

WELLNESS POLICY-

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 adopted a District Wellness Policy in June 2006.

Key aspects of this plan 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 no more than one food or beverage that does not meet nutrition standards.
- For safety concerns, parents/caregivers are encouraged to provide individually packaged commercially prepared products.
- Fund raising efforts are supportive of healthy eating.

The complete wellness policy is available on the district web site www.southwestschools.org.

ARRIVAL TIME – Regular student attendance hours are 8:30 a.m. – 3:00 p.m. daily. We stress that parents transporting pupils, or students walking to school, not enter the building until after 8:00 a.m. This is a safety precaution for your child.

BREAKFAST – Research shows that pupils who eat breakfast before coming to school do better than students who don't eat breakfast. For your convenience, breakfast is also offered at school. Food choices are posted on the menu that is sent home every month.

BUS CHANGES – The last thing we want to do is put your child on a bus and send him or her off to a total stranger's house, therefore, if your child is to ride home on a different bus for any reason, we must have a note from you in the morning explaining the details. We will then issue a bus pass.

CAFETERIA – Hooven School provides appealing and nutritional breakfasts and lunches to students on a daily basis. Breakfast and lunch prices include milk. Eligibility forms for free and reduced meals are sent home with students at the beginning of the school year. Parents are encouraged to send in a check (payable to Hooven School) once a week, once a month, or however it is convenient for you. The amount is put into your child's account. This eliminates lost lunch money.

Our expectations for the cafeteria are that it be a safe atmosphere that is clean, orderly, friendly and appetizing. Loud, disruptive or rude behaviors will not be tolerated.

CAFETERIA CHARGE PROCEDURE – 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 amount 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 in a lunch. If no lunch is provided by the parent, we will offer peanut butter, crackers, and milk to the student and will charge the price of a milk (\$.40) to the student's cafeteria account.

CLOSINGS – Please listen to your radio or television for Southwest Local School District for closings or delays in the event of inclement weather. If you have internet access, you can check the district web site. Any closings or delays will be posted on the home page at: www.southwestschools.org

CONFERENCES – Parent/Teacher formal conferencing is scheduled twice annually (late fall and mid winter). Reservation forms are sent home allowing parents to schedule for day or evening times. We encourage parents take this opportunity to come to school and discuss all the special things about their child. Informal parent/teacher conferences may occur at any time during the year by calling 353-2620. (Please don't hesitate if you have a question or concern).

CURRICULUM – Hooven School offers studies in the following areas: Math, Reading, Science, Social Studies, Language Arts, Handwriting, Art, Music, Physical Education, Library, Computers, Careers, and Character Education. Additional field trips, assemblies, speakers and programs supplement our total school program. It is our belief that all subject areas are important to the total growth of our pupils. As a parent, please show your child that you are interested in all of his/her classes.

DISCIPLINE – The purpose of discipline at Hooven School is simple: To prevent behaviors that stop teachers from teaching and students from learning.

DISCIPLINE PROGRAM – Pupils experiencing difficulties with behavior will work cooperatively with parents, teachers and the principal to resolve concerns beginning at the least level of severity and progressing to a higher level. Positive and negative consequences are both stressed along with parental involvement and communication. The following behavior consequences may be employed to correct behavior. Individual classroom policies and procedures will be sent home by your child's teacher.

Minor Classroom/Building Punishments: Loss of privileges, additional assignments, conferences, calls to parents, letters written to parents, etc.

Detention: Students may be assigned to after school or noon detention. Teachers will staff detention as needed. Parents will be notified of this assignment and will be responsible for transportation where it applies.

Inschool Detention: Students may be assigned to office detention in the Principal's office for full or partial days as a behavior consequence.

Alternative School Assignment: Intermediate students may be assigned in school suspension at the Junior School for serious and chronic behavioral problems. A full explanation of the program rules and responsibilities will be given to each child assigned and to parents.

Suspension: Students may be subject to suspension for severe infractions or after other means of behavior interventions have been exhausted.

DRESS CODE – 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 schools. Listed below are the guidelines for the Southwest Local School District:

- a. The building administrator(s) will determine the appropriateness of dress.
- b. Shorts and mini-skirts are permitted. They may be no higher than mid-thigh.
- c. Clothing with references to alcohol, drugs, tobacco, profanity, and/or sex is not permitted.
- d. Boys are not allowed to wear tank tops, undershirts, see-through shirts or bare midriffs.
- e. Girls are not permitted to wear bear midriffs, halters or backless blouses.
- f. Dress and grooming which presents a safety hazard to the student or to other students is not permitted.
- g. Dress and grooming which creates a health problem for the student or other students is not permitted.
- h. Dress and grooming which is revealing and/or indecent is not permitted.
- i. Dress and grooming which is a source of class disturbance thereby preventing others from learning is not permitted.

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

EARLY DISMISSAL – Students are scheduled for a one hour early release at the end of each semester for records preparation. Additionally, one hour early releases occur several times during the year for teacher mini-inservices. These times are communicated in our newsletters, so please look for and read our newsletters carefully. During early dismissals the schedule will be:

AM Kindergarten – Regular times

PM Kindergarten – Start one hour early at 11:30 a.m. and be picked up 1 hour early and dismissed at 2:00 p.m.

Grades 1 – 6 – Dismissed at 2:00 p.m.

EARLY PARENT PICK UP – If you need to pick up your child early from school, we need to have a note in the morning stating who is coming and the time of pick up. This helps our teachers with classroom lessons and interruptions. **Parents must first report to the office to sign the child out.**

EMERGENCIES – Hooven School practices fire and tornado drill procedures on a regular basis. If it is necessary to evacuate the building, our alternative shelter site is the Hooven Fire Department. In the unlikely event that an air quality accident occurs during transportation, children will be transported to the high school. Parents would be advised not to come to the high school, but rather to monitor the radio.

EVACUATION PROCEDURE – In the event of a building emergency requiring evacuation, we will move students and staff to the Hooven Fire Department. Parents picking up children from this site must report to the principal or designee and follow sign out procedures.

FEES – Our annual pupil fees are currently \$15.00 for Grades K – 6. The fees cover the cost of consumable student materials. Teachers will collect fees during the first week of school. (Checks payable to Hooven School). Report cards will not be released to pupils whose fees are not paid. Please contact the building principal if you need to make special arrangements for fee payment.

FUNDRAISING – Periodically, during the school year, our school works with the PTA on fundraising projects. Participation is voluntary and appreciated. Proceeds are used to purchase materials, student incentives, awards, equipment and programs that benefit the children.

GIFTED EDUCATION (ELEMENTARY) – The Southwest Local School District, in compliance with House Bill 282, has developed a program to screen, identify and serve students who qualify as Gifted. Below, you will find the four areas in which a student can qualify as Gifted. The method of selections as well as the programs that serve these students are described.

A. Superior Cognitive Ability

Selection – A student who scores at a pre-determined level on an approved standardized intelligence test or achieves a total score at the 95th percentile on a standardized achievement test.

In grades 5 and 6, the students will be served by the Talented and Gifted teacher in the areas of Math and Language Arts.

At the Junior School, the students would be served in the Talented and Gifted Language Arts class.

At the High School, students are served through advanced and Advanced Placement courses. This includes, but is not limited to: Advanced Freshman classes, AP English, AP Government, AP History and AP Calculus.

B. Specific Academic Ability

Selection – A student qualifies who scores in the 95th percentile on an approved standardized achievement test.

Program – At the primary level, the students who qualify in Reading, Math and Language will be served in the primary enrichment program provided at each building.

All other elementary students who are identified will be served in the classroom with enrichment and extension activities.

At the Junior School, the students are served in advanced classes across the curricular areas.

At the High School, the students are served with advanced and Advanced Placement classes.

C. Visual / Performing Arts Ability

Selection – A student qualifies by receiving a predetermined score on a checklist of behaviors related to a specific arts area completed by the teacher.

Program – At the elementary level, the Art, Vocal Music or Instrumental Music teacher will serve students in the special area class.

At the Junior School, the students will be served through Instrumental Music, Advanced Art or Chorus.

At the High School, the students will be served in Advanced Art classes, Wind Ensemble, Symphonic Band, Concert Choir, Chorus and AP Music Theory.

D. Creative Thinking

Selection – A student qualifies by receiving a predetermined score on a checklist of behaviors related to creativity and a predetermined level on an approved standardized intelligence test.

Program – All identified students will be served with enrichment activities in the classroom and/or special area class.

GRADE REPORTS – Your child’s quarterly report card represents his/her school efforts and accomplishments for more than two months. Report card grades reflect a pupil’s total efforts, assignment completion, testing, quizzing and participation. Students in grades K-3 receive a narrative style report card that reflects individual learner progress related to specific course of study objectives. Progress is indicated using the following: O- Outstanding Progress; S – Satisfactory Progress; W/I –Weak but showing Improvement; W – Weak Progress. Students in grades 4 – 6 receive report cards in which progress is shown using a letter grade format based upon the grading scale detailed below. Special classes (Art, Music, PE) are correspondingly, however, assessment is done on a semester basis. Band students in grade 5 receive “S” for Satisfactory or “U” for Unsatisfactory. Grade 6 Band students receive letter grades. Grading periods end approximately the same time each year as follows: 1st quarter – end of October; 2nd quarter (end of 1st semester) – mid January; 3rd quarter – end of March; 4th quarter (end of 2nd semester) – last day of school.

GRADE SCALE- Beginning in school year 2008-2009 the following grade scale will be utilized for all students in grades 3-12.

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

We mail home final report cards if children have brought in a self-addressed, stamped envelope. Otherwise, they may be picked up in the school office during summer hours. Please remember that fines, fees, etc. must be paid in order to receive report cards.

HEALTH – Our school nurse performs responsibilities related to health education and services for our student body. She may be reached by phoning 353-2620. Please note the important health related information contained below.

Emergency Medical Forms – We must have two completed forms for each child. This form follows your child on all trips outside of school. It gives permission for your child to receive emergency services in the event we cannot contact you. You designate your doctor and hospital of preference. Please be sure to note past and present medical information that we need to be aware of.

Illness – If your child is sick please keep him/her home. Call before 9:30 a.m. to let us know, and to inform us if you wish to pick up assignments or have them sent home with a friend or neighbor. Children complaining of illness while in school will be checked in the office. We use our best judgment in contacting parents and appreciate your understanding of this. If your child is a frequent visitor to our clinic, we will contact you to discuss pupil needs.

Immunizations – Ohio law requires all pupils to have the following prior to entering school. Children not complying will be excluded. This is for the protection of our entire building population.

- Diptheria/Tetnus/Whooping Cough – DpaP –Minimum of 4 if the 4th one given before the 4th birthday, then a 5th is required
- Polio – Minimum of 3. If third given before 4th birthday, then 4th is required.
- Measles/Rubella/Mumps – MMR –After the 1st birthday. 2nd required for Kindergarten
- Hepatitis B – 3 shots by Kindergarten
- Chicken Pox- on or after 1st birthday-required for Kindergarten

Injuries – Every effort is made to contact parents regarding the cause, severity and nature of student's injuries.

Medicine – In order to administer prescription or over-the-counter medicine at school, parents must complete the required "Permission to Administer Medicine" form. Medicines must be in the original container. Forms are available in the school office. Students may not bring their own medication to school.

HOMEWORK – Homework Philosophy – We believe that homework is an extension of the learning process that builds upon the partnership of parents and teachers to work together to help students learn. We want homework to be an experience where students practice skills and reinforce learning activities. We recognize that student capabilities vary with age levels and assign homework accordingly.

Mutual Responsibilities – It is the responsibility of teachers to determine appropriate and meaningful assignments that promote student learning and mastery. All teachers are responsible for determining and assigning homework that fulfills this need. Parents are expected to provide students with reinforcement and a study environment that enables them to complete homework in a timely and acceptable manner. Students are responsible for keeping track of assignments and turning them in consistently and in a quality manner. Additionally, teachers, students and parents are mutually expected to work together and to communicate to guarantee that the experience of homework is a growth oriented process. We encourage parents to let us know immediately when homework is a concern.

Homework communication – Students in grades 3, 4, 5, & 6 each have a homework planner notebook. This notebook has been provided by the school at no cost to help with school-to-home communication. Parents – please be sure to examine this folder each night for assignments and signatures that are requested by teachers as noted in their individual homework policies. Again, we highly encourage and want you to phone, write in, or set up a conference when you feel that homework is a concern to you or your child.

Grade Homework – Assessment of homework varies from grade level to grade level and from teacher to teacher. Consequently, each teacher will send home at the start of the year their grading policy regarding homework. Homework will not account for more than 40% of a child's grade. We encourage parents to contact their child's teacher if they have questions about how homework impacts upon their child's grades.

HONOR ROLL – Students in grades 4 – 6 who receive all A's or B's or a combination of the two are eligible for our quarterly honor roll. All classes (Art, Music, PE, Band, etc.) count toward honor roll eligibility.

LIBRARY – Encourage your child to care for, read and share their library books with you. Fines will be assessed for lost or mishandled books. Revenue from book fines are used to repair or replace books.

LOST & FOUND – Please clearly place your child's name in permanent marker on all belongings. Unclaimed articles are donated to organizations serving the needy. Inquire at the office for location of the Lost & Found.

LUNCH MONEY – Please don't send your child to school with large sums of money so we can avoid the anguish of losing large bills. Parents are encouraged to send in a check (payable to Hooven School) to be put on their child's account. Students will be permitted to charge (twice only; additional times with principal permission) due to forgotten or lost money. Please check with your child to keep track of charges. We will send home periodic lunch charge notices with your child.

MEDICATION – Medicine cannot be brought to school by children. If your child will be taking any type of medication at school, please bring it to the office and fill out a form to give us permission to administer the medication to your child. This includes tylenol, cough drops, prescriptions, etc. All medicine must be in the original container or prescription bottle. Permission forms are available if you deem it necessary for your child to carry his/her asthma inhaler with them. This form must be signed by your child's doctor and yourself.

MENUS – Breakfast/Lunch menus are sent home at the beginning of each month. Main entrée substitutions are listed at the bottom of the menu.

NEWSLETTER/NOTICES – Newsletters are sent home with the children at least once a month. Additional notices are also sent as needed. Important information concerning events, times, dates, closings, special releases, etc. are announced in these newsletters.

OPEN HOUSE – Each fall we hold an Open House to provide an opportunity for parents, students and teachers to visit together, hear about our school program and view our school. Your children love it when you come to see “their” teacher, class, desk, chair, etc.

PHYSICAL EDUCATION (PE) – Kindergarten students have PE with their classroom teacher. Grades 1 – 6 have a separate PE teacher. All pupils need to have gym shoes on PE day. A parent note will excuse a child from gym for a day or two. Children who will be out of gym for longer periods of time need to have a doctor’s note. Our Physical Education program is structured so that every child participates within his/her ability level.

PICTURES – Hooven School contracts annually with a school photography company for student pictures to be taken in the fall. Information regarding costs and picture packages will be sent home with your child. Due to time limitations, only children currently enrolled at Hooven School will be photographed.

PICTURE DISCLOSURE – At various times during the school year pictures may be taken of students for many different reasons and sometimes published in the area newspaper, district school newsletter, etc. If you do not want your child’s picture taken and published, please send us a note to that affect.

PROGRESS BOOK- The Southwest Local School District has in place an on-line reporting program that allows parents access to a students 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 sent home at the beginning of the school year.

PROGRESS REPORTS – Midway through 1st and 4th grading period, all parents will receive a progress report. Please share this information with your child and respond to any teacher request for conferencing, phone call, etc. Our goal is to work cooperatively with school and home to help our pupils achieve their best.

P.T.A. – Our Parent/Teacher Association is tops! Our PTA is extremely involved in activities that benefit each and every one of our students and staff. Our annual member sign up is held at Open House. We hope every parent joins and becomes an involved “school parent”.

QUESTIONS – The only foolish question is the one never asked. Call 353-2620 or stop in.

RECESS – All students go outside for lunch recess if weather permits and the temperature is above 32 degrees. Please be sure during the winter months that your child comes to school with a coat, hat, and gloves “dressed for recess”.

RECORDS

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 principal so that proper interpretation and security is provided. 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 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. A step-parent 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 has 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 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.

SPECIAL SERVICES – Pupils attending Hooven School may receive services in the areas of counseling, psychology, health guidance, education assessment or testing to determine possible learning handicaps.

STUDENT RECOGNITION AND INCENTIVES – We are proud of the efforts and accomplishments of our pupils and provide a variety of programs to recognize them. Recognition is given in the individual classrooms as well as building-wide at our assemblies.

TARDINESS/ABSENCES – Please make sure your child arrives at school on time. A child arriving late to school misses the beginning instructions for the day, resulting in the teacher and child trying to play “catch up.” Children arriving late to school need to report to the office with a parent note. We ask for this so that we know, you know, your child did not arrive on time. (Note: Perfect attendance means no tardiness.) Arriving less than 1 hour late is counted as an AM tardy. Leaving less than 1 hour before the end of the school day counts as a PM tardy. More than 1 hour tardy either AM or PM is counted as ½ day absence.

TESTING – Students in the Southwest Local School District take a variety of standardized tests in grades K – 12. SAT (Stanford Achievement Test) and Otis Lennon tests are given at the option of our district. Achievement tests are given based upon state mandates to students in grades 3 – 12.

VISITORS TO SCHOOL – All visitors must report to the office and sign in/out. We require this procedure to insure the safety and learning environment of the building. The office will deliver messages or items to pupils to avoid the interruption of class concentration that occurs when individuals report directly to rooms.

VOLUNTEERS – There are numerous opportunities for volunteer work at Hooven School. If you come to volunteer, please remember to sign in at the office.

WEB SITE/INTERNET – Throughout the year, Hooven School places information about our school on our web page located at: www.southwestschools.org. Articles include calendars, special events, newsletters, and other items.

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 or 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 or early release.
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.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

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.

Students Habitually Absent – Loss of Driving Privileges

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days in any term or semester, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the Superintendent intends to recommend that the student's driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), the Superintendent may grant an extension. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.
3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:
 - a. enrollment in another school or school district in Ohio or another state;
 - b. possession of an Age and Schooling Certificate;
 - c. a bodily or mental condition that prohibits attendance or
 - d. participation in a home instruction program.
4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the Registrar of Motor Vehicles and the juvenile judge. Such notification must be given to the Registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the Registrar of Motor Vehicles and the county judge must comply with State and Federal laws.

The Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with the State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

Ohio Revised Code Sections:	3313.472	3313.534	3313.663
	3321.13	3321.03	3321.04
	2919.222	3321.191	3321.20
	3321.38		

Board Adopted: July 16, 2009

State Mandated Testing

Elementary students will take part in state mandated testing as required by the Ohio Department of Education.

Kindergarten	-	Readiness Assessment
Grades 1, 2	-	Diagnostic in Reading, Writing and Math
Grade 3	-	Achievement in Reading and Math, Diagnostic in Writing
Grade 4	-	Achievement in Reading, Math and Writing
Grade 5	-	Achievement in Reading, Math, Science and Social Studies
Grade 6	-	Achievement in Reading and Math

Consequences for Cheating on a State Mandated Test

Cheating on any of the state-mandated test should be considered a suspendable offense. The following activities should be considered cheating and not permitted on state mandated test: looking at someone else's answer sheet, giving or receiving assistance, working ahead or behind, use of scratch paper or any calculating device when prohibited, and foreign language or other dictionaries.

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 subject 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.

Elementary grading/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 grades K-3, which do not assess student performance by using a letter grade system (A-F), promotion/retention is based on teacher recommendation.

In grades 4-6, a failing grade (F) in two of the competency based subject areas (Mathematics, Reading, Writing, Science and Citizenship) or a F in one CBE 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.

For students entering grade 4, promotion to grade five will be based upon ORC section 3313.608 in addition to passing CBE subjects as outlined above. Any student who fails to attain a passing grade on the fourth grade achievement reading test shall not be promoted to grade five unless either of the following applies: (1) the pupil was excused from taking the test based upon an IEP or (2) the pupil's principal and reading teacher agree that the pupil is academically prepared for promotion 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, C.B.E. assessments and standardized tests.)
 2. Mastery of pupil performance objectives
 3. Student Attendance

DRUG-FREE WORKPLACE

No employee of the Southwest Local School District engaged in work or while in the workplace shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in federal and state law.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant. The workplace includes any school building, school property, school-owned vehicle, or school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-related activity, event or function, such as a field trip or competitive event where students are under the jurisdiction of the school district where work on a federal grant is performed.

As a condition of employment, each employee who is engaged in performance of a federal grant shall notify his/her supervisor of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five (5) days after such conviction.

An employee who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee shall be non-renewed or employment may be suspended or terminated, at the discretion of the Board.

Every employee of the Southwest Local School District will be provided with information concerning drug and alcohol counseling, rehabilitation and re-entry programs that are available to all employees. Employees will also be given a copy of the standards of conduct and the statement of disciplinary sanctions that are required. Notice will be given to every employee that these standards of conduct are mandatory.

POLICY ON LOCKER/DESK SEARCHES

Pursuant to Section 3313.20 ©, 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 contain 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.
4. The Board authorizes the use of canines trained in detecting the presence of drugs. The superintendent may employ such trained canines when he/she has reasonable suspicion or cause to believe that illegal drugs may be present in school or on school grounds. Canine detection will be conducted in collaboration with law enforcement authorities.

STUDENT CONDUCT CODE

This code of regulation is adopted by the Board of Education of the Southwest Local School District pursuant to 33.13.66, Ohio Revised Code.

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

Types of Conduct Prohibited by Regulation:

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.

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)

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 Traffic Code.

Documents

1. Forgery on or of school related documents
2. Falsifying information given to school authorities

Dress

1. Failure to abide by reasonable dress and appearance codes set for the administration or the Board of Education

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

Health

1. Presence on school property with a communicable disease

Homework

1. Cheating or plagiarizing

Obscenity

1. Use of indecent, abusive, or obscene language in oral, written, or symbolic form
2. Engaging in sexual acts or indecent exposure
3. Publication, distribution, or possession of obscene, pornographic, or libelous materials

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

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 or possession of stolen goods
6. Use of nuisance items during the instructional day, while participating in school –sponsored activities or while utilizing school transportation. Radio, cassettes, personal stereos, tape players, skates, skateboards, playing cards, cellular phones, laser lights, and pagers are considered a 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

Pupil Personnel

1. Hazing/bullying and/or 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, vandalism, physical or verbal abuse or other disruptive behavior toward other students

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, vandalism, physical or verbal abuse, or other disruptive behavior toward school personnel during non-school time

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 in any other form
3. Being under the influence of any alcoholic beverage or intoxicant of any kind

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

Trespass

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

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.

HAZING POLICY

“BE IT HEREBY RESOLVED”, that it is the policy of the Southwest Local Board of Education and School District that hazing 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 activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or 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.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or event which might include hazing. If hazing or planned hazing 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 activities immediately. All hazing 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 inservice programs.

TITLE IX STATEMENT – 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.

AWARENESS NOTICE – SPECIAL EDUCATION – 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 under the age of 21. By handicap, we mean conditions such as hearing, visual, speech, or language impairments, learning disabilities, behavioral, multiple or severe handicaps, mental retardation and other health impairments.

Many handicapped children are not visible because they do not function in the mainstream of the community. Also, many unidentified handicapped children are preschoolers. Parents may not be aware that there are programs and services available.

If you know of a handicapped child, please contact Carter Cordes, Director of Special Education Services at 353-1416.

STUDENT TRANSPORTATION GUIDELINES – In an ongoing effort to provide a quality transportation service, we are providing you with a list of transportation guidelines. These guidelines are a combination of Southwest Local Board of Education policy and transportation regulations from the State of Ohio. You can contribute to maintaining our excellent safety record by following these guidelines.

The rules to follow are:

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 locations which they have been assigned. If a pupil is to be let off at a different stop, than 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 riders 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 a front and rear exit.

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

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 the Student Code of Conduct or a violation of the reasonable rules and regulation 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 bus 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©.

This policy will be provided to students and parents upon request.

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