

# MIAMI WHITEWATER ELEMENTARY



*Academic / Social growth for ALL students, EVERYDAY*

## **PARENT/GUARDIAN & STUDENT HANDBOOK 2023-2024**

Mrs. Mia Neckel, Principal  
Mr. Dave Kelly, Assistant Principal  
Miami Whitewater Elementary  
9850 West Road  
Harrison, Ohio 45030  
(513) 367-5577  
Fax (513) 367-5594  
[www.southwestschools.org](http://www.southwestschools.org)

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**Miami Whitewater Elementary Faculty Roster  
2023-2024**

Principal	Mrs. Mia Neckel
Assistant Principal	Mr. Dave Kelly
Assistant Pupil Services Director	Mrs. Jaci Gill

Kindergarten	Mrs. Sarah Ard Mrs. Andrea Beasley Mrs. Holly Kober Mrs. Crystal Mumfrey
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First Grade	Mrs. Lisa Midei Mrs. Crystal Houpe Mrs. Erin Linde Mrs. Katy Pfeffer Ms. Melissa Vandeventer
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Second Grade	Mrs. Toni Ange Mr. Mike Borchert Mrs. Sheri Horning Mrs. Ashley Jackson Mrs. Deanna Weber
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Third Grade	Mrs. Mandy Blankenship Mrs. Stephanie Deller Mrs. Cari Heinrich Mrs. Amber Payne Mrs. Ashley Hollmann
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Fourth Grade	Ms. Sandy Hollstegge Mrs. Sarah Osterhage Miss Kylie Rack Mr. Gene Williams
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Fifth Grade	Mrs. Lori Guilfoyle Miss Brook Cole Mrs. Kelsey Schaber Mrs. Dana Stafford Miss Elle Ventre
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Intervention Spec.	Mrs. Jen Mangione
Intervention Spec.	Mrs. Molly Peters
Intervention Spec.	Ms. Lisa Niesen
Intervention Spec.	Mrs. Victoria Kinney
Intervention Spec.	Mrs. Stephanie Bennett

Intervention Spec.	Mrs. Beth Kemble
Intervention Spec.	Mrs. Bridget McMichael
Intervention Spec.	Miss Meghan Wabnitz
Intervention Spec.	Ms. Angie Frey
Intervention Spec.	Mrs. Kristie Herald
Art	Mrs. Tracy Ferguson
Learning.Com	Mrs. Lori Roever
Music	Mr. Deron Frye
Physical Education	Mr. Jeff Sims
Library Facilitator	Mrs. Becky Meckstroth
Instructional Coach	Mrs. Miranda Meibers – Travels to all SLSD Elementary buildings
Title I Reading	Ms. Laurie Greene Mrs. Brenda Olsen
Counselor	Mrs. Sharon Gieringer
Nurse	Ms. Barbara Simpson
Speech Therapist	Ms. Liza Zenni (HCESC) Mrs. Leslie Ficker (HCESC)
Occupational Therapist	Mrs. Amy Walter (Contracted Service) Mrs. Karen Stephens (Contracted Service) Ms. Ashley Vogelpohl
Physical Therapist	? Mrs. Sherri Collier
Psychologists	Ms. Becky Brehm-Smith Mrs. Audrey Duran
Best Point	Ms. Megan Enderle Ms. Amanda Henke Ms. Haley Cline
Maxim BCBA	Ms. Chandler Sollmann
Maxim RBT	Miss Evie Lanier Mr. David Sprawl
Secretaries	Miss Kelsey Dwenger Mrs. Lisa Schille
IT Support	Mr. Bailey Esterman
EL Support	Ms. Elan Rahm

ParaProfessional II	Mrs. Teresa Bambach Mrs. Linda Lawler Mrs. Monica Daughters Mrs. Patricia Gourley
ParaProfessional I	Ms. Denise Beckman Mrs. Tina Downs Mrs. Tammy Froehle Mrs. Karli Hannan Mrs. Amber Holmes Miss Kylie Huesman Mrs. Crystal Mumfrey (1/2 day) Mrs. Leanne Pahls Mrs. Trisha Robison Mrs. Karie Swafford Mrs. Jenny Sexton Mrs. Lori Swope Mrs. Kim Ward Mrs. Lou Wolf Mrs. Michele Gramke Ms. Megan Westrich Mr. Nick Hayes Ms. Dorothy Huff Mrs. Debbie Holmes Ms. Courtney Kirby
Building Sub	Mrs. Lora Dadosky (Mon., Tues., Thurs., & Fri.) Mrs. Pam Stoll (Wednesdays)
Custodian	Mr. Randy Carter
Head Cook	Mrs. Judy Campbell
Cooks	Mrs. Marsha Haney Mrs. Cara Ash Mrs. Lara Eppert Ms. Sara Schultz



# Miami Whitewater Elementary 2023–2024

Students, Parents & Guardians –

Welcome back Wildcats! Summer vacation gave everyone at Miami Whitewater Elementary the opportunity to rest, relax, and recharge so we can be even better for your kids this school year. I am thankful that you put your trust in our teachers and staff members to take excellent care of your most prized possession! Have confidence and faith that your child's safety and wellness is our top priority!

I am thrilled to lead our teachers and support staff in growing your child academically, socially, and emotionally. Education and working with children is my passion! As the parent of two children, I recognize the importance of a strong home-school connection. Parents and guardians are every child's first teacher and I believe that by working together, we can make sure that your child's academic, social, and emotional needs are met. It's exciting to see children through their parent's eyes, so please understand that my office door will be open, and I welcome visitors at any time!

The Southwest Local School District takes great pride in providing research-based curriculum and technology to teachers and students. Our Wonders ELA program and Eureka Mathematics curriculum and resources will be utilized once again this year. Abre is an educational software platform for Miami Whitewater parents, guardians, and teachers that delivers a growing number of connected apps designed for schools who use the web to manage critical information and to deliver instructional content. Our tech team created a single sign-on portal for students, parents, and teachers. Southwest Local students will be 1:1 with technology once again this year. From Kindergarten through fifth grade, our young wildcats will have access to a laptop all day, every day. Our students will use this technology to engage and apply their learning at school, but do not take devices home. There is a statistically significant impact on student test scores in English Language Arts (ELA), Mathematics, and Science when children have access to technology on a daily basis. Please know that while we use technology to supplement and enhance lessons, nothing could ever take the place of the direct instruction your child will receive from our phenomenal teachers! Many of our teachers have been taking advantage of summer courses and professional development to learn how to better utilize technology, implement the Orton Gillingham "Science of Reading" approach, and deconstruct Ohio's Learning Standards to improve daily instruction.

Last year was our second school year in our beautiful new building. It became abundantly clear from the very first day that Miami Whitewater Elementary opened its doors that it is truly a unique and special place. This will also be an amazing school year as we work together to ensure your child gets the best education possible. We are providing this handbook to you as a guide and road map to a successful school year. Please take the time to review the handbook with your son/daughter and feel free to contact us with any questions you may have regarding policies, procedures, activities or safety concerns at Miami Whitewater. We need you to take an active role in your child's education. When we partner with each other it truly provides the best support system for your student. Thank you for your assistance and I look forward to a wonderful school year!

Truly,  
Mrs. Mia K. Neckel  
Principal ~ Miami Whitewater Elementary

## **MIAMI WHITEWATER ELEMENTARY**

### **Vision Statement**

Miami Whitewater Elementary is dedicated to developing a community of learners (students, parents, guardians, community members, and staff) dedicated to working together to provide the following:

A learning climate that stresses communication, encourages positive risk-taking, builds meaningful supportive relationships, fosters respect for all persons, and celebrates diversity.

An enriched, integrated curriculum which focuses on learning how to find information and solve problems.

A personalized instructional program which challenges students and assures success through individual intelligence, higher level thinking skills, technology, and meaningful assessment.

**SLSD Mission:** “Academic and Social growth for ALL students EVERYDAY!”

**SLSD Motto:** “Excellence through Relationships!”

**SLSD Core Values:** “Trust, Respect, Ownership, and Leadership”



### **Effective Schools**

Miami Whitewater Elementary is actively involved in Ohio's Effective Schools Process. As a part of this process, a specific building vision has been developed and a means for teacher and parent participation in decision-making have been formulated. According to the Effective Schools Model, Effective Schools have:

1. A Sense of Mission
2. Strong Building Leadership
3. High Expectations for All Students and Staff
4. Frequent Monitoring of Student Progress
5. A Positive Learning Climate
6. Sufficient Opportunity for Learning
7. Parent/Community Involvement

The Miami Whitewater Staff has actively planned and is striving to achieve excellence in all these areas. We encourage parent, guardian, and community input.

### **Opportunities for Parent & Guardian Contributions and Participation**

- Visitors/Volunteers
  - a. Visitors should ring the security button to the left of the main entrance.
  - b. Our secretaries will buzz visitors into the vestibule then office area.
  - c. Regular volunteers will need a background check every three years at the SLSD District Office and will have their own ID badge.
- Newsletters – Monthly emails and newsletters will be sent to parents on a regular basis to keep everyone informed and excited about our students' learning.
- PTO – Our PTO meets monthly in the MWE cafeteria. Please mark your calendar for 6:30pm on the first Tuesday of each month. We welcome new parents and guardians and would love to hear your ideas for Miami Whitewater Elementary!
- Partners - Parents are expected to become partners in their children's education, giving homework assistance, communicating frequently with teachers, and promoting the importance of learning to their children.

## **Miami Whitewater Elementary School Expectations**

### **Expectations for Students**

- Students will follow all PBIS (Positive Behavior Supports & Interventions) expectations in all areas of our school building.
- Students will exhibit our four SLSD Core Values: Trust, Respect, Ownership, & Leadership.
- Students will be positive role models for one another. (classroom - learning - socially)
- Students have a responsibility to put forth their best effort and work to the best of their ability.
- Students will demonstrate respect for themselves and others.
- Students will respect and care for their property and the property of others.
- Students will contribute to their school and community.
- Students will learn self-discipline through experiences in choice-making and natural consequences.
- Students will learn to appreciate their individualities/strengths and have an opportunity to excel.
- Students will accept the individual differences of all people.
- Students will become problem solvers, thinkers, producers, and work cooperatively to achieve success.

### **Expectations for Parents and Guardians**

- Parents will encourage students to do their best.
- Parents will be active members of the educational team belonging to PTO, participating in school planning, supporting activities, etc.
- Parents will participate in all areas of learning and be aware of their child's program, including providing support at home and school.
- Parents will send children to school prepared to learn, healthy, and well rested.
- Parents will communicate regularly with the school and support school discipline.
- Parents will share their time, knowledge, and life wisdom (cultural heritage/local history, professions, etc.) with students.
- Parents will participate in and develop an awareness of an area of learning with an openness to new programs.

### **Expectations for Teachers and Staff Members**

The staff of Miami Whitewater Elementary expects to create learning experiences and a learning climate in which:

- All students will learn and succeed every day.
- All students are encouraged to do their best.

- All students are encouraged to make positive choices/decisions.
- Every child's strength and areas for growth are developed.
- Learning is a continuing process that is functional and applicable to life.
- Students can express themselves. Individuality and multiple intelligences are recognized.
- Critical thinking and problem-solving processes are emphasized.
- Academic subjects follow a pacing guide and curriculum map in a continuum through grade levels, enhancing the previous year's knowledge.
- Curriculum is enhanced by multi-factored styles (manipulatives, technology, literature).
- Current events are emphasized and training in communication systems are promoted.
- Communication with parents is frequent and relevant to academic and social growth. All teachers and support staff will use Clever to communicate with parents and guardians starting in the fall, 2023.
- Expertise and talent are shared via collegial teams.
- A variety of learning opportunities are provided to accommodate the students' range of learning styles and individual needs, to challenge the student to their full potential, and to encourage the desire for further learning.
- Enrichment is provided which encourages active vs. passive learning, incorporates cooperative learning activities, project based learning, and various resources to promote listening and communication skills. Communication to parents takes place regularly and in a variety of forms.

### **"Rights"**

#### **I have the right:**

- \* To be treated with respect and kindness: No one will tease me, demean me, or insult me.
- \* To be myself: No one will treat me unfairly due to looks, abilities, beliefs, or gender.
- \* To be safe: No one will threaten me, bully me, or damage or remove my property.
- \* To be heard: No one will yell at me and my opinions will be considered.
- \* To be free to express my feelings and opinions without criticism and to learn about myself through constructive feedback.
- \* To learn and to be provided assistance to do so.
- \* To expect that all rights will be mine in all circumstances and to receive assistance from those in charge when that is not the case.
- \* To a comfortable, supportive, challenging, appropriate learning environment.

### **"Responsibilities"**

#### **I have the responsibility:**

- \* To treat all others with respect and kindness by not teasing, demeaning, or insulting them.
- \* To honor individual differences by treating all others fairly, regardless of looks, abilities, beliefs, or gender.

- \* To create a safe environment by not acting dangerously, and by securing my property, by not threatening or bullying others and by respecting the property of others.
- \* To listen to others, consider their opinions and allow others to be heard.
- \* To express myself respectfully in ways others can hear me and to allow others to express themselves and to provide constructive feedback.
- \* To accept assistance when given in the spirit of increasing my opportunity to learn and grow and to unconditionally provide assistance to others whenever I can do so.
- \* To protect my rights and the rights of others by exercising my full responsibilities at all times and by helping others to do the same.
- \* To contribute to and not detract from the learning environment.

### **Southwest Local School District's Goals for Students**

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

Our students are placed in our academic and nonacademic programs based on their interests, needs, and aptitudes in an effort to maximize student achievement. Placement and grouping decisions are made by a team of educators on the basis of objective criteria using a variety of assessment tools. Full-time counseling and psychological services are provided from Kindergarten through grade twelve to facilitate the inclusion of students in appropriate academic and enrichment programs.

### **Elementary Enrichment**

Academic extensions are provided by classroom teachers at the primary level. Those extensions focus on composition, beginning research, literature appreciation and communication skills, problem solving and thinking skills. Placement is informal in short-term units to allow for teachers to recommend students with various academic strengths.

Our students will receive formal gifted services in the regular classroom through the general education teacher who has received Highly Qualified Professional Development (HQPDP) in gifted education, and a Written Education Plan (WEP) will be created for each of those students based on the area(s) of giftedness. Various differentiation strategies and enrichment opportunities should be designed to meet your students' unique needs. These strategies and opportunities may include, but are not limited to:

- Curriculum compacting
- Varying pace of instruction
- Cluster grouping
- Collaborative projects
- Talent development (visual/performing arts)
- Adding depth and complexity to tasks
- Choice in process or products
- Combining standards

- Developing interdisciplinary units
- Adding rigor and relevance to standards
- Problem-solving and critical/creative thinking activities
- STEM and STEAM activities

### **Intervention Assistance Team**

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

### **Special Education**

The Southwest Local School District, along with other school districts across the State of Ohio, is participating in an effort to identify, locate, and evaluate all handicapped children between the ages of 0 - 21. By handicap, we mean conditions such as hearing impairment; visual impairment; speech or language 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 your local building principal, Mrs. Mia Neckel or Mrs. Kiersten Rogers, Director of Pupil Services at 367-4139.

### **Inclusion & Acceptance**

Miami Whitewater Elementary practices acceptance of all students and is committed to meeting the needs of ALL. Miami Whitewater Elementary has a staff of specialists to help students with their individual needs including a speech and language specialist, a school psychologist, a school counselor, intervention specialists, developmentally handicapped teachers, educational aides, behavior specialists and technicians, and a school nurse. In addition, the Hamilton County Board of Education provides other specialists (such as occupational and physical therapists) on an individual basis. We are pleased with the services that these individuals provide to our building, and we encourage parents to call if you have questions about any of these programs.

### **“The Whole Child”**

Miami Whitewater Elementary offers a rich educational experience for its students including many special events during the school year. Miami Whitewater Elementary students experience art, music, physical education and learning.com classes weekly, taught by dedicated and enthusiastic teachers. Also, they benefit from instruction in a high-quality computer program. Although classroom routines and rules may vary somewhat from the regular classroom, these classes are important aspects of children’s education. Effort and behavior in these areas should be no different than behavior and effort in the regular classroom. Parental encouragement and support are essential.

### **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 nutritional standards.
- Fund raising efforts are supportive of healthy eating

The complete wellness policy is available on the district web site at [www.southwestschools.org](http://www.southwestschools.org).

### **Student Programs and Recognition**

Many interesting and motivating activities are planned for Miami Whitewater Elementary students during the school year. The purpose of all programs is to provide a warm and rewarding school climate where students develop positive feelings about themselves, learn respect, responsibility, and citizenship, make positive choices, take pride in themselves and their school, become productive workers, and are motivated to generally do their best in all academic and social areas. The following programs recognize student excellence and/or encourage student participation at Miami Whitewater Elementary.

- \* **CAT Store** - This program rewards good behavior and citizenship. Students receive “CAT Cash” which entitles them to shop on a regular basis at the PTO sponsored “CAT store”.
- \* **Wildcat of Character** - This program salutes a student from each homeroom each month for outstanding accomplishments and exhibiting good character traits at school, home, and in the community. Certificates are presented monthly before our Wildcat Walk parade.
- **Student Birthdays** - Birthday treats should be discussed with the teacher to set an appropriate time and day. Treats must be individually packaged, commercially prepared products. Deliveries of balloons, flowers, cookie bouquets, etc. will not be allowed.
- \* **Honor Roll** - This program honors students who have achieved academic excellence each semester. This is based on all A’s & B’s with no C’s, including special area classes (Art, Music, and P.E.). Certificates are awarded.
- \* **Outstanding Effort** - This program is based on effort, improvement, attitude, work habits and general behavior. Certificates are awarded.
- \* **Spelling Bee & Geography Bee Awards** - These programs are run in conjunction with the Post and National Geographic respectively.
- \* **Perfect Attendance** - This program rewards perfect attendance with certificates each semester. *Perfect Attendance means NO TARDIES (AM or PM) or absences, no exceptions.*
- \* **Awards Assemblies** - are scheduled at the end of each semester.
- \* **Safety Patrol** - Is a program designed to provide safety assistance to students on their way to and from school. Only 5<sup>th</sup> grade students will serve as Safety Patrol.
- \* **Bank Teller** - Our school-house banking program offers opportunities for students to serve as tellers with Miami Savings Bank.
- \* **Peer Tutors** – Is a program where typical students in 5<sup>th</sup> grade have the opportunity to volunteer their time to work one on one with our students with special needs.

- \* **Service Leaders** – Our school counselor provides opportunities for selected students to give back to MWE and the community via a number of various service events and fundraisers.
- \* **News Crew** – 5<sup>th</sup> graders will have the opportunity to take part in a televised news program that airs every Monday morning. This group is designed to introduce students to the world of video technology.
- \* Several other extra-curricular clubs and activities will be offered at MWE annually.

### **Classroom Programs and Awards**

There are many classroom programs including special physical education, art, and music award activities which emphasizes the importance of language such as poetry breaks, student readers, peer mentor/student learning leaders; and many others which promote high achievement, cooperative learning, and language and communication skills across the curriculum.

### **Student Progress/Grading Policy**

Progress Book will be used to communicate student progress to parents on a continuous basis. Students will receive four report cards during the year electronically through ProgressBook (not printed and sent home) and there will be two parent/teacher conferences during the year. Student grades are based on the following percentages in grades 1-5:

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

Children in Kindergarten are not given formal grades. Instead, their general progress is evaluated by using a scale grading system 1-4.

4 = Exceeds grade level standards

3 = Meets grade level standards

2 = Making progress towards meeting grade level standards

1 = Making little or no progress towards meeting grade level standards

Parents and teachers are encouraged to meet with and stay in contact with each other for the entire year. This will ensure that parents and teachers then expect all students to do well in school and will work together for their best interests.

All students, except kindergartners, will receive a mid-term progress report (interim) approximately 4 ½ weeks into each grading period. Conferences with staff are encouraged at any time.

### **Elementary Testing**

Each year our students in kindergarten through grade five participate in a wide variety of assessments. These include screening, diagnostic, norm-referenced, and achievement testing. The grade levels assessed, and the

subject areas identified for testing at each grade level are determined by the state and federal directives. As legislation changes from year to year, the testing schedule varies from one school year to the next. Each year, we will identify in our newsletter the dates and grades where testing will occur, and the subject areas assessed. The annual assessment calendar is also shared at MWE Curriculum and Technology nights hosted by grade levels each fall. Teachers, Title I Reading Specialists, and Intervention Specialists meet throughout the year with the administrative team for grade level data meetings. Assessment & test results are shared and used to drive daily instruction. This allows us to differentiate units and lessons, personalizing them to meet the needs of each student!

### **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 Kindergarten-Second Grade, which does not assess student performance by using a letter grade system (A-F), promotion/retention is based on teacher recommendation.

In grades 3-5, a failing grade (F) in two of the competencies based subject areas (Mathematics, Reading, Writing, Science and Social Studies) or an 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.

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

- Overall grades
- Teacher and principal recommendations based upon:
  - 1) Test results (teacher created, NWEA MAP scores, company produced, Ohio Department of Education test materials, C.B.E. assessments and standardized tests.)
  - 2) Mastery of pupil performance objectives
  - 3) Student attendance.

### **Progress Book Expectations**

Teachers will regularly update Progress Book to keep parents updated on student progress and missing assignments in the time between Progress Reports or Parent/Teacher Conferences. Parents are expected to monitor this system on a regular basis as well to view grades and missing work. Phone calls, notes, and other communication is expected between the parents and teacher when poor grades or missing assignments are a concern. Grades should be present in every content area for every grading period. If you have any questions about the grades that you see in Progress Book, please contact the teacher directly to clarify any confusion that may be present. This can be a great tool for both parents and teachers when used correctly, but requires regular, frequent use by both parties to be successful.



## **Homework Policy**

### **Miami Whitewater Elementary**

The professional staff at Miami Whitewater Elementary views homework as an essential part of our instructional program. We believe that the central reason for assigning homework is for students to receive practice, reinforcement, and enrichment related to material already learned in the classroom. It also plays a role in encouraging students to work independently and to take pride in and responsibility for their work. And further, it provides yet another opportunity for our parents, while working on cooperative homework, to become active participants in their students' learning. Parent education sessions to help students better understand the curriculum will facilitate the development of their skills so that they can be effective partners in student learning. Homework becomes an important tool for parents and teachers to use to assess student needs and to work cooperatively to ensure student success.

The type of homework, amount, frequency, and schedule for completion will vary depending on the grade level of the student. At all grade levels, this information will be communicated to parents, along with the teacher's system of recognizing student successes, the consequences for failure to complete, and how parents can reach the teacher for help, if needed. Specifically, teachers are expected to assign work which is directly related to and enhances what the student is learning in the classroom. They are to assist students in getting assignments recorded so that they have the necessary materials (including plan books at grades 3, 4, and 5), give prompt feedback to students, maintain a system of record keeping of student progress, and communicate frequently with the home.

Students are expected to complete all homework and to turn it in on time. Assignments should be neat and completed to the best of the student's ability. Each teacher will clearly define "homework" for student and parents which may include daily assignments, reading, finishing classwork, studying for tests, doing projects, etc.

As cooperative members of our learning team, parents are expected to emphasize the importance of homework to their students. Parents should check student work each night and set up a regular homework routine. Any questions or concerns should be directed to the teacher. The following are positive suggestions for parents:

1. Provide a quiet place to study, free from distractions (T.V., video games, radio, etc.)
2. Set a regular time for study (if there is no homework, read a good book during homework time). It is better to do homework before watching T.V., playing video games, or other high interest activities, when possible.
3. Be sure the student has the necessary supplies and materials.
4. Be positive, encourage, be available for questions, and discuss student work to insure completion, praise student effort.
5. Check student plan book each night (grades 3, 4, and 5).

***In grades K-5 the following guidelines will apply:***

Assignments which are completed correctly and turned in on time will receive full credit. Late assignments will be accepted; however, full credit may not be given for the assignment. Student grades will be based largely on work completed in class which demonstrates skill mastery. As such, homework will not account for more than 20% of a student's grade (except essays and projects which are long term and combine time in class and at home). Parents of students who do not complete the assigned homework will be notified and students will be provided the opportunity to complete that work during recess, during and after school detention, or at home on the next evening. Factors such as the frequency of missing homework, the length of the assignment, the ability of the student to complete the assignment independently, and many other aspects of the scenario will be considered when making up the assignment. When students develop a habit of not turning in assignments, or when parents fail to communicate with the teacher regarding repeated incidents of missing homework assignments, the teacher will set up a meeting with the parents to discuss their concerns and develop a plan to improve the problem.

On the positive side, students who complete work regularly will be eligible for numerous awards such as Cat Store, extra effort awards, and many other classroom recognition and incentive programs that may include extra recess, classroom rewards, certificates of recognition, or special privileges/events here at school.

### **Make-up Work Policy**

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

File: JED

## **SLSD Attendance Information STUDENT ABSENCES AND EXCUSES – APPENDIX B**

Regular school attendance is critical for your student to experience their full potential of academic growth and achievement. Our own district research clearly shows that when students miss a concerning amount of time from the classroom, there are drastic drops in their growth rate on academic diagnostic tests including the state of Ohio required testing.

Each school year certainly has its own set of challenges, and we understand that illness often has an impact on student attendance. We also understand that there are additional factors that may have an influence on your student's regular attendance at school. We wish to partner with you to help your student grow and achieve at their highest level. If you are facing challenges that prevent your student from attending school, please reach out to us as soon as possible so as to minimize the loss of academic growth.

There are some types of absences for which the state allows and those absences do not count towards the progressive steps in the state attendance plan. It is critical that medical, court, or funeral excuse notices are turned in to the school office if applicable within five days of the absence. If you believe any of the information above is inaccurate, please reach out to the school attendance office as soon as possible.

The state of Ohio has recently become even more specific about the expectations regarding student attendance and the steps schools must take to monitor and assist families with challenges to avoid missed school time. Below are specific details regarding the steps Ohio schools must take to help improve student attendance under the requirements of House Bill 410. Please know that we are looking to partner with you so that your student may achieve at his/her highest level.

### **Ohio House Bill 410 Details and Requirements**

Regular school attendance is required by Ohio Law and is a key factor for student success in school. House Bill 410, of the Ohio Legislature mandates that students attend school every day that school is in session. It is important to establish good attendance patterns early in a child's school experience. Custodial

parents/guardians will be notified when a student incurs any of the following: Excessive Absences

Habitual Truancy

38 or more hours in any month (All Absences)      30 or more consecutive hours

(Unexcused ONLY) 65 or more hours in a year (All Absences)      42 or more hours in any month (Unexcused ONLY)

72 or more hours in a year (Unexcused ONLY)

Please keep in mind, only third-party and/or medically excused absence hours do not count toward unexcused absences (court notice, doctor note for example).

**House Bill 410 Required Action Steps**

1. Any student who receives a letter pertaining to the Habitual Truancy guidelines or reaches Habitually Truant criteria, will have an Absence Intervention Team convened within 14 days of this letter and the student will be referred to this group. The parent(s)/guardian(s) will be invited to attend the meeting. The purpose of the meeting will be to discuss the causes for absenteeism, and work together with the team to develop interventions that can be implemented at school and home to help address the absences and improve attendance in school.
2. The school and parent(s)/guardian(s) will work to develop a positive working relationship with open lines of communication to address the truancy, and will continue to actively monitor attendance from the date the plan is put into effect for the student.
3. If at any time since the implementation of this plan the student again incurs any of the triggering events described above for Habitual Truancy, the school will then file a complaint with the Hamilton County Juvenile Court and bring charges against the parent and/or student for truancy. If however, after 60 days of attempting this Absence Intervention Plan, the student does not incur any of the triggering events, but shows little progress in improving his/her attendance, the school can then also file a complaint with the Hamilton County Juvenile Court and bring charges against the parent and/or student for truancy.

If you have any questions, please call your student's school attendance office.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be nonmedically excused include, but are not limited to

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;

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4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless
8. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

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 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

[Adoption date:]

LEGAL REFS.: ORC 3313.609; 3313.66  
3321.01; 3321.03; 3321.04; 3321.13; 3321.14; 3321.141; 3321.19;  
3321.38  
4510.32  
OAC 3301-69-02

CROSS REFS.: IGAC, Teaching About Religion  
IKB, Homework  
JEDB, Student Dismissal Precautions  
JEE, Student Attendance Accounting (Missing and Absent Children)  
JHC, Student Health Services and Requirements  
JHCC, Communicable Diseases

*NOTE:*

*Boards should ensure that policies and procedures clearly reflect reasons for which a student's absence is deemed excused as well as whether the reason is then classified as a medically or nonmedically excused absence. Districts should review the reasons outlined in Ohio Administrative Code 3301-69-02 when making these determinations. This policy can be further customized to reflect these determinations.*

*In 2009, the Ohio General Assembly enacted House Bill (HB) 1, which directed school districts to count – up to 24 school hours as excused absences – time that a student is absent from school for the sole purpose of traveling out of state to a board-approved enrichment activity or an extracurricular activity. The student is required to make up all missed classroom assignments.*

*In addition, if the student will be out of the state for 24 or more consecutive school hours for a board-approved enrichment activity or extracurricular activity, a classroom teacher employed by the board must accompany the student to provide instructional assistance.*





*HB 166 added a requirement that districts will attempt to contact the parent, guardian, or other person having care of a student regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day using a method consistent with State law. The following methods are acceptable:*

- *A telephone call placed in-person*
- *An automated telephone call (via a system that includes verification that each call was actually placed)*
- *A notification sent through the school's automated student information system*
- *A text message*
- *An email*
- *An in-person visit*
- *Any other notification procedure that has been adopted by resolution of the board of education*

*Schools are not required to notify a parent who notifies the school of the student's absence within the first 120 minutes after the beginning of the school day. In addition, an immunity provision is included in the new law, which states that a school district or any officer, director, employee, or any member of the district board of education is not liable in a civil action for injury, death, or loss to person or property from an employee's action or inaction in good faith compliance with the law.*

*HB 491 requires boards to adopt a policy establishing parameters for completing and grading assignments missed due to a student's suspension. The policy must permit the completion of classroom assignments missed and students must receive at least partial credit for completed assignments. The policy may permit grade reductions and must prohibit the receipt of a failing grade solely on account of the student's suspension. Districts may further customize this policy to reflect parameters or outline in detail in student handbooks.*

*In all cases Districts should communicate what documentation is required for student absences based on the reason for the absence. At minimum, this should be communicated through student handbooks. (i.e., Doctor's documentation, court documents, verification of college visits)*

***THIS IS A REQUIRED POLICY***

## **Building Rules and Procedures**

Students should treat all adults with the same respect as they treat their teachers and parents. Please, thank you, and good manners are expected.

- \* **Administering Medication** - Each child to whom drugs are to be dispensed must have on file, with the appropriate administrator, a completed authorization form signed by his or her parent or guardian and a completed physician's request form, signed by the student's treating physician, before drugs will be administered to that student. The drug to be administered to the student *must be in the container in which it was dispensed by the prescribing physician or a licensed pharmacist* when it is given to the Board employee authorized to administer the drug. Each time drugs are administered to a student; a written record of that fact shall be maintained by the employee administering the drug on the form designated "Record of the Administration of Prescription Drugs". Over the counter, non-prescription drugs will be administered only if the parent signs a release form, lists the name of the non-prescription drug, when it is to be administered and the dosage. All drugs must be in their original container. Students are not permitted to carry medication with them. *All drugs must be turned in to the office for dispensation.*
- \* **Allergies (Bee Stings, etc.)** - If your child has an allergy or any physical condition, please make a note of this on the student enrollment card, emergency medical form, and if necessary, discuss it with the school nurse.
- \* **Arrival/Dismissal Time** - School is in session from 9:10 AM to 3:40 PM. Arrival/starting time - car riders and walkers are to arrive at school no earlier than 8:40 AM. There are no staff members available to supervise students who arrive earlier than this so please make childcare arrangements if necessary. School is dismissed at 3:40 PM. Students who walk are to go directly home after school. Morning kindergarten is in session from 9:10 to 11:55 AM. Afternoon kindergarten is in session from 12:55 to 3:40 PM. Each teacher will have classroom rules clearly posted and discuss them with the class and with parents.

**AM Tardy** - Arriving to school after the 9:10AM tardy bell to 10:10AM

**Half Day Absent** - Arriving after 10:10AM, or leaving school for more than 1 hour

**Full Day Absent** - Absent the entire school day, or signing out before 10:10AM

**PM Tardy** - Signing out of school after 2:40PM, or leaving anytime during the school day and gone for less than 1 hour

### **ARRIVAL/DISMISSAL PROCEDURES:**

- a. Entry Points
  - Front Door – Staff, teachers, and 1<sup>st</sup>-5<sup>th</sup> grade car riders only
  - Back Door – Walkers & Bus riders only
  - Kindergarten Doors – All Kindergarten students only
- b. Our arrival and dismissal times for students have changed. Here is what the school board approved:  
**9:10 AM - 3:40 PM (AM Kindergarten 9:10 - 11:55 AM, PM Kindergarten 12:55 - 3:40 PM)**
- c. Miami Whitewater Elementary is partnering with SchoolSAFE ID this year to make our dismissal procedures safer and more efficient for car riders. The new automated system will allow the MWE staff to track every student who is a car rider. All vehicles pulling into the lot at dismissal will have a green hang tag with a number that matches your child's backpack tag (grades 1-5 only). The vehicle hang tag number is entered into our device and students remain in their classrooms until their tag number pops up on the teacher's screen. Car riders exit the building through the main front doors and will meet their ride at the color-coordinated cone along the front sidewalk of the building. Drivers must pull all the way up to the next available spot and not stop right in front of school. If you plan on exiting your vehicle and waiting for your child on the front walkway or by

the flagpole, please use a parking space but remember to grab your hang tag so we can enter the appropriate number.

As a reminder, all cars should enter at our main entrance and should not pull into the bus lot between MWE & Harrison Junior School. This presents a safety hazard for our students. End of day dismissal for PM & Full-Day Kindergarten & students in grades 1-5 will still take place starting at 3:40.

At arrival and dismissal, Kindergarten parents and guardians stay to the left as you round the bend in front of school and grades 1-5 stay to the right along the curb. Kindergarten students will still need to be dropped off and picked up at the exterior Kindergarten doors by an adult. Kdg. students with older siblings can be walked out with them as long as parents notify the Kdg. teacher giving permission in advance. Once your tag number has been entered in the system, the older sibling will pick up the Kindergarten student and meet you in the carpool lane.

Once again thank you for your patience with this new system. Our goal is to keep our students safe and have accountability measures in place to give parents and guardians peace of mind!

- **Cell Phones and smart watches** – Cell phones, smart watches, and Gizmos are permitted at school, but must be turned off and remain in the school bag during the school day and are not to be used in the school building. Any student caught with their cell phone or smart watch out during the school day will have it taken away and a parent/guardian must come to school to claim the technology.
- **Change of Address/Phone** – Please notify the school office immediately of any changes in your contact information. It is important to keep this information current, especially in the event of an emergency. All information must be kept current in Final Forms.
- **Child Abuse and/or Neglect** – Any employee of the Southwest Local School District having reason to believe that a child less than eighteen (18) years of age or any crippled or otherwise physically or mentally handicapped child under twenty-two (22) years of age has suffered any wound, injury, disability or other condition of such a nature as to reasonably indicate physical, sexual or emotional abuse or neglect of the child shall immediately report such information to the building principal.

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

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

The principal or assistant principal may take or cause to be taken color photographs of areas of trauma visible on a child. Any report made as a result of this policy and Ohio Revised Code section 2151.421, shall be maintained as confidential and available only to the person making the initial complaint, administrator filing the report, superintendent of schools, board of education, and legally constituted authorities entitled to said report pursuant to section 2151.421 of the Ohio Revised Code.

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

employed by the Board to work as an elementary school nurse, teacher, counselor, school psychologist or administrator shall complete in-service training in child abuse awareness training.

- **Classroom Behavior** - In class, students should show respect to all of their teachers, follow directions, come prepared, work independently, and follow all classroom rules. Our building wide PBIS Program will incorporate rewards for students exhibiting excellent classroom behavior.
- **Parent-Teacher Conferences** – Parent-Teacher Conferences are scheduled twice a year. All parents are strongly encouraged to schedule a conference.
  - \* **Counselor Referrals** – Parents or administrators may refer students to the school counselor, Mrs. Sharon Gieringer. Students may refer themselves also. Parents who wish to refer their child may do so by calling the counselor at 367-5577 and providing appropriate background information.
  - \* **Emergency/Early Dismissal** - In the case of an unannounced early dismissal, students will be sent to the name and address which appears on the Early Dismissal form. Teachers will review with students where they are to go if an unannounced dismissal occurs.
  - \* **Enrollment** - Registration for all Southwest Schools for Kindergarten – 12th grade is done at the District Registrar's Office located at 10800 Campbell Road, Harrison, OH 45030. Registration hours are by appointment only by calling 513-367-4139. Students do not need to be present when you come to register. Go to the district website and follow the link for Student Registration for details. You will be required to show a birth certificate, proof of residency and proof of custody/guardianship if applicable as well as a copy the current report card for students in Kindergarten – 8th grade.
  - \* **Expensive Items at School** – Electronic toys & games, trading cards of any kind (including Pokémon cards), calculators, skateboards, and iPods are not permitted in school. These items cause distraction at school, especially in the classroom. These items should not come to school, unless requested by the teacher. Balls, bats, gloves, jump ropes, etc. are permitted for use at recess only. We suggest labeling your child's toys with their name in case the become lost. *Any loss or damage is the responsibility of the child and the parents.*
  - \* **Bicycles and Scooters** – Students ride their bicycles and scooters to school at their own risk. It is highly recommended that students bring bike locks/chains and lock their bike/scooter to the bike racks out back, as there is no security provided. The school/district is not responsible for any bikes/scooters that may be stolen or damaged when brought to school.
  - \* **Fees** – All students in K-5 have a school fee set by the Board of Education, which is used to purchase educational materials and other items used by each student. The general student fee for the 2023-2024 school year is \$60.00 with the addition of a \$10.00 technology fee. We encourage parents/guardians to pay these fees online at PayForIt.net using their student's ID number, but cash & check payments are accepted at the school as well. *Checks should be made payable to "Southwest Local School District".* Fees do accumulate from year to year and will follow your child to other schools. Payment plans can be set up for those in need.
  - \* **Food** - Food is to be eaten only in the cafeteria unless your teacher has special permission. Absolutely no gum is permitted at school. It may make for a sticky situation, on shoes, the floor, desks, etc.! When providing snacks for your child's classroom, be sure to check with the teacher to see if anyone has a food allergy and if so, provide snacks that are safe for everyone to eat.
  - \* **Hallway Behavior** – Our PE teacher, Mr. Sims, appreciates attempts to stay in top racing form all year, but the halls are not the place to practice running. Students should go to and from rooms quietly. Others are working, and we want to make sure that we all learn as much as possible while in school. Specifically:
    - Keep your hands to yourself.
    - Do not talk upon entering and exiting the building or changing classes.

- Do not push at the drinking fountains.
- Never run in the halls.
- No talking/noise in the hallways during the school day.
- \* **Health and Safety** - Each year parents fill out a yellow Student Information card and complete emergency medical information online. This information is necessary in case of an emergency during school hours. This information is also necessary for your child to attend field trips with his or her class.
- \* **Kindergarten parents** are reminded that when the opening of school is delayed due to inclement weather, the AM kindergarten session will be cancelled. The PM session will attend as usual.
- \* **Library** - The Miami Whitewater Elementary School schedules each class to check out books in our extended library areas on both floors once each week. Students may use it at other times for individual or group work. Parents are encouraged to make use of our library, also.
- \* **Newsletters** - Updates and reminders of school and community related activities will be printed in school newsletters. All students receive copies which are to be taken home. Newsletter items will also be shared in the Principal's bi-monthly e-mail through School Messenger.
- \* **Non-Custodial Parent Access to Records** - A non-custodial parent has the right to inspect and review records unless a court order or divorce decree states otherwise. Furthermore, non-custodial parents have the right to conference with the teacher unless a court order or divorce decree states to the contrary. The stepparent, however, may conference with the teacher only in the presence of the natural parent unless he/she has adopted the child or has power of attorney. It is imperative that the school have a copy of these documents so that these situations can be resolved.
- \* **Parent/Guardian Access to Records** - A parent/guardian may inspect and review records concerning a student. Such inspection must take place only in the presence of a school official (principal) so that proper interpretation and security is provided. A written release must be completed for this to occur.
- \* **Parent Notice Regarding Media/Visitors** – Miami Whitewater Elementary has frequent visitors from schools around the State of Ohio and from our local newspapers. All visitors are under the direction of the Building Principal. The purpose of their visits is to enhance the education of our students and staff and the education of the students and staff of other school districts. If there is any reason that you do not want your student to be interviewed, photographed or videotaped, or name/pictures included on web page, please complete the form in the back section of this handbook and return it to the school office. This form is also available in Final Forms.
- \* **Physical Education** - Students are required to wear tennis shoes or shoes with rubber soles. Students are asked to wear appropriate clothing to PE (sweatpants/shorts and T-shirts) which they may change into at the start of gym class if outside weather or special events dictate other dress for the day. Shoes with backs must be worn in gym and throughout the school day.
- \* **Playground** - Safety is the number one concern on the playground.
- \* All students are to stay away from the building windows to prevent injury and to reduce interference with classes.
- \*No one is to leave the playground, including returning to the building, without teacher permission.
- \*Students should remain in the designated play areas in view of the supervisor. Students are not to run out to the loop road (Wildcat Way) to get a ball.
- \*Absolutely no fighting, rough play, or body contact which may result in injury. If another student starts a fight

with you, report it to the recess duty teacher immediately. Fighting is not permitted, so if you join in you also will be in trouble.

\*No games involving contact or designed for padding are permitted.

\*No hard balls or other hard objects are to be thrown on the playground.

\*Good sportsmanship is expected, as is showing respect to the teachers on duty.

\*Do not bother other students in games which they may be playing.

\*All students must practice good hand hygiene and either wash their hands or sanitize after recess.

Students are to line up immediately when the duty teacher blows the whistle. Students should re-enter the building quietly. Students must always walk in the hallways. Teachers should be visible in the classroom door or in the hall as students return from recess.

All children are to go outside unless a note has been sent from home requesting the child stay inside due to illness or a teacher or principal has given the child permission to stay indoors for a specific work task.

All playground equipment should be used in the proper manner - for example:

- Slide - no sliding headfirst, backward, standing up, or climbing up from the bottom without using the steps.
- Swing - one student per seat with no jumping off, standing, or swinging side to side.

**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. A letter with the parent and student access code will be sent home at the beginning of the school year. To access Progress Book login information, login to Final Forms <https://southwestharrison-oh.finalforms.com> and click on: Student/Parent Access Codes. All the information you need to create or access your account is here. If you are having any issues email [parentaccess@southwestschools.org](mailto:parentaccess@southwestschools.org). ProgressBook also has an app for smart phone users.

Teachers are expected to enter grades in the program regularly so that parents can “keep up” with students' grades and missing assignments. All students will receive a grade in every content area for every grading period. If you have any questions on what you see in Progress Book, please contact your child's teacher for clarification.

\* **Records, Confidentiality** - 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 now digital district-wide. If MWE has hard copies of student records, they are kept under lock and key and are under the supervision of the principal.

\* **Safety and Security** – In keeping with the district's number one goal – SAFETY, a buzzer system has been installed to the front doors of the school. All visitors entering the building must enter through the front door closest to the office utilizing the buzzer installed on the wall just outside the front doors. A school employee will ask if they can help you and after hearing why you need access to the building, you may be buzzed in.

The front doors will be unlocked prior to the beginning of the school morning to accommodate all walkers and car riders, at lunch/recess if needed and at approximately 3:35 PM in preparation for dismissal. Parents, guardians, and babysitters are encouraged to stay in their vehicle in the carpool lane and display their hang tag number. If you choose to park your vehicle, please wait along the front walk for dismissal to begin & do not enter the building to find your child.

\* **Signing Students Out of School** - Parents who come in to pick up a child during the school day must sign them out in the office before the child may leave. If another person is to pick up your child, their name must be listed on the enrollment card or a note identifying the person must be brought to school by the student.

Students are not permitted to leave the school grounds without permission after arriving on school property. Please bring an ID for the secretaries to check.

- \* **Snow Days, Delays, and Early Dismissals** - In case of inclement weather, parents should listen to the radio for closing or delay information for Southwest Local Schools. Parents are also advised to have alternative arrangements made so that your child knows where to go on days when school might dismiss early. Make sure your Final Forms are complete and up to date. We use this information to send out texts, emails, and automated phone calls on inclement weather days.
- \* **State Testing Procedure** – The Assistant Superintendent and building principals shall be responsible for all test security within the district. No unauthorized person shall have access to any secure test materials. The tests shall be sent to the Assistant Superintendent who shall take the tests to the respective buildings. The building test coordinators shall count and distribute hard copy tests to certified staff members who shall administer the tests. The tests shall be returned to the building test coordinators who shall account for all copies and administration manuals and who shall deliver the tests to the Assistant Superintendent for shipping. Please note, however, that most assessments are in digital format and students complete them online.

**Grading, Scoring and Record Keeping** - All test materials shall be returned to the designated location within twenty-four hours of the conclusion of any regular or makeup testing session. Several months after state testing, the school district will receive a report including the following: a pass/fail score for each student in each area tested and a building/district summary for each grade and test area.

The high school and junior school counseling departments and elementary principals' offices shall maintain a record of the date or dates on which each student who is tested met the requirement in each of the testing areas. The Southwest Local School District shall permit access to a student's test results to parent(s) or eligible students in accordance with the provisions of 3301-13-01 of the administrative code and 3319.21 of the Revised Code. Such requests shall be made in writing to the head of the guidance department or elementary building principal.

- **Student Dress** - In a society of many diverse students, there is a need for guidelines for student dress. These guidelines will provide the student body with 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. The Principal's decision is final.
  - b. Students are expected to use good judgment concerning dress and grooming. Students are required to wear clothes appropriate in the school setting. Appropriate clothing may include personal protective equipment or any other piece of clothing deemed necessary for health/safety reasons and/or required by the State of Ohio, Department of Health, and/or the SLSD Board of Education. Dress and grooming standards require neatness and cleanliness; sloppiness and immodesty will not be permitted.
  - c. Shorts are permitted, however, they may be no higher than mid-thigh. The same length applies to skirts. Cut-offs including jeans or sweatpants are not considered acceptable for the instructional day.
  - d. Clothing with reference (including dual meanings) to alcohol, drugs, tobacco, profanity and/or violence is not permitted.
  - e. The following items are not permitted, tank tops (full shoulders must be covered at all times), see-through shirts, tops that show bare midriffs, halters, backless blouses, or off-the-shoulder tops.
  - f. Dress and grooming which present a safety hazard or create a health problem to the student or to other students is not permitted.



- g. Dress and grooming which are revealing and/or indecent are not permitted. Undergarments are not to be visible at any time. Pants/jeans/shorts must be worn with the beltline at the top of the hips.
  - h. Shoes or acceptable footwear must be worn at all times. Flip-flops are not considered acceptable footwear for safety reasons.
  - i. Clothing associated with sleepwear (pajamas, slippers, robes, etc.) is not permitted to be worn during instructional time. The exception to this guideline is special “theme or dress-up” days.
  - j. Hats, hoods, headbands, visors, bandanas, and scarves are not permitted to be worn during school hours. Scarves may be worn around the neck, but not on top of the head.
  - k. Torn or ripped clothing is not appropriate dress during the instructional day.
  - l. In judgmental situations it should be emphasized that the building administrator will have the final determination of the appropriateness of dress.
- **Footwear** - Shoes with backs are required at all times. Footwear that does not offer sanitary/safety protection is prohibited. Flip flops aren’t allowed as they can be easily damaged during play and are more likely to cause injury due to trips /accidents.
  - **Teacher Qualifications** – As a parent of a student in the Southwest Local School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for the following information; whether the Ohio Department of Education (ODE) has licensed or qualified the teacher for the grades or subject taught; whether the ODE allows the teacher to teach without being licensed or qualified under state regulations because of special circumstances; the teacher’s college major, advanced degrees and subjects of the degrees; whether any teachers’ aides provide services to your child and their qualifications. If you wish to receive this information, please contact the district office at 367-4139.
  - **Technology** – The Southwest Local School District’s Board of Education recognizes that technology can greatly enhance the instructional program, as well as the efficiency of district and school site administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the acceptable use and guidelines outlined by the WVE staff will result in the revocation of the user’s access privilege and/or further disciplinary actions as deemed necessary by the principal. *The Internet Acceptable Use Policy Form in the back section of this handbook should be completed, signed and returned to the school office for all students. If you prefer to sign digitally, this form is also in Final Forms.*
  - **Telephone Use** - The school phone is available during the day only in situations of serious necessity. The use of the phone will only be allowed when students have permission from -the teacher, secretary or principal. Students will not be permitted to use the phone to make alternative afterschool plans. All alternative plans should be made before arriving at school and will only be permitted with a note signed by the parent/guardian.
  - **Textbook/Workbook Responsibility** - Textbooks and workbooks are provided for students by the Board of Education. Once they have been handed out, they become the responsibility of the student but remain the property of the district. Please stress with your child/children their responsibility for these books. Fines will be assessed for damaged or lost books.

## **Miami Whitewater Elementary Discipline Policy**

All school rules and student programs are designed to be consistent with our building mission which is commitment to building a supportive educational team of students, staff, parents, and community that will provide a creative learning environment which develops students' individual abilities and promotes social awareness, encouraging them to become responsible, contributing members of society. It is essential that students are provided the opportunity to learn in a school environment which is free from distractions that may interfere with the learning of all students.

Discipline is a joint commitment between school and home. As such, communication between school and home should be frequent and honest, and parent support of discipline measures is expected. Except in the case of extreme student behavior, a progression of discipline measures will be employed to correct inappropriate and to teach appropriate behaviors. The progression listed below will be followed when students do not respond to normal classroom corrections such as: reprimand of student by teacher, teacher counseling and instruction of student in appropriate behavior, peer counseling, and a variety of other teacher behavior modification strategies, or additional classroom intervention including assigning classroom punishments, using logical consequences, teacher or student calling home, notes home, and teacher/parent conferences.

### **Rules (to be used by everyone in all areas)**

1. Follow directions the first time they are given.
2. Keep your hands, feet and objects in their places.
3. No put-downs or inappropriate language.
4. Use others property only with their permission.
5. (Individual teacher discretion). Raise hand before speaking.
6. Follow other classroom and building rules (handbook).

Each teacher will maintain a file for each student which will begin on green. A different color, as indicated below, will be used to display any student behavior problems which result.

### **Daily Consequences**

Level 1	Warning (yellow)
Level 2	Teacher discretion (orange) lose 15 minutes of recess (on playground)
Level 3	Call parents (red)
Level 4	Visit principal, assistant principal, or designee (blue)

### **Severe Clause - go immediately to level 4 for:**

- a. Insubordination
- b. Physical abuse
- c. Impacting the learning of others

- d. Threatening others
- e. Destroying property

**The Principal visit at level 4 may result in:**

1. Principal/Student Conference (situation is discussed with principal, consequences for recurrence is stated, expectations for student are re-enforced, contact parents, etc.).
2. Referral to Elementary Counselor may be initiated.
3. Parent/Teacher/Principal Conference (this conference will focus on the students problems and needs. A contract may be developed between parents, student, teacher and/or principal, clearly stating a plan of action and specific consequences which may include #4 or #5 and #6, if behavior does not improve).
4. After school detention (student is assigned to after school detention and parent assumes responsibility for transportation with 24-hour notice).
5. Alternative School Assignment (restriction of student activities for all or part of the school day).
6. Suspension or Expulsion from school.

If a serious offense occurs, parents will be called or a conference scheduled immediately (see code of conduct), and the progression will be shortened.

At the beginning of each school year, all students and parents will be made aware of classroom and school rules and counseled regarding the reasons for having them.

A school psychologist, school counselor, school nurse, and Best Point school-based therapists are also available and may assist students and staff at any step during the discipline process.

**Lunch/Breakfast**

**School Breakfast Program**

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Southwest Local School District offers breakfast at all school buildings! We begin serving thirty (30) minutes before the start of school EVERY day! Elementary school breakfast is \$1.00 and secondary school breakfast is \$1.25. Free or reduced (\$0.30) priced breakfast is available to those who qualify. Please come visit us & benefit from eating a deliciously nutritious breakfast!

**Cafeteria Procedures**

All students will be given a 6-digit lunch account number that is to be used when going through the lunch line. Each student also has an ID card that can be swiped at the keypad instead of entering their lunch number. You may deposit money into the student's lunch account online or by sending cash or check, (made payable to Southwest Local Schools), to school with your child in an envelope marked with the student's name, teacher's name, and their individual lunch account number. At the end of every month, a notice will be sent home with the student showing how much money they have left on their lunch account. You can also set up email alerts for "low balance reminders" by visiting <https://www.schoolpaymentportal.com> Students are advised daily by the cafeteria staff if their account is

getting low.

- **Meal Prices**

- **Student Breakfast**      **\$1.00**
- **Student Lunch**      **\$1.90**

- **Lunch Schedule**

<b>Grade Level or Department</b>	<b>Lunch in cafeteria</b>	<b>Recess</b>
MD	11:10-11:40	11:40-12:05
Kindergarten (full day)	11:00-11:20	11:20-11:50
First Grade	11:20-11:40	11:40-12:05
Fifth Grade	11:40-12:00	12:00-12:25
Third Grade	12:00-12:20	12:20-12:45
Fourth Grade	12:20-12:40	12:40-1:05
Second Grade	12:40-1:00	1:00-1:25

- **Behavior**

- low level talking (whisper) in the serving line
- keep your hands to yourself
- do not take food outside the cafeteria
- wait your turn in line
- show respect to adults and fellow students
- do not throw food
- leave your area clean before leaving the cafeteria
- no sharing of food
- absolutely no soft drinks with lunches

### **Cafeteria Charge Procedure**

Charges for meals and milk are no longer allowed in the Miami Whitewater café. *If a child does not have a positive balance on his or her café account and was not sent to school with 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 add this to the student's cafeteria account.*

### **Glass Containers**

Students are prohibited from bringing glass containers into the cafeteria.

### **Lunch**

Students have the option of purchasing a hot lunch from school, or they may bring a packed lunch from home. Soft drinks are not allowed in the cafeteria. All students are expected to eat lunch unless they have a note from home

excusing them from eating, and it is to be consumed in the cafeteria with their class. Proper manners & PBIS guidelines are expected while eating so that everyone may have an enjoyable lunch period.

Each student is scheduled for a 45-minute lunch period, including recess. Lunch is \$1.90. The first MWE parent/guardian email message will also have this information. Breakfast is also available for students (\$1.00) Parents & guardians can add money to student lunch accounts by visiting <https://www.schoolnutritionandfitness.com/index.php?sid=1485211572028&page=prepaidacct>

There are free and reduced lunch programs available for those who qualify. There is an online request for free or reduced lunch on the district website, [www.southwestschools.org](http://www.southwestschools.org) that must be completed to be considered for the free/reduced lunch program. You can request a paper copy of the request form from the district office.

Also, since all children are required to go outside for recess, they must have clothing appropriate for outside play. Recess is inside if there is any precipitation or if the “feels like” temperature is below 32 degrees.

### **Procedures**

All students enter the cafeteria quietly. After receiving milk and/or lunch, be seated at their grade level’s table, and remain seated until dismissed. The duty teacher will dismiss students by table. Students will be instructed to line up for recess and exit through the back café door to the playground area.

## **Emergency Procedures**

Miami Whitewater Elementary has a detailed emergency plan on each teacher’s desk and an electronic communication system to aid efficiency.

### **Emergency Evacuation Plan**

Although it is impossible to predict the type of emergency which might occur in any public facility, advanced planning could prevent confusion and minimize danger to personnel and students, as well as damage to the facility.

If an evacuation is necessary everyone should evacuate the building immediately, following the routes that are posted in the classroom. Teachers are expected to take their “Grab and Go” packets or attendance records with them, as they do with a fire or tornado drill, and check the attendance to ensure that no student is left unaccounted.

No student is to leave the school grounds without the permission of the designated person in charge. If parents arrive on the scene; they should be directed to the office personnel. Parents need to provide ID and sign for the release of the student.

If deemed necessary, students and staff will walk to the Harrison HS Activity Center across West Rd. This site will be declared off limits to all except emergency personnel. While at this site, the principal or lead teacher will be in charge.

Any questions about injuries, welfare or location of any student during an emergency situation will be responded to by the person in charge.

All SLSD schools use the Navigate app to

- **Fire Drill**

When the alarm rings, students are to exit quickly in an orderly fashion. The teacher will take roll so students must remain with their class. A fire drill will be held regularly for the purpose of keeping everyone familiar with the procedure in case of a real fire or if we need to evacuate the building. A fire drill route is posted in each classroom.

- **Lock Down Drill**

Lock down drills will be conducted to assure students and staff safety in the event of unfriendly forces threatening the school environment. Multiple drills will be held each year to practice protocols with the classroom. Additionally, our staff has received ALICE training to handle building emergencies which are revisited, discussed, and plans sometimes modified to keep our students safe if such a scenario were to arise.

- **Tornado Drill**

A tornado drill will be conducted during March, April, and May to keep you familiar with what to do in case of a tornado or high winds. You are expected to go to your assigned area on the ground floor away from windows and glass quickly and quietly. While there, you will need to sit on the floor with your hands at your neck during this drill. Your assigned area is posted in all classrooms.

- **Other Emergencies**

In emergency situations, it is imperative that the roadways be kept open for emergency vehicles. Also, in some situations, like a chemical spill, gaseous releases, etc., it is essential that all persons stay indoors. Although it is very unlikely that this type of emergency will occur, the staff at Miami Whitewater is prepared to employ appropriate procedures to ensure the safety of the children and adults at school. We ask that parents not come to school to pick up children in these situations until notified by authorities, since all school doors and windows will be closed, and persons will be denied entrance to protect our students. If parents have questions regarding school safety procedures, they are encouraged to call the school office.

## Southwest Local School District

### **Code of Conduct Guidelines**

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

SLSD recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The Code of Conduct supports this endeavor for both in-person or remote environments. The Code of Conduct is adopted by the Board pursuant to state law.

Any student engaging in the following types of conduct either specifically or generally, in-person or through a remote environment (virtually) like the type of conduct listed below is subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Code of Regulations governs a student's conduct at all times, on or off school property and in the virtual environment, unless specifically limited to school property as stated in a regulation, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the District.

The SLSD Progressive Discipline Code is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation.** Although it may be necessary, school removal is used as a last resort.

The law requires that students are provided with a written notice of intent to suspend prior to being suspended. State law also requires that students and parents are provided with a written notice of intent to expel.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and the parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or the parents may appeal any decision of the District administration to suspend a student from school to the Assistant Superintendent. A student or parent must request a **suspension appeal** in writing within **10 days** after the discipline measure takes effect. A student or the parents may appeal an expulsion from school to the Board/designee. A student or parent must request an **expulsion appeal** in writing within 14 days after the discipline measure takes effect. Appeal requests must be made in writing to the district Treasurer. The appeal process includes an additional informal meeting with a hearing officer. The student and parents may be represented in all appeal hearings but notice to the SLSD District Office is requested if bringing legal representation to reduce the chances of a possible rescheduling of the hearing. Pursuant to State law, a student or parents may further appeal an expulsion or suspension to the Hamilton County Court of Common Pleas.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board, the Superintendent, or their designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.



# Southwest Local School District

## Code Of Conduct

2023 / 2024

**Expectation: Students are expected to be an active part of a safe and respectful environment at all times and to not interfere with the learning of others or the orderly process of the school building.**

**The types of conduct prohibited by the Southwest Local School District Code of Conduct are as follows:**

### **Level I Discipline:**

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most Level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention.

### **Staff Interventions:**

- Verbal Warning
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting
- Recess Detention
- Lunch Detention
- Office Referral for Repeated

### **Violations Administrative Interventions:**

- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Recess Detention
- Lunch Detention
- Administrative Detention
- Use of Temporary Alternative Setting

Code	Description
100	Failure to abide by mask policy as established by administration and the Board of Education
101	Misbehavior which disrupts or interferes with any school activity.
102	Disrespect to a student.

103	Disregard of reasonable directions or commands by school authorities.
104	Tardy to Class.
105	Failure to abide by reasonable dress and appearance codes as established by administration and the Board of Education.
106	Non-Approved Use of District-Owned Technology.
107	Non-Approved Use of Personal Technology, Including Cell Phones.
108	Sales or soliciting on school property without permission of school authorities.
109	Use of nuisance Items during the instructional day, while participating in school-sponsored activities, or while utilizing school district transportation.

## Level II Discipline:

Level II discipline offenses are intermediate acts of misconduct that typically require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided, as school removal is used as a last resort. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

### Staff Interventions:

- Verbal Warning
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting
- Office Referral for Repeated

### Violations Administrative Interventions:

- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Detention
- ALP - Alternative Learning Placement
- ASA– Alternate School Assignment (in-school suspension)
- Use of Temporary Alternative Setting
- Emergency Removal
- Out-of-School Suspension (OSS)
- Removal of privilege to attend or participate in extracurricular activities and events

Code	Description
201	Repeated or escalated misbehavior which disrupts or interferes with any school activity
202	Repeated or escalated disrespect to a student.
203	Repeated or escalated disregard of reasonable directions or commands by school authorities.
204	Disrespect to a teacher or other school authority.
205	Use of Cursing/Obscene Gestures: The use of indecent language in oral or written form or the use of obscene gestures.
206	Repeated non-approved use of technology or disruption of the educational process through the non-approved use of technology.

207	Forgery of school or school-related documents.
208	Cheating or plagiarizing.
209	Distribution of pamphlets, leaflets, buttons, insignia, etc, without the permission of proper school authorities or the placing of signs and slogans on school property or at school events without the permission of the proper authorities.
210	Minor petty theft.
211	Skipping class.

212	Disobedience of driving regulations.
213	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or a teacher.
214	Leaving the classroom without permission.
215	Engaging in activities that may cause fear or panic in an individual or group.
216	Refusing to receive or serve properly administered discipline (Detention, ASA, ALP).
217	Repeated violations of the 100 Codes.

### **Level III Discipline:**

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

#### **Staff Interventions:**

- Office Referral
- Notify Administration

#### **Immediately Administrative**

#### **Interventions:**

- Use of Behavior Intervention Process
- Long-Term Loss of Technology Privileges
- ALP - Alternative Learning Placement
- ASA–Alternate School Assignment (in-school suspension)
- Emergency Removal

- Removal of privilege to attend or participate in extracurricular activities and events
- Out-of-School Suspension (OSS)

Code	Description
301	Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could or did result in harm to another person or persons or damage property, when the student has information about such actions or plans.
302	Disrespect to student by using derogatory and/or discriminatory language in verbal or written form
303	On-going or highly escalated disregard of reasonable directions or commands by school authorities resulting in disruption of the learning environment.
304	Engaging in activities that may cause fear or panic in an individual or group.
305	Disrespect to student or inappropriate behavior that involves physical contact with another student on the part of the individual.
306	Fighting.
307	Engaging in activities to promote conflict between students.
308	Falsifying of information given to school authorities in the legitimate pursuit of their jobs or interfering with the administrative investigation.

309	Willfully aiding another person to violate school regulations and/or interfering with school investigation.
310	Theft or Possession of stolen student property.
311	Leaving school building/property without permission of proper school authority.
312	Damage or destruction of school property on or off of school premises.
313	Damage or destruction of private property.
314	On school property or participation in school activities (on campus or off campus) while suspended or expelled without permission.
315	Displaying excessive affection, inappropriate touching or other inappropriate behavior.
316	Possession of obscene, pornographic or libelous material.
317	Removal from assigned alternative learning placement (ALP, ASA)
318	Misuse of chemical substances.

319	Smoking, using, or possessing any substance containing nicotine, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters or use of tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.
320	Distributing any substance containing nicotine, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters or use of tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.
321	Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures.
322	Audio recording, video recording, or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration.
323	Demonstrations by individuals or groups causing disruption to the school program.
324	Gambling.
325	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.
326	Repeated violations of 200 infractions.

#### **Level IV Discipline:**

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

#### **Staff Interventions:**

- Office Referral
- Notify Administration

#### **Immediately Administrative**

#### **Interventions:**

- Use of Behavior Intervention Process
- Multiple Day Out-of-School Suspension (OSS)
- Recommendation for Expulsion
- Removal of privilege to attend or participate in extra curricular activities and events

Principals may suspend a student for up to ten days. If a student is recommended for expulsion, the SLSD District Office will arrange for a hearing with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.

Code	Description
401	<p>Hazing, threatening, harassment, intimidation or bullying of students based upon personal attributes or beliefs on/off school grounds.</p> <p>For purposes of this policy, the term “harassment, intimidation or bullying” means any intentional written, verbal, electronic or physical act toward a student has exhibited toward another particular student more than once and the behavior: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.</p>
402	Hazing, threatening or harassment of school personnel. Threats may be based upon personal attributes or beliefs, on or off school grounds, or the engaging in activities that may cause fear or panic in an individual or group.
403	Engaging in escalated activities that may cause fear or panic in an individual or group.
404	Oral, written or social media threats to harm individuals, groups, or school community.
405	Disrespect to staff or an inappropriate behavior that involves physical contact with staff on the part of the individual.

406	Disregard of staff direction attempting to de-escalate confrontation or attempting to continue conflict despite staff intervention.
407	Assault on school employee or other person.
408	Assault on student.
409	Extortion of a student or school personnel.
410	Theft or possession of school property or school employee property.
411	Engaging in any sexual acts.

412	Indecent exposure.
413	Using or being under the influence of any controlled substance (drugs, narcotics, intoxicant, THC, marijuana, etc.) or inhalant or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
414	Possessing or buying any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
415	Selling or distributing any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
416	Buying, selling, transferring, using, or in possession of any substance prohibited by school administration including but not limited to over the counter medications.
417	Possessing, using, or being under the influence of an intoxicant of any kind including but not limited to alcoholic beverages.
418	Sale or distribution of an intoxicant or intoxicant paraphernalia of any kind including but not limited to alcoholic beverages or alcohol paraphernalia.
419	The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise. The activity may also constitute a crime under state and/or federal law which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
420	Violation of the district's sexual harassment policy. See policy ACAA.



421	Turning in false fire, tornado, bomb, or disaster alarms. (As provided in Ohio Revised Code 3313.66 (A) (5), a student may be expelled for a period of up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the same time of the threat. The period of expulsion shall extend as necessary into the next school year.)
422	Arson or any other improper use of fire.
423	Possession and/or discharge of any explosive substance or incendiary device.
424	Possession, conveyance or use of a firearm. Firearms are identified in Section 921 of Title 18, United States Code. (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year).
425	Convey, attempt to convey, possess or use any instrument, device or object which is designed to look like a firearm.
426	Sale/distribution of any instrument, device or object which is designed to look like a firearm.
427	Convey, attempt to convey, possess or use any instrument, device or object which is designed to look like any other type of weapon.
428	Sale/distribution of weapons, or any instrument, device or object which is designed to look like any type of weapon.

429	Sale/distribution of any instrument, device or object which is designed to look like any other type of weapon.
430	Possession and/or discharge of any explosive substance or incendiary device.
431	Commission by a student of any crime or infraction in violation of the Criminal Code, Traffic Code or Juvenile Code of the State of Ohio or, when applicable, of the State in which the crime or infraction was committed. This provision shall apply to any student while in the control or custody of the school district regardless of whether the act occurred on or off of school premises, or at a school-related activity regardless of location.
432	Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location, shall be reason for expulsion, suspension or removal from school.
433	Repeated 300 code infractions.
434	Repeated 400 code infractions.

The administration reserves the right to skip levels of discipline depending on the number of infractions for each referral and the severity of the violation.

### **SLSD Dress Code**

1. Clothing and accessories that could be interpreted as promoting hate or communicating a negative, profane, or vulgar message are not permitted. Additionally, jewelry and accessories that pose a safety concern for the student or others are not acceptable.
2. Undergarments should not be visible. Tops that expose the midriff or chest, tank tops, mesh tops, and shirts with no sleeves are not acceptable. Pants, shorts and skirts must be worn at the waist level.
3. No head coverings (hats, bandanas, hoods, etc.), or gloves should be worn during the school day.
4. No oversized coats are permitted during the school day.
5. Shorts, skirts, and dresses should reach to a length of mid-thigh or lower and not be overly revealing.
6. Footwear should be safe for the learning environment.

\*\*\*Exceptions to these dress code items for religious reasons should be brought to administration at the beginning of the school year by parents and will require written documentation.

#### **FACE COVERINGS FOR STUDENTS**

All students must follow district guidelines/policies regarding face coverings at all times. Please communicate with your student's building administration team for specific guidelines/policies.

## **SLSD Threat Assessment Teams**

Per House Bill 123, all schools with students in grades 6-12 are required to maintain Threat Assessment teams who are trained to handle situations involving students who may pose a threat to themselves or others. Southwest Local Schools made the decision to establish these teams at every school building in our district, including our three elementary schools as well. The members of our Threat Assessment teams underwent training in Threat Assessment protocols early during the 2022-2023 school year and began implementing these protocols late in the 2022-2023 school year.

Southwest Local School District, along with many other districts around our area and across the state of Ohio, chose to implement the Dewey Cornell Comprehensive School Threat Assessment Guidelines. This comprehensive set of guidelines and protocols assist the members of our Threat Assessment teams in deciding whether threats brought to our attention are transient or substantive. For those threats that are determined to be substantive, a protocol is in place that guides our team members through the process of evaluating and responding to the threat.

The SLSD Threat Assessment protocol includes interviews with key stakeholders involved in the incident, witnesses, and the student accused of making the threat. As dictated by the severity of the threat, law enforcement and mental health services may be involved in the process as well. In many instances, a safety plan is developed to reduce the risk of a future incident and/or address the needs of the student(s) involved. In these cases, students may be suspended or emergency removed from school for a period of time to allow for time to develop this plan with input from necessary entities.

## **Transportation**

### **Bicycles/Scooters**

A bicycle rack is located at the back of the school. Students are permitted to ride bicycles/scooters to and from school but must *walk* their bikes/scooters across the crosswalk and our loop road, “Wildcat Way”. All bicycles/scooters must be parked in the bicycle rack. It is recommended that students lock up their bikes/scooters to the bike rack. This area is off limits during the school day but is not a secured area. Keep in mind that students bring their bikes/scooters to school at their own risk. The school/district is not responsible for any bikes/scooters that are damaged or stolen on school property.

## **APPENDIX-A**

### **Student Conduct on School Transportation**

The Southwest Local School District Board of Education is committed to ensuring the safe and efficient operation of its school buses. Pursuant to ORC 3327, students riding district school buses may have bus riding privileges suspended for any violation of the following Code of Conduct. The school bus driver has the authority to enforce the established regulations for school bus conduct. Disorderly conduct or refusal to submit to the authority of the bus driver will be sufficient reason for refusing or suspending transportation services to any student.

1. Students must ride assigned buses. Only students assigned to a particular bus route will be permitted to board unless granted permission by the transportation supervisor.
2. Students must board and exit the bus at the locations to which they have been assigned.
3. Students must be at the place of safety for their designated bus stop at least 5 minutes before the bus is scheduled to arrive. The bus will not stop if pupils are not waiting at the bus stop.
4. Parents are responsible for the conduct and safety of their child to and from the bus stop.

5. If crossing the street at any time, students must wait for the driver's signal before starting to cross, look right and left, and then cross the street.
6. Riders must go directly to an assigned or available seat.
7. Students must remain seated at all times, and keep aisles and exits clear. Pupils must remain seated until the bus comes to a complete stop.
8. Students must observe typical classroom conduct while on the bus and obey the driver promptly and respectfully.
9. Students may not yell/scream, stomp feet, clap hands, or call out to passers-by as loud, unexpected noises are often responsible for causing accidents.
10. Students may not eat or drink on the bus. Food items must be kept in a lunchbox, bag, backpack, or other closed container.
11. Students should help keep the bus clean, sanitary, and orderly and should not leave anything behind upon exiting the bus.
12. All parts of the rider's body shall be kept inside the bus at all times.
13. Students may not throw or pass objects, from or into the bus.
14. Students may not tamper with emergency doors, controls, or windows.
15. Parents will be responsible for any damage to a bus done by their children.
16. 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.
17. Objects that are glass or flammable, or could be used as weapons are prohibited on the bus.
18. Absolute quiet must be maintained at all railroad crossings and during extreme bad weather so the driver may listen for important signals or information.
19. There will be three evacuation drills per year – a front exit, a rear exit, and a split front and rear exit.
20. Parents/guardians are not permitted to enter the bus. Any concerns must be addressed with the building administrator or transportation director.
21. The Board approved a new transportation policy regarding videotapes. Each bus has a video camera. The camera shall be in operation when the bus is running, whether in motion or waiting for students to enter or exit.
22. The driver has the authority to enforce the above regulations. Students should conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student. Suspension, expulsion or immediate removal shall be in accordance with 3301-83-08 State Transportation Rules.

### **Student Drop Off and Pick Up**

Parents dropping off or picking students up must use the front parking lot. The concrete drive circling in front of the school is for bus loading and unloading only. Arrival procedures will take place from 8:40-9:10am with dismissal procedures taking place from 3:40pm-4:00pm each day. Please make sure to follow the signs for proper entry/exit to and from the parking lot. MWE uses SchoolSAFE ID as a digital dismissal system. Students have numbered green car tags that match the rearview mirror hang tag number in the vehicle picking them up. This adds a level of accountability and ensures safety in the carpool lane at dismissal. If you need a set of backpack tags or car hang tags, please call our secretary at (513) 367-5577.

Dropping off or picking up students, should be done from the lot in front of the school. If it is necessary to drop students off in the parking lot, parents should park in a parking space and escort their students to the building to assure safety. ***No cars should be left unattended in the drop-off area or block access to handicapped parking at any time.*** We appreciate your attention to these rules for the safety of our children.

### **Supervision To and From School**

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

Bus riding is a privilege. Failing to follow bus rules will result in loss of this privilege. Students should behave properly on the school bus and learn the rules for school bus riders.

### **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 to 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 events 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 in-service programs.”

### **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 district to:

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

REFERENCE: Section 3313.20 (C), O.R.C.  
ADOPTED: February 16, 1993

### **Title IX**

It is the policy of the Southwest Local School District that educational activities, employment, programs and services be offered without regard to race, color, national origin, sex, religion, handicap or age. The Title IX coordinator's name is Mrs. Corinne Hayes, 10800 Campbell Road, Harrison, Ohio 45030. Grievance procedures exist and are available from his office for persons who wish to grieve alleged violations of the Title IX.

### **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 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 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](http://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

**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



## Southwest Local School District Contact Information

*Please do not hesitate to reach out to us at Southwest Local School District. Below is contact information to reference if assistance is needed.*

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>PHONE NO.</u>
Wm. Henry Harrison HS	9860 West Road, Harrison	513-367-4169
Harrison Junior School	9840 West Road, Harrison	513-367-4831
Harrison Elementary School	600 E. Broadway St, Harrison	513-367-4161
Crosby Elementary School	8382 New Haven Rd, Harrison	513-738-1717
Miami Whitewater Elementary	9850 West Road, Harrison	513-367-5577
Early Childhood Learning Ctr.	10800 Campbell Rd., Harrison	513-728-8529
SLSD District Office	10800 Campbell Rd., Harrison	513-367-4139

### **SLSD District Office Contacts:**

Mr. John Hamstra - Superintendent	513-367-4139
Mr. Thomas Lowe - Treasurer	513-367-4139
Mrs. Corinne Hayes – Asst. Superintendent & Curriculum	513-367-4139
Mrs. Kiersten Rogers – Pupil Services & Special Education	513-367-4139
Mr. Adam Lohbeck – Operations, Business & Transportation	513-367-4139
Mrs. Susan Toelke – Food Service	513-367-4139

### Getting Help:

#### **Personal Concerns**

For help with personal concerns that may impact a student's school life or activities.

- Parent/guardian or the student should communicate with school counselors; they are trained to offer help with personal problems and may lead students to other resources.
- The counselor or administrator may work with the parent/guardian of the student to make a referral to Best Point Education and Behavioral Health for therapeutic services.

#### Peer Relationship Problems/Bullying

- At SLSD, we take bullying, harassment, and intimidation seriously and encourage students and parents/guardians to report any mistreatment, so that it can be addressed immediately. Speak directly with your student's teacher.
- Speak directly with your student's school counselor or administration team.
- Complete the "My Side of the Story" form - see a school administrator for a copy.

#### Self-Harm Concerns

It is critical for the school counselors to know if your student is experiencing thoughts around self-harm. Your school counselor will help you navigate the supports available and connect you to resources. You may also call our Safe Hotline at 513-367-3738 or text (513) 289-9265 for assistance. You should also consider contacting Cincinnati Children's Hospital at (513) 636-4200 or the Psychiatric Intake Response Center (PIRC) at 513-636-4124.

#### Behavior Supports

If your student is having a difficult time with their behavior at school, with the school environment, or at home, please reach out to the building administration to discuss the possibility of a behavior plan.

- The administration will work with you and the building team to determine tiered interventions and may even include the help of a SLSD Behavior Specialist to help your student build the skills they need to grow the most both at school and at home.

### Counseling and Non-Academic Supports

For help with daily living resources (basic needs), our school counselors are your best contacts.

- They work to create wrap-around services particularly for non-academic factors that create barriers to learning.
- In addition to physical needs and housing supports (basic needs) they may also help a family with psychological and/or behavioral needs.
- They also serve students and families that are facing homelessness and/or family crisis

### For Help With Foster Care Support:

- To contact our Pupil Service Director, call 513-367-4139 or email Kiersten Rogers at [kiersten.rogers@southwestschools.org](mailto:kiersten.rogers@southwestschools.org)

### Medical Support

- Short term or long term medical-related supports may need to be put in place through our district nurses.
- Individual Health Plans are created and monitored by our nurses.
- To speak with your student's school health office, call the main office and ask to be transferred.

- If you need assistance over the summer, please contact the school administration.

#### Help with an Individualized Health Plan

For help with issues related to a student's IHP:

- Speak with your student's building nurse
- Speak with your student's principal.

#### Academic Barriers

For help with academic concerns, the student/parent or guardian should:

- Contact the teacher who teaches the subject. If the problem remains unresolved to the parent/ student's satisfaction, contact the school counselor or principal to discuss involvement of the RTI (Response to Intervention) team.
- If the concern involves College Credit Plus (CCP) or career planning, your student's counselor would be your best resource.
- If your concern involves questions about Great Oaks Institute of Technology, speak with your student's career tech counselor at Great Oaks.
- If you are seeking tutoring support, contact your student's school counselor.

#### Translation Support

- For help with translation services for your student, contact your student's building administrator

#### Help with a 504 Accommodations Plan

For help with issues related to a student's 504 Accommodations Plan:

- Speak with your student's teacher.
- Speak with your student's counselor
- Speak with your student's building administrator.

#### Help with an Individualized Education Plan

For help with issues related to a student's IEP:

- Speak with your student's teacher.
- Speak with your student's IEP Case Manager. If your concern incorporates multiple classes, start with the IEP Case Manager.
- Speak with your student's building administrator.

#### Athletics/Extracurricular Activities

For help with issues involving extracurricular activities, the student/parent or guardian should:

- Talk to the advisor assigned to the club or activity.
- For middle school/high school athletics, follow the chain of coaching command. If that does not resolve the issue, speak to the school's athletic director.
- If the problem remains unresolved, speak with the principal.

#### SLSD Community Resources

**Emergency Contact Numbers**

See Something/Say Something 24	513-367-3738
Hour Mobile Crisis Team	513-584-5098
Child Abuse or Neglect Reporting Ham.	513-241-KIDS
County Dev. Disabilities Emer. Line 24	513-794-3308
Hour Crisis Line Talbert House	513-281-CARE

Children's Hospital Psychiatric Intake Response Center (PIRC) 513-636-4124

Trevor Project Crisis Line--LGBTQ National	1-800-4-U-TREVOR
Suicide Prevention Lifeline	1-800-273-TALK
Harrison City Non-Emergency	513-367-3715
Whitewater Township Non-Emergency	513-353-1518
Crosby Township Non Emergency	513-738-1831
Safer Ohio Tip Line	1-844-723-3764
Best Point Education and Behavioral Health	513-272-2800

### **Abuse/Domestic Violence**

YWCA Domestic Violence Shelter	513-361-2120
Shalom Center for Elder Abuse	1-888-295-7453

### **Clothing and Household Items**

- If your family is in need of any basic needs including clothing or household items, contact your student's school counselor or principal.
- To contact our Pupil Services Director, call 513-367-4139 or email Kiersten Rogers at [kiersten.rogers@southwestschools.org](mailto:kiersten.rogers@southwestschools.org)
- Church on Fire Ministries/City of Refuge 513-708-0583
- Pathways to Home 513-367-1441
- Whitewater Crossing Church Life Center 513-738-7500

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### **Other Supports**

Fernside	513-246-9140
Harrison JS Food Pantry	513-367-4831
Freestore Food Bank	513-241-1064
NAMI of Southwest Ohio	513-351-3500
Su Casa	513-761-1588
Cancer Family Care	513-731-3346
PFLAG LGBTQ+Family Support	513-721-7900

# **FORMS**

**(To be completed via  
Final Forms.)**

**STATEMENT OF MWE HANDBOOK READ AND REVIEW**  
**(Must be signed and returned within the first two weeks of school.)**

We, the undersigned, acknowledge that we have read and reviewed the Miami Whitewater Elementary Parent-Student Handbook.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_



## **REFUSAL FOR MEDIA PHOTOGRAPH**

I, \_\_\_\_\_, wish that the names or  
photographs of my child/children, \_\_\_\_\_

NOT be used in any newspaper articles or media of any type.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **INTERNET REFUSAL**

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

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

I, \_\_\_\_\_, wish that the names or photo-  
(Parent/Guardian)

my child/children, \_\_\_\_\_ NOT be posted on the  
(Name(s) of Student(s))  
internet.

\_\_\_\_\_  
Parent/Guardian Signature

Southwest Local School District  
Pre-Arranged Notice of Student Absence Form

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands; etc., outside of school hours.

The Board of Education does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Student Name:

Parent Name:

\_\_\_\_\_

\_\_\_\_\_

# of Days Requested:    Absence start date:    Student will return to school on:\_\_\_\_\_

Reason for absence:

\_\_\_\_\_

School (please circle):

CROSBY      HARRISON EL.      MWE      HJS      HHS

Student's Address:

City:

Zip Code:

\_\_\_\_\_

Parent Signature:

Date:

\_\_\_\_\_

Administrative Review:

☐ Unexcused Absence Notes: \_\_\_\_\_

Excused Absence: (reasons for which absences may be excused, please check the appropriate box:

☐ 1. Personal illness of the student;

☐ 2. Illness in the student's family;

☐ 3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians  
(applies to students over 14 years of age only);

☐ 4. Death in the family;

☐ 5. Quarantine for contagious disease;

☐ 6. Religious reasons;

☐ 7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity  
(applies to absences of up to 24 school hours) or

☐ 8. As determined by the Superintendent.

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent's Signature (applies only to #8 above):

Date:

\_\_\_\_\_

.....

Teacher's Review:

Estimated Grade (if possible) in the following subjects:

Math      ELA      Reading      Science      Social Studies

Electives (please list)

\_\_\_\_\_

Class	Assignment (Teachers, please attach additional documentation, if necessary)	Expected Date of Completion	Teacher's Initials

Teacher Comments: