

Louisville City Schools

Annual Mandated Notices

To be in compliance with federal and state law, the school district is required to inform residents about various programs, policies and procedures that are in place in the district.

All board policy and guidelines referenced may be accessed at <http://www.neola.com/louisville-oh/>

Accessibility of District Facilities

Accessibility of District Facilities Upon request to the Superintendent/designee, the district shall make reasonable accommodation for a disabled person to be able to participate in activities.

AHERA Management Plan

In compliance with the Asbestos Hazard Emergency Response Act passed by Congress in 1986 the Louisville City School District has an AHERA Management Plan on file. Anyone interested in viewing the plan may contact the Director of Operations at 30-875-1666.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), the Ohio Occupational Safety and Health Act (OSHA), and the Ohio Public Employment Risk Reduction Act (PERRA) the Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program. Said individual will be responsible for the District's proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also verify that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Ohio Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

40 C.F.R. 763.92

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

15 U.S.C. 2601, 20 U.S.C. 4022, 20 U.S.C. 4014, 20 U.S.C. 4011 et seq.

Asbestos School Hazard Abatement Act of 1984

Asbestos School Hazard Abatement Reauthorization Act of 1990, 20 U.S.C. 4011

Public Employee Risk Reduction Act (PERRA) R.C. 4167.01 et seq.

R.C. 921.01 et seq.

A.C. 901:5-11 et seq., 3701-34-06

The U.S. Environmental Protection Agency's document titled, "How to Manage Asbestos in Schools" may be accessed at: www.epa.gov/region2/ahera/e23.pdf

Further information may be obtained by viewing the following school board policy:

- 8431 Preparedness for Toxic Hazard and Asbestos Hazard

Anti-Harassment/Intimidation/Bullying Policy

Per Ohio Law, House Bill 276 requires all school districts to develop and adopt an AntiHarassment/Intimidation/Bullying policy. In addition to the adoption and implementation of this policy, district administrators are required to providing semi-annual summary reports of verified acts of harassment, intimidation and bullying. All incidents should be immediately reported to the Superintendent or Building Administrator. Please view semi-annual reports at the following link: <http://www.louisvillecityschools.org/bullying-noticeshtml>. The Anti-Harassment Compliance Officers are: Anna Minor, Assistant Superintendent and Derek Nottingham, Treasurer, who may be reached at: Telephone: 330-875-1666.

Board of Education

The Board of Education is a policy-making body comprised of five residents of the school district. Members of the Board are elected by voters of the district and serve a four-year term. The Board derives its powers and responsibilities from the Ohio General Assembly to establish a sound educational philosophy. The Board establishes policy:

- To be responsible to the residents of the Louisville City School District
- To serve as a policy-making body
- To develop sound financial plans based upon educational needs and available resources
- To provide leadership for educational progress
- To be solely responsible for the employment and evaluation of the Superintendent and Treasurer
- To recognize the Superintendent's responsibility for all administrative functions
- To refer applications, complaints, communication, and other matters directly to the Superintendent
- To approve an annual school calendar
- To levy taxes when residents approve a tax issue The Board of Education meetings are open to the public.

The Board, under Ohio law, may hold executive sessions during the meeting to discuss:

- Personnel matters
- Purchase of property for public purposes
- Pending or imminent court action
- Negotiations with employees
- Matters to be kept confidential by federal or state statutes
- Specialized details of security arrangements

Executive sessions are for discussion only. All board action is taken in public session.

The Board of Education recognizes the value to school governance of public comments on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. To allow the Board to complete the agenda in an effective and efficient manner, public input may be limited. To see the entire policy, please refer to Policy 0169.1

Child Nutrition Programs

Louisville City School District participates in the National School Lunch Program and the School Breakfast Program. The U.S. Department of Agriculture's document titled "Eligibility Guidance for School Meals Manual" contains notices, an application form, and a chart describing information regarding free and reduced eligibility status. This document may be accessed at:
www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf

Further information may be obtained by viewing the following school board policy:

- 8500 Food Services
- 8510 Wellness Policy
- 8531 Free and Reduced-Price Meals
- 8540 Vending Machines

Copyright Law

WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the U.S. (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later use, of a photocopy or reproduction for purpose in excess of "fair use," that user may be liable

for copyright infringement. This institution reserves the right to refuse to accept a copying order if in its judgment, fulfillment of the order would involve violation of copyright law.

Drug Free School

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Student and their parents should contact the school principal or counseling office whenever such help is needed.

- 3122.01 / 4122.01 Drug Free Workplace
- 3170 / 4170 Substance Abuse

Equal Opportunity Notice

Louisville City School District does not discriminate in education, employment practices, services, programs, or activities because of race, color, religion, sex, national origin, handicap, or age. Further information may be obtained by viewing the following school board policies:

- 2260 Nondiscrimination and Access to Educational Opportunity
- 3122 / 4122 Nondiscrimination and Equal Opportunity Employment

Federal Grants Program

Federal grants provide valuable supplemental instructional support and staff development in the following areas:

- Title I – Elementary reading and math intervention
- Title II A & D – Technology intervention and support
- Title III – Limited English Proficiency (LEP) intervention
- Title IV – Elementary counseling services
- Title V – Gifted intervention
- IDEA-B – Special education support services

A Comprehensive Continuous Improvement Plan (CCIP) must be submitted annually.

Health Insurance Portability and Accountability Act

HIPAA requires that Louisville Schools provide notice of its privacy practices. Please review the following board policies:

- 3419.02 / 4419/02 Privacy Protection of Fully Insured Group Health Plans

- 3430.01 / 4430.01 Family and Medical Leaves of Absence (FMLA)

The U.S. Department of Health and Human Services “Summary of the HIPAA Privacy Rule” may be accessed at: <http://www.hhs.gov/ocr/privacysummary.pdf>

FERPA

You may download the U.D. Department of Education’s “Model Notification of Rights Under the Federal Educational Rights and Privacy Act (FERPA) for elementary and secondary schools at the following web address: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf>

Highly Qualified Teachers

The Louisville City School District is striving to provide the best education for your child. As part of our efforts, we are complying with the No Child Left Behind Act that requires all teachers to be highly qualified. As a parent or guardian, you may request information regarding the professional qualifications of your child’s classroom teachers including the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
- Whether the teacher is teaching under emergency or provisional status.
- Baccalaureate degree major, graduation certificate and field of discipline.
- Whether the student is provided services by a paraprofessional and if so, their qualifications.

This information is kept on file at each building and may be obtained by contacting the building principal.

You may download the U.D. Department of Education’s “Model Notification of Rights Under the Federal Educational Rights and Privacy Act (FERPA) for elementary and secondary schools at the following web address: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdg>

HIPAA Compliance Notice

All individuals covered by the Louisville School District’s health plan: Please be advised that a copy of the HIPAA Notice of Privacy Practices is available on our website under “Board Policy” (number 3419.02 or 4419.02).

Inspection of Instructional Materials

Further information regarding the rights to inspect instructional materials, textbooks, reading lists, and academic curriculum may be obtained by viewing the following school board policies or by contacting our Assistant Superintendent, Mrs. Anna Minor at 330-875-1666:

- 2416 Student Privacy and Parental Access to Information
- 5780 Student/Parent Rights
- * 9130 Public Complaints

Inter-District Open Enrollment

Louisville City Schools will participate in inter-district open enrollment with other districts. Intra-district open enrollment for elementary students continues to remain an option for Louisville parents based on enrollment figures. For more information, contact the Superintendent's Office at 330-875-1666.

Insurance Notice

Louisville City Schools does not carry personal property insurance on student property. Students should be encouraged to be responsible for items they take to school. Parents may want to check with their own insurance carrier before permitting students to bring expensive personal property items to school. The school assumes no responsibility for personal property items lost, damaged or stolen on the buses, at the schools, or at school events.

Louisville City Schools does not carry student medical insurance for accidents or injuries sustained on the buses, at the schools, or at school events. Parents may purchase insurance of this type through a school insurance program offered by a private carrier. Information about this plan will be distributed to all students at the beginning of the school year. Further information may be obtained by viewing the following school board policy:

- 8760 Student Accident Insurance

McKenney-Vento Act

It is the policy of the Louisville City School District to enroll, educate and not segregate or stigmatize children on the basis of their status as homeless. Mr. Jason Greathouse is the Louisville Schools Homeless Liaison and may be reached at 330-875-1042. Any persons suspecting a child is homeless should notify Mr. Greathouse to ensure that homeless children enroll in school and have the opportunity to succeed academically.

Medical Notices

The following policies should be reviewed by individuals that may find them relevant to their situation:

- 5310 Health Services
- 5320 Immunization
- 5330 Use of Medications (including inhalers)
- 5340 Student Accidents
- 5341 Emergency Medical Authorization
- 8450 Control of Casual-Contact Communicable Diseases
- 8451 Pediculosis
- 8453 Direct Contact Communicable Diseases
- 8453.01 Control of Blood-Borne Pathogens

Nondiscrimination Based on Genetic Information of the Employee

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of

employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited. For further information, please see Board Policies 3122.02 and 4122.02.

Special Services Americans with Disabilities – Section 504/Prohibition Against Discrimination Based on Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations (“Section 504”), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, participation in, or treatment, or employment in, its programs or activities. As such, the Board’s policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs and activities.

A copy of the Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act may be obtained from the district’s Compliance Officers: Mr. Derek Nottingham or Mrs. Anna Minor at 330-875-1666 or from the Special Services Director, Mr. Justin Haren at 330-875-1666.

Individuals with Disabilities Education Act

Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with disabilities a copy of procedural safeguards once a year. However, a copy of procedural safeguards also must be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing and upon request of a parent (20 USC Section 1415 (d) (1)). School districts may post a copy of the procedural safeguards on its website (20 USC Section 1415 (d) (1)). See the Ohio Department of Education’s document on procedural safeguards at www.ode.state.oh.us/exceptional_children/children_with_disabilities/default.asp and click on “Whose IDEA is This? A Resource Guide for Parents.”

IDEIA

The Louisville City School District provides educational services to disabled students from birth to age 21 utilizing federal assistance through IDEIA funds to enhance the basic program. Disabilities including the areas of hearing, vision, learning, behavior, speech/language, health/physical disabilities, traumatic brain injury, autism, or any combination of these, are considered handicapping conditions. An application is on file at the Special Services Department and is available for examination and recommendations by district residents. If you or someone you know, may be in need of special education and related services, please contact Mr. Justin Haren, Special Services Director, at 330-875-1666.

Title I/IDEA-B Flow Through Notification

The Louisville City School District receives notification of their entitlement of federal funds allocated in accordance with the Title I/Individuals with Disabilities Education Act (IDEA), Public law 92-142.

Utilization of the funds is designated to provide services and programs for disabled students. Persons who wish to comment on how to utilize these designated funds are welcome and encouraged to contact Mr. Justin Haren, Special Services Director at 330-875-1666.

Child Find – A Search for all Children with Disabilities

Child Find is the process of identifying, locating, and evaluating children with disabilities who may be in need of special education and related services. Both state and local education agencies are given the responsibility by federal and state laws to conduct Child Find activities so that children who need special services have the opportunity to receive those services. Child Find's purpose is:

- To promote public awareness of disabilities
- Assist school districts in finding children who may have disabilities and who otherwise may not have come to their attention
- Enable children and families to receive the special education and related services that are needed

What does a disability mean?

- For age 3 – 5: an established condition known to result in delay, or a documented developmental delay.
- For ages 5 – 21: identification of one or more of the following conditions: autism, deaf blindness, hearing impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, and/or visual impairment including blindness.

Parents, relatives, public and private agency employees, and concerned citizens are used to help school districts find children who may have a disability and need special education and related services. The school district will contact the parents of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving the appropriate special education related services.

Gifted Education Program

Our gifted/talented program offers a wide range of services to students. The Gifted Coordinator works within the district to identify and service gifted students. Our goal is to help students become independent, lifelong learners who have all the skills they need to pursue their passion. If you know of a child who may have special needs, help is available. You can contact our Gifted Coordinator at 330-875-1666.

Positive Behavioral Intervention and Supports (PBIS)

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. A copy of the district policy may be viewed by clicking on board policy link at the beginning of these notices and searching for policy 5630.01. Questions regarding the policy should be directed to Mr. Justin Haren at 330-875-1666.

Student Conduct / Discipline

Further information may be obtained by viewing the following school board policies:

- 5500 Student Conduct
- 5511 Dress and Grooming
- 5512 Use of Tobacco
- 5513 Care of School Property
- 5515 Use of Motor Vehicles
- 5516 Student Hazing
- 5517 Anti-Harassment
- 5517.01 Aggressive Behavior Toward Students
- 5520 Disorder and Demonstration
- 5530 Drug Prevention In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or schoolapproved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State Law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate that process by which she/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school principal or counseling office whenever such help is needed.
- 5600 Student Discipline
- 5610 Removal, Suspension, Expulsion, and Permanent Exclusion of Students
- 5610.01 Permanent Exclusion of Non-disabled Students
- 5610.02 In-School Discipline
- 5610.03 Emergency Removal of Students
- 5610.04 Suspension of Bus Riding/Transportation Privileges
- 5610.05 Prohibition from Extra-Curricular Activities
- 5611 Due Process Rights
- 5630 Corporal Punishment
- 5771 Search and Seizure All persons are hereby put on notice that lockers, desks, or storage places provided for student use are, and remain at all times, the property of the district/Board of Education. All persons are also hereby put on notice that lockers, desks, or storage places provided for student use and the contents thereof are subject to random search at any time without regard tow whether there is reasonable suspicion that any locker, desk, or storage place and contents contain evidence of a violation of a criminal statute or school rule.
- 5772 Weapons No person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone, except for authorized personnel. A valid license does not authorize the licensee to carry a weapon into a school safety zone. ORC 2923.122, 2923.1212.

Student Privacy Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Louisville City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Louisville School District 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 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. From time to time, we have opportunities to share what's happening in our schools with the community through newspaper articles and photographs. Board policy permits the use of student pictures, unless the principal has been notified in writing by the parents that they do not wish to have photographs of their children published. If you do not want Louisville School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15th of each school year. Louisville School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed.]

Student's name

Participation in officially recognized activities and sports

Address

Telephone listing

Weight and height of members of athletic teams

Electronic mail address

Photograph

Degrees, honors, and awards received

Date and place of birth

Major field of study

Dates of attendance

District videotapes of student assemblies, plays, award ceremonies etc.

Grade level and the most recent educational agency or institution attended

Title IX / Civil Rights Compliance

No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance. (Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964) Title IX prohibits sexual harassment in all school programs and activities in school facilities or in other locations when the school is the sponsor of the activity. Title IX coordinators as well as all faculty, students, coaches, and community members can file a complaint of Title IX violation with the Office of Civil Rights. Anonymity is maintained and institutions are prohibited from retaliating against any complainant. Anyone

wishing to file a complaint should contact our Title IX Coordinator Mr. Derek Nottingham, Treasurer, or Mrs. Anna Minor, Assistant Superintendent, Phone: 330-875-1666. Further information may be obtained by viewing the following school board policies:

- 3362 / 4362 Anti-Harassment
- 5517 Anti-Harassment

Visitors to the Schools

Any visitor entering a district-owned building must report to that building's office immediately to sign in with the building supervisor/secretary. ORC 3313.20

Further information may be obtained by viewing the following school board policy:

- 9150 School Visitors

Water Testing Notice

The Louisville City School District has completed the monitoring cycle at Louisville's public water supply for volatile organic chemicals (VOC) as required by chapter 3745081 of the Ohio Administrative Code. On completion of each VOC monitoring cycle, state regulations also require the owner or operator of a public water supply to notify its consumers of the availability of VOC analytical results for the period tested.