



# Crosby Elementary

## PARENT-STUDENT HANDBOOK

2026-2027

*Academic/Social Growth for ALL Students, Every Day!!*

**CROSBY ELEMENTARY SCHOOL**  
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Crosby Families,

Welcome to another exciting school year! Our mission, *“Academic and Social Growth for ALL Students, Every Day!”* continues to guide everything we do as we support and encourage each student’s success.

At Crosby, we are committed to helping every child reach their full potential through meaningful learning experiences, strong relationships, and opportunities both inside and outside the classroom. We look forward to partnering with you to make this a positive and successful year for all students.

Please take a few moments to review our handbook for important information and expectations for the year ahead. By working together, we can continue creating an environment where every student feels supported, challenged, and empowered to grow.

Thank you for your continued partnership and support.

Sincerely,

Joanne Aghotte, Principal

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**As a part of the educational team, the students will:**

- Respect the rights of others in the classroom, in the hallways, on the playground, and on the bus to and from school. This includes accepting individual differences in people, recognizing others' accomplishments, and showing respect for property.
- Work cooperatively with peers as a part of a school community which values helpfulness, thoughtfulness, and kindness toward others.
- Become aware of individual choices and their consequences.
- Behave in a manner which in no way interferes with the teaching and learning process.
- Take responsibility for completing all homework and assignments, and for coming to school prepared to learn, including having the appropriate materials.
- Have regular attendance to maximize learning opportunities.
- Be aware of school rules, student rights, and student responsibilities.
- Take an active and enthusiastic role in their studies, and safety, and always strive for excellence.

**As a part of the educational team, parents will:**

- Encourage their children to do their best and instill in them the importance of education in their daily lives and in their future.
- Send their children to school well rested and ready to learn.
- See that their children complete homework assignments and come to school with the appropriate materials.
- See that their children attend regularly.
- Support the school on matters of discipline, school policies and curriculum.
- Actively communicate and cooperate with staff members regarding their children.
- Take active roles in the school, sharing their ideas and/or giving their time to improve the school.
- Instill a sense of responsibility and guide students to accept responsibility for their choices.

**As a part of the educational team, teachers/school will:**

- Encourage students to ask questions and think critically.
- Ensure that individual help is provided, the importance of the individual is recognized, and that teachers actively listen to students.
- Instill in students the importance of rules, rights and responsibilities, and the relationship between them.
- Recognize individual differences by providing diverse materials, approaches, and settings for learning.
- Build productive, helpful, and caring relationships where positive reinforcement and student achievement are valued.
- Emphasize the importance of all areas of the curriculum.
- Foster a love of learning and the importance of being a lifelong learner.
- Provide enjoyable, meaningful activities and enrichment opportunities for the students and parents.
- Actively communicate and cooperate with parents regarding the students.
- Provide educationally appropriate materials, facilities, and methods of instruction.
- Provide classroom organization, discipline, and enthusiasm which leads to optimal learning opportunities.
- Ensure that teacher learning occurs through collaboration and continuous staff development.
- Identify and address poor performance and/or academic difficulties.
- Recognize and celebrate effort and achievement.
- Challenge students to do their very best every day.

*"Academic and Social growth for ALL students, Everyday!"*

## **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 to maximize student achievement. Placement and grouping decisions are made by a team of educators based on 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 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 (HQPD) in gifted education, and a Written Education Plan (WEP) will be developed 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. 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 any testing for a suspected disability takes place.

## **SPECIAL EDUCATION**

The Southwest Local School District, along with other school districts across the state of Ohio, is participating 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 or Kiersten A. Rogers, Director of Special Education Services at 367-4169.

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

Crosby Elementary is committed to meeting the needs of all students. Crosby Elementary has a staff of specialists to help students with their individual needs including a speech and language specialist, a school psychologist, a guidance counselor, a special education teacher and a school nurse. In addition, the Hamilton County Board of Education provides other specialists 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.

Students who are having trouble in any area (academic, behavior, speech, motor skills, etc.) will be recommended to the Intervention Assistance Team. 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 any testing for a suspected disability takes place.

## GENERAL INFORMATION

### **ARRIVAL/DEPARTURE OF STUDENTS**

School hours are as follows:

|                       |                     |
|-----------------------|---------------------|
| Full Day Kindergarten | 8:30 AM to 3:00 PM  |
| Grades 1 – 5          | 8:30 AM to 3:00 PM  |
| AM Kindergarten       | 8:30 AM to 11:15 AM |
| PM Kindergarten       | 12:15 PM to 3:00 PM |

#### Arrival

Car riders are not to arrive at school prior to 8:00 AM in the morning. Doors will remain locked until 8:00 AM. **Please do not release students from cars until 8:00 AM.** Car riders shall use the front of the school for drop-off and pick-up. Parents of younger students, or students with special needs should utilize the curb lane.

#### Departure

If your student typically is a bus rider and there is a need to pick your child up at the end of the day, we ask that you reach out to the student's homeroom teacher via their app or a written note. If it is a last-minute change, please call the office.

If you are picking your student up for an appointment before dismissal, please plan on picking them up no later than 2:45 pm.

At dismissal, students are to leave school promptly unless they are participating in school-sponsored activities; or activities provided by service organizations (scouts, brownies, etc.) or arrangements have been made with teachers or administrator. Students must be picked up before 3:15 pm.

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

### **ASSEMBLIES**

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

### **ATTENDANCE - STUDENT ABSENCES AND EXCUSES**

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 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;
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, behavioral or dental appointments;

5. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
9. post-secondary visitation, for which a student may be marked as “present” for such absences for up to three days per school year;
10. pre-enlistment reporting to a military enlistment processing station, for which a student may be marked as “present” if the absence is used to help fulfill graduation requirements;
11. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active-duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
12. 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;
13. absences due to a student being homeless;
14. attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or
15. 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.

Student make-up work for religious expression days is managed in accordance with State law and Board policy for such absences.

Each student who is absent for reasons other than religious expression days 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.

## **BIRTHDAY CELEBRATIONS**

The staff and students of Crosby Elementary would like to participate in special occasions for all students. Snacks that are individually packaged and can be stored in the classroom are permitted. Please refer to the district web page at <http://southwestschools.org> for a complete copy of the District Wellness Policy. To be fair to all students, individual acknowledgements such as flowers, balloons, gifts, etc., are better left handled at home.

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

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

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

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

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

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

## **CHANGE OF ADDRESS/CHANGE OF CUSTODY**

Any change of address or custody for your student should be changed in Final Forms, with the necessary forms uploaded. This would include court documents and proof of residency. [southwestharrison-oh.finalforms.com/](http://southwestharrison-oh.finalforms.com/).

## **CONFERENCES**

Parent-Teacher Conferences will take place twice a year. Once in the Fall and once in the Winter.

## **COUNSELOR REFERRALS**

Parents or administrators may refer students to the school counselor. Students may refer themselves also. Parents who wish to refer their child may do so by calling 513-738-1717 or emailing [crosbycounselor@southwestschools.org](mailto:crosbycounselor@southwestschools.org) and providing appropriate background information.

We also have school-based counselors from Children's Hospital who provide education and mental health treatment for children facing significant social, behavioral, and learning challenges. You may call the office for a referral or reach out to your student's teacher.

## **EXTRA CURRICULAR ACTIVITIES**

Parents are responsible for picking children up promptly from extracurricular activities. At the discretion of the activity advisor and/or principal, those students who are repeatedly picked up late may be dismissed from the respective program.

The extra curriculums that we offer are:

- Crosby Choir
- Girls on the Run
- Chess Club
- Unicycle
- Crystal Clear Science Club
- Starting Artist Club
- Lego Club
- Rocket Club
- Lightning Squad
- Safety Patrol
- Bank Tellers
- Patriot Patrol
- Spanish Club
- Crosby Choir
- Crosby Musicians
- Student Council

## **FEES**

All students in half day Kindergarten – 5<sup>th</sup> grade have a school fee set by the Board of Education, which is used to purchase educational materials and other items used by each student. The fee for the 2026-27 school year will be **\$85.00**. Full day kindergarten is tuition based. Deadline for payment of fees is October 2, 2026. Checks should be made payable to "Southwest Local School District". Or you may log in to our Parent Portal <https://mywildcats.me>. Click on the 9 squares (top right of your screen) and click PaySchools - <https://www.payschoolscentral.com/>.

## **FIELD TRIPS**

Various field trips are scheduled to supplement the regular educational program and give students first-hand experiences in topics discussed in the classroom. Students may be charged a minimal transportation fee as well as the cost of the field trip. To ensure proper supervision, only custodial parents may chaperone students unless prior approval is obtained from the principal. Chaperones are not permitted to bring siblings on field trips. Students going on the field trip must have a signed permission slip to participate. All students will

remain with their class during the field trip and must travel and return to school with the bus transportation provided.

School-sponsored trips - Travel by students, whether local or distant, is not school-sponsored unless such travel is either:

1. Provided by District-owned, leased, or contracted vehicles, or otherwise provided and paid for by the district; or
2. Provided by formal action of the Board of Education and escorted by District employees who have been specifically authorized in writing by the school administration to participate in the trip to supervise students.

The Board of Education does not and cannot prohibit student participation in non-school sponsored trips promoted by individuals or organizations so long as the trips do not interfere with student involvement in the regular school curriculum. Further, the Board of Education does not and cannot warrant, guarantee, or take any position as to the reliability of any individual or organization who sponsors and solicits students to participate in non-school sponsored trips, or as to the quality of such trips. Students who participate in non-school sponsored activities, parents who authorize student participation, and the sponsors of such activities, share responsibility for any consequences that arise from such participation. The Board of Education does not accept any responsibility for non-school sponsored activities.

Employees of the Board of Education who solicit students to participate in non-school sponsored trips and related activities are acting outside the scope of their employment and official responsibilities and are not acting as employees or agents of the School District. The Board cannot be aware of all non-school sponsored trips in which students, parents or staff members acting as individuals may become involved. Therefore, the Board cannot accept any responsibility for notifying participants that such activities are not school sponsored. It is the responsibility of each participant to determine whether a particular trip is school-sponsored, and whether school-sponsored or not, to make their own independent assessment of the risks involved. The superintendent stands ready to answer all inquiries as to whether a particular trip is school sponsored.

### **FIRST DAY OF SCHOOL**

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

If your child goes to a sitter, please be sure the sitter's phone number is in Final Forms under Emergency Contacts. Please be sure the child knows both the first and last name and address of the sitter.

It is also pertinent that all forms are updated in Final Forms before the start of the new year. When completing forms, please make sure to check the family income box when completing the Food Services Information.

### **GRADING SCALE/PROMOTION/RETENTION**

In the elementary grades, promotion to the next grade or group is based primarily upon teacher judgment and recommendation except as indicated below. Teacher decisions are subject to review by the principal and superintendent. The legal authority for 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 school year.

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

In grades 1-5, a failing grade (F) in two of the Competency Based subject areas (Mathematics, Reading, Writing, Science and Citizenship) 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 people with information relevant to the child's progress, i.e., tutor, psychologists, will be notified and will have input in the discussion.

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

For students entering grade three beginning with the 2003-2004 school year, promotion to grade four will be based upon ORC section 3313.608 in addition to passing CBE subjects as outlined above. Any student who fails to attain a passing grade on the third-grade reading achievement test shall not be promoted to grade four unless either of the following applies: (1) the pupil was excused from taking the test based upon an IEP or (2) the pupil's principal and reading teacher agree that the pupil is academically prepared for promotion to the next grade level.

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

1. Overall grades
2. Teacher and principal recommendations based upon:
  - Tests (teacher made, company produced, Ohio Department of Education test materials, CBE assessment, and standardized tests
  - Mastery of pupil performance objectives
  - Student Attendance

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

**HALLWAYS**

P.E. teachers appreciate your attempts to stay in top racing form all year, but the halls are not the place to practice your running. Students should go to and from other 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.
- Keep a low noise level upon entering and exiting the building.
- Do not push, especially at the water bottle fill stations.
- Never run in the halls.

## **HOMEWORK POLICY**

### Belief Statement

Homework can play a significant role in the academic success of the students. It is assigned as an extension of the classroom. Homework provides opportunities to practice newly acquired skills and develops appropriate work and study habits. As the teacher reviews the assignments, an assessment of the students' understanding is possible, and lessons are planned accordingly. For these reasons, the staff at Crosby Elementary School puts an appropriate emphasis on homework and has developed the following homework policy.

### Expectations

Teachers are expected to provide assignments which are meaningful, challenging, and relevant. They are expected to provide appropriate, timely feedback to the students and to communicate problems to the parents. This includes notes and phone calls regarding incomplete assignments or the lack of parent signatures. Teachers should ensure that homework is completed by maintaining a system of rewards and consequences. The teachers will provide time for the students to complete their plan books and will check for parent signatures and completed assignments each day.

Students are expected to complete all homework assignments on time and to the best of their ability. They are expected to turn in a neat, presentable assignment when requested. Reading assigned material and studying for tests are considered homework. The students are responsible for completing the plan book each day and for conveying information to the parents.

Missing assignments will be noted in the student's plan book. These assignments should be completed the next day. A student who habitually does not adhere to the homework policy will be subject to the teacher and building discipline procedures.

Parents are expected to establish homework as a priority for their children. As such, they should ensure that the children have a quiet time and place to complete assignments. Parents should provide positive support when homework is completed and not allow the student to get out of doing homework. Problems with homework should be communicated to the teacher. Parents are expected to review and sign the student plan books each night for students in grades 3-5 and the homework papers for students in grades 1 and 2.

### Grading

Assignments which are completed and returned on time will receive full credit. Overall, homework will account for a maximum of 40% of a student's grade.

### Recommendation

It is recommended that a consistent routine be established at home to ensure that the homework is completed. Establishing study time and a procedure for monitoring the work will develop student work habits. On nights when no specific activity is assigned, the students can study for upcoming tests or read for enjoyment. With the cooperation of the students, parents, and teachers this homework policy will be effective. The students will benefit through increased academic success.

## **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. Free or reduced (\$0.30) priced breakfast is available to those who qualify. Please come visit us & benefit from eating a delicious nutritious breakfast. USDA is an equal opportunity provider & employer.

## **SCHOOL LUNCH PROGRAM**

Students have the option of either purchasing a hot lunch from school or they may bring a packed lunch from home. Students are given several healthy drink choices; therefore, we ask that students do not bring soda. (Please refer to the District Wellness Policy). All students are expected to eat lunch, and it is to be consumed in the cafeteria with their class. Proper manners 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. Parents are encouraged to pre-pay for lunches and breakfast. Elementary school lunch is \$1.90. Free or reduced (\$0.40) priced lunch is available to those who qualify. You can find this application online at [www.southwest.sdms2.com](http://www.southwest.sdms2.com).

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

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.
- School parties should include no more than one food or beverage that does not meet nutritional standards.
- For safety concerns, parents/caregivers are encouraged to provide individually packaged commercially prepared products.
- Fundraising efforts are supportive of healthy eating.

## **PARENT SQUARE**

[www.parentsquare.com/schools/35221](http://www.parentsquare.com/schools/35221)

ParentSquare is a safe and secure platform for all school-to-home communication. The multi-language, two-way group messaging, private conversations, district-wide alerts and notices, school websites and simple user interface keeps everyone connected, creating a vibrant school community. This platform will also provide links for ProgressBook, PaySchools, Transportation, Final Forms, newsletters, and our calendar. Please download the app for up-to-date news and information.

## **PARENTS RIGHT TO KNOW**

As a parent of a student in the Southwest Local School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for the following information: whether the Ohio Department of Education (ODE) has licensed or qualified the teacher for the grades or subject taught; whether the ODE allows the teacher to teach without being licensed or qualified under state regulations because of special circumstances; the teacher's college major, advanced degrees and subjects of the degrees, whether any teachers' aides provide services to your child and their qualifications. If you wish to receive this information, please contact the district office at 367-4139.

## **PHONE CALLS/MESSAGES**

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

## **PICTURES**

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

**Fall Picture Date – Thursday, September 3, 2026**

**Fall Retake Day – Friday, October 23, 2026**

**Spring Picture Date – Wednesday, March 10, 2027**

## **PROGRESS BOOK**

The Southwest Local School District has in place an on-line reporting program that allows parents access to a student's grades, progress and daily attendance. This program will also allow the parent and student the opportunity to send messages to teachers. Your registration key for creating an account is under Student/Parent Access Codes in Final Forms.

To upload on your mobile device, you will go to the Apple App Store or Android Apps on Google Play and search for "ProgressBook Parent/Student" to find the Frontline ProgressBook Parent/Student mobile app and download the app.

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 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.

## **PROCEDURES-STATE MANDATED TESTING**

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

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

The tests shall be sent to the Assistant Superintendent who shall take the tests to the respective buildings. The building test coordinators shall count and distribute tests to certified 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.

### Grading, Scoring and Record Keeping

All test materials shall be returned to the designated location within 24 hours of the conclusion of any regular or make-up testing session. The school district will receive within 60 days of the end of any test period, a report including the following: a pass/fail score for each student in each area tested, for each child who has failed a test area, suggestions for improvement and a building/district summary for each grade and test area.

The Southwest Local School District shall permit access to a student's test results to parent(s) or eligible students in accordance with the provisions of 3301-13-01 of the administrative code and 3319.321 of the Revised Code. Such requests shall be made in writing to the head of the guidance department or elementary building principal.

#### Consequences of Cheating on State Mandated Test

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

#### Use of State Tests to Meet Requirements

Amended Substitute House Bill (HB) 55, signed into law, authorizes districts to use any of the state tests required by 3301.0711 of the Revised Code as the competency assessment required by Section 3301.0715 of the Revised Code if the district determines that state tests appropriately measure progress toward achieving any performance objectives specified at the same grade.

#### **PTO**

Crosby Elementary has one of the best and most active parent organizations. They are a friendly, cooperative, hard-working, and forward-looking group that consistently puts the needs of children first. Their contributions are many including an active volunteer service, provision of funds and materials, and advice and input.

We encourage every parent to join this group, pitch in on projects, and make Crosby Elementary the best school for your children to attend.

PTO coordinates all volunteers for class parties – Halloween, Christmas, and Valentines Day. Chaperones are not permitted to bring siblings to class parties. To register as a helper for a class party, you must be a member of the PTO. If you financially cannot join the PTO, please reach out to the front office and they will assist you in connecting with the appropriate person from the PTO.

#### **REGISTRATION**

Registration for all Southwest Schools for Kindergarten – 12<sup>th</sup> grade is completed in Final Forms. 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 of their current report card for students in kindergarten – 8<sup>th</sup> grade.

Any changes in address or custody should include updating forms in Final Forms, since it has changed since registration.

#### **SCHOOL CLOSING**

Parent Square will be used to communicate closing or delay information. Parents are reminded that on days when the opening of school is delayed two hours, morning kindergarten session will be canceled.

## **TEXTBOOK/WORKBOOKS/COMPUTERS**

Textbooks, workbooks, and computers are provided for students by the Board of Education. Once they have been distributed, they become the responsibility of the student but remain the property of the district. Please stress with your child the responsibility for these items. Fines will be assessed for damaged or lost items.

## **VOLUNTEERS**

Crosby fully understands the crucial role carried out by volunteers in the education of our students. It is through the collective efforts of our school staff, our parents, and the community at large that lead to our mission of "Academic and Social Growth for ALL Students, Every Day!" being lived out. If you are interested in volunteering, please reach out to your students' teacher.

## **DISCIPLINE**

### **BEHAVIOR**

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

### **BUS CONDUCT AND RULES**

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 always remain seated 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 always kept inside the bus.
13. Students may not throw or pass objects from or onto 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 extremely 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.

## **HAZING/BULLYING**

"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/bullying/intimidation activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying/intimidation.

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

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

Administrators, faculty members and all other employees of the school district should be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing/bullying/intimidation 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."

## Southwest Local School District Code of Conduct Guidelines

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 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 against 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

**Expectation: Students are expected to always be an active part of a safe and respectful environment 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 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.   |

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| 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. |

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| 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  |

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| 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 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.   |

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| 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 extracurricular 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  |
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| 401  | Hazing, threatening, harassment, intimidation or bullying of students based upon personal attributes or beliefs on/off school grounds.<br><br>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. |
| 402  | Hazing, threatening or harassment of school personnel. Threats may be based upon personal attributes or beliefs, on or off school grounds, or 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.   |

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| 404 | Oral, written or social media threats to harm individuals, groups, or school community.  |
| 405 | Disrespect to staff or 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 another person.  |
| 408 | Assault on student.  |
| 409 | Extortion of 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.) |

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| 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 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.**

## **Dangerous Weapons**

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

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary or poisonous gas; bomb, grenade or rocket having a propellant charge of more than four (4) ounces; missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of the devices described above.

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

Students are also prohibited from bringing a knife to or possessing a knife (which was initially brought by another person) onto school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same implications as noted above.

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

## **Drug and Alcohol Policy**

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

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

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

Students who are first time offenders and who appeal their expulsion recommendation must bring the results of an assessment from a Southwest Local School District approved drug and alcohol specialist/agency/facility.

to the expulsion hearing. These materials and the students' and parents' plan to prevent future problems will be reviewed by the Superintendent or designee and a determination will be made as to whether the student should be allowed back to school after completion of his/her suspension. Any student who does not completely comply with the recommendations of the drug and alcohol assessment and the school administration will be expelled from school for the duration of his/her expulsion recommendation.

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

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

### **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. Declare that lockers/desks are the property of the Board of Education, and these lockers/desks and contents thereof are subject to search at any time.
2. Conduct random searches of locker/desk searches. Searches of all or limited number of lockers/desks may be conducted at any time in accordance with federal and state laws as well as Board policy.
3. Search specific lockers/desks and the contents thereof if the administrator reasonably suspects the locker/desk or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
4. Search at any time the locker/desk and contents thereof of any pupil if an emergency exists or appears to exist that immediately threatens the health or safety of any person, or threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board.
5. Conduct a search of a student or personal property if the administrator has reasonable suspicion to believe that a student possesses a dangerous weapon, contraband, illegal or stolen item. The administrator may search the student or his/her personal property. Remove the item and contact any appropriate authorities. All personal searches will be conducted in the presence of another school employee. School district employees are prohibited from conducting strip searches.
6. Use security devices which protect the health and safety of the school community. Such devices may include metal detectors, surveillance cameras, entry systems, identification badges, facility regulations, etc. Individual searches utilizing security devices will be conducted if there is reasonable suspicion. Random searches will be conducted in accordance with reasonable standards adopted by the administration.

### **Sexual Harassment**

Sexual harassment will not be tolerated in the Southwest Local School District. Students are expected to be free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Most inappropriate sexual behavior violations should be handled as violations of the discipline code.

Examples of behavior which is prohibited by this policy are:

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

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

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

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

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

#### **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 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 the length of the mid-thigh or lower and not be overly revealing.
6. Footwear should be safe for the learning environment.

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

\*\*\*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.

#### **LUNCHROOM RULES**

1. All students are to be seated in an orderly manner in their assigned seat.
2. They are to remain seated until finished with their meal.
3. No soft drinks.
4. Students may converse with their immediate neighbors by using a low, controlled voice.

5. Students are responsible for cleaning up after themselves when finished. A garbage can will be brought to the tables for the students to throw away their trash.
6. Dismissal will occur upon the direction of the supervising adult.
7. No food or drinks should leave the cafeteria.
8. Visitors may not attend lunch with students.
9. No food deliveries to students unless teacher requested – for example, Uber Eats, Door Dash, or Grubhub.

NOTE: Students are not permitted to leave the school grounds during lunch, nor may the students have visitors join them for lunch.

## **PLAYGROUND**

Safety is the number one concern on the playground. As such:

- Balls and Frisbees are the only objects that should be thrown.
- No one is to leave the playground without the teacher’s permission.
- Students should remain in the designated play areas in view of the supervisor.
- 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 supervisor immediately. Fighting is not permitted. If you join in, you will receive a punishment.
- Good sportsmanship is expected, as is showing respect to the teachers on duty.
- Do not disturb other students' games.

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. No running is permitted in the building except in the gym. Teachers should be visible in the classroom door or in the hall. 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.

## **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES – Addendum 10/16/2025**

### **Use of Cellphones and Electronic Communications Devices by Students**

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, the Board prohibits student use of cellphones during the instructional day except:

1. if permitted under the building’s comprehensive emergency management plan;
2. for student learning or to monitor or address a health concern if included in a student’s individualized education program or plan, a 504 plan or other reason deemed appropriate by the Superintendent/designee to monitor or address a student health concern or
3. to monitor or address a health concern if the Board receives a written statement from the student’s physician requiring such use.

The Board directs the Superintendent/designee to develop procedures governing student use of cellphones that align with this policy.

Such procedures must be included in all student handbooks. Students violating District procedures or building regulations for use of cellphones and other electronic communications devices may have their phone or device confiscated and may be subject to discipline.

The District assumes no liability if a student’s phone or electronic communications device is broken, lost or stolen. Notices of this policy are posted in a central location in every school building, in the student handbooks and posted in a prominent location on the District website.

## **ARTIFICIAL INTELLIGENCE**

The Board recognizes the need to prepare staff and students for an increasingly technological future. Thus, the Board is committed to providing staff and students with the knowledge and skills necessary to navigate emerging technological innovations effectively and appropriately, including generative artificial intelligence (AI). This includes placing emphasis on building AI literacy within the District as an essential component of technological readiness for both staff and students.

For purposes of this policy, "AI tool" is defined as AI applications, algorithms or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.

The Board directs the Superintendent/designee to develop procedures for staff and students concerning the use of AI and AI tools, consistent with the following:

1. Prohibits use inconsistent with District policies and procedures, classroom instructions and requirements, AI tool terms of service including age limits, or State and Federal law;
2. Prohibits use inconsistent with expectations for staff and student conduct, including discrimination, harassment or hazing and bullying;
3. Prohibits input of confidential staff and student data;
4. Prohibits representing content created using AI or AI tools as their own work product;
5. Requires disclosure of use of AI and AI tools;
6. Requires that all AI and AI tools, whether free or fee-based, be reviewed and receive prior approval from the Superintendent/designee before being recommended or used in connection with staff work or students' assignments;
7. Establishes guidelines for seeking approval of new AI tools and maintains a list of approved AI tools and
8. Clarifies that staff and students are responsible for all reasonably foreseeable consequences of use of AI and AI tools.

All District staff and students must comply with all provisions of the district's policies and procedures on the use of generative AI and other emerging technologies and State and Federal law.

### **Reporting AI Concerns and Misuse**

Staff and students with concerns about the safety and effectiveness of the use of AI or AI tools, or who suspect misuse that violates District policies and procedures or other applicable law, should contact the Superintendent/designee. All educators are required to comply with the Licensure Code of Professional Conduct for Ohio Educators. Uses of AI not aligned with the Licensure Code of Professional Conduct for Ohio Educators may be reported to the State Board of Education for further investigation.

### **Data Privacy and Management**

The District recognizes the importance of effective data privacy and management, including the protection of District data and information. The District will ensure that confidential data and other sensitive staff and student information is protected while using AI and AI tools.

## **Review of AI Use**

The District will regularly review its use of AI and recommend updates to the Board that address safety, privacy, staff and student needs and other relevant areas. Recommendations to the Board will also address relevant updates to State and Federal laws and guidance concerning regulation of AI.

## **Training**

The District will train incorporate AI literacy into relevant curriculum and professional learning opportunities for staff and students. The District will train staff and students in the requirements of this policy and procedures, other District policies and procedures regarding data privacy and management, and acceptable uses of AI and AI prohibitions.

Staff and students may be disciplined for use of AI and AI tools inconsistent with District policies and procedures.

## **MEDICAL CONCERNS**

### **ALLERGIES (Bee stings, etc.)**

If your child has an allergy or any physical condition that we should be aware of, please make the teacher and office staff aware of this.

### **IMMUNIZATIONS AND PHYSICAL EXAMINATIONS**

Physical and dental examinations are required for all students entering school for the first time. Immunizations, according to State Law and the County Health Department, are required before a student enrolls in the Southwest Local School District. If you have any questions concerning these matters, please contact the school office at 513-738-1717.

### **MEDICATION**

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. A PERMISSION TO ADMINISTER MEDICATION FORM must be completed and on file in the office.

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 for one day with a note from the parent. If the medication needs to be given for more than one day the parent must fill out a PERMISSION TO ADMINISTER MEDICATION FORM and list the name of the non-prescription drug, when it is to be administered and the dosage. If this medication is to stay at school for the school year, the form must be signed by a doctor. All drugs must be in their original container. Schedule II drugs to be administered at school must be transported to or from the building by the parent, guardian, or other responsible adult.

## **RECORDS**

### **ACCESS TO RECORDS – PARENT/GUARDIAN**

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

### **ACCESS TO RECORDS – NON-CUSTODIAL PARENT**

A non-custodial parent has the right to inspect and review records unless a court order or divorce decree states otherwise. Furthermore, non-custodial parents have the right to conference with the teacher unless a court order or divorce decree states to the contrary. The 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.

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

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

### **CONFIDENTIALITY – RECORDS**

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

### **EMERGENCY MEDICAL CONTACT AND ONLINE FORMS**

Emergency Medical Information is now completed online. This also includes internet use and Emergency Medical Forms required for field trips. These forms are extremely important in case of an emergency; this is the only means available to us to contact you. You will find these forms online at [southwestharrison-oh.finalforms.com/](http://southwestharrison-oh.finalforms.com/). You can also complete a free lunch form on the same site.

## **SAFETY**

### **FIRE DRILL**

When the alarm rings, students are to exit quickly in an orderly fashion. The teacher will take roll, so you must remain with your class. A fire drill will be held monthly to keep you 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 your classroom.

### **TORNADO DRILL**

A tornado drill will be conducted each month during the spring 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 quickly and quietly. While there, you will need to sit on the floor with your hands over your head during this drill. Your assigned area is posted in your classroom.

**EMERGENCY PROCEDURES**

Crosby Elementary as well as all buildings in the Southwest Local School District have developed Safety Plans that address a wide range of emergency situations. These plans were developed with the assistance of an outside consultant, parents, staff, and administrators. The plans are in place to allow staff to employ appropriate procedures to ensure the safety of children and adults at school. The Crosby Elementary plan

calls for the student to be evacuated to Whitewater Crossing Church, 5771 OH-128, Cleves OH 45002. We ask that parents not come to school or the evacuation site to pick up children until notified by authorities or school personnel. If parents have questions regarding safety procedures, they are encouraged to call the school office.

**EARLY DISMISSAL**

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

## RIGHTS & PERMISSIONS

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

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

## Protection of Pupil Rights Amendment (PPRA)

**Statue: 20 U.S.C. 1232h Regulations: 34 CFR Part 98**

### **Southwest Local School District**

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

CONSENT before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education –

1. Political affections or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of others with whom respondents have close relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by the law to determine program eligibility.

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

1. Any other protected informational surveys, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing or 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 with 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

SOUTHWEST LOCAL SCHOOL DISTRICT

PERMISSION TO ADMINISTER MEDICATION

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

|   |          |
|---|----------|
| Student's Name                                  |          |
| Student's Address                               |          |
| Phone Number                                    |          |
| School  |          |
| Grade Level                                     |          |
| a. Diagnosis                                    |          |
| b. Name of Medication                           |          |
| c. Dosage                                       |          |
| d. Time to be given                             |          |
| e. Duration of time to be given                 |          |
| f. Date medication started                      |          |
| g. Possible severe adverse reactions            |          |
| h. Phone numbers where Physician can be reached | 1.<br>2. |

\_\_\_\_\_  
Physician's Signature

School personnel are absolved of any liability in case of reaction to the prescribed medication. All drugs must be received by the person authorized to administer the medication **in the container in which it was dispensed** by the prescribing physician or a licensed pharmacist. As the parent or guardian of the above student, your signature on this form constitutes a written request for the listed drug to be administered to said student and an agreement to submit a revised statement signed by the physician if the previously provided information changes.

\_\_\_\_\_  
Parent/Guardian's Signature