

# PARENT-STUDENT HANDBOOK



2024-2025

HARRISON ELEMENTARY SCHOOL  
600 Broadway  
Harrison, Ohio 45030

367-4161

*Ronald J. Mangus*  
Principal

*Katie Conley*  
Assistant Principal

## **Harrison Elementary's Vision Statement**

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

## **Harrison Elementary's Mission Statement**

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

### **Core Values**

Trust, Respect, Ownership and Leadership

### **SLSD Mission Statement**

Academic and Social growth for ALL students, EVERY DAY

## **TO PARENTS AND STUDENTS:**

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

Ronald J. Mangus  
Principal

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

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

The Harrison Elementary PTO

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## STUDENT EXPECTATIONS

Student Expectations align to our Core Values of: Trust, Respect, Ownership, and Leadership.  
Examples of how we show these are below.

1. We take responsibility for learning.  
This means:
  - ◆ We arrive at school on time.
  - ◆ We are prepared for class.
  - ◆ We demonstrate a serious and responsible attitude in daily work.
  - ◆ Homework is carefully and thoughtfully completed and on time.
  
2. We try to settle our differences in a peaceful manner.  
This means:
  - ◆ We respect other people's property and personal space.
  - ◆ We do not physically or verbally fight with other children.
  - ◆ We do not take anything that does not belong to us.
  
3. We follow the directions of adults in charge, the first time given.  
This means:
  - ◆ We look at the speaker.
  - ◆ We do not talk back to teachers or adults in charge.
  
4. We are sensitive to the needs and feelings of others.  
This means:
  - ◆ We use appropriate language at all times.
  - ◆ We do not bully or threaten other children.
  - ◆ We never boo or whistle.
  - ◆ We are willing to help each other.
  - ◆ We are friendly and courteous.
  
5. We are expected to move safely through the school.  
This means:
  - ◆ No playing in the bathrooms or hallways.
  - ◆ No running in the cafeteria, hallways or up and down stairs.
  
6. We respect school property.  
This means:
  - ◆ We do not litter.
  - ◆ We do not write on walls, floors or restroom partitions.
  - ◆ We do not misuse school furniture.

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

## EXPECTATIONS

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

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

As parents, please strive to:

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

As educators, we will strive to:

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

## **TITLE IX**

It is the policy of the Southwest Local School District that educational activities, employment, programs and services be offered without regard to race, color, national origin, sex, religion, handicap or age. The Title IX Coordinator's name is Mrs. Kiersten Rogers, 10800 Campbell Road, Harrison, OH 45030, 367-4139. Grievance procedures exist and are available from his office for persons who wish to grieve alleged violations of the Title IX.

## **DUE PROCESS**

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



**HARRISON ELEMENTARY SCHOOL**  
**2024-2025**  
**\*School Calendar**

August	12	Open House 4:30 -6:30 PM
	13	All Teacher Workday
	14	First Day for Students Grades 1-5 Kindergarten Phase-In
		First Day for Kindergarten Students
	27	PTO Planning Meeting @ 6:30p.m.
	28	Fall Picture Date
September	2	Labor Day – No School
	18-20	Grandparents Day 3 <sup>rd</sup> ,4 <sup>th</sup> ,5 <sup>th</sup> Grades
	23	PTO Planning Meeting
	24	Parent/Teacher Conference Night 4:00-8:00 p.m.
	26	Parent/Teacher Conference Night 4:00-7:30 p.m.
	30	Acceptance Week
October	9	Fall Picture Retake Day
	11	End of 1 <sup>st</sup> Quarter – NO SCHOOL
	14-15	Fall Break – NO SCHOOL
	28	PTO Planning Meeting
	31	Halloween Parties
November	5	Teacher In-Service – NO SCHOOL
	7	Veterans Day Ceremony – 2:00 PM
	11	Veterans Day – NO SCHOOL
	25	PTO Planning Meeting
	27	Conference Release Day – NO SCHOOL
	28-29	Thanksgiving Break – NO SCHOOL
December	19	Christmas Parties/ last day students/1 <sup>st</sup> and 2 <sup>nd</sup> grade Holiday Show
	20	End of 1 <sup>st</sup> Semester – NO SCHOOL
	23-Jan. 3	Winter Break – NO SCHOOL
January	6	School Reopens
	8	Spelling Bee – 1:45 PM
	20	Martin L. King Day – NO SCHOOL
	22	Candy Sale Begins
	27	PTO Planning Meeting
February	13	Valentine Day Parties
	14	Conference Release Day – NO SCHOOL
	17	Presidents’ Day – NO SCHOOL
	21	Candy Sale Ends

	24	PTO Planning Meeting
	24-25	5 <sup>th</sup> Grade I-Space
	25	Parent Teacher Conferences 4:00 – 8:00 PM
	27	Parent Teacher Conferences 4:00 – 7:30 PM
March	3-7	Right to Read Week
	4	Spring Picture Day
	14	3 <sup>rd</sup> Quarter Ends – NO SCHOOL PTO Planning Meeting
	19	Kindergarten Grandparents Day – 10 am & 2 pm
	20	2 <sup>nd</sup> Grade Grandparents Day – 10:00 am
	21	1 <sup>st</sup> Grade Grandparents Day – 10:00 am
	24-28	Spring Break – NO SCHOOL
	31	School Re-opens
April	4	2 <sup>nd</sup> Grade Field Trip- Reds
	18-21	Easter Break- no school
	28	PTO Planning Meeting
May	19	Teacher Inservice Day – NO SCHOOL
	22	Field Day PTO Planning Meeting
	26	Memorial Day- NO School
	28	Last Day for Students
	29	Teacher Work Day End of Semester

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



## **SOUTHWEST LOCAL SCHOOL DISTRICT INTERNET/ACCEPTABLE USE POLICY FOR STUDENTS**

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

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

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

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

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

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

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

- Altering of system software.
- Use of obscene language.
- Placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
- Intentionally seeking information on, obtaining copies of, or modifying files, or other data or passwords belonging to other users.
- Misrepresenting other users on the network.
- Disrupting the operation of the network through abuse of the hardware or software.
- Utilizing the network maliciously through hate mail, harassment, profanity, vulgar statements or discriminatory remarks.
- Interfering with other use of the network.

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

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

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

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

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

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

G. The use of Southwest Local School District owned information technology and the internet is not private. Network and internet access is provided as a tool for educational purposes. The district reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the district and no user shall have any exception of privacy regarding such materials. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. Administrators may also use this information in disciplinary action and will furnish evidence of a crime to it.

H. The district makes no warranties of any kind, either express or implied, in connection with this provision of access to and use of its computer network and internet under this agreement. The district shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kinds suffered,

directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the users' use of the district's computer network / internet under this agreement. By signing this agreement, users and/or their parent(s) or guardian(s) are taking full responsibility for usage and are agreeing to indemnify and hold the district, the data acquisition site, and all administrators, teachers and staff harmless from any and all loss, cost, claims or damages resulting from the user's access to the computer network / internet, including but not limited to, any fees or charges incurred through the purchase of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the district in the event the district initiates an investigation of a user's use of his or her access to the computer network and the internet, whether that use is on a school computer or a computer outside the district network.

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

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

School hours are as follows:

Grades 1 - 5	-	9:10 AM	to	3:40 PM
AM Kindergarten	-	9:10 AM	to	11:55 PM
PM Kindergarten	-	12:55 PM	to	3:40 PM

Walkers, car riders and bike riders are not to arrive at school prior to 8:40 AM in the morning. If circumstances warrant arrival prior to 8:40 AM, arrangements should be made by the parents with Latch Key, a sitter, etc. At dismissal, students are to leave school promptly unless they are participating in school - sponsored activities; activities provided by service organizations (scouts, brownies, etc.); or arrangements have been made with teachers or administrators. The playground area is to be vacated. Parents and students should use the crosswalk at Washington. Parents are responsible for the safety of your child to and from school property.

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

### **ASSEMBLIES**

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

### **ATTENDANCE**

### **STUDENT ABSENCES/TRUANCY**

#### **STUDENT ABSENCES AND EXCUSES**

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

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

1. Personal Illness of the student.
2. Illness in the student's family necessitating the presence of the child.
3. Quarantine for contagious disease.
4. Emergency or other set of circumstances in which the judgement of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not limited to absences due to documented medical, behavioral, or dental appointment.

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

1. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal).
2. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence).
3. Observance of religious holidays consistent with the truly held religious belief of the student or the student's family.
4. Traveling out of state to attend Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours).
5. College visitation
6. Pre-enlistment reporting to military enlistment processing station.
7. 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.
8. 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;
9. Absences due to a student being homeless.
10. 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 student's absence that day regarding that student's unexcused absence within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

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

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance

of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

### **COUNSELOR REFERRALS**

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

### **CHILD ABUSE AND/OR NEGLECT**

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

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

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

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

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

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

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

### **CHANGE OF ADDRESS/PHONE**

Update changes immediately on Final Forms. It is important to keep this information current, especially in the event of an emergency. A change of address/phone form must be completed and given to District Office for all changes to be made.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled twice a year. The dates are TBD. A Sign-Up Genius Link will be sent prior to these dates.

### **FEES**

All students in K - 5 have a school fee set by the Board of Education, which is used to purchase educational materials and other items used by each student. The fee for school year 2024-2025 is \$75.00 (\$65.00 fees, and \$10.00 technology fee). Payments can be made online using the Parent Portal at <https://mywildcats.me> or at PayForIt.net. Payment may also be made at the front office by cash or check, make checks payable to Southwest Local School District.

### **FIELD TRIPS**

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

When field trips are taken, the following regulations apply:

#### I. Unauthorized Passengers

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

#### II. Chaperones and Sponsors - Rules and Guidelines

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

The tear-off at the bottom of the chaperone letter must be completed, signed, dated and returned in order to chaperone on field trips.

- A. Remain with assigned child/children at all times.
- B. Follow directions, instructions, and requests of teacher in charge of group or class.
- C. Be prompt and punctual with time frames, schedules, etc.
- D. Students acting out or demonstrating inappropriate behavior should be referred to the teacher in charge of group or class.
- E. No diversions from the planned field trip experiences are to be undertaken without permission of the teacher in charge of the group or class.
- F. Alcoholic beverages are prohibited.
- G. Smoking is discouraged.



- H. There must be at least one but not more than two chaperones on each trip. The faculty sponsor must be present before any passenger boards the bus. They should supervise the loading and unloading of the bus upon departure and returning.
- I. In order to insure proper supervision, only adult non-siblings (no brothers or sisters) may chaperone students. Also, adults who are accompanied by children who are not in the classes taking the field trip may not chaperone.
- J. Responsibility of student behavior rests upon the school sponsor and chaperones on an extra-curricular trip. Only in difficult situations should the bus driver be concerned with student control.
- K. Only adults who have read, signed, dated and returned the Field Trip Chaperone and Sponsors Rules and Guidelines Form may supervise students during a field trip.

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

- L. Teachers, please fill out a field trip checklist to make the process smoother.

### III. Student Behavior

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

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

### IV. Permission

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

## **FIRST DAY OF SCHOOL**

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

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

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

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

In the grades K-2, which do not assess student performance by using a letter grade system (A-F), promotion/retention is based on teacher recommendation. In grades 3-5, a failing grade (F) in two of the core subject areas (Mathematics, Reading, Language Arts) or an F in one core subject and reading below grade level initiates a discussion of the possibility of retention. A committee consisting of the

classroom teacher, the principal, and other persons with information relevant to the child's progress, i.e., tutor, psychologist, will be notified and will have input in the discussions.

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

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

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

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

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

**HOMEWORK POLICY**

The staff and administration of Harrison Elementary School recognizes the importance of homework as a means of providing students with necessary practice and appropriate opportunities to demonstrate the acquisition and mastery of concepts and skills that are taught in the classroom. We also recognize and value the importance of parental awareness and participation in the homework

process. With these thoughts in mind, the following homework policy has been adopted in grades one through five.

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

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

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

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

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

### **MAKE-UP WORK POLICY**

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

### **LIBRARY**

Students will be scheduled for the library once each week.

### **LOST AND FOUND**

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

### **LUNCH/BREAKFAST PERIOD**

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Southwest Local School District offers breakfast at all school buildings! We begin serving thirty (30) minutes before the start of school EVERY day! Elementary school breakfast is \$1.00. Free or reduced (\$0.30) priced breakfast is available to those who qualify. Students have the option of either purchasing a hot lunch from school or they may bring a packed lunch from home. All students are expected to eat lunch and it is to be consumed in the cafeteria with their class. Students may choose three of five items or take all five on the menu. Example: Sandwiches count as two items, bread and meat; pizza is two items, bread and cheese. Dessert does not count as one of the three. This fulfills the government regulations for us to continue to receive the government food at low cost. Proper manners are expected while eating so everyone may have an enjoyable lunch period.

Each student (GR. 1 – 5 and full time Kindergarten classes) are scheduled for a 45-minute lunch period which includes 20 minutes to eat and 25 minutes for recess. Students are not allowed to leave the school grounds during the lunch period. Just before school reopens, a notice is published in the

local newspapers with the cost of lunch, breakfast, and milk. The first school bulletin will also have this information.

### **Lunch \$1.90/ Breakfast \$1.00/ Milk .50**

There are free and reduced lunch programs available for those who qualify. A form is sent home at the beginning of school. However, you may apply for these programs at any time during the school year. Breakfast is available for all students from 8:40 until 9:00 AM unless the child arrives on a late bus.

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

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

### **WELLNESS POLICY STATEMENT**

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

Key aspects of this policy include:

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

### **PARENT'S RIGHTS**

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

## **PHONE CALLS, MESSAGES**

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

## **PICTURES**

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

**Fall Picture Day- August 24, 2023**

**Fall Picture Retake Day- October 9, 2024**

**Spring Picture Day-March 5, 2025**

## **PROGRESS BOOK**

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

## **STATE TESTING PROCEDURE**

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

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

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

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

### **A. Grading, Scoring and Record Keeping**

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

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

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

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

### **PTO**

Parents are invited and encouraged to join and actively support this organization. Membership information is sent home with the students. PTO meetings are normally held the third Monday of every month unless we are scheduled off from school then it will be the fourth Monday.

### **REGISTRATION**

Registration for all Southwest Schools for Kindergarten – 12<sup>th</sup> grade is done at the District Office currently located at the 10800 Campbell Road, Harrison, OH 45030. Go to the district website and follow the link for Student Registration for details. Please call 513-367-4139 to schedule an appointment after online registration is complete to finish enrolling your student. You will be required to show a birth certificate, proof of residency and proof of custody/guardianship if applicable as well as a copy the current report card for students in Kindergarten – 8<sup>th</sup> grade. Students do not need to be present when you come to register.

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

### **REPORTING TO PARENTS**

- In grades K - 5, report cards are available every nine weeks.
- Report cards are electronically and can be accessed through Progress Book.
- Periodic conferences may be set up during the year with teachers, when it is thought to be necessary, by calling the school office.
- Formal parent-teacher conferences are scheduled twice each school year - once in fall and once in spring. Parents are encouraged to attend these conferences to stay abreast of developments in your child's education.
- Reports or notes recognizing growth or accomplishments are sent home periodically.
- Midterm progress is reported to parents at the middle of each quarter.
- When circumstances warrant, teachers or administrators will contact parents regarding serious situations, altercations, etc. at school that students have been involved in.

### **SCHOOL CLOSING**

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

Parents are reminded that on days when the opening of school is delayed two hours, morning kindergarten is cancelled. Also when an early dismissal does occur, afternoon kindergarten classes will begin at 12:00 and end at 2:45 P.M. This is necessary in order to comply with state minimum standards as they pertain to length of an official school day.

## **SIGNING OUT STUDENTS**

Parents who come in to pick up a child during the school day must sign them out in the office before the child may leave as well as show a legal picture I.D. ( driver's license or passport). If another person is to pick up your child, a note must be sent in or a phone call to the main office may be made. It is important that parents bringing or picking up students utilize parking in the parking lot. The traffic on the school drive behind the building is reserved for buses only.

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

## **SPECIAL EDUCATION/IAT PROCESS**

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

Many handicapped children are not visible because they function in the mainstream. If you know of a handicapped child, please contact your building principal or Kiersten Rogers, Director of Special Services at 367-4139.

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

## **TAG/ELEMENTARY ENRICHMENT**

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

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

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

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

## **TEXTBOOK/WORKBOOK RESPONSIBILITY**

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

## **TO AND FROM SCHOOL**

Bus routes are established and published in the local newspapers in August for those students who do not walk to school. Students living within a short distance of the school do walk. Walkers should not arrive at school before 8:40 AM.

## **VISITORS**

For your child's protection, all visitors must report to the office with a valid driver license or state issued identification card upon entering the building. A badge will be issued that must be worn by the visitor and returned to the office before leaving.

Parents who are picking up children at dismissal are to wait outside of the building. Parents are not permitted to go to the classrooms to pick up children. At 9:10 each morning, all outside doors will be locked.

## **VOLUNTEERS**

For your child's protection, all visitors must report to the office with a valid driver license or state issued identification card upon entering the building. A badge will be issued that must be worn by the visitor and returned to the office before leaving.

Parents who are picking up children at dismissal are to wait outside of the building. Parents are not permitted to go to the classrooms to pick up children. At 9:10 each morning, all outside doors will be locked.

## **DISCIPLINE**

### **BEHAVIOR**

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

### **STUDENT CONDUCT ON SCHOOL BUSES**

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

1. Students must ride assigned buses. Only students assigned to a particular bus route will be permitted to board unless granted permission by the transportation supervisor.
2. Students must board and exit the bus at the locations to which they have been assigned.
3. Students must be at the place of safety for their designated bus stop at least 5 minutes before the bus is scheduled to arrive. The bus will not stop if pupils are not waiting at the bus stop.
4. Parents are responsible for the conduct and safety of their child to and from the bus stop.
5. If crossing the street at any time, students must wait for the driver's signal before starting to cross, look right and left, and then cross the street.
6. Riders must go directly to an assigned or available seat.
7. Students must remain seated at all times and keep aisles and exits clear. Pupils must remain



seated until the bus comes to a complete stop.

8. Students must observe typical classroom conduct while on the bus and obey the driver promptly and respectfully.
9. Students may not yell/scream, stomp feet, clap hands, or call out to passers-by as loud, unexpected noises are often responsible for causing accidents.
10. Students may not eat or drink on the bus. Food items must be kept in a lunchbox, bag, backpack, or other closed container.
11. Students should help keep the bus clean, sanitary, and orderly and should not leave anything behind upon exiting the bus.
12. All parts of the rider's body shall be kept inside the bus at all times.
13. Students may not throw or pass objects from or into the bus.
14. Students may not tamper with emergency doors, controls, or windows.
15. Parents will be responsible for any damage to a bus done by their children.
16. Riders may carry on the bus only objects that can be held on their laps or stored in such a way as to keep aisles and exits clear.
17. Objects that are glass or flammable or could be used as weapons are prohibited on the bus.
18. Absolute quiet must be maintained at all railroad crossings and during extreme bad weather so the driver may listen for important signals or information.
19. There will be three evacuation drills per year – a front exit, a rear exit, and a split front and rear exit.
20. Parents/guardians are not permitted to enter the bus. Any concerns must be addressed with the building administrator or transportation director.

### **VIDEO TAPES**

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

### **STUDENT CONDUCT CODE**

**Expectation: Students are expected to be an active part of a safe and respectful environment at all times and to not interfere with the learning of others or the orderly process of the school building. The types of conduct prohibited by the Southwest Local School District Code of Conduct are as follows:**

#### **Level I Discipline:**

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

#### **Staff Interventions:**

- Verbal Warning
- Parent/Guardian Contact
- PBIS Classroom Consequence

- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting
- Recess Detention
- Lunch Detention
- Office Referral for

Repeated Violations

Administrative Interventions:

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

Code	Description
100	Failure to abide by mask policy as established by administration and the Board of Education
101	Misbehavior which disrupts or interferes with any school activity.
102	Disrespect to a student.
103	Disregard of reasonable directions or commands by school authorities.
104	Tardy to Class.
105	Failure to abide by reasonable dress and appearance codes as established by administration and the Board of Education.
106	Non-Approved Use of District-Owned Technology.
107	Non-Approved Use of Personal Technology, Including Cell Phones.
108	Sales or soliciting on school property without permission of school authorities.
109	Use of nuisance Items during the instructional day, while participating in school-sponsored activities, or while utilizing school district transportation.

**Level II Discipline:**

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

### Staff Interventions:

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

### Repeated Violations

#### Administrative Interventions:

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

Code	Description
201	Repeated or escalated misbehavior which disrupts or interferes with any school activity
202	Repeated or escalated disrespect to a student.
203	Repeated or escalated disregard of reasonable directions or commands by school authorities.
204	Disrespect to a teacher or other school authority.
205	Use of Cursing/Obscene Gestures: The use of indecent language in oral or written form or the use of obscene gestures.
206	Repeated non-approved use of technology or disruption of the educational process through the non-approved use of technology.
207	Forgery of school or school-related documents.
208	Cheating or plagiarizing.
209	Distribution of pamphlets, leaflets, buttons, insignia, etc, without the permission of proper school authorities or the placing of signs and slogans on school property or at school events without the permission of the proper authorities.
210	Minor petty theft.
211	Skipping class.

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

### Level III Discipline:

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

#### Staff Interventions:

- Office Referral
- Notify

#### Administration Immediately

#### Administrative

#### Interventions:

- Use of Behavior Intervention Process
- Long-Term Loss of Technology Privileges
- ALP - Alternative Learning Placement
- ASA–Alternate School Assignment (in-school suspension)
- Emergency Removal
- Removal of privilege to attend or participate in extracurricular activities and events
- Out-of-School Suspension (OSS)

Code	Description
301	Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could or did result in harm to another person or persons or damage property, when the student has information about such actions or plans.
302	Disrespect to student by using derogatory and/or discriminatory language in verbal or written form
303	On- going or highly escalated disregard of reasonable directions or commands by school authorities resulting in disruption of the learning environment.

304	Engaging in activities that may cause fear or panic in an individual or group.
305	Disrespect to student or inappropriate behavior that involves physical contact with another student on the part of the individual.
306	Fighting.
307	Engaging in activities to promote conflict between students.
308	Falsifying of information given to school authorities in the legitimate pursuit of their jobs or interfering with the administrative investigation.
309	Willfully aiding another person to violate school regulations and/or interfering with school investigation.
310	Theft or Possession of stolen student property.
311	Leaving school building/property without permission of proper school authority.
312	Damage or destruction of school property on or off of school premises.
313	Damage or destruction of private property.
314	On school property or participation in school activities (on campus or off campus) while suspended or expelled without permission.
315	Displaying excessive affection, inappropriate touching or other inappropriate behavior.
316	Possession of obscene, pornographic or libelous material.
317	Removal from assigned alternative learning placement (ALP, ASA)
318	Misuse of chemical substances.
319	Smoking, using, or possessing any substance containing nicotine, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters or use of tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.
320	Distributing any substance containing nicotine, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters or use of tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.

321	Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures.
322	Audio recording, video recording, or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration.
323	Demonstrations by individuals or groups causing disruption to the school program.
324	Gambling.
325	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.
326	Repeated violations of 200 infractions.

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

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

#### Staff Interventions:

- Office Referral
- Notify

#### Administration Immediately

#### Administrative

#### Interventions:

- Use of Behavior Intervention Process
- Multiple Day Out-of-School Suspension (OSS)
- Recommendation for Expulsion
- Removal of privilege to attend or participate in 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	<p>Hazing, threatening, harassment, intimidation or bullying of students based upon personal attributes or beliefs on/off school grounds.</p> <p>For purposes of this policy, the term “harassment, intimidation or bullying” means any intentional written, verbal, electronic or physical act toward a student has exhibited toward another particular student more than once and the behavior: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.</p>
402	Hazing, threatening or harassment of school personnel. Threats may be based upon personal attributes or beliefs, on or off school grounds, or the engaging in activities that may cause fear or panic in an individual or group.
403	Engaging in escalated activities that may cause fear or panic in an individual or group.
404	Oral, written or social media threats to harm individuals, groups, or school community.
405	Disrespect to staff or an inappropriate behavior that involves physical contact with staff on the part of the individual.
406	Disregard of staff direction attempting to de-escalate confrontation or attempting to continue conflict despite staff intervention.
407	Assault on school employee or other person.
408	Assault on student.
409	Extortion of a student or school personnel.
410	Theft or possession of school property or school employee property.
411	Engaging in any sexual acts.
412	Indecent exposure.
413	Using or being under the influence of any controlled substance (drugs, narcotics, intoxicant, THC, marijuana, etc.) or inhalant or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
414	Possessing or buying any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
415	Selling or distributing any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
416	Buying, selling, transferring, using, or in possession of any substance prohibited by school administration including but not limited to over-the-counter medications.

417	Possessing, using, or being under the influence of an intoxicant of any kind including but not limited to alcoholic beverages.
418	Sale or distribution of an intoxicant or intoxicant paraphernalia of any kind including but not limited to alcoholic beverages or alcohol paraphernalia.
419	The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise. The activity may also constitute a crime under state and/or federal law which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
420	Violation of the district's sexual harassment policy. See policy ACAA.
421	Turning in false fire, tornado, bomb, or disaster alarms. (As provided in Ohio Revised Code 3313.66 (A) (5), a student may be expelled for a period of up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the same time of the threat. The period of expulsion shall extend as necessary into the next school year.)
422	Arson or any other improper use of fire.
423	Possession and/or discharge of any explosive substance or incendiary device.
424	Possession, conveyance or use of a firearm. Firearms are identified in Section 921 of Title 18, United States Code. (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year).
425	Convey, attempt to convey, possess or use any instrument, device or object which is designed to look like a firearm.
426	Sale/distribution of any instrument, device or object which is designed to look like a firearm.
427	Convey, attempt to convey, possess or use any instrument, device or object which is designed to look like any other type of weapon.
428	Sale/distribution of weapons, or any instrument, device or object which is designed to look like any type of weapon.
429	Sale/distribution of any instrument, device or object which is designed to look like any other type of weapon.
430	Possession and/or discharge of any explosive substance or incendiary device.
431	Commission by a student of any crime or infraction in violation of the Criminal Code, Traffic Code or Juvenile Code of the State of Ohio or, when applicable, of the State in which the crime or infraction was committed. This provision shall apply to any student while in the control or custody of the school district regardless of whether the act occurred on or off of school premises, or at a school-related activity regardless of location.
432	Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off 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.**

### **DRUG AND ALCOHOL DISCIPLINE POLICY**

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

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

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

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

### **DANGEROUS WEAPONS**

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

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

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

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

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

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

### **DETENTION POLICY**

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

### **DRESS CODE - STUDENT**

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

1. The building administrator(s) will determine the appropriateness of dress.
2. 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.
3. Undergarments should not be visible. Tops that expose the midriff or chest, tank tops, mesh tops, and shirts with no sleeves are not acceptable. Pants, shorts and skirts must be worn at the waist level.
4. No head coverings (hats, bandanas, hoods, etc.), or gloves should be worn during the school day.
5. No oversized coats are permitted during the school day.
6. Shorts, skirts, and dresses should reach to a length of mid-thigh or lower and not be overly revealing.
7. Footwear should be safe for the learning environment.
8. Clothing with references to weapons, alcohol, drugs, tobacco, profanity and/or sex is not permitted.
9. Flip-flop sandals are not permitted due to the safety issue they present.
10. Shoes with built-in wheels are not permitted.

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

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

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

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

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

### **FACE COVERINGS FOR STUDENTS**

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

### **ELEMENTARY TESTING**

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

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

### **HAZING/BULLYING**

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

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

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

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

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

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

### **LOCKER AND DESK SEARCHES**

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

1. Search any pupil's locker/desk and the contents thereof if the administrator reasonably suspects that the locker/desk or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
2. Declare that lockers/desks are the property of the Board of Education and these lockers/desks and the contents thereof are subject to search at any time if there is a reasonable suspicion that any locker/desk or its contents contains evidence of a violation of a criminal statute or a school rule.

3. Search at any time the locker/desk and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers/desks and the contents thereof is reasonably necessary to avert the threat or apparent threat.

### **LUNCHROOM RULES**

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

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

### **PLAYGROUND RULES**

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

### **CELL PHONES AND SMART WATCHES**

Cell phones, smart watches, or any other communicative devices are permitted at school, but must be turned off and remain in the school bag during the school day and are not to be used in the school building or on school transportation. Any student using a communicative device will have it taken away and a parent/guardian must come to school to claim the technology.

### **SEXUAL HARASSMENT**

#### **Policy**

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

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

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

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

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

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

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

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

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

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

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

### Procedure

1. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident(s) to the appropriate grievance officer within a reasonable period of time from the occurrence of the alleged offense.
2. Any employee of the district who becomes aware of, or suspects activity constituting sexual harassment, shall immediately report it to his/her immediate supervisor or other administrator deemed appropriate. This supervisor is required to report this incident to the district grievance officer within 24 hours after hearing from his/her subordinate.
3. The grievance officer will investigate the problem through the following process:
  - A. The grievance officer will confer with the charging party, within 24 hours of receiving the complaint, in order to obtain a clear understanding of that party's statement of the alleged facts.
  - B. The grievance officer will schedule a meeting, within 48 hours of receiving the complaint, with the charged party in order to obtain his/her response to the complaint.
  - C. On the basis of the grievance officer's examination of the problem, he/she will:
    1. make a judgment as to whether or not the alleged harassment occurred and the severity thereof; or

2. report the incident and transfer the record to the superintendent or his/her designee along with the grievance officer's recommendation regarding the allegations within 96 hours of receipt of the complaint; or
3. after consultation with the superintendent or his/her designee, notify the parties by certified mail of his/her official action relative to the complaint within one week of the initial report.
4. the superintendent shall determine if substantiated charges warrant a recommendation of the Board for further disciplinary action up to and including termination.

All matters involving sexual harassment will remain confidential.

### Students

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

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

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

Examples of behavior which is prohibited by this policy are:

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

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

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

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

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

### **VIOLENT, DISRUPTIVE OR INAPPROPRIATE BEHAVIOR**

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

#### Resolution Establishing Zero Tolerance for Violent Disruptive or Inappropriate Behavior

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

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

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

Violent behavior shall be defined as any behavior or act on the part of the student, either on or off schools groups, which causes, or has the potential to cause physical injury to any other person. Disruptive behavior shall be defined as any behavior by a student, either on or off school grounds, which causes a disruption in the good working order and educational mission of the school or any connected school activity. Inappropriate behavior shall be defined as any behavior by a student, which is the sole discretion of the appropriate school official, is not conducive to the creation, maintenance or fostering of an academic atmosphere. Included in these definitions, but by no means limiting the definitions, is excessive truancy from school by any student.

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

## **MEDICAL CONCERNS**

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

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

### **IMMUNIZATIONS AND PHYSICAL EXAMINATIONS**

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

### **MEDICATION/HEALTH**

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

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

## **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/assistant principal) so that proper interpretation and security is provided for. A written release must be completed for this to occur.

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

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

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

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

### **CONFIDENTIALITY - RECORDS**

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

### **EMERGENCY MEDICAL FORMS**

Emergency medical forms are completed online on Final Forms. These forms are extremely IMPORTANT. In the event of an emergency, this is the only means available to us to contact you.

### **TRANSFER OF STUDENTS**

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

## **S A F E T Y**

### **CAR RIDERS**

If your child is transported to or from school by car, they should be dropped off in the designated area. Visitors coming into the building must park in a designated parking space, not in the drop off area. The back of the building is used exclusively by the school buses. No car, bike or foot traffic is permitted there before or after school.



## **EMERGENCY EVACUATION**

In the event of an emergency evacuation of the Harrison Elementary premises during the school day, parents will be notified with steps to reunite with their children through school messenger. Please make sure Final Forms are constantly updated and reviewed.

## **EMERGENCY PROCEDURES**

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

## **FIRE/TORNADO DRILLS**

Once per month a drill is held for students to practice what to do in case of a fire. Tornado drills must be held during the months of April, May and June. During a tornado **warning** (a tornado has been sighted) students will be in their shelter area and will not be dismissed without the permission of the principal or his designee. This is the case in the event of any emergency that would threaten the safety of students.

## **SAFETY PATROL**

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

## **SUPERVISION**

### **ARRIVAL TIME**

Arrival/starting time - car riders and walkers are to arrive at school no earlier than **8:40 A.M.**

### **DISMISSAL TIME**

School is dismissed at 3:40 P.M. Students who walk are to go directly home after school. Parents, brothers, sisters, etc., who are picking up students are to wait outside of the building. No one is permitted to pick up students at the classrooms.

### **EARLY DISMISSAL**

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

### **EXTRA-CURRICULAR ACTIVITIES**

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

## **SUPERVISION TO AND FROM SCHOOL**

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

## **SOCIAL MEDIA, NEWSPAPERS, & PHOTOS**

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

## **eReaders (Kindles, Nooks, etc.)**

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

- Use of wireless internet connections and/or 3G network will result in violation of the SLSD Technology usage.
- All materials on the device must be appropriate for school use.
- Use of eReading devices is a privilege, not a right
- eReading devices are used in such a way as to support classroom education, not hinder it.
- The use of eReading devices is optional and will not be a required tool for school.
- The school or SLSD holds no liability for damage, loss, theft, etc. for these items. Items brought to school are the sole responsibility of the students who choose to bring them.

**SOUTHWEST LOCAL SCHOOL DISTRICT**  
**PERMISSION TO SELF-ADMINISTER ASTHMA INHALER**

Date \_\_\_\_\_

\_\_\_\_\_  
(Name of Student)

\_\_\_\_\_  
(Address of Student)

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

Name of medication: \_\_\_\_\_

Dose contained in container: \_\_\_\_\_

Date the administration of medication is to begin: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date the administration of medication is to end: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Physician's signature)

\_\_\_\_\_  
(Address)

Office phone number: \_\_\_\_\_

Emergency number: \_\_\_\_\_

\_\_\_\_\_  
(Parent's/Guardian's signature)

Phone number: \_\_\_\_\_

Emergency number: \_\_\_\_\_

Copy to Principal and School Nurse

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

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

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

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

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

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

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

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

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

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

**Southwest Local Schools**

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

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

Family Policy Compliance Office

US Department of Education

400 Maryland Ave., SW

Washington DC, 20202-8520

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

**Southwest Local School District**

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

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

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

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

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

INSPECT upon request and before administration or use –

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

These rights transfer from the parents to a student who is 18 years old, or an emancipated minor under State law.

Southwest Local School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Southwest Local School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. A copy of these policies will also be available on the district website, [www.southwestschools.org](http://www.southwestschools.org). Southwest Local School District will also directly notify, such as through the US Mail or email, parents of students who are scheduled to participate in specific activities or surveys noted below and will provide an opportunity for the parent to opt her or his child out of participation of the specific activity or survey. Southwest Local School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities or surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure or use of personal information for marketing, sales or other distribution;
2. Administration of any protected information surveys not funded in whole or part by the Dept. of Education;
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

**HARRISON ELEMENTARY SCHOOL STAFF LISTING    Revised 6/18/24**  
**2024-2025**

**Principal: Mr. Ronald Mangus**

**SRO: Officer Nicholas Lutterbie**

**Assistant Principal: Mrs. Katie Conley**

**Classroom Teachers:**

**Kindergarten**

Full Day   Ms. Hannah Clawson

A.M.        Mrs. Kim Dennett

P.M.        Mrs. Kim Dennett

A.M.        Mrs. Jen Miller

P.M.        Mrs. Jen Miller

**First Grade**

Mrs. Kimberly Blevins

Mrs. MaryAnn Heimkreiter

Mrs. Sue Huber

Mrs. Caitlin Westerbeck

**Second Grade**

Mrs. Brookelyn Grevenkamp

Mrs. Julie Issler

Mrs. Marissa Sexton

Ms. Ashley Witzgall

**Third Grade**

Mrs. Melisa Beidelman

Mrs. Jeannie Earehart

Mrs. Anna Hammerle

Ms. Jenna Schroer

Mrs. Suzanne Vinel

**Fourth Grade**

Ms. Allison Decker

Mr. Sep Ludwig

Ms. Jocelyn Chaney

Ms. Emily Graves

**Fifth Grade**

Ms. Sara Alfani

Mr. Robert Bundy

Mr. Andrew Farringer

Mrs. Vicki Johnson

Mrs. Michelle Price

Building Sub: Diane Derrick

**Special Teachers:**

Art	Mrs. Bailey Eilers
Counselor	Mr. Troy Kinnett
Gifted IS	Mrs. Kate Motsinger
Intervention	Mrs. Adeline Matey
Intervention	Mrs. Cassie Montgomery
Intervention	Mrs. Jessica Shane
Intervention	Mrs. Katie Fish
Intervention	Mr. Ethan Williams
Title I	Mrs. Winter Taulbee
Title I	Mrs. Marla George
Music	Mrs. Shauna Poling
Nurse	Mrs. Katie Kinnett
Physical Ed.	Mrs. Jen Kiefer
Psychologist	Mrs. Kristin Cromwell
Speech	Mrs. Rachel Bizzarri
Speech	Mrs. Angie Knoop
Instr. Coach	Mrs. Miranda Meibers
OT	Mrs. Anne Gibbons
PT	Mrs. Sherri Collier
IT	Mr. Bailey Esterman
Hearing Impaired	Ms. Angela Adkins
Best Point	Ms. Paige Freudiger
	Ms. Kendra Niese
Vision Teacher	Ms. Jessica Chandler
Audiologist	Mrs. Kendall Ramsay
RBT	Mrs. Autumn Amberger

**Classified Employees - Aides**

Mrs. Jessica Backus	Ms. Pamela Hasenohr
Mrs. Carol Doyle	Mrs. Maegan Mitchell
Mrs. Sarah Gates	Mrs. Tammy Strunk
Mrs. Amanda Durkin	Mrs. Dana Wesseler
Mrs. Melissa Trout	Mrs. Rosemary Wolfram
Ms. Karen Fay	Ms. Carol Wiwi
Mrs. Brittany Slayback	Mrs. Sharon Nesbitt
Mrs. Brianna Smith	Mrs. Julie Sublett
Ms. Jesika Knutson	Ms. Diane Taylor
Mrs. Jennifer Helms	

**Cooks**

Mrs. Susie Posey (Head Cook)  
Mrs. Willene Burt  
Mrs. Chris Hasselbusch  
Ms. Doylanna Lake  
Ms. Elizabeth Schomaker

**Custodian**

Mr. Jeff Pettit

**Secretaries**

Mrs. Dawn Ulm  
Mrs. Cathy Schutte

