward rank calculation is seven per year or twenty-eight classes total. An “A” in an Advanced Placement or CC+ Courses will count 5 points; a “B” in Advanced Placement or CC+ Courses will be worth 4 points. An “A” in an Honors class will count 4.5 points; a “B” in an Honors class will be counted as 3.5 points. Any grade less than a “B” in an honors class will be weighted like regular classes where a “C” is worth 2 points, “D” is worth 1 point, and an “F” is worth 0 points. Both the 4.0 point scale GPA and the weighted GPA will be available for colleges as needed. Grade point averages will be positively affected by the number of honors and Advanced Placement classes taken in which your child achieves an “A” or a “B.”

C. GRADUATION

The Board assumes that at the time of graduation each student will have fulfilled all academic, financial, and school-related obligations. Students meeting all academic and Ohio Department of Education requirements will be issued a regular diploma or an honors diploma in accordance with State standards. Students completing academic requirements but not Ohio Department of Education requirements will not be issued a diploma nor will they be permitted to participate in the graduation exercises.

*****There is no longer class rank or Top 10 at Graduation*****

Students will be recognized according to their weighted GPA based on the following criteria:

- Summa Cum Laude — Weighted GPA of 4.00 and above
- Magna Cum Laude — Weighted GPA of 3.75 to 3.99
- Cum Laude — Weighted GPA of 3.50 to 3.74

D. FAILURE AND INCOMPLETES

Failure: If a student earns a failing grade for three of the four marking periods, the final grade for the course will be an F, regardless of the semester exam grades or grade in the other marking period.

A senior who earns a grade lower than “C” will forfeit senior privileges during a 9-week grading period. All seniors will be granted senior privilege during the 1st 9 weeks.

Incomplete: Under normal circumstances, any incomplete assignments should be made up within 10 days of the conclusion of the marking period. If assignments are not completed within ten days or alternative time period specified by the teacher or principal, a grade of zero will be recorded for the missing assignments and the marking period grade will be corrected to reflect the inclusion of those assignments.

NATIONAL HONOR SOCIETY

The National Honor Society was established in 1921 and carries with it national prestige as an organization dedicated to the pursuit of identifying well-rounded individuals. Membership in NHS is an honor bestowed upon a student who demonstrates the traits of outstanding scholarship, character, leadership, school participation and service.

The first criterion for membership is academic performance. There are two opportunities to become a member based on GPA. The NHS advisor will notify students who have met the current requirements as published on the school’s NHS web page at the appropriate time.

Once a student has been identified as academically eligible, three things must be completed before he/she can be a member of NHS.

1. **Faculty Recommendation:** The adviser will submit a list of all eligible and interested students to the faculty asking for their recommendations.
2. **Portfolio:** The candidate will compile and submit a portfolio that describes their scholarship, character and service. The following three sections make up the portfolio.
 - Two essays about specific academic work.
 - Two essays about two school sponsored extra/co-curricular activities in which the student is a participant.
 - Two essays about two community service projects within the last calendar year.
3. **Faculty Committee Interview:** A five-member faculty panel will interview each of the candidates. They may ask questions about sections of the portfolio as well as other general questions. The advisor will be present at the interviews, but is not a voting member of the committee.

Once this process is complete, identification of new senior and junior members will occur. A formal induction ceremony will be held in the spring, and new junior and senior members will be recognized and honored.

ACADEMIC HONESTY POLICY

Louisville High School students are expected to abide by the fundamental principles of honesty with respect to their academic work. Students are expected to put forth their best effort in responding to homework, daily assignments, quizzes, tests, essays, and research papers/projects. The primary purpose of these assignments is to assess the students' own capacity to read, think about, and comment, in their own words, on what they have been taught. Cheating and plagiarism undermine a student's ability to realize his/her full academic potential, destroy the trust between teacher and student, and compromise other students' academic standing. Students caught cheating on a test or a required assignment will receive a grade of zero on the test/assignment in addition to other consequences.

Cheating is defined as follows:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Giving a completed homework assignment, essay, or lab report to another student without the teacher's approval.
3. Allowing another student to copy answers during a test or exam.
4. Collaborating with other students on an assignment in direct violation of teacher's instructions.
5. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.

6. Accessing, taking, and benefiting from copies of tests and quizzes previously used (or to be used) by teachers.

According to *Write for College: A Student Handbook*, plagiarism is the “Act of presenting someone else’s ideas as your own” (328).

Plagiarism either deliberate or accidental is defined as follows:

1. Failure to include a works cited page.
2. Using copy and paste without regard for crediting the source.
3. Copying material from the source, including the Internet, without citing the source (or citing the source but omitting quotation marks).
4. Paraphrasing the source without proper citation.
5. Copying stories, in whole or in part, that appears in books, magazines, television, or film.
6. Submitting papers written or purchased in whole or part by someone else, including the Internet.
7. Turning in work, or heavily edited work, of tutors, parents, siblings or friends that dramatically changes the character of the work so that it is no longer the student’s own.

Reasons Not to Plagiarize

- A person’s work is considered his or her own intellectual property. You cannot take someone else’s property.
- All plagiarism violates school rules and state and federal laws.
- If you plagiarize, you will not acquire the skill you need for other classes, college, or the workplace. You will not learn how to write completely, form conclusions, think critically, or generate new ideas.
- Keep in mind that with new technology, as easy as it is for you to obtain another’s work, it is equally simple for a teacher to detect plagiarism.

When teachers assess student assignments, they are looking both for their students’ strengths and weaknesses and for areas that require further instruction and help. Plagiarism and/or cheating give a teacher a false view of a student’s progress.

Write for College: A Student Handbook, by Sebranek, Patrick, Verne Meyer, and Dave Kemper; Wilmington, Great Source Education Group, 2007.

THEFT OR SELLING OF A TEST

Any student who steals or sells a quiz, test, or exam will receive a grade of "F" for the grading period and will be suspended. If a student steals or sells a quiz, test, or exam at the end of the school year, it will be recommended to the Superintendent that he/she be suspended into the next school year if the current school year expires prior to the termination of the entire suspension.

AIR Testing

Students that entered high school as freshmen during 2014-2015 school year, will be required to take the AIR tests. Please refer to www.education.ohio.gov for up to date graduation requirements.

LOCKERS

SECTION 3313.20. Lockers are the property of the Louisville Board of Education. They and their contents are subject to random search at any time. Lockers may also be searched when there is reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Students are not permitted to decorate the outside door of hall lockers.

ALL PICTURES INSIDE OF THE SCHOOL LOCKERS MUST CONFORM TO THE SCHOOL CONDUCT CODE/DRESS GUIDE.

Valuable items or large sums of money should not be brought or stored in your lockers. No padlocks are permitted on hall lockers. Students must use their assigned locker. Students are not to share lockers.

DRIVING TO SCHOOL

Driving is a privilege which is granted to students willing to abide by parking regulations. This privilege can be restricted or revoked. Consequences for violating the Louisville High School Parking Regulations can range from a verbal warning, detentions, revocation of parking privileges, towing of car, or a referral to the Louisville Police Department, depending on the violation.

1. Student cars are to be parked **ONLY** in the student lot. No student cars are permitted in the faculty lot or handicapped areas.
2. Students will use the south entrance from Nickelplate Street only (entering and leaving).
3. At dismissal, students must yield to school buses as they have movement priority.
4. No student may go to a car without permission from the principal or assistant principal.
5. A 10-mile per hour speed limit must be observed at all times.
6. All vehicles must be registered with the administration/attendance office. Parking without a valid parking permit will result in disciplinary action and may result in the car being towed.
7. All student cars must have a valid parking tag displayed on the rearview mirror by the end of the first week of school.

8. Attempts will be made to accommodate as many student drivers as possible. If spaces are limited, they will be assigned to special area students (PSEO, Career and Technical, and Tech Prep) first, then to seniors, and underclassmen.
9. The school is not responsible for car accidents or theft of a vehicle on school property.
10. No student may leave the parking lot without proper authorization.
11. Speeding or cutting in front of others is unsafe, unacceptable, rude and reckless and will not be tolerated. All accidents must be reported to the office immediately.
12. All plate frames, signs, pictures, etc. must conform to the school's conduct or dress guidelines.
13. Failure to follow the above regulations will result in warnings detentions, suspension, towing of car, referral to the Louisville Police Department and/or revocation of student parking privileges.
14. The cost for a parking tag is \$25.00 for the entire year. The cost second semester will be \$12.50. The parking fee must accompany the Auto Registration Form, proof of driver's license and insurance and must have a parent or guardian's signature. Driving privileges are extended only to high school students.

WORK PERMITS

A work permit must be obtained by a student who is under eighteen (18) years of age and employed on regular hours. The State of Ohio requires such a work permit and it may be obtained at any time through the Assistant Principal's office. **STUDENTS ARE UNEXCUSED FROM SCHOOL IF THEY MISS SCHOOL, THEN REPORT TO WORK LATER IN THE DAY.**

VISITORS

Students from area schools, friends or acquaintances are not to be invited to visit Louisville High School. They are not permitted to enter the building before, during or after school hours. Parents are welcome to visit our classes at any time. Visitors are required to register at the Main Office for a visitor's pass before proceeding through the building.

MEDICATION

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, at the request of the parent and the physician, the building administrator or designee shall dispense medication to the student in accordance with the Board adopted procedure available in the Attendance Office. **Do not send any prescription or nonprescription medication to school unless it is accompanied by a Request to Dispense - form which is signed by a physician and a parent/guardian. All medication brought to school must be registered and housed in the Attendance Office.** Students may carry **registered** inhalers on their person.

NOTE: Request to dispense forms are available in the Attendance Office.

IMMUNIZATIONS

VACCINES FOR SCHOOL ATTENDANCE

FALL 2016

Kindergarten

DTaP/DT/Tdap/Td Four (4) or more doses of DTaP or DT, or any combination.
Diphtheria If fourth dose is administered after the 4th birthday, a fifth (5)
Tetanus dose is not required. If the fourth was administered at least
Pertussis sixth months after the third dose, and/or after the 4th birthday,
a fifth (5) dose is not required.

Grades 1-12

Four (4) or more doses of DTaP or DT or any combination. Three (3) doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages seven (7) and up.

Grades 7-12

One (1) dose of Tdap vaccine must be administered prior to entry.

Grade 7

MCV4 One (1) dose of meningococcal (serogroup A, C, W, and Y)
Meningococcal vaccine must be administered prior to entry.

Grade 12

Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required.*

POLIO

K-5

Three (3) or more doses of IPV is required. The final dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was administered, four (4) doses of either vaccine are required.

POLIO

Grades 6-12

Three (3) doses of IPV and OPV are required. If the third dose of either series was received prior to 4th birthday, a fourth (4)

dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

MMR
Measles
Mumps
Rubella

K-12

Two (2) doses of MMR. First dose must be administered on or after the first birthday. The second dose must be administered At least 28 days after first dose.

HEP B
Hepatitis B

K-12

Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.

Varicella
Chicken Pox

K-6

Two (2) doses of Varicella vaccine must be administered prior to entry. First dose must be administered on or after the first birthday. Second dose must be administered 3 months after first dose; however, if the second dose is at least 28 days after first dose, it is considered valid.

Grades 7-10

One (1) dose of Varicella vaccine must be administered on or after the first birthday.

SCHOOL ARRIVAL

Upon arrival to school, students are to remain on school grounds and within supervised areas for the remainder of their scheduled day. NOTE: During the school day, areas where students are **not permitted** include:

- Parking lots
- Tennis courts
- Athletic/band practice fields
- Moffett Park
- Baseball dugouts/fields
- North side of LHS

OFF LIMIT AREAS FOR STUDENTS

1. Students are not permitted on the second floor or at their lockers prior to the 7:25 a.m. bell. Students are permitted in the auditoria prior to the 7:25 a.m. bell.
2. When arriving to school, students are not permitted to be dropped off at the West side of the building (Industrial Arts - Athletic Field side). Students must be dropped off on the East side of the building at the student drop-off area.
3. During the lunch mods, students are permitted **only** in the auditoria.

ATTENDANCE POLICY - LOUISVILLE PUBLIC SCHOOLS

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activity under the leadership of a teacher.

In specifying the maximum number of absences a student may have and still receive academic credit in a given period, it is the intention of the Louisville Board of Education to say at least two things:

1. That the maximum potential benefit of schooling is available to the student with no absences.
2. That once a student has accrued excessive absences he or she will not realize the minimum educational benefits available, and therefore, may not earn academic credit.

Students 18 years or older are not subject to compulsory school attendance; however, they are held to the same attendance standards as other students. Privileges that may be taken away include, but are not limited to, parking privileges, dances, and/or early release.

ATTENDANCE LAW - OHIO REVISED CODE

3321.01

A child between six and eighteen years of age is of compulsory school age for the purpose of Sections 3321.01 of the Revised Code...

3321.04

Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed under an Age and Schooling Certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send

such child to a school which conforms to the minimum standards prescribed by the State Board of Education, for the full time the school attended is in session.

LOUISVILLE HIGH SCHOOL ATTENDANCE

1. ABSENCE PROCEDURE:

- a. The primary responsibility for school attendance rests with the student's parent(s) or guardian(s).
- b. Parents/Guardians are **REQUIRED** by law to notify the school every day when their child is absent from school.
- c. Parents are asked to call the school as early as possible if a student is absent that day.
- d. Students should verify their absence within 24 hours. Students are requested to bring all absence notes to the attendance office upon their return to school. For your convenience, medical notes can be faxed to the attention of the Attendance Office at: 330-875-7671.
- e. Any school missed due to a medical appointment can be a medically excused absence providing a medical excuse signed by a physician is provided the day the student returns to school.

2. TRUANCY/UNEXCUSED ABSENCES AND CLASS CUTS are any unauthorized absences from school or class.

- a. Students with unexcused absences or tardies to school will receive an F in the subjects missed.
- b. For truancy, the student will receive an F in the subjects missed and may receive further consequences.
- c. For any subsequent truancy the student will receive an F in the subjects missed and may receive ISAP.
- d. The school may file for suspension of driver's licenses with the Ohio B.M.V. for attendance violations and/or truancy charges with the Stark Family Court.

3. TARDINESS is a student coming late to class or school. You have four (4) minutes to change classes. For situations when you are tardy to school:

- a. **Parents of students arriving tardy after 8:39 must notify the attendance office of the reason for the tardy or the time missed will automatically be marked as UNEXCUSED. Consequences will be assigned for any tardy after 8:39 which are not due to a medical reason (i.e. missed bus, slept-in, transportation problems, etc.).**
- b. You will be permitted two (2) non-truant/unexcused "free" tardies **EACH 9 week grading period** when you arrive between 7:45 – 8:39 a.m. (Mod 1). **SENIOR PRIVILEGE STUDENTS MUST BE ON TIME FOR THEIR CLASSES BEGINNING AT 8:39 if their senior privilege is Mod 1.** Consequences will be issued for each tardy thereafter. When a student is tardy seven (7) times unexcused, he/she may be suspended.
- c. Transportation, you assume the fact that no excuses will be accepted for tardiness due to transportation problems in route to school.

- d. **Anytime** you are tardy or late to school, report **immediately** to the attendance office, sign in and obtain a pass to class. This makes no difference what mod we are in at the time.
- e. If you report to a class after being tardy or late to school **without** signing in, detentions will be assigned.
- f. If you are late to any other classes without an excuse, the teacher will assign detentions and send your name to the office to validate it.
- g. Students will be assigned an **UNEXCUSED TARDY** when reporting late to school without a note or phone call from a parent or guardian. It will be the responsibility of the student and/or parent/guardian to provide the note or phone call within 24 hours (please see criteria listed under excused absence).

4. **LEAVING SCHOOL: STUDENTS SHALL NOT LEAVE THE SCHOOL WITHOUT THE PERMISSION OF THE ADMINISTRATION.**

- a. If you wish to be excused early, bring a written request from your parent to the attendance office upon arriving at school.
- b. Upon administrative approval, the time of your leaving will be placed on the daily absence list.
- c. When leaving school, you must sign out of the attendance office showing the time and the reason for departing if walking or driving yourself home. Students picked up by a parent or guardian must be signed out by the parent or guardian. Senior students with senior privilege will only be permitted to arrive after 1st or leave during 10th mod.
- d. If a student leaves without permission, consequences will be issued on the first violation.

5. **ILLNESS:**

- a. If you become ill during the day, get a pass from your classroom teacher to report to the attendance office for permission to call home to get parent permission to leave.
- b. A student will not be permitted to go home when ill unless a parent, guardian, or designee on the Emergency Medical Card is notified.
- c. The school is prohibited by law from administering medications unless a valid Request to Dispense form is on file in the attendance office, as per board policy.

TERMINOLOGY:

1. **TRUANT** - Unauthorized absence from school or class.
2. **UNEXCUSED ABSENCE/UNEXCUSED TARDY** is an absence or tardy from school or class with or without the knowledge and/or consent of parent and does not meet the school requirement for excused absence. **NOTE: A student may be counted unexcused if he/she misses school and then attends a school-sponsored activity or reports to work later the same calendar day.**
3. **EXCUSED ABSENCE** is an absence from school with knowledge and consent of both the school and parent. A parent may excuse their child from school only if it meets one of the following legally acceptable criteria listed below:
 - A. Personal illness
 - B. Serious illness in the family

- C. Death in the family
- D. Medical appointment
- E. Emergency family situation
- F. Family Vacation

With an excused absence, a student shall have the opportunity to make up all work. The student shall have one day in addition to the number of school days absent to make up his work.

4. All medical excuses, including DENTIST AND ORTHODONTIST appointments will be honored **ONLY** for the date and times listed on the excuse. No medical excuse will be accepted for all day unless specified by medical personnel.
5. **FAMILY VACATIONS** - Students may be considered excused for vacation leave provided advanced notification is given to teachers and the Attendance Office that is signed by parent/guardian. Vacation Leave forms can be obtained in the attendance office. Teachers may choose to collect work after the student returns from vacation. In this instance, they will have as many days as they were absent due to an excused vacation to complete the work. For example, if a student misses 4 days due to a vacation, they will have 4 days upon their return to have ALL WORK completed. Teachers may also choose to assign work DURING the vacation. If this is the case, assignments are due upon the students return to school. This privilege is afforded only once a school year and may not exceed 5 consecutive school days unless approved by the Superintendent/Designee. Parent/Guardian must accompany the student on the vacation.
NO FAMILY VACATIONS WILL BE EXCUSED THE LAST WEEK OF SCHOOL. THERE WILL BE NO MAKE-UP OF EXAMS FOR FAMILY VACATIONS TAKEN THIS WEEK.
6. **FIELD TRIPS**- There are two types of field trips in which Louisville students can participate, type A and Type B. Type A field trips are mandatory field trips through the school that have an educational base and are integral to the class associated with the trip. Type B field trips are optional field trips for students. For type B trips, teachers can deny the privilege to attend the event or trip.

ATTENDANCE WATCH PROGRAM

Excessive absences hinder a student's ability to receive the full educational benefit of school. Therefore, students who accumulate 38 hours or more within a school month or 65 hours in a school year of excused and/or unexcused absences for any individual class will be placed on the Attendance Watch Program. Once on Attendance Watch, all absences are marked unexcused unless the student has a documented medical, court or funeral excuse, or has an approved vacation. Vacations must be approved by the attendance office prior to the actual vacation leave and include parent signatures.

ATTENDANCE WATCH PROCEDURES

1. All absences shall be charged against the student's record as covered by this policy excluding all suspensions, absence while under a medical doctor's care, and approved family vacations and those approved by the principal or his designee.
2. In order to assist school personnel in discriminating between truancy, unexcused absences and absence for good and sufficient reasons, it shall be required that parents submit to appropriate school personnel a written explanation for any period of absence. The final decision as to whether an absence is excused, unexcused, or truant will be the decision of the school administration.
3. When parents are aware of special problems concerning their child, which are of a continuing nature and are related to patterns of absence, the parents must appraise appropriate school personnel of the special nature of the problem in order that school authorities may arrange for alternative educational experiences which insure that minimum course requirements are met. Prior to granting an exception to the policy on attendance under this provision, school personnel shall require appropriate documentation of the child's problems.
4. When a student's accumulated attendance (total excused and unexcused absences) reaches 38 hours or more within a school month or 65 hours in a school year, the attendance office will place the student on Attendance Watch and will notify the family in writing. Parents are invited to meet with an assistant principal to review the student's attendance record and discuss ways to help the student improve school attendance.
5. Students placed on Attendance Watch will be required to present medical documentation in order to excuse an absence due to illness. Medical excuses must be specific as to the reason for the medically excused absence, as well as the dates for the excused absences. All other absences will be marked as unexcused, unless excused by the principal, assistant principal, or attendance officer. All other absences will require formal documentation (court, counseling, funeral leave, etc.) before they will be accepted as an excused absence. We encourage you to call the Attendance Office at 330-875-1042 for a list of examples of formal documentation for absences.
6. Athletes who have the honor of participating in an OHSAA sanctioned tournament may do so without it counting against the student's attendance record. However, the athletes participating must complete a Type A Field Trip form at least one day prior to leaving for the state sanctioned tournament. Athletes who have participated in varsity athletics of that same sport will be permitted to attend the OHSAA sanctioned state tournament as a spectator. In order for this to not be counted against the student's attendance record, a Type B Field Trip form must be completed at least one day prior to leaving for the state sanctioned tournament.
7. When a student is required to represent Louisville School in an approved activity, the class absence shall not be charged against the student's record as covered by this policy.
8. All absences whether truancy, unexcused absences, or excused absences are counted on the student's record. Absence caused by medical appointments may be excused as medical but are recorded. A student in grades 6-12 is considered absent for a half (1/2) day if they are absent for more than two (2) hours but less than five (5) hours. A

student in grades 6 – 12 is considered absent for a full day if he/she is absent for five (5) or more hours.

STUDENT CONDUCT ON SCHOOL BUSES

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Students will:

1. Be careful in approaching bus stops – walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus in order to permit the bus to follow the time schedule.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.
5. Obey the driver promptly and respectfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Keep the bus clean and sanitary. Chewing gum, candy, pop or ice cream is not permitted on the bus at any time.
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unnecessary and always costly.
11. Remain seated until the bus stops to unload; wait for signal from the bus driver and then cross the road in front of the bus.

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his/her forfeiting the privilege to transportation by school bus.

CAFETERIA - LUNCH

A choice of two (2) meals affords a varied menu. Milk and drink can be purchased in the kitchen for those carrying their lunch. No pop can be purchased until the last lunch period is completed. Since we have a cafeteria at L.H.S., **NO HOT OR COLD "FAST FOODS" ARE PERMITTED TO BE PURCHASED OUTSIDE AND BROUGHT OR DELIVERED TO L.H.S. FOR CONSUMPTION.**

Students are subject to the following cafeteria lunch regulations:

1. **FOOD THROWING MAY RESULT IN SUSPENSION**
2. **FOOD AND DRINKS (except water bottles) ARE NOT PERMITTED TO BE TAKEN OUTSIDE THE CAFETERIA for consumption in the hallway.**
3. No birthday or ceremonial pastries are permitted in the cafeteria.

4. Students are not permitted to bring bulk foods or drinks that create a party or picnic atmosphere.
5. Cutting in line at lunch will not be tolerated. It is not a privilege.
6. Students may not carry book bags through the cafeteria line or into the restroom.
7. Students are not permitted to go to their lockers during lunch. They are allowed to use the restroom and/or go to an office providing they have the appropriate pass.

STUDENT CONDUCT

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

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

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

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

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

R.C. 3313.20, 3313.534, 3313.66, 3313.661

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CONDUCT CODE

THE BOARD OF EDUCATION HAS ADOPTED A LIST OF STATEMENTS WHICH FORM THE CONDUCT CODE FOR LOUISVILLE SCHOOLS. COMPLIANCE WITH THESE STANDARDS OF CONDUCT IS MANDATORY.

STUDENTS WILL BE REQUIRED TO BE IN COMPLIANCE WITH THE LOUISVILLE CONDUCT CODE WHILE IN THE CUSTODY AND CONTROL OF THE SCHOOL, OR IN THE COURSE OF A SCHOOL RELATED ACTIVITY.

VIOLATION OF THE FOLLOWING RULES WILL RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION AND EXPULSION.

Rule 1. DISRUPTION OF SCHOOL: A student shall not by use of violence, force, coercion, threat, or other serious acts of misconduct not covered in this handbook, cause disruption or interference with curricular or extra-curricular activities.

Rule 2. DAMAGE TO SCHOOL OR PRIVATE PROPERTY: A student shall not cause or attempt damage or destruction to school property, or to private property on school premises, during a school activity, function, or event off school grounds. Any damage to a school employee's property or verbal or physical harassment at any time (including when school is not in session) can result in suspension as well as civil charges.

Rule 3. PERSONAL APPEARANCE: A student shall not disregard school policies pertaining to personal appearance.

Rule 4. ASSAULT/FIGHTING: A student shall not assault or take part in any act which frightens, degrades, threatens, disgraces or attempts to cause bodily harm to any person by written, verbal, physical or gestural means. When appropriate, students suspended from school for fighting will be required to attend a follow-up mediation session with the high school guidance counselor and / or assistant principals, upon returning from their suspension.

Rule 5. POSSESSION OF DANGEROUS WEAPONS: A student shall not possess, knowingly convey, attempt to convey, handle, transmit, or conceal any dangerous weapons or instruments.

Rule 6. NARCOTICS, ALCOHOLIC BEVERAGES, ANABOLIC STEROIDS, AND DRUGS: A student shall not possess, use, transmit, conceal, sell, smell of, or have alcohol, drugs, or tobacco on his/her breath. This includes narcotics, mood modifiers, counterfeit controlled substances (look-a-like drugs), toxic inhalants, poisonous plants, drug/alcohol paraphernalia, and any other dangerous chemicals/substances not noted.

Rule 7. USE OF TOBACCO PRODUCTS: There shall be no use or possession of tobacco products, look-a-like tobacco products, Vaporizers, E-cigarettes, lighters, or matches at school or at any school sponsored activity. Items confiscated will be returned to the parent or guardian.

Rule 8. MISCONDUCT ON SCHOOL BUSES: A student shall not violate the special rules of conduct for school buses.

Rule 9. DEFIANCE/DISRESPECT AND OBSCENITY: A student shall not openly defy or use obscene language or gestures toward any school personnel (including when school is not in session) and/or students. This also includes lewd or obscene conduct.

Rule 10. REPEATED VIOLATIONS: A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when student is properly under the authority of school personnel. This includes refusal to accept disciplinary measures.

Rule 11. HAZING (HARASSMENT): No student shall conspire, engage in, or attempt to engage in, any act that injures, frightens, degrades or disgraces a fellow student, or any behavior that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. This includes any form of cyber-bullying – which is the perpetration of any of these behaviors with computers, cellular phones, internet websites, and/or any other electronic device. Cyber-bullying on school property or at school events is not limited to where the bullying originates but also includes where it is communicated.

Rule 12. TRUANCY AND TARDINESS: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.

Rule 13. INSUBORDINATION: A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school.

Rule 14. INAPPROPRIATE DRESS: A student will not dress or appear in a fashion that conflicts with the current posted dress code.

Rule 15. THEFT: A student will not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.

Rule 16. EXTORTION: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.

Rule 17. FORGERY: A student will not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.

Rule 18. TRESPASSING OR LOITERING: A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function, or the educational process.

Rule 19. FALSE I.D./FALSE INFORMATION: A student will not use or attempt to use false identification to mislead school personnel.

Rule 20. BREAKING AND ENTERING: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.

Rule 21. SEXUAL HARASSMENT: Any type of sexual harassment will not be permitted. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Rule 22: In accordance with the Gun-Free Schools Act of 1994, it is the policy of the Louisville City School District that any student who brings a firearm/weapon that is operable or inoperable, simulated firearm/weapon designed for inflicting serious bodily

harm, or dangerous ordinance into a school building or on Board of Education property shall be expelled or removed from school for a period not less than one year; provided, however, that the Superintendent shall have the authority to modify this expulsion requirement on a case-by-case basis to address the individual circumstances of the student and other legal considerations.

Rule 23: Violation of the Acceptable Use of Technology may result in consequences and denial of access of the school network. This includes use of all electronic devices (cell phone, tablets, cameras, etc.).

Rule 24: Failure to abide by other rules that may be established from time to time by the Board, superintendent, or principal.

SPECIFIC ITEMS, ACTS AND ACTIVITIES NOT ACCEPTABLE IN SCHOOL INCLUDE:

- Excessive noise in the halls.
- Running, yelling or shoving at any time.
- Sitting on the floors, tables, or backs of chairs.
- Skateboards/roller blades on school property.
- Snowball throwing.
- Pepper spray, mace, or other such sprays.
- Squirt guns or "spraying" devices on Board of Education property.
- Laser pointers.
- Wearing nonprescription sunglasses in the building.
- Parties or "ballooning" in the building during the school day.
- Flower deliveries.
- Food/beverage should be consumed in the cafeteria. Consumption of food and beverages in the classroom is per teacher discretion.
- Card playing or gambling types of games during the school day.
- Public displays of affection (P.D.A.) in the form of holding hand, hugging, or kissing.
- Headphones, cell phones, CD players, iPods, mp3 players, or other electronic communication devices are not to be visible or in use during the school day. These devices may be used for educational purposes per teacher discretion.
- Gloves or "leather types" of hand wraps or coverings that are not worn for warmth.
- Inciting or encouraging fighting, horseplay, or any inappropriate behavior

SEXTING

"The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies."

DETENTIONS

Detentions are an extension of the school day. All school policies and rules still apply for students while serving detentions or major detention.

SCHOOL SUSPENSIONS

Anytime a student is suspended out of school he/she will not be permitted to attend any school related activity or be present on Board of Education property. Students who refuse In-School Suspension will automatically be suspended outside of school for a minimum of five school days. During in-school suspension, students will be provided assignments and receive full credit if they are completed according to the assignment due date. During an initial out-of-school suspension, students will receive credit if they submit all work assigned during their absence immediately upon their return to school from suspension. Students will be required to take any assessments missed during their suspension the day of their return to school. For any subsequent out-of-school suspensions, students will only receive credit for assessments which are cumulative which were begun prior to the suspension.

NOTE: IT IS TO BE UNDERSTOOD THAT ANY OTHER SERIOUS INFRACTIONS NOT INCLUDED IN THE ABOVE LIST COULD ALSO RESULT IN DISCIPLINARY ACTION INCLUDING SUSPENSION AND EXPULSION. THE AREAS LISTED IN THIS CODE OF CONDUCT ARE NOT INTENDED TO BE ALL INCLUSIVE.

NOTE: ANY OTHER ACTS, IN THE OPINION OF THE BUILDING ADMINISTRATOR, THAT ENDANGER THE SAFETY OF THE STAFF OR STUDENTS, OR ARE CRIMINAL ACTS CAN RESULT IN IMMEDIATE SUSPENSION FOR UP TO 10 DAYS AND MAY INCLUDE A CONSIDERATION FOR EXPULSION.

A student may also be disciplined for off-campus conduct if the conduct occurs at or on the way to a school related function or for other off-campus conduct if there is a connection between the conduct and the safety, welfare or discipline of the student body or faculty.

DRESS CODE

The matter of dress is an area for attention and careful consideration for several reasons. There is a strong relationship between dress and appearance and the seriousness with which students approach learning. This dress code is in effect at all school related activities including athletic, extra-curricular and social events. The student dress and behavior should respect the civil rights of others, and help maintain a safe, friendly, and productive environment. **NOTE: Students in violation of the posted dress code are subject to disciplinary action. Modesty and decency of dress for ALL students is stressed at Louisville High School.**

When students are referred for a dress code violation, they will first be asked if they have a change of clothing to put them in compliance with the dress code. The next alternative is to call a family member to bring in an appropriate change of clothes.

Our goal is to return students to the learning environment as quickly as possible. Students will be assigned to In-School Alternate Placement until they are in compliance. Warnings are not required for consequences to be assigned for dress code violations.

ALL STUDENTS

1. Footwear shall be worn and must be clean. Athletic sandals, thongs, "flip-flops" (footwear with only toe support), slippers, shoes with wheels, etc. shall not be worn.
2. Swimwear, or any extreme style of trousers, jeans, or slacks shall not be worn. Trousers, jeans, yoga pants and slacks must be neat, in good condition, and of proper fit, particularly when sitting down. Trousers, jeans, yoga pants and slacks must be worn at, and secured at the waist. Any pants/trousers that reveal undergarments at any time will be deemed inappropriate. Factory-made ripped jeans are permitted as long as 'rips' are mid-thigh or lower. No body conforming clothing (with or without pockets, buttons, and/or seams) are to be worn without a shirt or dress that covers both private parts in the front and in the back. Administrator discretion will be used for all dress code violations. Pants and flannel pants are not to be worn.
3. Dresses, skirts and shorts will be permitted as long as the hemline does not exceed five inches from the top of the kneecap. All dresses, shorts, skirts or skirt-shorts will be measured from the solid part of the material. All shorts or skirts, which have a vertical cut or slit, must have the top of the cut/slit within the five-inch measurement. "Lacy or sheer" material is **not** included in the five (5) inch measurement length.
 - A. All shorts must be loose fitting and have a sewn hem with no vertical cuts or slits.
 - B. Shorts with a frayed hem are unacceptable.
 - C. Tight-fitting shorts made of spandex material, gym shorts, "Sanitaries" and boxer shorts are not to be worn for regular school wear. A more formal style with zippers and pockets is recommended.
 - D. The layered effect of spandex shorts or any other shorts under regular shorts is not permitted. In other words, only one pair of shorts is permitted.
 - E. Cutoff sweats are unacceptable
 - F. Shorts with rolled cuffs are permitted.
4. Any clothes of sheer, "fishnet" materials shall not be worn.
5. A shirt, blouse or dress of a low cut or bare midriff style, or any shirt that reveals cleavage shall not be worn. Example: tank tops (tops that have the front, back or arms cut out, sunbacks, tube tops, half-shirts, etc.) A shirt, blouse or dress with straps less than 2 inch wide shall not be worn unless the shoulder area is covered with proper clothing.

6. Gang insignia or clothing which serves as gang identification is prohibited.
7. Heavy winter type jackets and outerwear (vests) shall not be worn in the building during the school day without permission.
8. Proper undergarments shall be worn.
9. Tattoos, any part of a tattoo, or temporary tattoo must be covered and not visible at all times,
10. Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Suggestive phrases, designs, markings or profanities are also prohibited. Examples include, but are not limited to: drugs, obscenities, alcohol, sex, bondage, cults, devils, suicide, death, skulls, snakes, guns, knives, parts of the body, confederate flags or blood.
11. Non-manufactured writing on clothing will not be permitted. Manufactured patches that are not frayed will be permitted.
12. Clothing that has undergarment appearances shall not be worn.
13. No hats, bandanas, or headbands **of any type** are permitted.
14. Extreme actions, clothing, jewelry, attire or hair that disrupts or has the potential to disrupt the orderly progress of the school will not be tolerated.
15. No facial painting permitted.
16. Any type of facial/body jewelry, including any jewelry worn through the tongue, is not permitted. Earrings and clear nose posts are permitted. No “gauging” of ears is permitted. Gauging is considered to be any piercing larger than a standard post.
17. Only natural hair coloring is permitted. Coloring or streaking with unnatural colors will not be permitted.
18. Chains of any kind are not to be visible on clothing or hanging from wallets.
19. Hair shall be kept neat, clean and groomed and worn in such a manner as to reach no further than the eyebrows. Students’ eyes must be visible and hair shall not obstruct student vision for safety reasons. Hairpieces and wigs will not be permitted. No scarves may be worn over the head during school.
20. Students are permitted to have facial hair, provided it is neatly groomed and trimmed. Mustaches and sideburns must be neatly trimmed.

NOTE: The areas listed under Dress and Conduct are not intended to be all-inclusive.

Students participating in co-curricular activities may be required to adhere to a more stringent dress guide as determined by the coach and approved by the athletic director and building principal.

IF YOU ARE NOT SURE YOUR DRESS WILL BE ACCEPTABLE, DO NOT WEAR IT!

ACCEPTABLE USE OF THE COMPUTER NETWORK/INTERNET ACCESS

The **Louisville City School District** is pleased to make available to students access to interconnected computer systems within the district and to the Internet as a tool for your education. The school district reserves the right to monitor, inspect, copy, review, and

store at any time and without prior notice any and all usage of the computer network and Internet access as well as any and all information transmitted and received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. The signed Acceptable Use Agreement provides the detailed guidelines for all students who use the school network.

ANNOUNCEMENTS

Announcements are to be read each day at the beginning of the 2nd mod. Announcements should be written on the form provided in the principal's office. These must be 25 words or less and approved by the advisor or principal. Students should listen carefully and must remain quiet during the announcements and silent meditation.

CELLULAR PHONES/ELECTRONIC DEVICES

Cellular phones are not to be in use during school hours. STUDENTS ARE NOT PERMITTED TO USE CELL PHONES DURING THE SCHOOL DAY (7:45 – 2:45) unless a staff member has given permission for educational purposes only. Cell phones and personal electronic equipment are subject to the same search and seizure laws school personnel may use when searching backpacks or other personal items. Students in violation of the cell phone /electronic device policy may be required to turn them over to school personnel to be picked up after school.

DRUGS AND ALCOHOL INFORMATION

Information is available in the Guidance Department in regards to drug and alcohol agencies and the services and programs they provide.

FORMAL DANCE GUIDELINES

All LHS rules and grooming guidelines are applicable to both our students and guests who attend our formal dances. **ALL GUESTS** must be registered and receive approval for the dances. LHS reserves the right to determine who can attend their dances. No junior high or middle school students are permitted to attend. No guests over twenty (20) years of age will be permitted to attend. All guests may be asked to show picture identification with proof of date of birth. All students attended may be subject to a breathalyzer screening prior to entering the dance. Students will not be permitted to attend a formal dance hosted by Louisville High School unless school fees are current.

DATE AND DRESS GUIDELINES FOR THE JUNIOR-SENIOR PROM

1. Students with dates from outside Louisville High School are responsible for conveying

the dress and conduct code guidelines to their dates. All guests will be held to the standards and policies of Louisville High School. Potential problems may be avoided by providing your guest with a copy of these guidelines.

2. Failure to follow these guidelines or any behavior not consistent with the student conduct code will result in the immediate removal from the dance and may also result in additional punishment as outlined in the Louisville High School Conduct Code.

The Louisville High School Student administration and Student Council have established the following dress code for formal dances:

Students:

- A. Will not wear dresses that are low cut in the front or back.
- B. All dresses should be in good taste for a formal dance. Administrators will decide the appropriateness of all attire.
- C. Any student who has a question about the appropriateness of a dress should consult with an administrator before making the purchase for the high school dance.
- D. Appropriate footwear should be worn to dances, a change of shoes can be brought in for dancing purposes.
- E. Absolutely no jeans or shorts. Collared shirts should be worn with a necktie.
- F. If tattoos that are not normally visible are visible while wearing formal attire, it might be subject to coverage per administrative discretion.
- G. A suit or sport coat with dress pants can be worn in place of tuxedo.
- I. Length of the hair shall not extend below the eyebrows.

**** PERSONS WHO REFUSE TO COMPLY WITH THE ABOVE DRESS CODE WILL NOT BE ADMITTED AND WILL NOT BE PERMITTED TO REMAIN AT THE DANCE.**

LIBRARY MEDIA CENTER

Students may visit the library once a day during study hall or immediately before and after school. Library cards are issued to all students for attendance and circulation. Students must keep their cards for all 4 years of high school. The fee to replace a lost card is \$2.00.

Library materials circulate for 2 weeks; overdue fines are figured at 10 cents per day, and restitution for lost items will be determined by price.

The library maintains an academic atmosphere for quiet study. Students are expected to work without disruption and behave responsibly and courteously. All school rules are observed in the library and are strictly enforced. There is no gum, food, candy, or drink permitted in the library. No games are permitted on the computers. Students who disregard library policies are denied visiting privileges and may be subject to discipline.

PICTURES FOR NEWSPAPERS AND NEWSLETTERS

On occasion, students' pictures are taken to publish in newspapers or newsletters. They would be used to promote students accomplishments and

programs in our school. If you do not desire to have your child's picture published, please notify the school.

PUBLIC SOLICITATIONS IN THE SCHOOLS

No person will sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Superintendent or the Board of Education. This policy does not prohibit any school fund raising activity authorized by the school administration.

Only salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the principal's office. Such appointments will not interfere with the classroom work of the teacher.

Generally, the school directory or lists of students and staff will not be made available to any outside person or agency for a profit-making purpose. Exceptions may be made if agreed to by the administration.

TELEPHONES

Students should not expect to be called to the telephone for social or job related calls. If there is an **EMERGENCY**, the office secretaries will take the message and deliver it to the student. A student may be given permission to use a **school office telephone for emergency reasons or in the case of illness**. Office telephones are not to be used for reasons such as making transportation arrangements or for reasons that are not of an urgent nature.

TEXTBOOKS

You are liable for any damage done to books loaned to you by the school or the library. Costs will be assessed accordingly for any damage other than reasonable wear and tear. Books are very expensive. They are not to be thrown on the floor or into lockers. **ALL BOARD OF EDUCATION OWNED TEXTBOOKS MUST BE COVERED.**

No pictures or symbols depicting obscene, pornographic, cult/occult material or writings will be permitted at school. This includes writings or pictures on book covers, folders, lockers, equipment, etc.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Louisville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Louisville City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Louisville City School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Louisville City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2012. Louisville City Schools has designated the following information as directory information:

- Student's name
- Address
- Date of birth and grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- District videotapes of student assemblies, plays, award ceremonies, etc.
- Degrees, honors, and awards received
- Student ID numbers, user ID, or other personal identifier used to communicate in electronic systems that cannot be used to access education records with a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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

PPRA affords parents 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 hearing, vision, or scoliosis screenings, or any physical exam or screening permitted for 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 materials used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Louisville City Schools will develop policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Louisville City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Louisville City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in any specific activities or surveys and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. Louisville City School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 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 who believe their rights have been violated may file a complaint with:* Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.

SECURITY OF SCHOOLS

Due to recent events in our country, security has been increased in many areas of our daily life. Our district has taken several measures to insure that our schools maintain a level of safety so that learning can take place. Please visit our web site at www.leopard.sparcc.org for updated information regarding school safety and security issues. Numerous surveillance cameras are used inside and outside of the school building.

Be advised that if we are in school and an emergency alert is given for this area, we will remain in school until afternoon dismissal. However, if we are directed by higher authorities to immediately evacuate, we will do so. In regard to school field trips, those will be handled on an individual basis in an emergency situation. Factors such as destinations, distance, the group of students, and the time of day are some of the things that will be considered. We will continue to investigate ways to improve the safety and security in our schools.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. To see the complete policy, please go to our district website and read Board Policy 5517.01 in its entirety.