

WM. HENRY HARRISON HIGH SCHOOL

ADMINISTRATION

Principal Keith Klinefelter
Assistant Principal Christian Tracy
Assistant Principal Mark Meibers
Athletic Director/Adm. Assistant Mike Schiering

COUNSELORS

Jenny Barker (A-G)
Steve Barnes (H-O)
Jenny Souders (P-Z)
Missy Glindmeyer (School Psych.)

FACULTY

Chris Baird – Social Studies
Mike Berwanger – Social Studies
Molly Biddle – Spanish
Steve Brickner – Science
Mike Brossart – Health/PE
Gary Byrd – Connections
Bryan Carr – Art
Ryan Carroll – English
Susan Charls – Science
Jennifer Clark – English
Steve Coffman – Math
Kevin Curtis – Social Studies
Marc Cron – Science
Daisy Cunningham – Art
Chad Dennis – Math
Jeff Elrod – Science
Stephanie Hale – Technology
Corinne Hayes – French
Jane Hinterlong – English
Emily Holbert – Special Education
Matt Hotopp – Social Studies
June Hyde – Special Education
Jamie Johnson – Work Study
Eric Karn – Social Studies
Neal Kasner – Math
Pam Kravetz – Art
Steve Kucera – Special Education
Connie Lammers – Spanish
Ron Maleta – Special Education
Brenda Manger – Family/Consumer Sc.
Patricia Martini – Spanish
Kelly McCoy – French
Scott Menze – Science
Cassie Montgomery – Special Education
Mike Morris – TV Production
Jeff Nienaber – English/Latin
Ken Nilsen – Math
Richard Nocks – Science
Julie Nolan – Science
Paul Nolan – Math
Roger Osborne – Physical Education
Lori Payne – English

Nancy Perdiew – Family/Consumer Sc.
Tia Peters – English
Amy Poettker – Math
Sheila Reynolds – English
Karl Robinson – Music/TV Production
Nick Roth – Special Education
Todd Sams – Computer Technology
Susan Schaich – Special Education
Kaylan Schwarberg – Music
Stuart Scrivner – Math
Dan Shields – Science
Christy Shuja – English
Shawn Sowders – Social Studies
Connie Spurlock – Media Center
Simon Stamper – Teacher Academy
Kathy Swink – Physical Education
Rena Taylor – Math
Trevor Ward – Business
Eric Weber – English
Kevin Wentz – Math
Greg Zuleger – Social Studies
Andy Zureick – Science

STUDY HALL MONITORS

Carolyn McAdams
Nancy Weber

SECRETARIES

Nina Robinson – Administrative Office
Sharon Merkel – Front/Guidance Office
Lynn Ungru – Administrative Office

AIDES

Becky Back – Office
Kim Burk – Attendance
Virginia Pierce – Clinic
Karen Stoeckel – AV

PARAPROFESSIONALS

Helen Durbin
Fay Hay
Sherry Kugler
Alice Rider
Erin Smith
Jennifer Tenhundfeld

IMPORTANT DATES*

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| School Starts (students) | August 24 |
| Underclass Pictures | September 2 |
| Labor Day/No School | September 6 |
| Student Late Arrival | September 8 |
| Open House | September 8 |
| Teacher Inservice Day/No School | September 29 |
| Mid-terms | September 30 |
| Senior Panoramic Photo | October 6 |
| Student Late Arrival | October 13 |
| End of First Quarter | October 22 |
| Ohio Graduation Test (Juniors and Seniors) | October 25 – 29 |
| Parent-Teacher Conferences | November 2 & 9 |
| Student Late Arrival | November 10 |
| Veterans' Day/No School | November 11 |
| Coronation Dance | November 23 |
| Thanksgiving Break | November 24 – 26 |
| Mid-terms | December 1 |
| Semester Exams | December 15 – 17 |
| Winter Break | December 20 – 31 |
| End of Second Quarter/First Semester | January 14 |
| Martin Luther King Jr. Day/No School | January 17 |
| Parent-Teacher Conferences | February 10 |
| No School | February 18 |
| Presidents' Day/No School | February 21 |
| Mid-terms | February 24 |
| Student Late Arrival | March 9 |
| Ohio Graduation Test | March 14 – 18 |
| End of Third Quarter | March 25 |
| Spring Break | April 4 – 8 |
| Student Late Arrival | April 13 |
| Prom | April 16 |
| Good Friday/No School | April 22 |
| AP Exams | May 2 – 13 |
| Mid-terms | May 4 |
| Student Late Arrival | May 11 |
| Academic Awards Night | May 26 |
| Memorial Day/No School | May 30 |
| Underclass Exams | June 1 – 3 |
| Last day of School | June 3 |
| Graduation | June 3 |

*All dates subject to change

Wm. Henry Harrison High School

OUR MOTTO

Tradition moving to the future

Our Core Values

Leadership

Ownership

Scholarship

Citizenship

ALMA MATER

Alma Mater Green and White, hail to thee.

Hold your guiding torch aloft, light our way.

Those who went before us,

Beckon to our loyal hearts.

Come in faith and courage, may honor guide your way.

To our alma mater, Harrison, our honor now we give.

You've given us your high ideals we'll cherish all our years.

True knowledge noble work to do when from our halls we go,

True wisdom noble lives to live, to your glory, Harrison.

FIGHT SONG

Cheer, cheer for Harrison High,

Shout out the echoes up to the sky.

Send our volley cheers on high,

Shake down the thunder from the sky.

Though our foes be great or be small,

The Green and the White will win over all.

And our loyal team will bring

Honor to Harrison High.

Level 1 Behavioral Consequences: (Teacher-Handled)

Students who engage in Level 1 behaviors will be asked to identify inappropriate behavior and describe the appropriate replacement behavior. Students may receive a mild consequence delivered by the teacher or staff member designed to discourage the inappropriate behavior from occurring in the future. Consequences for Level 1 behaviors may include but are not limited to:

- Verbal correction
- Time Out of Class
- Apology
- Loss of privileges
- Detention
- Parent Contact

**Repeated violations will be dealt with on a more severe level for each additional occurrence.

| Behavior Level | Minor Behavior Problem | Definition |
|-----------------------|--------------------------------------|---|
| Level 1 | Inappropriate Language | Student engages in low intensity or non-directed instance of inappropriate language |
| Level 1 | Physical contact/physical aggression | Student engages in non-serious, but inappropriate physical contact. |
| Level 1 | Defiance/disrespect/non-compliance | Student engages in brief or low-intensity failure to respond to adult requests. |
| Level 1 | Disruption | Student engages in low-intensity but inappropriate disruption. |
| Level 1 | Dress code violation | Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district |
| Level 1 | Property misuse | Student engages in low-intensity misuse of property |
| Level 1 | Technology Violation | Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer. |
| Level 1 | Tardy | Student arrives at class after the bell |

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| | | (or signal that class has started.) |
| Level 1 | Other | Student engages in any other minor problem behaviors that do not fall within the above categories |

Level II Behavioral Consequences: (Teacher-Handled)

Students who engage in Level II behaviors will be asked to identify inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented using a form which will be signed by the teacher and student. Consequences for Level II behaviors may include but are not limited to:

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| Verbal correction | Time out of class |
| Loss of privilege (s) | Apology |
| Detention (s) | Behavior Contract |
| Tuesday School (s) | Parent Contact |

**Repeated violations will be dealt with on a more severe level for each additional occurrence.

| Behavior Level | Major/Minor Problem Behavior | Definition |
|-----------------------|---|--|
| Level 2 | Abusive Language/ Inappropriate Language/ Profanity | Verbal messages that include swearing, name calling or use of words in an inappropriate way. |
| Level 2 | Defiance/disrespect/ insubordination/non-compliance | Refusal to follow directions, talking back and/or socially rude interactions. |
| Level 2 | Disruption | Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. |
| Level 2 | Dress code violation | Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. |

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| Level 2 | Physical Aggression | Actions involving physical contact where injury may occur (e.g. touching, kicking, hair pulling, scratching, etc.). |
| Level 2 | Harassment/Bullying Cyber - Bullying | Student delivers disrespectful messages (verbal, gesture, electronic) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes etc. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. |
| Level 2 | Inappropriate display of affection | Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual |
| Level 2 | Lying/Cheating | Student delivers message that is untrue and/or deliberately violates rules. |
| Level 2 | Other behavior | Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed. |
| Level 2 | Truancy/Skipping Class | Student leaves class/school without permission or stays out of school/class without permission |
| Level 2 | Technology violation | Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computers |
| Level 2 | Tardy | Student is late (as defined by the school) to class or the start of the school day (and Tardy is not |

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| | | considered a minor problem behavior in the school.) |
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Level III Behavioral Consequences: (Administrator-Handled)

Students who engage in Level III behaviors will be referred to the principal for immediate corrective action. After consulting with the parents and appropriate school personnel, the principal will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her behavior.

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| Loss of privilege(s) | Apology |
| Detention(s) | Behavior Contract |
| Tuesday School(s) | Alternative School Assignment |
| Suspension from school | Parent escort at school/event(s) |
| Restitution | Behavior counseling |
| | Parent Contact |

**Repeated violations will be dealt with on a more severe level for each additional occurrence.

| Behavior Level | Major Problem Behavior | Definition |
|----------------|---|--|
| Level 3 | Abusive Language/ Inappropriate Language/Profanity | Verbal messages that include swearing, name calling or use of words in an inappropriate way. |
| Level 3 | Use/Possession of Alcohol | Student is in possession of or is using alcohol. |
| Level 3 | Arson | Student plans and/or participates in malicious burning of property. |
| Level 3 | Bomb Threat/False Alarm | Student delivers a message of possible explosive materials being on campus, near campus and/or pending explosion. |
| Level 3 | Use or possession of Combustibles | Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, |

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| | | firecrackers, gasoline, and lighter fluid.) |
| Level 3 | Defiance/disrespect/insubordination/non-compliance | Refusal to follow directions, "high intensity" - talking back and/or socially rude interactions. |
| Level 3 | Disruption | Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. |
| Level 3 | Fighting/Physical Aggression | Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). |
| Level 3 | Forgery/Theft | Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission. |
| Level 3 | Harassment | Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. |
| Level 3 | Other behavior | Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior |

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| | | observed. |
| Level 3 | Property Damage/Vandalism | Student participates in an activity that results in destruction or disfigurement of property. |
| Level 3 | Use or Possession of Tobacco | Student is in possession of or is using tobacco. |
| Level 3 | Use and/or possession of alcohol/drugs/paraphernalia | Student is in possession of or is using illegal drugs/substances or alcohol – including like substances as well as drug/alcohol related paraphernalia. |
| Level 3 | Use/Possession of Weapons | Student is in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm. |

SCHOOL DAY

School is in session for students from **7:25 a.m.** until **2:35 p.m.**

REGULAR CLASS SCHEDULE

First Bell: 7:25 – 8:12
Second Bell: 8:16 – 9:01
Third Bell: 9:05 – 9:50
Fourth Bell: 9:54 – 10:39
Fifth Bell: 10:43 – 12:55

Lunches Five A 10:43 – 11:13
 Five B 11:17 – 11:47
 Five C 11:51 – 12:21
 Five D 12:25 – 12:55

Sixth Bell: 12:59 – 1:44
Seventh Bell: 1:48 – 2:35

FRONT OFFICE / GUIDANCE OFFICE

Although the guidance department has relocated to the front office, this is still your first stop upon entering the building each time you drop things off and/or sign-in to visit the building.

EXAM SCHEDULE

DAY ONE

7:25-7:35 1st Bell (Attendance)
7:35-9:15 **1st Bell Exam**
9:15-9:30 Passing Time/Break
9:30-11:10 **6th Bell Exam**
1:10-11:15 Passing Time
11:15-12:45 5th Bell Class/Review/Lunch (ABC only)
 A = 11:15-11:45
 B = 11:45-12:15
 C = 12:15-12:45
12:45-12:50 Passing Time
12:50-1:20 2nd Bell Class/Review
1:20-1:25 Passing Time

1:25-1:55 3rd Bell Class/Review
1:55-2:00 Passing Time
2:00-2:35 4th Bell Class/Review

DAY TWO

7:25-7:35 1st Bell (Attendance)
7:35-7:40 Passing Time
7:40-9:20 2nd Bell Exam
9:20-9:35 Passing Time/Break
9:35-11:15 3rd Bell Exam
11:15-11:20 Passing Time
11:20-12:50 7th Bell Class/Review/Lunch (ABC only)
A = 11:20-11:50
B = 11:50-12:20
C = 12:20-12:50
12:50-12:55 Passing Time
12:55-2:35 4th Bell Exam

DAY THREE

7:25-7:35 1st Bell (Attendance)
7:35-7:40 Passing Time
7:40-9:20 7th Bell Exam
9:20-9:35 Passing Time/Break
9:35-11:15 5th Bell Exam
11:15-1:35 Exam Makeup
Open Campus
School Lunch 11:15-12:00

ATTENDANCE POLICY

ATTENDANCE REGULATIONS

5016 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 during the 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. Written documentation of absence(s) includes parent notes and physician notes, as may be required by this attendance policy.
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

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 (two occurrences per year, maximum). Days beyond the two-day limit (one occurrence per year) are 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.

DOCUMENTATION OF ABSENCES AND TARDIES

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.

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.

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.

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 ABSENCES AND TARDIES

1. A notification/awareness letter will be sent after the fourth absence.
2. A notification letter to meet with the Superintendent will be sent after the sixth absence.
3. Medical Documentation letter stating that a medical excuse will be required for any further absence will be sent after the eighth absence.
4. After 10 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.

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 notified, 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 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.

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.
 - d. "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.
 - e. "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.

Ohio Revised Code Section 3313.472
3313.663
3321.13
2919.222
3321.20
3321.38

Board Adopted: July 16, 2009

In addition, a student must maintain a 90% attendance rate to attend any school dance events. This includes: Coronation, Prom, Homecoming, Valentine's Dance or any other dances added in the school year. The 90% attendance rate will be calculated on the day previous to the event.

MAKEUP TESTS

Students who are absent only the day before a previously

announced test will be expected to take the test upon their return (the day for which it was scheduled). Students who are absent only on a test day will be expected to take the test or an alternate test on the day they return. Students who are absent for a consecutive number of days, including a test day, will be expected to make up tests within the number of school days equal to their absence.

Makeup tests will be scheduled by teachers according to the time they have available to supervise them. They are then able to effectively supervise students, help them with questions if necessary, and protect the security of the test.

If a student is present the day an assignment is given or a test/quiz is scheduled, the completed assignment is due and/or the test/quiz is to be taken the day the student returns. This can be at the teacher's discretion depending on the number of days missed.

ATTENDANCE REQUIREMENTS FOR SCHOOL SPONSORED EVENTS

Any student who wishes to participate in or attend any school sponsored event after school hours must be present no less than five (5) class periods. This includes rehearsals, practices, plays, concerts, athletic events, and dances such as the Prom and Coronation Dance. This also pertains to an absence on a Friday and a school event held during the weekend.

Any student who has a detention with a teacher or an office detention scheduled for a particular day is not permitted to ignore the detention in order to participate in a school sponsored event on that day. This includes rehearsals, plays, practice, concerts, or athletic events. The student must first serve the detention or Tuesday School before participating in the event.

Additionally, any student found to be in violation of the SLSD Drug and Alcohol Policy will be excluded from participation in all extracurricular activities for a period of forty-five (45) school days.

COLLEGE VISITATION DAYS

Students will be allowed to take one college day as a junior and one as a senior. Any further college days must be approved in advance by an administrator and counselor after direct contact with a parent. These additional college days would be excused; however, they will be counted against perfect attendance and (for seniors) counted against the final exam exemption policy.

TARDINESS TO SCHOOL/CLASS

Students who are not in class by 7:30 a.m. must report to the attendance office for an admit slip. Car trouble, oversleeping, and parents oversleeping are NOT considered valid reasons for being late to school. If the student elects not to ride the bus it becomes the student's responsibility to arrive at school on time. Students will be given a detention upon receipt of their 3rd and 4th tardy to first bell in each grading period. A student will be assigned to Tuesday School on the 5th and 6th tardies to school in any quarter of school. A student with seven or more tardies in the quarter will be given Alternative School Assignment. The only distinction made between excused and unexcused tardies would occur if a student returns or reports to school with a physician's note or court document to explain the late arrival, or if the parent him/herself signs in the student.

Any student arriving late to any class without proper permission (pass) will be considered truant from class. Truancy from class will result in disciplinary action. Teachers will refer students who have excessive tardies or any truancy to the proper administrator.

LEAVING SCHOOL EARLY

A student who must be excused for a doctor's appointment or for any other legitimate reason should obtain an Excuse to Leave the Building Slip from the attendance office by bringing a note or appointment card with the doctor's phone number from his/her parents prior to the doctor's appointment. It is a very serious offense for students to leave the school premises without permission of the attendance office before 2:30 p.m. and such offense is subject to disciplinary action. The attendance office will call the parents of students who wish to go home because of illness. Students are not to call or sign out without official school permission.

Students signing out to go to a doctor or dentist must have verification from the doctor or dentist upon returning to school. If proof the appointment is not received, the absence will be unexcused and the student will receive proper disciplinary action.

When the time has arrived for a student to leave school, the student must report to the office to give the attendance secretary his/her Excuse to Leave the Building Slip. The student must then sign the Sign Out Sheet located in the attendance office. Only the legitimate reasons listed in the previous "Excused Absences" section will be accepted as reasons for early dismissal.

DISCIPLINE

We believe that by the time a young person reaches high school age, very little imposed discipline should be necessary. If students want to be successful in their high school career and stay out of disciplinary situations, there is one simple rule to follow: Be where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing.

Under no circumstances is it the desire of the school to deprive a student of his/her right to an education; however, the school administration and faculty expect that all students have an equal and unobstructed right to an education at Wm. Henry Harrison High School. It is for these reasons that the few policies on student responsibilities and conduct will be firmly enforced.

Young adults are expected to understand the difference between right and wrong and to accept responsibility for their actions. Students who choose to break the rules or make poor choices should expect to be held accountable.

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 and Section 5116.1-6.1 of the Southwest Local School District Board Policy Manual.

CODE OF RULES 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 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 alternate school assignment or expulsion or removal from curricular or extra-curricular activities pursuant to 3313.66, Ohio Revised Code.

SUSPENSION/MAKE-UP WORK POLICY

The first time a student is suspended out of school, he/she is permitted to make up work for full credit. This includes assignments, tests, projects, speeches, etc. The student is responsible for contacting his/her teachers to receive the assignments and to gather the appropriate materials. All completed work is due the day the student returns from the suspension.

An exception to this policy is made for students who are suspended for ten (10) days with a recommendation for expulsion. Because of the seriousness of the offense, students who are expelled will not be given the opportunity to receive credit for their work. In addition, students who are suspended out of school a second time (or more) will not be afforded the privilege of making up work for credit.

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 classes.

c. Civil/Criminal

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.

d. Documents

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.
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, 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 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. Radios, cassettes, personal stereos, tape players, skates, skateboards, playing cards, cellular phones, MP3s, ipods, laser lights, 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 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—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, 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 school or 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 or 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.

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.

In the event a student is suspended from school during the end of the quarter, the administration will have the final decision on make-up work and taking exams.

OTHER REGULATIONS

1. HIGH SCHOOL DRUG AND ALCOHOL DISCIPLINE POLICY

The Southwest Local School District 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 code of conduct and a statement of disciplinary sanctions that are required. 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 sponsored event, or on a Board operated transportation vehicle will be immediately suspended from school for 5 days and recommended for expulsion. The student will also be excluded from participation in all extracurricular activities for a period of forty-five (45) days.

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. This documentation and the student's and parent's plan to prevent future problems will be reviewed by the Superintendent or his 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 will be expelled from school for the duration of his/her expulsion recommendation.

All "sellers/distributors" and drug or alcohol "repeat-offenders" will be recommended for expulsion. The assessment option will not be available to "sellers/distributors" or "repeat offenders."

All drug "seller/distributors" and/or students who are in possession of illegal drugs will be reported to a local law enforcement agency. The Southwest Local Schools recognize the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as "peer counselor," individual guidance support groups, and

mentorship programs will be utilized as means of providing support and guidance to students within the school environment.

2. **DRESS AND APPEARANCE**

Students are expected to use good judgment concerning dress and grooming. Students are required to wear clothes appropriate in the school setting. Dress and grooming standards require neatness and cleanliness; sloppiness and immodesty will not be permitted. Also, shoes must be worn at all times and hats may not be worn in the school building between the hours of 7:30 a.m. to 2:30 p.m.

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:

1. The building administration will determine the appropriateness of dress.
2. Shorts are permitted, however, they may be no higher than mid-thigh. The same length applies to skirts.
3. Clothing with reference to alcohol, drugs, tobacco, profanity and/or sex is not permitted.
4. Boys are not allowed to wear tank tops, undershirts, see-through shirts, or bare midriffs. Girls are not permitted to wear tank tops, bare midriffs, halters, backless blouses, or off-the-shoulder tops.
5. Dress and grooming which present a safety hazard or create a health problem to the student or to other students is not permitted.
6. Dress and grooming which are revealing and/or indecent are not permitted.
7. Clothing associated with sleepwear (pajamas, slippers, robes, etc.) is not permitted.
8. Hats, hoods, headbands, visors, bandanas, and scarves are not permitted to be worn during school hours.

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

3. **HALL PASSES**

Students are never to be in the hall during class time without authorization from a teacher or administrator. The school-provided planner

has hall passes in the back. The school planner is the only acceptable hall pass. **Students should not be in the hall the first or last ten minutes of any class.**

4. **NUISANCE ITEMS**

Radios, cassettes, personal stereos, MP3s, headphones, tape players, music playing devices, personal computers, skates, skateboards, playing cards, card games, cellular phones, laser pointers, and pagers are considered nuisance items and are not to be used at school, while participating in school activities, or while utilizing school transportation. Items may be confiscated and not returned until picked up by a parent. Repeated infractions will result in disciplinary action being imposed.

5. **STUDENTS IN THE BUILDING**

No students are to remain in the building for student activities without teacher supervision. Students who are not involved in supervised after-school activities should leave the building by 2:45.

6. **STUDENTS OUT OF THE BUILDING**

Students should not be outside the building between or during class for any reason without proper permission. Students must receive permission and a pass from their teacher first and then from the office before exiting the building (this includes requests to go to the student parking lot or the Junior School).

7. **HALL DECORATIONS**

Students should not hang decorations, signs, or displays of any type in the halls of classrooms without first obtaining permission from the teacher or a school administrator. Hall decorations must be school appropriate. Signs, posters, etc. must be removed as soon as the advertised event is over.

POLICY ON LOCKER/DESK SEARCHES

Pursuant to Section 3313.20(C), Revised Code, the Board of Education has adopted a policy permitting the administrators of this school 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 locker/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 the 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 locker/desks and the contents thereof is reasonably necessary to avert the threat or apparent threat.

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 State of Ohio transportation regulations. You can contribute to maintaining our excellent safety record by following these guidelines.

Each bus in the Southwest Local School District is equipped with a video camera. The camera is to be in operation when the bus is running, whether in motion or waiting for students to enter or exit.

The rules to follow are:

- 1 Parents and students must assume that bus transportation is a privilege provided by the Board of Education and not a right.
- 2 Students must ride assigned buses. Exceptions may be made only by request to the transportation supervisor. Only students assigned to a particular bus can board that bus.
- 3 Students must exit or board the bus at assigned locations. If a student is to be let off at a different stop, 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 Students must be at the bus stop on the curbside before the bus is scheduled to arrive. The bus will not stop if students are not waiting at the pick-up point.
- 6 Behavior at a bus stop must not threaten the safety or property of students.

- 7 All school rules apply on the bus and at bus stops.
- 8 Riders must go directly to an assigned or available seat.
- 9 Riders should remain seated and keep aisles and exits clear.
- 10 Riders must observe classroom conduct and obey the driver promptly and respectfully.
- 11 Riders may not eat or drink on the bus.
- 12 All parts of riders' bodies shall be kept inside the bus at all times.
- 13 Riders may not throw or pass objects from or into the bus.
- 14 Parents will be responsible for any damage to a bus by their child (children).
- 15 Absolute quiet must be maintained at all railroad crossings and during bad weather driving.
- 16 Riders may carry onto the bus all objects that can be held on their laps or stored in such a way as to keep aisles and exits clear.
- 17 There will be three evacuation drills per year, a front exit, a rear exit, and a front and rear exit drill.

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

We encourage students not to walk home from Wm. Henry Harrison High School. In the event a student must walk home from school, written parental permission must be given to the high school office.

PENALTIES

Listed below (in no particular order) are some of the corrective measures that will be used in dealing with those students who fail to abide by the rules and regulations of the school.

- 1 Verbal warning
- 2 Notification of parents
- 3 Teacher administered detention
4. Office detention
5. Alternative School Assignment
6. Tuesday School
7. Suspension from school
8. Expulsion from school
9. Loss of driving privileges
10. Permanent exclusion

RIGHT TO APPEAL

A pupil or his parent, guardian, custodian, or representative may appeal a suspension upon receipt of notice of suspension. The appeal shall be made to the district appeals officer.

DETENTION AND TUESDAY SCHOOL REGULATIONS

- 4 Detention will be in room 113 daily, Monday through Friday.
- 5 Detention begins at 2:40 p.m. and ends at 3:30 p.m., Monday through Friday.
- 6 Tuesday School begins at 2:35 p.m. and ends at 5:00 p.m.
- 7 Detentions can only be rescheduled at the telephone or written request of a parent. To request rescheduling, parents should contact Mr. Klinefelter, Mr. Tracy or Mr. Meibers at 367-4169 prior to the detention. Students themselves will not be permitted to reschedule a detention or Tuesday School.
- 8 Assigned students must report to detention by 2:40 p.m. or forfeit detention time.
- 9 Failure to attend detention will result in Tuesday School.
- 10 Failure to attend Tuesday School will result in further disciplinary action. Multiple infractions may result in out-of-school suspension.
- 11 Alternative School Assignment will be from 7:40 a.m. to 2:30 p.m. at the Junior School and is followed by an office detention at the high school until 3:30 p.m.
- 12 Detention period will be a work period. Talking, sleeping, disrupting, or not working during detention will forfeit the time a student spends in detention.
- 13 Students are not permitted to participate in school sponsored events or activities on days they are scheduled for detention until after the detention has been served.
- 14 If a student has an excused absence from school on the day he/she has a detention scheduled, the detention will automatically be assigned for the day the student returns to school.

GRADING POLICIES

PROGRESS BOOK

The Southwest Local School District has in place an on-line reporting program that allows 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 codes will be sent home at the beginning of the school year.

GRADING SCALE

Beginning in school year 2008-2009 the following grade scale and numeric equivalents will be utilized.

| <u>Pct.</u> | <u>Grade</u> | <u>Grade Points</u> | <u>Pct.</u> | <u>Grade</u> | <u>Grade Points</u> |
|-------------|--------------|---------------------|-------------|--------------|---------------------|
| 98 – 100% | A+ | 4.3 | 78 – 79 | C+ | 2.3 |
| 93 – 97 | A | 4.0 | 73 – 77 | C | 2.0 |
| 90 – 92 | A- | 3.7 | 70 – 72 | C- | 1.7 |
| 88 – 89 | B+ | 3.3 | 68 – 69 | D+ | 1.3 |
| 83 – 89 | B | 3.0 | 63 – 67 | D | 1.0 |
| 80 – 82 | B- | 2.7 | 60 – 62 | D- | 0.7 |
| | | | 0 – 59 | F | 0.0 |

I - Incomplete

P - Passing grade

In accordance with Board of Education policy, in order to pass a one-semester class, a student must achieve a minimum of 2 points and pass the second quarter. For a year-long class a student must:

1. Achieve a total of 4 points during the six grading opportunities (i.e. 1st quarter, 2nd quarter, exam, 3rd quarter, 4th quarter, exam).
2. Pass the fourth quarter and.
3. Achieve a minimum 2 points during the second semester.

NOTE: Even if a student earns more than 2 points in either the first quarter of a semester class or the third quarter of a year-long class, but fails to pass the second quarter (of a semester class) or fourth quarter (of a year-long class), they cannot receive a passing grade for the course.

Each quarter grade will count one-third of total semester grade.

The final one-third for that semester will be the exam grade.

Quarter grade = one-third

Quarter grade = one-third

Exam grade = one-third

Semester Grade Average

EXAM EXEMPTIONS

All seniors with perfect second semester attendance (including no tardies) are eligible to exempt all final exams. During second semester, one absence results in the Senior having to take one Exam; two second semester absences = taking two exams; three absences = taking three exams; four absences = four exams; five or more absences second semester results in zero final exam exemptions. Sophomores who pass the OGT can be exempt from the final exam in the corresponding class. Freshman who earn perfect attendance (including no tardies) second semester, may be exempt from one final exam of their choice. Juniors who earn perfect attendance (including no tardies) second semester, may be exempt from two final exams of their choice.

For students qualifying to exempt final exams, their exam grade for second semester will be determined by an average of the third and fourth quarter grades.

REQUIREMENTS FOR ISSUING DIPLOMAS AND CREDITS

Diplomas shall be issued to pupils who complete all Wm. Henry Harrison High School Graduation Requirements in accordance with Ohio Revised Code 3313.61, who have passed all five (5) parts of the Ohio Graduation Test, and who have paid in full all fees, fines, and obligations. Credits in grades 9-12 will be granted for course work with a minimum of 120 hours of classroom instruction for a one unit of credit, except for laboratory courses in physics and chemistry which shall be scheduled for a minimum of 150 hours for one unit of credit and physical education courses which shall be scheduled for 120 hours for one-half unit of credit.

Fractional units of credit shall be awarded on a proportionate basis for courses scheduled to meet less than minimum time stated above.

The credit offerings for pupils in grades 9-12 shall at minimum be as specified in Minimum Standard 3301-35-02(13).

In order to participate in graduation ceremonies, a student must successfully complete all minimum graduation requirements prior to graduation day.

WEIGHTED COURSES, GRADE POINT AVERAGE, AND CLASS RANK

The following courses are weighted courses (worth an addition of the following for each final grade earned: A = + .04, B = + .04, C = + .02, D = 0, F = 0).

| | Senior | Junior |
|---------|-----------------------------------|-------------------------------|
| English | AP English Language & Composition | AP English Language and Comp. |

| | | |
|-------------------|---|---------------------------------|
| | AP English Literature & Composition | |
| Math | AP Calculus AB, AP Stats | Advanced Pre Calculus, AP Stats |
| Social Studies | AP U.S. Government & Politics | AP U.S. History |
| Foreign Languages | 4 th Year Language | 3 rd Year Language |
| Music | AP Music Theory | AP Music Theory |
| Science | Biology 2, AP Chemistry, AP Physics C: Mechanics | Chemistry, Physics |

The GPA and Class ranking system:

1. Student's grade point average will be calculated using a 4-point scale.
2. Students will have a factor added for final grades in weighted courses as follows:
Student GPA + [(# of A's) x .04] + [(# of B's) x .04] + [(# of C's) x .02]

All courses will be counted for class rank and grade point average except the Yearbook and Journalism classes beyond the first year, and any courses graded on the pass/fail system.

ATHLETIC ELIGIBILITY

Athletes are required to pass a minimum of 5 courses (not including any Physical Education course) to be eligible to play a sport. Eligibility is determined preceding each quarter subject to Ohio High School Athletic Association (OHSAA) rules, which are published at the beginning of each school year. Consult the Athletic Director for changes.

VALEDICTORIAN/SALUTATORIAN RECOGNITION

The seniors who have the highest and second highest grade-point averages through eight semesters will be recognized as valedictorian and salutatorian, respectively, in two categories: academic and vocational.

GUIDANCE OFFICE SERVICES

The guidance office and its staff are always available to help you in making your school goals become a reality. Up-to-date publications and materials are available in the guidance office, including computerized resources such as the Kuder Career Information System and ACT/SAT Preparation Programs.

COUNSELOR ASSIGNMENTS

| | |
|--------------------|--------|
| Mrs. Jenny Barker | A to G |
| Mr. Steve Barnes | H to O |
| Mrs. Jenny Souders | P to Z |

The students are divided alphabetically among the counselors for the purpose of scheduling and maintaining records. This way the student keeps the same counselor for four years, giving the counselor and student the opportunity to get to know one another better. This arrangement does not, however, restrict a student from selecting the counselor of his/her choice for any personal counseling he/she may seek.

PROCEDURE FOR STUDENTS TO SEE THE COUNSELORS

Students will normally see counselors during study halls or, if a counselor requests to see a student, a pass will be sent to the student's class. At least one counselor is on duty between the hours of 7:15 a.m. and 2:40 p.m. daily, including the lunch period.

SENIORS

The following is a list of questions/answers most frequently asked by Seniors:

- Q. Once I turn eighteen, can I sign myself in and out of school?
A. NO. Only students who are eighteen and legally emancipated may sign themselves in and out of school.
- Q. During my senior year if I have a study hall seventh bell, can I leave early or if I have a study hall first bell, can I arrive late?
A. NO. According to Southwest Local School District Board policy, students must be in attendance eight semesters full-time in order to be eligible for graduation.
- Q. Can I fail even if I am not on the "Endangered Seniors" list?
A. YES. The "Endangered Senior" list is compiled by teachers midway through 4th quarter to make counselors, administration, and parents aware of the possibility a senior is in danger of not graduating. Seniors who are not on the list could be kept from graduating due to grades that drop significantly after the list is published or to unusual circumstances, i.e. suspension, vandalism, drug or alcohol violation, plagiarism, or other situations. The "Endangered Senior" list and subsequent letters and phone calls are a courtesy provided for the seniors and their parents.

MEDIA CENTER SERVICES

The Media Center is open from 7:15 a.m. to 2:45 p.m. daily. Students from study halls will be permitted to sign out and use the Media Center unless it has been reserved by a classroom teacher.

The Media Specialist will issue guidelines and information about

the Media Center soon after school begins. The Media Center will be open to students during all lunches.

USE OF THE MEDIA CENTER

1. All students must use the school provided planner as their pass to the Media Center. Students may not enter the Media Center without a pass except before school, after school, or during a student's lunch period.
2. Students are liable for fines or for the replacement cost if a book is overdue, damaged, or lost.
3. Students who do not conduct themselves in an appropriate manner will be sent from the Media Center back to their study hall or class and may be denied further Media Center privileges.
4. There will be no restroom, drinking fountain, or locker privileges from the Media Center without a pass from the Media Specialist.
5. Access to the Internet while in the Media Center will be limited to authorized students only.

INTERNET USAGE AND ACCESS

1. Students will receive Internet Access Forms the first day of school.
2. Both students and parents/guardians must sign the forms, agreeing to abide by the district's Internet policy.
3. Students will be trained in the proper usage of both e-mail and Internet web access by the school's Internet Coordinator.
4. Failure to abide by the rules and regulations outlined in the Acceptable Use Policy will result in the loss of all Internet privileges.

LUNCH PROCEDURES

LUNCHROOM RULES FOR STUDENTS

When groups (A, B, C, or D) are dismissed for lunch, all students in a group are to report to the cafeteria immediately after going to their lockers. After students are served, they are to find a seat and remain in the cafeteria for the duration of their lunch period. Students should dispose of their trash as soon as they have finished eating and then return to their seats until the bell rings. Students are not to leave the cafeteria except to use the restrooms nearest the cafeteria. Students are not allowed to bring, have food delivered or brought in from outside establishments. Students are not permitted to leave campus for lunch; we have a closed campus at Harrison High School. Violating any of the above will result in appropriate

discipline.

HEALTH AND SAFETY

SICKNESS

Students who are ill should report directly to the clinic. Do not stay in the restroom. No student will be allowed in the clinic without a pass from the classroom teacher. Students will have a maximum of one period of recovery time and then must return to class or make transportation arrangements to go home and/or seek medical attention.

MEDICATION

If students need to take medicine during the school day, the procedure is as follows:

Students must leave any medication they bring and a Record of Administering of Medication form with the Clinic Aide before the beginning of the school day (7:30 a.m.). All medicine (including aspirin, Tylenol, etc.) must be dispensed from the Clinic. Medicine must be brought to school in the original container. At no time should students have any medication in their possession without school approval. Refer to the Student Conduct Code, regulation N.1.

FIRE & TORNADO DRILLS

Fire and tornado drills will be conducted regularly. Follow teacher instructions and remain orderly and quiet.

OTHER POLICIES AND INFORMATION

STUDENT PARKING

Students may submit a parking application form and parking fee during schedule pick-up week. Permits will be issued during the first week of school.

Anyone parking on campus without a valid permit could be subject to disciplinary action, including loss of driving privileges at Wm. Henry Harrison High School and towing of his/her car from the school property. Students must be legally parked in a designated student space. Disciplinary action will be imposed on any student parked elsewhere (i.e. fire zones, along fence, staff space, in the grass, etc). Additional violations may result in the suspension of school driving privileges or the permanent revocation of a student's parking pass.

TEXTBOOKS

The information sticker inside the front cover of any textbook issued to students must be filled out completely in ink. When books are returned at the end of the course, the student must return the book originally assigned to him/her. Students will be assessed fines for lost books or books

damaged beyond normal wear.

VISITORS

All student visitors must be pre-approved by the principal.

SCHOOL SUPPLY STORE

The school supply store is located in the Media Center and will be open daily from 7:20 a.m. to 7:30 a.m.

LOST AND FOUND

Lost and found items are located in the attendance office.

WORK PERMITS

In accordance with Ohio Law, students under eighteen years of age must obtain work permits through the school in order to work. Information about work permits can be obtained in the attendance office.

NO CHILD LEFT BEHIND

Parents of students in the Southwest Local School District have the right to know the professional qualifications of the classroom teachers who instruct their child(ren). Federal law allows them 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 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.

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.
- 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

CRITERIA FOR ALTERNATIVE PATHWAY TO GRADUATION

The Ohio Department of Education allows for this alternative condition for eligibility for a diploma where a student passes ALL BUT ONE graduation test (OGT).

Student must meet all these criteria.

1. On the one (OGT) subject area test ...for which the person failed to attain the designated scores, the person missed that score by 10 points or less;
2. Has a 97% school attendance rate in EACH of the last four school years;
3. Has not been expelled from school in any of the last four years;
4. Has a grade point average of at least 2.5 out of 4.0, or its equivalent as designated in the OAC Rules 330116-01 adopted by the state board of education, in the subject area of the failed OGT;
5. Has completed the state high school curriculum requirements in the subject area of the failed test (and must meet all school district graduation requirements);
6. Has taken advantage of any intervention programs provided by the school district or school in the subject area of the failed OGT and has a 97% percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week or school year and has received comparable intervention services from a source other than the school district or school;
7. Holds a letter recommendation graduation from each person's high school teachers in the subject area of the failed OGT and from the high school principal.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education 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 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 why it should be changed. If the school decides not to amend the record as requested by the parent of eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible 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 a disciplinary, or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review 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 administrates FERPA are:

Family Policy Compliance Office, US Department of Education
400 Maryland Avenue SW, Washington DC 20202-8520

PUBLIC SCHOOL CHOICE AND SUPPLEMENTAL EDUCATIONAL SERVICES IN THE SOUTHWEST LOCAL SCHOOLS

Schools across the country have been impacted by the passage of the No Child Left Behind Act (NCLB) of 2001. This act mandated the state

testing and accountability system in the State of Ohio. School and district report cards, ratings of schools and districts as Excellent, Effective etc., and ratings of schools in School Improvement and consequences of not meeting targets established by the Federal Government came from NCLB.

One component of NCLB is the public reporting of the progress of all students in the district, of students in various populations groups and the steps a district or school is taking to remediate any areas of concerns for schools that are in School Improvement.

SLSD has three schools in the district who receive Title 1 monies: Harrison Elementary, Miamitown Elementary and Hooven Elementary. Title 1 students are those who are eligible for free or reduced lunch at qualifying schools. Title 1 is a federally funded program that is designed to help students be more successful in their classrooms, especially in the areas of reading and math.

PUBLIC SCHOOL CHOICE (PSC)

Schools that receive Title 1 monies and are in School Improvement status for two years in a row (SI 2) are required, under NCLB, to offer Public School Choice to their parents. This means that students who attend schools identified as not meeting Adequate Yearly Progress (AYP) for two years in a row will be provided the opportunity to request transfers to a school within the district not in need of improvement.

Southwest Local Schools has NO schools in SI 2 status. Southwest Local Schools has not had any school in the district in the SI 2 status since the beginning of NCLB regulations.

SUPPLEMENTAL EDUCATIONAL SERVICES (SES)

Schools receiving Title 1 funds who have been in School Improvement Status (SI 3) for three years in a row are required to offer an additional opportunity for students to receive extra (supplemental) educational services. SES tutoring is designed to help students in graded K-12 catch up if they are behind in reading, language arts, and math.

Southwest Local Schools has NO schools in SI 3 status. Southwest Local Schools has not had any school in the district in SI 3 status since the beginning of NCLB regulations.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

CONSENT - Before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political afflictions or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex, behavioral 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 students parents;
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 necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any other physical exam or screening permitted or required under State law;
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;
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 had developed and adapted 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 U.S. 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 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 U.S. Dept. of Education;
3. Any non-emergency, invasive physical examination or screening as described above.

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. The Title IX coordinator's name is Mr. Mike Schweinfest, 230 S. Elm Street, Harrison, Ohio 45030. Grievance procedures exist and are available from his office for persons who wish to grieve alleged violations of Title IX.