

PARENT-STUDENT HANDBOOK

2017-2018

HARRISON ELEMENTARY SCHOOL
600 Broadway
Harrison, Ohio 45030

367-4161

Ronald J. Mangus
Principal

Harrison Elementary's Vision Statement

Learning occurs when a child's physical, emotional and cognitive needs are met in a positive school/community environment, where both children and adults are accepted, respected and supported.

Harrison Elementary's Mission Statement

The Staff of Harrison Elementary strives to affect the future by providing an environment that recognizes individuality, motivates students to achieve their learning potential and inspires social responsibility.

Core Values

Trust, Respect, Ownership and Leadership

SLSD Mission Statement

Academic and Social growth for ALL students, EVERY DAY

TO PARENTS AND STUDENTS:

Communication between the school and home is an integral component of a positive educational experience. This handbook has been developed so that the lines of communication are opened from the very beginning of the school year. It is our hope that you will take time to acquaint yourself with the contents of this handbook, refer to it when necessary, and call us whenever you have a question or suggestion.

Ronald J. Mangus
Principal

"There is a place for everyone in the PTA." We hope all parents, teachers and other citizens interested in the welfare of children will join and participate in our school's PTA. We will sponsor various programs and activities throughout the year. The PTA needs you to get involved and it needs your help. Please don't wait to be asked.

We welcome everyone, old students and new, to Harrison Elementary this year and hope you will enjoy the upcoming school year.

The Harrison Elementary PTA

CONTENTS

	Page No.
VISION AND MISSION STATEMENT	2
TO PARENTS AND STUDENTS	3
STUDENT EXPECTATIONS	6
EXPECTATIONS	7
TITLE IX	8
DUE PROCESS	8
CALENDAR	9 - 10
GENERAL INFORMATION	11 thru 26
Acceptable Use of Technology	11-13
Arrival/Departure of Students	14
Assemblies	14
Attendance	14
Counselor Referral	17
Child Abuse and Neglect	17
Change of Address/Phone	18
Conferences, Parent - Teacher	18
Fees	18
Field Trips	18
First Day of School	19
Grading Scale/Promotion/Retention	20
Homework	21
Make-up Work Policy	21
Library	21
Lost and Found	21
Lunch/Breakfast Period	21
District Wellness Policy	22
Parent's Rights	22
Phone Calls, Messages	23
Pictures	23
Progress Book	23
Procedures - State Testing	23
PTA	24
Registration	24
Newsletter	24
Reporting to Parents	24
School Closing	24
Signing Out Students	25
Special Education/IAT Process	25
TAG/Elementary Enrichment	25
Textbook/Workbook Responsibility	25
To and From School	26
Visitors	26
Volunteers	26
DISCIPLINE	26 thru 36
Behavior	26
Bus Conduct-Students	26
Bus Rules	27
Conduct Code- Student	27

Drug and Alcohol Discipline Policy	30
Dangerous Weapons	30
Detention Policy	31
Dress - Student	31
Elementary Testing	31
Hazing/Bullying	31
Locker and Desk Search	32
Lunchroom Rules	32
Playground Rules	33
Sexual Harassment	33
Violent, Disruptive or Inappropriate Behavior	35
Resolution Establishing Zero Tolerance For Violent Disruptive or Inappropriate Behavior	35
MEDICAL CONCERNS	36
Allergies	36
Immunizations and Physical Examinations	36
Medication/Health	36
RECORDS	36
Access to Records - Parent/Guardian	36
Access to Records - Non-Custodial Parent	36
Adults Who Are Legal Custodians, Legal Guardians, Adoptive Parents or Foster Parents	37
Confidentiality - Records	37
Enrollment Card and Emergency Medical Forms	37
Transfer of Students	37
SAFETY	37
Bicycles	37
Car Riders	37
Emergency Alternative Facilities	37
Emergency Procedures	37
Fire/Tornado Drills	37
Safety Patrol	38
SUPERVISION	38
Arrival Time	38
Dismissal Time	38
Early Dismissal	38
Extra Curricular Activities	38
Supervision To and From School	38
NEWSPAPERS - Photographs, Names	38
REFUSAL FOR NEWSPAPER PICTURES	40
REFUSAL FOR INTERNET	40
VACATION REQUEST	41
PERMISSION TO SELF-ADMINISTER ASTHMA INHALER	42
PERMISSION TO ADMINISTER MEDICATION	43
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)	44
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	45
STAFF LIST	46

STUDENT EXPECTATIONS

1. We take responsibility for learning.
This means:
 - ◆ We arrive at school on time.
 - ◆ We are prepared for class.
 - ◆ We demonstrate a serious and responsible attitude in daily work.
 - ◆ Homework is carefully and thoughtfully completed and on time.

2. We try to settle our differences in a peaceful manner.
This means:
 - ◆ We respect other people's property and personal space.
 - ◆ We do not physically or verbally fight with other children.
 - ◆ We do not take anything that does not belong to us.

3. We follow the directions of adults in charge, the first time given.
This means:
 - ◆ We look at the speaker.
 - ◆ We do not talk back to teachers or adults in charge.

4. We are sensitive to the needs and feelings of others.
This means:
 - ◆ We use appropriate language at all times.
 - ◆ We do not bully or threaten other children.
 - ◆ We never boo or whistle.
 - ◆ We are willing to help each other.
 - ◆ We are friendly and courteous.

5. We are expected to move safely through the school.
This means:
 - ◆ No playing in the bathrooms or hallways.
 - ◆ No running in the cafeteria, hallways or up and down stairs.

6. We respect school property.
This means:
 - ◆ We do not litter.
 - ◆ We do not write on walls, floors or restroom partitions.
 - ◆ We do not misuse school furniture.

Our School Is Special
Let's Keep It That Way!

EXPECTATIONS

It is our hope that a cooperative bond can be established between the home and school. This bond will certainly contribute to the growth of your child during his/her time here.

In order for this to occur, the following commitments seem appropriate.

As parents, please strive to:

1. Send the child to school on time each day that school is in session - except in emergencies or when the child is too ill to come to school.
2. Send the child clean, well-groomed and nourished.
3. Maintain support of the school and its teachers by placing a high priority on education and its needs in today's society.
4. Provide a time each night for the child to complete homework assignments and, if necessary, give assistance when the child needs help.
5. Maintain interest in the child's school life and review work that has been sent home by the teacher.
6. Communicate with the school so that problems may be averted and progress made.
7. Recognize the child's responsibility for him or herself in terms of academics, behavior and attitude.
8. Realize the importance of the acquisition and application of good work and study habits as they relate to education, community and future employment.

As educators, we will strive to:

1. Accept each child as a person, complete with strengths and weaknesses.
2. Provide a positive learning environment where each child has optimal opportunity to learn and be successful.
3. Devote the time and energy necessary for the instruction of basic skills as well as creative expression.
4. Provide instructional materials and resources necessary for children to learn.
5. Monitor student progress effectively in planning and implementing the educational program.
6. Communicate with the home so that problems may be averted and progress made.
7. Develop student pride with respect to their work and accomplishments.
8. Develop each student to their maximum potential.

TITLE IX

It is the policy of the Southwest Local School District that educational activities, employment, programs and services be offered without regard to race, color, national origin, sex, religion, handicap or age. The Title IX Coordinator's name is Ms. Laura Meyers, 9860 West Road, Harrison, OH 45030, 367-4169. Grievance procedures exist and are available from his office for persons who wish to grieve alleged violations of the Title IX.

DUE PROCESS

Due process is strictly adhered to for students who might deviate from the general pattern of educational learning and need special kinds of help. Parents are always notified and a conference is held for cooperative planning. Conferences with parents are requested when a child is having educational or behavioral problems.

HARRISON ELEMENTARY SCHOOL

2017-2018

*School Calendar

August	14 & 15	All Teacher Work Day
	16	First Day for Students Grade 1-5 Kindergarten Parent Orientation
	17 & 18	Kindergarten Phase In
	21	First Day for Kindergarten Students
	23	Fundraising Assemblies Magazine Sale, Frozen Cookie Dough & Treats Begins
September	4	Labor Day – No School
	7	PTA Executive Board Meeting 6:30 PM
	13	Picture Day
	14	Magazine Sale Ends
	25 – 29	Book Fair
	26	Parent/Teacher Conference Night 4:00 – 8:00 PM
	28	Parent/Teacher Conference Night 4:00 – 7:30 PM
October	5	PTA Executive Board Meeting 6:30 PM
	13	End of 1 st Quarter – NO SCHOOL
	16 & 17	Fall Break – No School
	20	AR Store
	24	Kindergarten Parent Night 6:30 PM
	25	Picture Retake Day
	26	PTA General Meeting – Remke Pumpkin Night 6:30 PM
	27	Harrison Elementary Football Night
	31	Fall Parties – 2:30 PM
November	2	PTA Executive Board Meeting 6:30 PM
	7	Teacher In-Service – NO SCHOOL
	8	School-wide Veterans’ Day Ceremony – 9:15 AM
	10	Veterans Day – NO SCHOOL
	16	PTA General Meeting – Home Depot Night 6:30 PM
	17	4 th Grade Grandparents Day 10:00 – 11:00 AM
	20	5 th Grade Grandparents Day 10:00 – 11:00 AM
	20	Fall Family Festival 5:30 – 7:00 PM
	22	Conference Release Day – NO SCHOOL
	23 & 24	Thanksgiving Break – NO SCHOOL
December	4 - 8	Santa Shop
	7	Executive Board Meeting 6:30 PM
	12	2 nd Grade Grandparents Day 10:00 – 11:00 AM
	14	Holiday Parties – 1:30 PM
	18 – Jan. 2	Winter Break – NO SCHOOL

January	3	School Reopens
	4	PTA Executive Board Meeting 6:30 PM
	5	AR Store
	10	Spelling Bee – 1:30 PM
	15	Martin L. King Day – NO SCHOOL
	30	“Chocolates for Technology” Candy Sale Begins
February	1 & 2	COSI
	1	PTA Executive Board Meeting 6:30 PM
	6	Parent Teacher Conferences 4:00 – 8:00 PM
	8	Parent Teacher Conferences 4:00 – 7:30 PM
	14	Valentine Day Parties – 2:30 PM
	16	Conference Release Day – NO SCHOOL
	19	Presidents’ Day – NO SCHOOL
	22	PTA General Meeting – 6:30 PM
	23	“Chocolates for Technology” Candy Sale Ends
	26 - Mar. 2	Right to Read – Read Across America
March	1	PTA Executive Board Meeting 6:30 PM
	6	Spring Picture Day
	9	3 RD Quarter Ends – NO SCHOOL
	16	AR Store
	22	Board Meeting at Harrison Elementary 7:00 PM
	23	Kindergarten Grandparents Day 10:15 – 11:00 AM and 2:15 – 3:30 PM
	30	Good Friday – NO SCHOOL
April	2-6	Spring Break – NO SCHOOL
	9	School Reopens
	12	PTA Executive Meeting 6:30 PM
May	3	PTA Executive Meeting 6:30 PM
	4	1 st Grade Grandparents Day 10:00 – 11:00 AM
	10	PTA General Meeting – Awards 6:30 PM
	15	Career Day
	18	3 rd Grade Grandparents Day 10:00 – 11:00 AM
	23	AR Award Field Day
	24	3 rd & 4 th Grade Recorder Extravaganzas
	25	AR Store
	28	Memorial Day – NO SCHOOL
	30	5 th Grade Celebration 11:00 – 2:00
June	1	Records Day

*Dates and times are subject to change and are based upon information we have at the beginning of the school year.



SOUTHWEST LOCAL SCHOOL DISTRICT INTERNET/ACCEPTABLE USE POLICY FOR STUDENTS

The Southwest Local School District offers students internet / network access and the use of the District computers, as well as the ability to bring their own device and access the Internet. The district may issue student email accounts. We are dedicated to access and support of appropriate technology which unlocks our potential and connect us locally and worldwide.

Individuals are warned that some material accessible via the network or the Internet might contain items that are inaccurate, inappropriate or potentially offensive to some persons. While the district's intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to the students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Proper teacher supervision will be provided; however, it is still the responsibility of each student to make appropriate choices. The Internet access will be filtered through a firewall that is provided by HCCA. Ultimately, parents and guardians of minors are responsible for conveying the standards that their children should follow when using media and information sources and upholding the Internet /Network Acceptable Use Policy for Students.

The purpose of this agreement is to provide network and internet access for educational purposes. The intent of the policy is to ensure that students will comply with all network and internet access acceptable use regulations approved by the district and in accordance with the Student Code of Conduct. If this form is not returned to the building within 2 weeks of receipt, then student network privileges will be denied.

Upon reviewing, signing and returning this policy, each student will receive internet and network privileges with the district. If the student is under 18 years of age, the student must have his or her parent(s) or guardian(s) read and sign the policy as well. The district will not provide access to any student who has not returned an appropriately signed Internet/ Acceptable Use Policy for Students.

Following are the provisions of this policy regarding computer internet and network access. If any user violates the terms and/or provisions of the policy, the user's access will be denied and the person may be subject to further disciplinary action in accordance with the Student Code of Conduct and/or Board policies and this may affect their class grade.

In exchange for the use of the network resources and access to the internet while on school property, I understand and agree to all of the following:

A. Use of the network and the internet is a privilege which may be revoked by the district at any time. Any misuse of this privilege will result in suspension of the account privileges and/or other disciplinary action as determined by the district. Misuse shall include, but is not limited to, the following:

- Altering of system software.
- Use of obscene language.
- Placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
- Intentionally seeking information on, obtaining copies of, or modifying files, or other data or passwords belonging to other users.
- Misrepresenting other users on the network.

- Disrupting the operation of the network through abuse of the hardware or software.
- Utilizing the network maliciously through hate mail, harassment, profanity, vulgar statements or discriminatory remarks.
- Interfering with other use of the network.
- Using the network extensively for non-educational related communication.
- Illegally installing copyrighted software.
- Unauthorized downloading, copying, or use of licensed or copyrighted software.
- Allowing anyone to use an account other than the account holder.
- Intentionally damaging computer systems.
- Using another's password.
- Trespassing in another's folder, work or files which may be in violation of conditions dealing with students' and employees' rights to privacy.
- Reposting (forwarding) personal communication without the author's prior consent.
- Using the network for financial gain, for commercial activity or for any illegal activity.
- Using the network / internet in an inappropriate manner not consistent with valid educational goals.
- Using the network in furtherance of or violation of the Student Code of Conduct.
- Using the network to access social networking sites or blogs.

B. The district maintains rights to any materials stored in files which are accessible to others and will remove any material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, and otherwise objectionable. Students will not use their district computer accounts/access to obtain, view, download, or otherwise gain access to such materials.

C. All information, services and features contained on district or network resources are intended for the private use of its registered users and use of these resources for commercial, for profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form is expressly forbidden.

D. The district and/or network resources are intended for the exclusive use by the registered users. The user is responsible for the use of his or her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

E. The district does not warrant that functions of the system will meet any specific requirements that user may have, or that it will be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages (including loss of data, information, or time) sustained in connection with the use, operation, or inability to use the system.

F. The student may not transfer file(s), shareware, or software from information services and electronic bulletin boards. Without such permission, the student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental. In addition, the student will be liable to pay the cost of any repairs and/or additional programming required as a result of transferring file(s), shareware, or software from information services and electronic bulletin boards.

G. The use of Southwest Local School District owned information technology and the internet is not private. Network and internet access is provided as a tool for educational

purposes. The district reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the district and no user shall have any exception of privacy regarding such materials. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. Administrators may also use this information in disciplinary action and will furnish evidence of a crime to it.

H. The district makes no warranties of any kind, either express or implied, in connection with this provision of access to and use of its computer network and internet under this agreement. The district shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kinds suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the users' use of the district's computer network / internet under this agreement. By signing this agreement, users and/or their parent(s) or guardian(s) are taking full responsibility for usage and are agreeing to indemnify and hold the district, the data acquisition site, and all administrators, teachers and staff harmless from any and all loss, cost, claims or damages resulting from the user's access to the computer network / internet, including but not limited to, any fees or charges incurred through the purchase of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the district in the event the district initiates an investigation of a user's use of his or her access to the computer network and the internet, whether that use is on a school computer or a computer outside the district network.

I. Users may be asked from time to time to provide new or additional registration and account information, which shall be provided by the user if he or she wishes to continue to receive access services.

Please sign and return the "Student and Parent/Guardian" agreement contained in the school folder.

ARRIVAL/DEPARTURE OF STUDENTS

School hours are as follows:

Grades 1 - 5	-	9:00 AM	to	3:30 PM
AM Kindergarten	-	9:00 AM	to	11:40 AM
PM Kindergarten	-	12:50 PM	to	3:30 PM

Walkers, car riders and bike riders are not to arrive at school prior to 8:30 AM in the morning. If circumstances warrant arrival prior to 8:30 AM, arrangements should be made by the parents with Latch Key, a sitter, etc. At dismissal, students are to leave school promptly unless they are participating in school - sponsored activities; activities provided by service organizations (scouts, brownies, etc.); or arrangements have been made with teachers or administrators. The playground area is to be vacated. Parents and students should use the crosswalk at Washington. Parents are responsible for the safety of your child to and from school property.

Parents of bus riders are responsible for the safety of your child to and from the bus stop.

ASSEMBLIES

Assemblies are planned throughout the year to broaden each child's educational experiences and to develop self-discipline in large groups.

ATTENDANCE

STUDENT ABSENCES AND EXCUSES

All students are expected to attend regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Although the District works towards perfect attendance each day, it does not want students at school if they are ill.

Parents are to call the attendance line any time their child is going to be absent or tardy. The office staff will call the homes or offices of any student's parent who fails to contact the school.

Students who are absent from school or who miss more than 5/7 of the school day are not permitted to take part in after-school programs/activities unless special permission has been approved by the principal.

REPORTING AND MONITORING STUDENT ABSENCES

It is the obligation of the parent, guardian or custodian to report the child's absence or tardy each day.

1. The parent should phone the school within one hour from the start of school on the day of the absence.
2. Upon the student's return to school, the parent shall provide written documentation stating the day(s) absent and reason for such absence.
3. If within two school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
4. The parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in a timely fashion.
5. Each student must have on file a completed Emergency Medical Authorization form which provides:
 - a. The name of the parent, custodial parent, guardian or legal guardian or other person having care of charge of a student.

- b. A telephone number where the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student can be reached during the day.
- c. The name and telephone number of an emergency number designee to contact if the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student cannot be reached.

EXCUSED ABSENCES/TARDIES

In general, excused absences/tardies include but not limited to:

1. Personal illness or injury.
2. Medical or dental appointments (partial days, in most cases).
3. Illness or death in the family.
4. Funeral of immediate family member or relative.
5. Quarantine.
6. Religious holiday (not counted against the eight day absence rule).
7. Appointments for court.
8. Pre-approved vacations. Five days per year approved in advance by the principal. These days shall be included in the eight-day absence rule. Family vacations must be pre-approved by using the vacation request form. Vacation that is not approved, will count as non-excused.
9. Head lice. Children excluded from school due to head lice are allowed one excused absence per occurrence for treatment. Treatments lasting beyond one day will be unexcused.
10. Emergencies and other reasons deemed good and sufficient by the principal.

UNEXCUSED ABSENCES AND TARDIES

The school administration makes the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

1. Missing the school bus.
2. Experiencing transportation problems at home or on the way to school.
3. Remaining home to complete school assignments.
4. Missing school without legitimate illness.
5. Oversleeping. Alarm clock (student's or parent's) failed to work.
6. "Nobody got me up."
7. Not having suitable clothing to wear to school or sent home for inappropriate clothing.
8. Working at a job during the school day without a proper work permit.
9. Babysitting.
10. Any form of recreation (i.e. fishing, hunting or club sports – unless pre-approved vacation days).
11. Personal business that can be done after school or on weekends.
12. "Helping at home" or "Was needed at home."
13. "I had a game last night."
14. Senior pictures/portraits.

Important Note: If within two school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

DOCUMENTATION OF ABSENCE/TARDY

Generally, a parent note may document eight absences from school per school year or five tardies to school per year for the reasons identified as “excused absences.” Absences in excess of eight per school year or tardies in excess of five per school year may not be excused by a parent and shall require documentation by the student’s physician, etc. or any of the other reasons listed under excused absences.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a student to be absent from school eight days per school year or tardy to school five days per school year for reasons other than those identified as Excused Absences. School officials may waive application of this general rule where circumstances indicate that its application does not service the student’s best interest. Those circumstances include, but are not limited to, the student’s and/or the student’s siblings’ attendance in the current or prior school year. Special requirement of students who have been adjudicated as guilty for truancy charges and parents who have been adjudicated as guilty for “Contributing” charges related to truancy of their child(ren).

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make inquiries and request such verification/documentation as is reasonably necessary to determine if an absence or tardy is for any of the reasons identified in this policy as “Excused Absences.” In all instances where students and/or parents have previously been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing), excused absences shall be granted only on the condition of a note from a physician (see next section) or personally excused from school by the school administrator.

The Board authorizes the Superintendent to establish a hearing and/or notification procedure for those students who have excess absences/tardies.

Important Note: Five tardies = One unexcused absence

MEDICAL EXCUSES

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may excuse absences or tardies to school for only the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

EXCESSIVE ABSENCE/TARDY

1. A notification/awareness letter will be sent after the fourth absence and/or third tardy.
2. A notification letter to meet with the Superintendent will be sent after the sixth absence or fourth tardy.
3. A medical documentation letter, stating that a medical excuse will be required for any further absence, will be sent after the eighth absence or fifth tardy.
4. After ten absences, the student will be considered truant and will be referred to Hamilton County Juvenile Court.

TRUANCY

After consultation with the Juvenile Court of Hamilton County; with parents, guardians of other persons having care of students and with appropriate state and local agencies, the Board adopts the following policy:

1. The Board may require the truant to participate in a truancy intervention program.
2. The Board may require a habitual truant to undergo appropriate counseling
3. The Board may require the parent, guardian or other person having care of the student to attend a parental involvement program.
4. The Board may require the parent, guardian or other person having care of the student to attend a truancy prevention mediation program.
5. The Board may notify the Registrar of Motor Vehicles of a habitual truant.
6. The Board may take legal action.
7. The following definitions apply:
 - a. "Chronic Truant" means any student of compulsory school age who is absent without legitimate excuse for seven or more consecutive days, ten or more school days in four weeks, or fifteen or more school days in a year.
 - b. "Habitual Truant" means any student of compulsory school age who is absent without legitimate excuse for absence for five or more consecutive school days, seven or more school days in four weeks, or twelve or more school days in a school year. For purposes of this definition, a suspension or expulsion would constitute a legitimate excuse.

COUNSELOR REFERRALS

Parents or administrators may refer students to the school counselor. Students may refer themselves also. Parents who wish to refer their child may do so by calling the counselor at 367-4161 and providing appropriate background information.

CHILD ABUSE AND/OR NEGLECT

Any employee of the Southwest Local School District having reason to believe that a child less than eighteen (18) years of age or any crippled or otherwise physically or mentally handicapped child under twenty-two (22) years of age has suffered any wound, injury, disability or other condition of such a nature as to reasonably indicate physical, sexual or emotional abuse or neglect of the child shall immediately report such information to the building principal.

After reporting the information to the principal, the employee shall then report the same information to the Children's Services Board (241-KIDS) or to the municipal or county law enforcement agency. The principal shall on the same day, file a written report with the Superintendent or his/her designee concerning the matter. The report, which can be anonymous, shall be made immediately by telephone or in person, and shall be followed by a written report, if requested, by the agency. Such a report shall contain:

1. names and address of the child and his/her parent(s) or person(s) having custody of the child;
2. the child's age and nature and extent of the injury, abuse or neglect, including any evidence of previous injuries, abuse or neglect; and
3. any information which may be helpful in establishing the cause of the injury, or abuse or neglect.

The principal may take or cause to be taken color photographs of areas of trauma visible on a child.

Any report made as a result of this policy and Ohio Revised Code section 2151.421, shall be maintained as confidential and available only to the person making the initial complaint, administrator filing the report, superintendent of schools, board of education, and legally constituted authorities entitled to said report pursuant to section 2151.421 of the Ohio Revised Code.

Procedures for reporting will be made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability provided the report is made in good faith.

Each person employed by the Board to work as an elementary school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in child abuse awareness training.

CHANGE OF ADDRESS/PHONE

Please notify the school office of changes immediately. It is important to keep this information current, especially in the event of an emergency. A change of address/phone form must be completed and given back to school for all changes to be made.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year. The dates are September 26 & 28, 2017 and February 6 & 8, 2018. A Conference Request Form will be sent home prior to these dates.

FEES

All students in K - 5 have a school fee set by the Board of Education, which is used to purchase educational materials and other items used by each student. The fee for school year 2017-2018 Kdg.-5 is \$50.00. Deadline for payment of fees is September 1, 2017. Checks should be made payable to "Southwest Local School District".

FIELD TRIPS

During the course of the year, a field trip may be scheduled in order to supplement the regular educational program and give students first-hand experiences in topics discussed in the classroom. In order to insure proper supervision, only adult non-siblings (no brothers or sisters) may chaperone students. Also, adults who are accompanied by children who are not in the classes taking the field trip may not chaperone.

When field trips are taken, the following regulations apply:

I. Unauthorized Passengers

A. Preschool age children or unauthorized passengers cannot be permitted on a field trip. This includes chaperone's youngsters, coaches' sons, teachers' children, etc. The only people that should be on the bus are the children the trip was requested for, the chaperones, the teachers and the driver. The driver is not permitted to have unauthorized passengers.

II. Chaperones and Sponsors - Rules and Guidelines

While we appreciate and encourage chaperones and volunteers, the safety of children is of the utmost concern. Therefore, the following rules and guidelines have been developed.

The tear-off at the bottom of the chaperone letter must be completed,

signed, dated and returned in order to chaperone on field trips.

- A. Remain with assigned child/children at all times.
- B. Follow directions, instructions, and requests of teacher in charge of group or class.
- C. Be prompt and punctual with time frames, schedules, etc.
- D. Students acting out or demonstrating inappropriate behavior should be referred to the teacher in charge of group or class.
- E. No diversions from the planned field trip experiences are to be undertaken without permission of the teacher in charge of the group or class.
- F. Alcoholic beverages are prohibited.
- G. Smoking is discouraged.
- H. There must be at least one but not more than two chaperones on each trip. The faculty sponsor must be present before any passenger boards the bus. They should supervise the loading and unloading of the bus upon departure and returning.
- I. In order to insure proper supervision, only adult non-siblings (no brothers or sisters) may chaperone students. Also, adults who are accompanied by children who are not in the classes taking the field trip may not chaperone.
- J. Responsibility of student behavior rests upon the school sponsor and chaperones on an extra-curricular trip. Only in difficult situations should the bus driver be concerned with student control.
- K. Only adults who have read, signed, dated and returned the Field Trip Chaperone and Sponsors Rules and Guidelines Form may supervise students during a field trip.

Failure to comply with these rules and guidelines may prohibit a person from chaperoning any future field trips.

III. Student Behavior

A. Extra curricular trips are more informal than regular school trips. However, the primary concern is the same - - - SAFETY. Order and discipline are absolutely necessary.

- 1. Students are to remain seated when the bus is in motion and observe reasonable conduct.
- 2. Silence is necessary at all railroad crossings.
- 3. Food or drinks cannot be consumed on the bus.

IV. Permission

A. Students going on a field trip must have a signed permission slip to participate. All students will remain with their class during the trip. If transportation is necessary, the student must ride the bus with the class.

FIRST DAY OF SCHOOL

Students are helped by adults who are assigned to the entrances to help get the student to his/her room. At the end of the day helpers are also available to make sure everyone gets on the proper bus.

If your child goes to a sitter, please be sure the sitter's phone number is on the enrollment card and note that it is the sitter. Please be sure the child knows both the first and last name and address of the sitter.

GRADING SCALE/PROMOTION/RETENTION

In the elementary grades, promotion to the next grade or group is based primarily upon teacher judgment and recommendation except as indicated below. Teacher decisions are subject to review by the principal and superintendent. The legal authority for the assignment rests with the superintendent. However, the superintendent may delegate this authority to the principal. The primary consideration shall be what is best for the child. All cases of non-promotion should be discussed with the child's parents prior to the end of the year.

In the grades K-2, which do not assess student performance by using a letter grade system (A-F), promotion/retention is based on teacher recommendation. In grades 3-5, a failing grade (F) in two of the core subject areas (Mathematics, Reading, Language Arts) or an F in one core subject and reading below grade level initiates a discussion of the possibility of retention. A committee consisting of the classroom teacher, the principal, and other persons with information relevant to the child's progress, i.e., tutor, psychologist, will be notified and will have input in the discussions.

This policy prohibits the promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject agree that the student is academically prepared to be promoted to the next grade level.

Criteria used to determine promotion/retention will include, but not be limited to the following:

- A. Overall grades
- B. Teacher and principal recommendations based upon:
 - 1. Test results (teacher made, company produced, Ohio Department of Education test materials, curriculum-based assessments and standardized tests)
 - 2. Mastery of pupil performance objectives
 - 3. Student attendance
- C. Grade Scale
Beginning in school year 2008-09 the following grade scale will be utilized for all students in grades 3-12.

Letter Gr.	%
A+	98-100
A	93-97
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

- D. Academic Honors – Grades 3 through 5:
 - Principal's Honor Roll – Straight A's
 - Honor Roll – All A's and B's

HOMEWORK POLICY

The staff and administration of Harrison Elementary School recognizes the importance of homework as a means of providing students with necessary practice and appropriate opportunities to demonstrate the acquisition and mastery of concepts and skills that are taught in the classroom. We also recognize and value the importance of parental awareness and participation in the homework process. With these thoughts in mind, the following homework policy has been adopted in grades one through five.

Teachers are cognizant of the role work habits play in assessing homework and in administering grades. While evaluating student knowledge and command of subject matter is of prime importance in assessing homework, work habits and responsibility (or lack thereof) cannot be ignored and must be considered.

In all grades, parents are encouraged to arrange a scheduled time and place each night for homework completion. Parents are also encouraged to check the quality of the work. In grades three, four and five, students will be given plan books in which to write all assignments. It is the responsibility of the parent to check the plan book and initial it acknowledging receipt.

Our goal is for all students to complete and return quality assignments punctually. When students accomplish this task, teachers will assure that a maximum of thirty (30%) percent of the final grade is homework related while the rest of the final grade consists of in-class work.

A student who does not demonstrate a willingness or determination to satisfactorily complete assignments will be considered in violation of Student Conduct Code #10 which prohibits disregard of directions or commands by school authorities including school administration, teachers, and non-certified staff. A student who engages in this type of conduct may be subject to disciplinary action including expulsion, suspension, emergency suspension or removal from curricular or extra-curricular activities.

As in all cases, student discipline is progressive and in accordance with the Harrison Elementary School Discipline Plan.

MAKE-UP WORK POLICY

Parents are discouraged from taking students out of school for reasons other than illness, death in the family or other emergency circumstances. When a student returns to school from an absence, the teacher will determine the work to be made up and the amount of time for completing the assignments.

LIBRARY

The Harrison Elementary School schedules each class into the library once each week. Students may use it at other times for individual or group work.

LOST AND FOUND

Students turn items they find into the lost and found. Unclaimed items are periodically sent to charitable organizations.

LUNCH/BREAKFAST PERIOD

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Southwest Local School District offers breakfast at all school buildings! We begin serving thirty (30) minutes before the start of school EVERY day! Elementary school breakfast is \$0.95. Free or reduced (\$0.30) priced breakfast is available to those who qualify.

Students have the option of either purchasing a hot lunch from school or they may bring a packed lunch from home. All students are expected to eat lunch and it is to be consumed in

the cafeteria with their class. Students may choose three of five items or take all five on the menu. Example: Sandwiches count as two items, bread and meat; pizza is two items, bread and cheese. Dessert does not count as one of the three. This fulfills the government regulations for us to continue to receive the government food at low cost. Proper manners are expected while eating so everyone may have an enjoyable lunch period.

Each student (Grs. 1 - 5) is scheduled for a 45 minute lunch period which includes 15 minutes to eat and 30 minutes for recess. Students are not allowed to leave the school grounds during the lunch period. Just before school reopens, a notice is published in the local newspapers with the cost of lunch, breakfast and milk. The first school bulletin will also have this information.

Lunch \$1.70/ Breakfast .95/ Milk .50

There are free and reduced lunch programs available for those who qualify. A form is sent home at the beginning of school. However, you may apply for these programs at any time during the school year. Breakfast is available for all students from 8:30 until 8:50 AM unless the child arrives on a late bus.

Noon recess is a time when students learn to play and socialize with other students in a non-structured environment. They must learn to play safely and fairly. Also, children must have clothing appropriate for outside play. Recess is inside if there is any precipitation or if the temperature would make it uncomfortable for the students.

Charges for meals or milk are permitted for students who occasionally forget or misplace their money. We ask that charges be repaid the following school day. Charge notices will be sent home weekly. Students who do not repay charges on the following school day will be allowed a MAXIMUM of 4 charges (or the dollar equivalent of 4 lunches). **After the fourth charge a parent will be notified by a phone call.** Any student, who has accumulated 4 charges and is sent to school with no money for lunch and no packed lunch, will be asked to call their parent to bring a lunch. If no lunch is provided by the parent, we will offer peanut butter and crackers and a milk to the student, and will charge the price of a milk to the students' cafeteria account.

WELLNESS POLICY STATEMENT

The Southwest Local School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. In accordance with Federal Public law (PL108.265 Section 204) the Board of Education maintains a District Wellness Policy. The complete Wellness Policy is available on the district website.

Key aspects of this policy include:

- Students are offered a variety of meats/poultry, fresh fruits, vegetables and whole grains.
- All foods made available on campus adhere to food safety and security guidelines.
- School parties should include food or beverages that meet nutrition standards.
- For safety concerns, parents/caregivers are encouraged to provide individually packaged products.
- Fund raising efforts are supportive of healthy eating.

PARENT'S RIGHTS

As a parent of a student in the Southwest Local School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for the following information: whether the Ohio Department of

Education (ODE) has licensed or qualified the teacher for the grades or subject taught; whether the ODE allows the teacher to teach without being licensed or qualified under state regulations because of special circumstances; the teacher's college major, advanced degrees and subjects of the degrees; whether any teachers' aides provide services to your child and their qualifications. If you wish to receive this information, please contact the district office at 367-4139.

PHONE CALLS, MESSAGES

Phone calls to the school to give messages to a student should be kept to a minimum and to those of emergency or very important matters only. Students will not be called to the phone for messages. Nor will they be permitted to make phone calls of a non-immediate nature. Furthermore, students will not be permitted to call home for work that has been forgotten.

PICTURES

Individual school pictures are taken each fall and spring. A notice will be sent home regarding the cost. Everyone will have a picture taken but only the students who have paid will receive pictures.

Fall – September 13, 2017
Spring – March 6, 2018

PROGRESS BOOK

The Southwest Local School District has in place an on-line reporting program that allow parents access to a student's grades, progress and daily attendance. This program will also allow the parent and student the opportunity to send messages to teachers. A letter with the parent and student access code will be send home at the beginning of the school year.

STATE TESTING PROCEDURE

The Assistant Superintendent, High School Guidance Head and elementary building principals shall be responsible for all test security within the district. No unauthorized person shall have access to any secure test materials.

The tests shall be sent to the Assistant Superintendent who shall take the tests to the respective buildings.

The building test coordinators shall count and distribute tests to certified staff members who shall administer the tests.

The tests shall be returned to the building test coordinators who shall account for all copies and administration manuals and who shall deliver the tests to the Assistant Superintendent for shipping.

A. Grading, Scoring and Record Keeping

All test materials shall be returned to the designated location within twenty-four hours of the conclusion of any regular or make up testing session. The school district will receive, within 60 days of the end of any test period, a report including the following: a pass/fail score for each student in each area tested, for each child who has failed a test area, suggestions for improvement and a building/district summary for each grade and test area.

The high school and junior school counseling departments and elementary principals' offices shall maintain a record of the date or dates on which each student who is tested met the requirement in each of the testing areas. William Henry Harrison High School shall provide such records to a vocational school in which a student enrolls.

The Southwest Local School District shall permit access to a student's test results to parent(s) or eligible students in accordance with the provisions of 3301-13-01 of the administrative code and 3319.321 of the Revised Code.

Such requests shall be made in writing to the head of the guidance department or elementary building principal.

PTA

Parents are invited and encouraged to join and actively support this organization. Membership information is sent home with the students. General meetings are normally held during the months of October, December, April and May.

REGISTRATION

Registration for all Southwest Schools for Kindergarten – 12th grade is done at the District Office located at 230 S. Elm Street, Harrison, OH 45030. The hours for registration of students are Monday and Tuesday 7:00 a.m. – 11:00 a.m. and Wednesday 3:00 p.m. – 7:00 p.m. Other hours are by appointment by calling 513-367-4139. Students do not need to be present when you come to register. Go to the district website and follow the link for Student Registration for details. You will be required to show a birth certificate, proof of residency and proof of custody/guardianship if applicable as well as a copy the current report card for students in Kindergarten – 8th grade.

It is important for students who are in grades 9-12 to bring an unofficial copy of their transcripts. When your registration is complete, you will need to have an appointment with a guidance counselor to schedule courses. The guidance counselor will need to see a transcript in order to assign a student to appropriate classes. The lack of a transcript could delay this process.

NEWSLETTER

Every month a news bulletin is sent home with each student. This is to communicate to parents what is happening at school and what is planned for future dates.

REPORTING TO PARENTS

- In grades K - 5, report cards are sent home approximately every nine weeks.
- The report card for each quarter will not be sent home until all fees and fines are paid.
- Periodic conferences may be set up during the year with teachers, when it is thought to be necessary, by calling the school office.
- Formal parent-teacher conferences are scheduled twice each school year - once in fall and once in spring. Parents are encouraged to attend these conferences to stay abreast of developments in your child's education.
- Reports or notes recognizing growth or accomplishments are sent home periodically.
- Midterm progress is reported to parents at the middle of each quarter.
- When circumstances warrant, teachers or administrators will contact parents regarding serious situations, altercations, etc. at school that students have been involved in.

SCHOOL CLOSING

On days when it is found necessary for school to be delayed or cancelled, listen for information concerning "Southwest Local Schools" over all major radio stations. Please refrain from calling the school or any school employee.

Parents are reminded that on days when the opening of school is delayed two hours, morning kindergarten is cancelled. Also when an early dismissal does occur, afternoon kindergarten classes will begin at 11:50 and end at 2:30 P.M. This is necessary in order to comply with state minimum standards as they pertain to length of an official school day.

SIGNING OUT STUDENTS

Parents who come in to pick up a child during the school day must sign them out in the office before the child may leave. If another person is to pick up your child, their name must be listed on the enrollment card. It is important that parents bringing or picking up students do so on Broadway or Elm Street. The area directly in front of the building is a fire lane. Vehicles are not permitted to stop there. The traffic on the school drive behind the building is reserved for buses only.

After arriving on school property students are not permitted to leave the school grounds without permission of the administration.

SPECIAL EDUCATION/IAT PROCESS

The Southwest Local School District, along with other school districts across the State of Ohio, is participating in an effort to identify, locate and evaluate all handicapped children between the ages of 0-21. By handicap, we mean conditions such as: hearing impairment; visual impairment, speech or language impairment; learning disabilities; behavioral, multiple or severe handicaps; mental retardation and other health impairments.

Many handicapped children are not visible because they function in the mainstream. If you know of a handicapped child, please contact your building principal or Laura Meyers, Director of Special Services at 367-4169.

Students who are experiencing difficulty in any area (academic, behavior, speech, motor skills etc.) will be recommended to the Intervention Assistance Team (IAT). This group of professionals will meet with the parents to discuss strengths, concerns and strategies to help the child. All children will be referred to the IAT before any testing of a suspected disability will take place.

TAG/ELEMENTARY ENRICHMENT

The Southwest Local Board of Education recognizes the right of all students to a program of educational experiences which provides opportunities for development of intellectual and creative talents to the full extent of their capabilities. Our educational programs are designed to encourage student academic self-discipline, intellectual curiosity, problem-solving strategies and a willingness to assume responsible leadership roles.

Our students are placed in our academic and non-academic programs based on their interests, needs and aptitudes in an effort to maximize student achievement. Placement and grouping decisions are made by a team of educators on the basis of objective criteria using a variety of assessment tools.

Academic extensions in the area of language arts are provided by classroom teachers at the primary level. Those extensions focus on: composition, beginning research, literature appreciation and communication skills.

At the intermediate level, the Talented and Gifted Program (TAG) will foster higher level thinking and self-development processes. Through a variety of instructional and organizational approaches, it included provisions to challenge students through a multi-dimensional teaching approach. Refer to the Gifted Education link on the Southwest Local School website for more information.

TEXTBOOK/WORKBOOK RESPONSIBILITY

Materials are provided for students by the Board of Education. Once they have been handed out, they become the responsibility of the student but remain the property of the district. Please stress with your child/children their responsibility for these materials. Fines will be assessed for those that are damaged or lost.

TO AND FROM SCHOOL

Bus routes are established and published in the local newspapers in August for those students who do not walk to school. Students living within a short distance of the school do walk. Walkers should not arrive at school before 8:30 AM.

VISITORS

For your child's protection, all visitors must report to the office upon entering the building. A badge will be issued that must be worn by the visitor and returned to the office before leaving.

Parents who are picking up children at dismissal are to wait in the lobby. Parents are not permitted to go to the classrooms to pick up children. At 9:05 each morning, all outside doors will be locked.

VOLUNTEERS

Volunteers are an integral part of our library and clinic operation and they are utilized in many other ways throughout the school. Parents and other adults are encouraged to call the school if interested in donating some time as a volunteer. All classroom volunteer activities must be scheduled in advance by teachers and volunteers.

DISCIPLINE

BEHAVIOR

Essentially, the right of a student to attend a public school is dependent upon his/her compliance with school rules and regulations. While at Harrison Elementary School, a student is expected to behave appropriately and properly. Behaviors that disrupt the learning atmosphere are not permitted.

STUDENT CONDUCT ON SCHOOL BUSES

The Southwest Local School District Board of Education is committed to ensuring the safe and efficient operation of its school buses.

Pursuant to Ohio revised Code 3327.014 students riding district school buses may have such bus riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of this Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop.

Students riding district buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Before a suspension from bus riding privileges is imposed under this policy, the Superintendent or Administrator shall provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the Superintendent or Administrator regarding the reasons for suspending the student's bus riding privileges. The

parent of the student shall be notified of the suspension and the reasons therefore within one school day of the suspension. Students are subject to the emergency removal from a school bus in accordance with the provisions of R.C. 3313.66(C).

This policy will be posted in a centralized location in each school building and will be provided to students and parents upon request.

BUS RULES

1. Parents and pupils must assume that bus transportation is a privilege provided by the Board of Education and not a right.
2. Pupils must ride assigned buses. Deviations may be made only by request to the transportation supervisor. Only students assigned to a particular bus will be permitted to board.
3. Pupils must leave or board the bus at the locations to which they have been assigned. If a pupil is to be let off at a different stop, then a note signed by the parent and the school principal should be presented to the driver.
4. Parents are responsible for the conduct and safety of their child to and from the bus stop.
5. Pupils must be at the bus stop on the curb-side before the bus is scheduled to arrive. The bus will not stop if pupils are not waiting at the pick up point.
6. Behavior at a bus stop must not threaten the safety or property of pupils.
7. Riders must go directly to an assigned or available seat. All elementary children will have assigned seats.
8. Riders should remain seated and keep aisles and exits clear.
9. Riders must observe classroom conduct and obey the driver promptly and respectfully.
10. Riders may not eat or drink on the bus.
11. All parts of rider's bodies shall be kept inside the bus at all times.
12. Riders may not throw or pass objects, from or into the bus.
13. Parents will be responsible for any damage to a bus by their children.
14. Absolute quiet must be maintained at all railroad crossings and during bad weather driving.
15. Riders may carry on the bus only objects that can be held on their laps or stored in such a way as to keep aisles and exits clear.
16. There will be three evacuation drills per year, a front exit, a rear exit and front and rear exit.

The driver is in charge of the bus and will enforce these regulations. Riders who violate the bus rules may be refused transportation.

VIDEO TAPES

For the safety of children, parents are advised that Southwest Local School District buses contain video cameras.

STUDENT CONDUCT CODE

This code of regulations is adopted by the Board of Education of the Southwest Local School District pursuant to 3313.66, Ohio Revised Code.

Code of Regulations for Conduct of Pupils

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below, on school premises, while in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location, may be subject to disciplinary action including emergency removal, or

suspension, or expulsion or removal from curricular or extra-curricular activities pursuant to 3313.66, Ohio Revised Code.

Types of Conduct Prohibited by Regulations

- A. Advertisement
 - 1. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of school administration. Permission for the distribution of such materials shall be granted unless:
 - a. They are of the nature described under Obscenity #3.
 - b. The time, place or manner of distribution would substantially interfere with the work of the school operation or infringe upon the rights of other students.
 - 2. Placing signs and slogans on school property without permission of the school administration.
 - 3. Sales or soliciting on school property without permission of school authorities.
- B. Attendance
 - 1. Truancy.
 - 2. Tardiness (excessive or unexcused).
 - 3. Leaving the school building during school hours without permission of the proper school authority.
 - 4. Missing, skipping or "cutting" of class(es).
- C. Civil/Criminal Law
 - 1. Commission of any crime on school premises or at a school activity in violation of the Ohio Criminal Code or the Ohio Juvenile Code or the Ohio
- D. Traffic Code
 - 1. Forgery on or of school related documents.
 - 2. Falsifying information given to school authorities.
- E. Dress
 - 1. Failure to abide by reasonable dress and appearance codes set by the administration or the Board of Education.
- F. Educational Process
 - 1. Any disruption or interference with school activities.
 - 2. Chronic misbehavior which disrupts or interferes with any school activity.
 - 3. Demonstrations by individuals or groups causing disruption to the school program.
 - 4. Any other activity which a pupil knows or should know will disrupt the academic process of a curricular or extra-curricular activity.
- G. Health
 - 1. Presence on school property with a communicable disease.
- H. Homework
 - 1. Cheating or plagiarizing.
- I. Obscenity
 - 1. Use of indecent, abusive or obscene language in oral, written or symbolic form.
 - 2. Engaging in sexual acts, indecent exposure or public display of affection.
 - 3. Publication, distribution or possession of obscene, pornographic or libelous materials.
- J. Physical
 - 1. Assault, verbal abuse or threat of physical harm to a school employee, student or other person.
 - 2. Fighting.

3. Possession or use of dangerous weapons, instruments, fireworks or firearms.

K. Property

1. Arson or attempted arson or setting unauthorized fires.
2. Turning in false fire, tornado, bomb or disaster alarms.
3. Damage or destruction (actual or attempted) of school property.
4. Damage or destruction (actual or attempted) of private property.
5. Theft.
6. Use of nuisance items during the instructional day, which participating hinder school-sponsored activities or while utilizing school transportation. Radios, cassettes, personal stereos, tape players, skates, skateboard, playing cards, cellular phones, laser light, and pagers are considered nuisance items. Hats, headbands and visors are considered items of unnecessary dress and are not permitted.
7. Possession of matches or lighters or other similar devices.

L. Pupil Personnel

1. Hazing/bullying/intimidation activities of any kind.
2. Extortion.
3. Gambling
4. Aiding another person to violate school regulations.
5. Public displays of affection between pupils are discouraged and prohibited as being inappropriate for a school setting. Pupils may hold hands, but embracing and kissing are strictly forbidden.
6. Harassment/bullying/intimidation, vandalism, physical or verbal abuse or other disruptive behavior toward other students.

M. Staff

1. Disregard of directions or commands by school authorities, including school administration, teachers, and non-certified staff.
2. Disrespect to school personnel.
3. Refusing to comply with minor punishment such as detention, writing assignments, etc., or repeated offenses of school regulations.
4. Harassment/bullying/intimidation, vandalism, physical or verbal abuse or other disruptive behavior toward school personnel during non-school time.

N. Substances

1. Possession, distribution or use of narcotics, alcoholic beverages, dangerous drugs, illegal drugs, inhalants, mind-altering substances, non-controlled drugs, drug paraphernalia or any other like-substances. This includes look-alike substitutes, and/or placebos carrying an implied or explicit representation as a drug.
2. Smoking, use or possession of any substance containing tobacco, including, but not limited to, cigarettes, cigars, "dip", snuff, and chewing tobacco, or use of any other form.

O. Transportation

1. Failure to obey school driving and parking regulations.
2. Any type of prohibited activity listed herein taking place on a school bus shall be reason for removal, suspension, or expulsion.

P. Trespass

1. Presence in areas during school hours or outside school hours, where a student has no legitimate business.

Q. Gangs

1. Engaging in any act or acts by individuals or groups which may threaten

the safety or well being of persons, affect the attendance of another student or disrupt the school environment.

DRUG AND ALCOHOL DISCIPLINE POLICY

The Southwest Local Schools Board of Education recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

At the beginning of each school year, each student and his/her parent/guardian will be given a copy of the standards of conduct and a statement of disciplinary sanction that are required during the orientation process. These standards notify parents, guardians and students that compliance with these standards of conduct is mandatory.

Any student found in possession of or under the influence of drugs and/or alcohol at school, at a school, at a school sponsored event, or on a Board operated transportation vehicle will be immediately suspended from school for 10 days and recommended for expulsion.

Students who are first time offenders and who appeal their expulsion recommendation must bring the results of an assessment from a Southwest Local School District approved drug and alcohol specialist/agency/facility to the expulsion hearing. These materials and the student's and parents' plan to prevent future problems will be reviewed by the Superintendent or designee and a determination will be made as to whether the student should be allowed back to school after completion of his/her suspension. Any student who does not completely comply with the recommendations of the drug and alcohol assessment and the school administration will be expelled from school for the duration of his/her expulsion recommendation.

DANGEROUS WEAPONS

The Board is committed to providing the students of the Southwest Local School District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any student who possesses a firearm, which was initially brought onto school property by another person, may be expelled by the Superintendent, at his/her discretion. In addition, the Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law. Reasons for such reduction would include, but not be limited to, the expiration of the year occurring near the beginning of a school year, the nature of the weapon; manifestation of a student's disability, and other mitigating circumstances.

Students are also prohibited from bringing a knife to or possessing a knife (which was initially brought by another person) onto school property, in a school vehicle or to any

school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion implications as noted above.

Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, nervous irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

DETENTION POLICY

A supervised after school detention program has been instituted at Harrison Elementary. In the event your child would need to be detained after school, you will be notified in advance. The parent is responsible for transportation at the end of the detention period.

DRESS - STUDENT

In a society of many diverse students, there is a need for guidelines for student dress. These guidelines will provide the student body with the parameters of acceptable dress in our school. Listed below are the guidelines for the Southwest Local School District:

1. The building administrator(s) will determine the appropriateness of dress.
2. Shorts and mini-skirts are permitted. They may be no higher than mid-thigh or at the tip of the extended arm/finger down at the side.
3. Clothing with references to alcohol, drugs, tobacco, profanity and/or sex is not permitted.
4. Boys are not allowed to wear muscle shirts, see-through shirts and bare midriffs.
5. Girls are not permitted to wear bare midriffs, halters, backless blouses and shirts with spaghetti straps.
6. Wallet chains and key chains worn outside pockets are not permitted.
7. Wearing of head coverings is to be reserved for outdoors.
8. Flip-flop sandals are not permitted due to the safety issue they present.
9. Shoes with built-in wheels are not permitted.

In judgmental situations it should be emphasized that the building administrator will have the final determination of the appropriateness of dress.

Students in grades K - 5 are required to wear gym shoes for physical education classes. No sandals, flip-flops or backless gym shoes.

When students go on field trips, the dress is decided by the teacher and students. However, appropriateness is still the guiding factor.

A clean and neat appearance helps to develop a positive attitude and promotes the idea that school is a place of work.

ELEMENTARY TESTING

Each year our students in kindergarten through grade five participate in a wide variety of assessments. These include: screenings and diagnostic/achievement testing. The grade levels assessed, and the subject areas identified for testing at each grade level are determined by the state and federal directives. As legislation changes from year to year, the testing schedule varies from one school year to the next.

Each year, we will identify in our newsletter the dates and grades where testing will occur and the subject areas assessed.

HAZING/BULLYING

"BE IT HEREBY RESOLVED, that it is the policy of The Southwest Local Board of Education and School District that hazing/bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing/bullying activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing/bullying.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Bullying is defined as the act of being habitually cruel or overbearing to another person.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing/bullying or planned hazing/bullying is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing/bullying activities immediately. All hazing/bullying incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff and student handbooks and shall be the subject of discussion at employee staff meetings or in-service programs.

LOCKER AND DESK SEARCHES

Pursuant to Section 3313.20(C), Revised code, the Board of Education has adopted a policy permitting the administrators of this school district to:

1. Search any pupil's locker/desk and the contents thereof if the administrator reasonably suspects that the locker/desk or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
2. Declare that lockers/desks are the property of the Board of Education and these lockers/desks and the contents thereof are subject to search at any time if there is a reasonable suspicion that any locker/desk or its contents contains evidence of a violation of a criminal statute or a school rule.
3. Search at any time the locker/desk and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers/desks and the contents thereof is reasonably necessary to avert the threat or apparent threat.

LUNCHROOM RULES

1. All students are to be seated in an orderly manner.
2. They are to remain seated until completely finished with their meal.
3. No soft drinks.
4. Students may converse with their immediate neighbors by using a low, controlled voice. Students are responsible for cleaning up after themselves when finished.
5. Dismissal will occur upon the direction of the supervising adult.
6. No food or drinks should leave the cafeteria.

Note: Students are not permitted to leave school grounds during lunch.

PLAYGROUND RULES

1. Any game resulting in a student being forced to the ground will not be permitted.
2. No hard balls or other hard objects are to be thrown on the playground.
3. No going off the playground at any time. Students are not to go through the bushes in the back or on to the street to get a ball.
4. Report to the teacher on the playground glass or any other object that may cause injury.
5. Do not push or shove anyone on playground or slides.
6. Do not play close to playground equipment. If waiting to play with some piece of equipment stay far enough away so as not to endanger yourself or others.
7. Play must be such that children are safe and not endangering themselves or other children.
8. Skateboards and roller blades are not permitted on the playground during school hours.
9. No food, drinks or candy are permitted on the playground.

SEXUAL HARASSMENT

Policy

The Southwest Local Schools Board of Education supports the principle of equal opportunity employment and equal educational opportunities. All persons associated with this school system, including, but not limited to the Board, the administration and the staff (both certified and classified), are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Students are expected to conduct themselves at all times at all school related activities and functions so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within his or her school or office.

The Board has developed complaint procedures which will be available to all employees and students.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement;
2. submission to, or rejection of, such conduct is used as the basis for employment or education decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Specifically, sexual harassment may include, but is not limited to:

1. sexual flirtations, touching, advances or propositions;
2. verbal or physical abuse of a sexual nature;
3. graphic or suggestive comments about an individual's dress or body;
4. sexually degrading words to describe an individual;
5. displaying sexually aggressive objects or photographs; and/or
6. sexually explicit or obscene jokes;
7. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job.

The Grievance Officer: The Board will appoint a sexual harassment grievance officer who will be appropriately trained and vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set forth.

The privacy of the charging party and privacy of the person accused of sexual harassment will be strictly protected.

Notice of this policy will be provided to all schools within the Southwest Local School District and incorporated in teacher and student handbooks.

All district employees, both certified and classified, will receive in-service training regarding the policy and procedure.

Procedure

1. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident(s) to the appropriate grievance officer within a reasonable period of time from the occurrence of the alleged offense.
2. Any employee of the district who becomes aware of, or suspects activity constituting sexual harassment, shall immediately report it to his/her immediate supervisor or other administrator deemed appropriate. This supervisor is required to report this incident to the district grievance officer within 24 hours after hearing from his/her subordinate.
3. The grievance officer will investigate the problem through the following process:
 - A. The grievance officer will confer with the charging party, within 24 hours of receiving the complaint, in order to obtain a clear understanding of that party's statement of the alleged facts.
 - B. The grievance officer will schedule a meeting, within 48 hours of receiving the complaint, with the charged party in order to obtain his/her response to the complaint.
 - C. On the basis of the grievance officer's examination of the problem, he/she will:
 1. make a judgment as to whether or not the alleged harassment occurred and the severity thereof; or
 2. report the incident and transfer the record to the superintendent or his/her designee along with the grievance officer's recommendation regarding the allegations within 96 hours of receipt of the complaint; or
 3. after consultation with the superintendent or his/her designee, notify the parties by certified mail of his/her official action relative to the complaint within one week of the initial report.
 4. the superintendent shall determine if substantiated charges warrant a recommendation of the Board for further disciplinary action up to and including termination.

All matters involving sexual harassment will remain confidential.

Students

Sexual harassment will not be tolerated in the Southwest Local School District. Students are expected to be free from unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature.

Copies of the Board adopted policy and procedure shall be distributed and/or included in the student handbook.

Most inappropriate sexual behavior violations should be handled as violations of the discipline code.

Examples of behavior which is prohibited by this policy are:

1. repeated flirtation, advances or propositions;
2. intentionally making physical contact;
3. making graphic or suggestive comments about an individual's dress or body;
4. making sexually degrading words to describe an individual;
5. aggressively displaying objects or photographs of a sexual nature;
6. telling sexually explicit or obscene jokes;
7. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, etc.

In the event that a student has been or is being sexually harassed on school property or at a school related event, it shall be promptly reported to a staff member (teacher, administrator, counselor, coach, advisor, etc.).

Occurrences involving students as offenders will be processed in the same manner as other infractions of board adopted rules and regulations with regard to suspension/expulsion and other disciplinary situations. Verified sexual harassment allegations could result in suspension, expulsion, referral to law enforcement agencies, and/or recommendations for counseling.

Occurrences involving employees as offenders toward students will be investigated by the grievance office. The information obtained from the investigations will be reported to the superintendent for proper disposition.

Occurrences involving members of the general public as offenders toward students will be reported to an appropriate law enforcement agency.

VIOLENT, DISRUPTIVE OR INAPPROPRIATE BEHAVIOR

The Board of Education of the Southwest Local School District has adopted a resolution for establishing zero tolerance for violent, disruptive or inappropriate behavior. The resolution is:

Resolution Establishing Zero Tolerance for Violent Disruptive or Inappropriate Behavior

WHEREAS, it is the goal of the Board of Education of the Southwest Local School District to create, maintain and foster an academic atmosphere conducive to the education of the district's students;

AND WHEREAS, students who engage in violent, disruptive or inappropriate behavior undermine that goal;

NOW, THEREFORE, it is hereby resolved that the Southwest Local School District shall hereby institute a policy of zero tolerance for violent, disruptive or inappropriate behavior on the part of any student. Any student who engages in said conduct shall be subject to the disciplinary procedures set forth in the student code of conduct for violations of that code.

Violent behavior shall be defined as any behavior or act on the part of the student, either on or off schools groups, which causes, or has the potential to cause physical injury to any other person. Disruptive behavior shall be defined as any behavior by a student, either on or off school grounds, which causes a disruption in the good working order and educational mission of the school or any connected school activity. Inappropriate behavior shall be defined as any behavior by a student, which is the sole discretion of the appropriate school official, is not conducive to the creation, maintenance or fostering of an academic atmosphere. Included

in these definitions, but by no means limiting the definitions, is excessive truancy from school by any student.

In order to fully address these issues, the Southwest Local School District's Board of Education hereby appoints the Southwest Local administrators to formulate and establish strategies to curb the prohibited behavior on the part of the students. These strategies should specifically address the prevention of the types of prohibited behavior as well as a program of intervention on the part of the district personnel to prevent further prohibited acts.

M E D I C A L C O N C E R N S

ALLERGIES (Bee Stings, etc.)

If your child has an allergy or any physical condition that we should be aware of, please make note of this on the student enrollment card and, if necessary, discuss it with the school nurse.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

Physical and dental examinations are required for all students entering school for the first time. Immunizations, according to State Law and the County Health Department, are required before a student enrolls in the Southwest Local School District. If you have any questions concerning these matters, please contact the school nurse at 367-4161.

MEDICATION/HEALTH

If you have to send medicine for your child to take at school, we may administer this medication for the first day only as long as we have a note from you telling us what time and how much. The medicine **MUST** be marked with the student's name and **MUST** be in the original container. This applies to non-prescription drugs also. If medication is to be administered on a second day or more, then a **PERMISSION TO ADMINISTER MEDICATION FORM** must be completed and on file in the office.

Students who become ill or injured will be permitted to go to the clinic where the nurse or other school personnel will determine what action to take, i.e., take the child's temperature, permit him to rest awhile or contact the parent.

R E C O R D S

ACCESS TO RECORDS - PARENT/GUARDIAN

A parent/guardian may inspect and review records concerning a student. Such inspection must take place only in the presence of a school official (principal/assistant principal) so that proper interpretation and security is provided for. A written release must be completed for this to occur.

ACCESS TO RECORDS - NON-CUSTODIAL PARENT

A non-custodial parent has the right to inspect and review records unless a court order or divorce decree states otherwise. Furthermore, non-custodial parents have the right to conference with the teacher unless a court order or divorce decree states to the contrary. The step-parent, however, may conference with the teacher only in the presence of the natural parent unless he/she has adopted the child or has power of attorney. It is imperative that the school have a copy of these documents so that these situations can be resolved.

ADULTS WHO ARE LEGAL CUSTODIANS, LEGAL GUARDIANS, ADOPTIVE PARENTS OR FOSTER PARENTS

For the protection of your child, copies of legal documents verifying any of the above must be maintained on file in the school office.

CONFIDENTIALITY - RECORDS

Cumulative records shall be directly accessible only to the professional staff, the student (18 years of age or older), and parents or legal guardian of a student under 18 years of age. Information is collected only in the course of a professional relationship with a student and in compliance with state and federal law. Records are kept under lock and key and are under the supervision of the principal.

ENROLLMENT CARD AND EMERGENCY MEDICAL FORMS

The student enrollment card and emergency medical forms (emergency medical forms must be done in duplicate) will be sent home with all students for your completion and must be returned immediately. These forms are extremely IMPORTANT. In the event of an emergency, this is the only means available to us to contact you. A free lunch form will also be sent home. If you qualify, please complete and return it immediately.

TRANSFER OF STUDENTS

When a student is going to be attending a different school, please come to the office to withdraw the child, return books and expedite transfer of records.

S A F E T Y

BICYCLES

A bicycle rack is located at the back of the school building. Students are permitted to ride bicycles to and from school only. All bicycles must be parked in the bicycle rack. This area is off limits during the school day. Bike riders should not arrive at school before 8:30 AM.

CAR RIDERS

If your child is transported to or from school by car, they should be dropped off or picked up on Broadway or Elm Street. The area directly in front of the building is a fire lane. Vehicles are not permitted to stop there. The back of the building is used exclusively by the school buses. No car, bike or foot traffic is permitted there before or after school.

EMERGENCY ALTERNATIVE FACILITIES

In the event of an emergency evacuation of the Harrison Elementary premises during the school day, students will be walked to and housed at the Harrison Community Center, 300 George Street. Parents are to report to the principal, or his designee, at the alternative facility in order to receive permission to remove their child/children from such facility.

EMERGENCY PROCEDURES

A Harrison Elementary Emergency Procedures Plan has been developed for the purpose of establishing safety procedures in the event of a building emergency. This plan is available for inspection in the school office during regular business hours.

FIRE/TORNADO DRILLS

Once per month a drill is held for students to practice what to do in case of a fire. Tornado drills must be held during the months of April, May and June. During a tornado

warning (a tornado has been sighted) students will be in their shelter area and will not be dismissed without the permission of the principal or his designee. This is the case in the event of any emergency that would threaten the safety of students.

SAFETY PATROL

The Southwest Local School District provides a crossing guard at the intersections of Broadway and Washington and Harrison Avenue and Washington. They are positioned at these intersections to assist the students crossing the streets.

SUPERVISION

ARRIVAL TIME

Arrival/starting time - car riders and walkers are to arrive at school no earlier than **8:30 A.M.**

DISMISSAL TIME

School is dismissed at 3:30 P.M. Students who walk are to go directly home after school. Parents, brothers, sisters, etc., who are picking up students are to wait in the lobby. No one is permitted to pick up students at the classrooms.

EARLY DISMISSAL

In the event school would be dismissed earlier than usual (inclement weather, etc.), please have alternative plans made (sitter arrangements, etc.) so that your child knows where he/she is supposed to go for proper supervision.

EXTRA CURRICULAR ACTIVITIES

Parents are responsible for picking children up promptly from extra curricular activities (Just Say No, District Band, Hoop Troop, etc.). At the discretion of the activity advisor and/or principal/assistant principal, those students who are repeatedly picked up late may be dismissed from the respective program.

SUPERVISION TO AND FROM SCHOOL

Generally, the parent - not the school - is responsible for supervision of their child on the way to and from school. However, the school may become involved in incidents during these times if they prove to relate to and affect the efficiency with which the school is operated.

NEWSPAPERS - PHOTOGRAPHS, NAMES

Periodically, press releases to local newspapers are made highlighting various activities, programs or personnel. In some instances, names and/or photographs of students are used in the articles. If you wish that your child's name or photograph **not** be used, please indicate this on the form, sign and return to the school office.

eReaders (Kindles, Nooks, etc.)

We understand the importance of reading and the many ways in which today's students can choose to read. While the school maintains a no electronic device policy, the use of Kindles, Nooks and other eReading devices is supported under the following guidelines:

- Use of wireless internet connections and/or 3G network will result in violation of the SLSD Technology usage.

- All materials on the device must be appropriate for school use.
- Use of eReading devices is a privilege, not a right
- eReading devices are used in such a way as to support classroom education, not hinder it.
- The use of eReading devices is optional and will not be a required tool for school.
- The school or SLSD holds no liability for damage, loss, theft, etc. for these items. Items brought to school are the sole responsibility of the students who choose to bring them.

REFUSAL FOR INFORMATION SHARED IN NEWSPAPER ARTICLES

I, _____, wish that the names or photographs of my
(parent/guardian)

child/children, _____ NOT be used in newspaper
(name(s) of student(s))

articles.

Signature

Date

INTERNET REFUSAL

Periodically, information regarding school/student activities is published on the Southwest Local School District or Harrison Elementary School website. This information may include names of students or teachers for accomplishments, honors, etc.

If you wish that your child's name, etc. not be used, please indicate on the form below, sign and return to the school office.

I, _____, wish that the names or
(parent/guardians)

photographs of my child/children, _____ NOT
(name(s) of student(s))

be published on the Southwest Local School District or Harrison Elementary School website.

Signature

Date

VACATION REQUEST

Student _____ Grade _____ Teacher _____

Directions: The parent is to complete the top section of the request and submit it to the child's teacher who will complete the middle section. It will then be sent to the Principal's office. Please submit this form seven (7) days in advance of the first day of vacation. If at all possible, parents are asked to take vacations at times other than during the school year. **No more than 5 days** a year will be permitted for vacation purposes. Vacation days are counted within the **8 days** allowed. Any day after this requires a doctor's excuse.

Parent's Section:

Vacation to begin on (date) _____

Student will return on (date) _____

Homework requested for trip (if possible) Yes _____ No _____

I understand that my child is responsible for completing the school work when he/she returns to school.

Parent Signature

Date

Teacher's Section:

Estimated grade (if possible) in the following subjects:

Math _____ Reading _____ English _____ Science _____ Soc. Studies _____

Should homework be provided for the vacation? Yes _____ No _____

Comments:

Teacher's Signature

Date

Principal's Section:

Recommends vacation listed _____ Does not recommend vacation listed _____

Principal's Signature

Date

Copy to Teacher _____

Copy to Parent _____

SOUTHWEST LOCAL SCHOOL DISTRICT
PERMISSION TO SELF-ADMINISTER ASTHMA INHALER

Date _____

(Name of Student)

(Address of Student)

is under my care and should be permitted to carry and self-administer an asthma inhaler on school grounds and at school activities under the conditions listed below:

Name of medication: _____

Dose contained in container: _____

Date the administration of medication is to begin: ____/____/____

Date the administration of medication is to end: ____/____/____

Procedures to be followed by school personnel if the medication does not produce the expected relief from an asthma attack:

Any severe reactions that may occur to the child and which should be reported to the physician:

Any severe reactions that may occur to another child for whom the inhaler is not prescribed, should such a child receive a dose of the medication:

(Physician's signature)

(Address)

Office phone number: _____

Emergency number: _____

(Parent's/Guardian's signature)

Phone number: _____

Emergency number: _____

Copy to Principal and School Nurse

**SOUTHWEST LOCAL SCHOOL DISTRICT
PERMISSION TO ADMINISTER MEDICATION**

School personnel are not authorized to administer medicine to a student unless prescribed by a medical doctor or as recommended by the parents or guardian. In both instances, a permission form must be on file in the building principal's office.

Name		DOB
Address		
Phone		
School	HARRISON ELEMENTARY SCHOOL	
Teacher		Grade Level
a. Diagnosis		
b. Name of medication		
c. Dosage		
d. Time to be given		
e. Duration of time to be given		
f. Date medication started		
g. Possible severe, adverse reactions		
h. Physician's Name: Phone Number: Fax Number:		

It is requested that when medication is to be given 3 times per day, it should be scheduled in such a way that the medication can be taken at home.

Physician's Signature

All drugs must be received by the person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist.

School personnel are absolved of any liability in case of reaction to the prescribed medication.

As the parent or guardian of the above student, your signature on this form constitutes a written request for the listed drug to be administered to the student and an agreement to submit a revised statement signed by the physician if the previously provided information changes.

Parent's/Guardian's Signature

Family Education Rights and Privacy Act (FERPA)
Statute: 20 U.S.C 1232g. Regulations: 34 CFR Part 99

Southwest Local Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible student who wish to ask the school to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changes and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible students when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instruction or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary, or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

US Department of Education

400 Maryland Ave., SW

Washington DC, 20202-8520

Protection of Pupil Rights Amendment (PPRA)
Statute: 20 U.S.C. 1232h Regulations: 34 CFR Part 98

Southwest Local School District

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 if the survey is funded in whole or in part by a program of the US Department of Education –

1. Political affections or beliefs of the student or the 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 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 the law to determine program eligibility.

RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF –

1. Any other protected informational surveys, 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 and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

INSPECT upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old, or an emancipated minor under State law. Southwest Local School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Southwest Local School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. A copy of these policies will also be available on the district website, www.southwestschools.org. Southwest Local School District will also directly notify, such as through the US Mail or email, parents of students who are scheduled to participate in specific activities or surveys noted below and will provide an opportunity for the parent to opt her or his child out of participation of the specific activity or survey. Southwest Local School District 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 or 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:

1. Collection, disclosure or use of personal information for marketing, sales or other distribution;
2. Administration of any protected information surveys not funded in whole or part by the Dept. of Education;
3. 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
US Department of Education
400 Maryland Avenue SW
Washington DC 20202-8520