

**HARRISON  
JUNIOR SCHOOL**



**STUDENT HANDBOOK**

Principal: Mr. Christian Tracy  
Assistant Principal: Mr. Brandon McBee  
Assistant Principal: Mrs. Jayme Agnew

9840 West Road  
Harrison, OH 45030  
Phone: 513.367.4831 • Fax: 513.367.0370  
Website / Progress book Link: [Southwestschools.org](http://Southwestschools.org)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



**Our Focus:**  
**Our Mission:** *“Academic and Social Growth for ALL students, every day!”*  
**Our Motto:** *“Excellence through Relationships!”*  
**Our Core Values:** *“Respect, Trust, Ownership and Leadership”*

### FIGHT SONG

Cheer, cheer for Harrison High, Shout out the echoes up to the sky. Send our volley cheers on high, shake down the thunder from the sky. Though our foes be great or be small, The Green and White will win over all. And our loyal team will bring Honor to Harrison High!

### ACADEMICS

It is the philosophy of the Southwest Local School District to provide each student with the appropriate instruction, support services, and intervention programs to give students the opportunity to progress successfully through our system. The program at Harrison Junior School strives to provide the greatest opportunities for all students.

**Progress Book** is a tool that allows parents / guardians and students to monitor progress as the school year unfolds. It is our hope that both parents and students will take an active part in their education and the monitoring of success. The school website has the link to this unique program. Student IDs / passwords will be distributed at the beginning of the school year. If you have any questions regarding this tool, please contact Harrison Junior School at 513.367.4831.

### Report Cards / Fee's

Report cards are sent home with students at the end of each grading period. Students who have fines / charges against their accounts (i.e. lunch charges, overdue library books, fees etc.) must pay these fines prior to report cards being issued. School fees are based on student course selections.

#### Grading Scale

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – 0	F

**Students who fail 5 Core Semesters will be required to attend Summer School programming or receive a waiver from school administration in order to proceed to the following grade level.**

#### Bell Schedule

1st bell- 7:30-8:30
2nd bell- 8:34- 9:24
3rd bell- 9:28- 10:18
4th bell- 10:22- 11:12
5th bell- 11:16- 12:42
A lunch- 11:12- 11:42
B lunch- 11:42- 12:12
C lunch- 12:12- 12:42
6th bell- 12:46- 1:36
7th bell- 1:40- 2:30

## **Counselor**

If a student is having a problem and would like to discuss it with an adult, a counselor will be available throughout the day. Please attempt to see your counselor during lunch, in-between classes, or during an elective class.

## **Honor Society**

New member Eligibility:

Candidates eligible for selection to NJHS must be in the first quarter of the seventh, or eighth class. To be eligible for selection to membership, the candidate must have been enrolled for a period equivalent to one quarter at Harrison Junior School. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale. Candidates will need to have completed 15 service hours between June-August. Candidates cannot have any level 2 disciplinary write ups, such as ASA or Suspension. Candidates cannot have a D or F in any subject.

Upon meeting the grade level, enrollment, discipline and GPA standards, candidates shall then be considered based on recommendations and on their service, leadership, character, and citizenship.

### **OBLIGATIONS OF MEMBERS:**

Annual dues for this chapter are \$20.00. All new member dues will be payable to the chapter within 30 days of induction. All returning members' dues will be due on the last Friday in August.

All active members will need to attend 5 meetings throughout the school year, participate in the NJHS fundraiser and complete 10 service hours within the school year. During the months of June, July and August students will complete an additional 15 service hours. Candidates cannot have any level 2 disciplinary write ups, such as ASA or Suspension.

Students can buy a National Junior Honor Society / Harrison Junior School (NJHS) t-shirt for \$10.00. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the tee-shirt/emblem adopted by the National Junior Honor Society.

## **Tutoring**

Tutoring is available for all academic areas upon student request. Tutoring will take place after school several days during the week.

## **Progress Reports**

Mid-term Progress Reports will be distributed to students after the 4<sup>th</sup> week of the grading period to inform parents of their child's progress in school. It is essential that parents keep a close watch on their child's progress in school via Progress Book or Progress reports when needed. If you have questions regarding your child's growth here at HJS, please do contact the teacher, counselor or administrator for assistance. We will get back to you promptly.

## **ATHLETICS / ACTIVITIES**

Extracurricular activities are often linked to students overall progress / success in school. It is imperative that students get involved in some type of extracurricular activity while taking part in secondary schooling. Harrison Junior School has something for every student. Make your school career a great one by selecting one or more of the following to participate in:

Football (Boys)	Art Club	Pep Club	The Gathering
Basketball (Boys / Girls)	Chorus	Student Leadership	Junior Honor Society
Track (Boys / Girls)	Student Council	Drama Club	Intramurals
Wrestling (Boys)	Band	Student Council	Swim Club
Volleyball (Girls)	Cheerleading	RPG Club	Book Club
Cross Country (Boys/Girls)	Robotics	E Sports Club	

## Eligibility

A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

## Social Probation Policy

Every student has an absolute “Right to a free and appropriate education; and upon graduating from high school the goal is for all students to be workplace and/or college ready. Students also have “Privileges” which include participating/competing in extra-curricular activities and interscholastic sports; other privileges include participating in clubs and all social activities including attending school dances, sporting events, school plays and participating in special events such as evening academic awards assemblies or graduation. It is important to differentiate between the two when defining Social Probation.

Social Probation is a “Denial to Participate” (NOT a suspension) in activities that are considered privileges and do not interfere with educational “Rights” of the student’s education. It is simply a philosophy of requiring students to take care of business prior to participation in “privileges”; and for many students, it is that opportunity of participating in “privileges” that motivates them to do their best in the classroom.

Good educators know that students who are involved in extra-curricular activities do better in the classroom, have better attendance, enjoy a sense of involvement, and leave school with a better and more positive educational experience. Social probation is designed to keep academics the most important focus while attending school and can also serve as a very important motivator.

Social probation is a denial to participate in the following activities:

- All interscholastic sports activities including practices, team meetings, and attendance or participating in any contests.
- All clubs during or after school hours (including student council)
- Attending any after school events, sports contests, dances, club activities, and academic awards programs including graduation.

**Students will be put on Social Probation when they have violated the Code of Conduct and the resulting discipline is either In-School Suspension (ASA) or Out-of-School Suspension. Social Probation will reset after each quarter unless otherwise determined by school administration.**

## Athletic Code of Conduct

The purpose of athletics at Harrison Junior School is to provide students with an opportunity to participate in sports, but, more importantly, to develop sportsmanship, character and competitiveness in the young men and women who participate. Participation in athletics, as well as other extra-curricular activities, is a privilege, not a right. As an athlete at Harrison Junior School, you represent our school, and your conduct and actions in the classroom, on the field, and in the community should not deviate from the regulation and code of conduct set by our school and athletic department.

The use or possession of tobacco, alcohol or drugs, ON or OFF school premises, will not be tolerated. Use of any of these will result in removal from the team and sport in which you participate for the remainder of the season. If you are guilty of using or possessing tobacco, drugs or alcohol for a second time, you will be suspended from participation in athletics for the entire school year.

The only exception to this rule will be if the student refers himself/herself or if a parent refers his/her son/daughter for assessment through the school drug and alcohol program. The student or parent referral must be made to the Athletic Department, Assistant Principal or Principal prior to the school representatives’ discovery of a violation of this policy. The athlete will be denied participation until the assessment procedure is completed. The athlete must then follow the recommendation of the assessment. Failure to follow through with the assessment or its recommendations will result in denial of participation for the remainder of the season. If there is a second violation of this policy the athlete will be denied participation in all sports for the remainder of the school year. Any student who engages in a criminal activity may be denied participation in any sport.

Other rules of conduct will be the same as those listed in the student handbook as they apply to all school activities. Any violation or deviation from the student code of conduct listed in the student handbook may also be reason for removal from or denial of participation in athletics. It is your responsibility to take the initiative to read the student handbook, know what the rules are, and abide by them.

Coaches may also have specific rules of conduct and subsequent discipline policies applicable to their team and sport. These rules must also be followed. An athletic team member who quits one sport may not participate in another interscholastic sport until the current season of the sport during which he/she quit, comes to the end.

## **SCHOOL SAFETY**

### **Fire, Tornado, and ALICE Drills**

Fire, Tornado, and Lockdown Drills will be conducted regularly. Follow your teacher's instructions and remain quiet and orderly.

### **Student Dress**

#### **SLSD Dress Code**

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

**Dress code- Building administration has the discretion to require students to change their clothing or remove any accessories that cause a distraction or disruption to the educational environment.**

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

### **Use of Electronic Communications Equipment by Students**

Students may be allowed to possess electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are used in compliance with building regulations.

Students violating District procedures for use of electronic devices may have their device confiscated and may be subject to discipline. The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbooks.

Harrison Junior School has a no cell phones/headphones during the school day policy. See Appendix B for consequence progression.

### **Changing Classes**

At every change of class there are large numbers of pupils walking from one room to another. In order to keep the noise and confusion to a minimum, students are asked to keep their conversations at a respectable volume. Students are not to run in the hallways at any time. A student is considered tardy if not in his seat, and prepared for class when the tardy bell rings. Students late to class are to report to their classroom teacher, not to the office. Chronic tardiness will be reported to the office and dealt with accordingly.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they have their student planner signed and dated by the appropriate teacher. **Students should not be in the hall the first or last ten minutes of any class.**

### **Locker Searches**

To protect the health / safety of the school community, school administrators may conduct searches of lockers, desks, and other containers or enclosures that are the property of the SLSD.

### **Medication**

All Medication to be distributed at school requires parent consent / signature. Prescription medication, to be distributed at school, requires a doctor's signature and instructions as well. A Medication consent form will be sent home with students the first week of school upon request. At no time is it permissible for students to have in their possession any form of medication (over-the-counter or prescription). Students requiring an inhaler may fill out the proper form to allow them to carry this item on their person during the school day. This includes any school related field trip or function.

**SOUTHWEST LOCAL SCHOOL DISTRICT**

**STUDENT SUPPORT GUIDELINES AND CODE OF CONDUCT 2024/2025**

**Academic and Social Growth for ALL students, EVERY day!**

## **Southwest Local School District**

### **Contact Information**

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

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

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

Superintendent	Mr. John Hamstra	513-367-4139
Treasurer	Mr. Thomas Lowe	513-367-4139
Asst. Superintendent/ Curriculum	Mrs. Corinne Hayes	513-367-4139
Pupil Services/Special Education	Mrs. Kiersten Rogers	513-367-4139
Operations/Transportation	Mr. Adam Lohbeck	513-367-4139
Food Services Department	Mrs. Susan Toelke	513-367-4139
Technology	Ms. Corri Frey	513-367-4139
Registrar	Mrs. Lisa Williams	513-367-4139
Administrative Assistant	Mrs. Jill Woolwine	513-367-4139

### **Getting Help:**

#### **Personal Concerns**

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

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

#### **Peer Relationship Problems/Bullying**

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

### **Self-Harm Concerns**

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

### **Behavior Supports**

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

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

### **Counseling and Non-Academic Supports**

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

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

### **For Help With Foster Care Support:**

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

### **Medical Support**

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



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

### **Help with an Individualized Health Plan**

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

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

### **Academic Barriers**

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

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

### **Translation Support**

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

### **Help with a 504 Accommodations Plan**

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

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

### **Help with an Individualized Education Plan**

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

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

### **Athletics/Extracurricular Activities**

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

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

## **SLSD Community Resources**

### **Emergency Contact Numbers**

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

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

### **Clothing and Household Items**

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

### **Other Supports**

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

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

**Abuse/Domestic Violence**

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

# SOUTHWEST LOCAL SCHOOL DISTRICT

## Code of Conduct Guidelines

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

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

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

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

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

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

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

a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

**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	Skiping 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. <b>This includes having multiple students in the same restroom stall and/or areas of the school that the administration is not able to supervise.</b>

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 <b>that impacts/disrupts the school day.</b>
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
401	Hazing, threatening, harassment, intimidation or bullying of students based upon personal attributes or beliefs on/off school grounds.  For purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal, electronic or physical act toward a student has exhibited toward another particular student more than once and the behavior: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
402	Hazing, threatening or harassment of school personnel. Threats may be based upon personal attributes or beliefs, on or off school grounds, or 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 made during the school day and/or that impacts the school day.
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	Possession of a weapon other than a firearm.

429	Sale/distribution of any instrument, device or object which is designed to look like any other type of weapon.
430	Possession and/or discharge of any explosive substance or incendiary device.
431	Commission by a student of any crime or infraction in violation of the Criminal Code, Traffic Code or Juvenile Code of the State of Ohio or, when applicable, of the State in which the crime or infraction was committed. This provision shall apply to any student while in the control or custody of the school district regardless of whether the act occurred on or off of school premises, or at a school-related activity regardless of location.

432	Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location, shall be reason for expulsion, suspension or removal from school.
433	Repeated 300 code infractions.
434	Repeated 400 code infractions.

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

#### **SLSD Dress Code**

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 not reach a length that is overly revealing.
7. Footwear should be safe for the learning environment.

**Dress code- Building administration has the discretion to require students to change their clothing or remove any accessories that cause a distraction or disruption to the educational environment.**

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

## **Bullying**

The term “harassment, intimidation or bullying” means any intentional written, verbal or physical act that a student has exhibited toward another particular student **more than once** and the behavior both: (1) causes mental or physical harm to the other; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Any student that feel’s they have been bullied needs to see an administrator to formally document the issue. “My Side of the Story” documents are available from all teachers, the front office, administration, and guidance staff.

## **Bus Passes**

Bus Passes for a student to ride a different bus are not available at the school. Permission to ride a different bus must be given through the district office transportation department (513-367-4139).

## **School Wellness Policy**

The Southwest Local School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. In accordance with Federal Public Law (PL108.265 Section 204), the Board of Education 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.
- \*School parties should include foods and beverages that meet nutritional standards.
- \*For safety concerns, parents/caregivers are encouraged to provide individually packaged products.
- \*Fundraising efforts will be supportive of this cause.

## **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 Carter Cordes, Director of Special Services at 367-4169.

Students who are experiencing difficulty in any area (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.

## **STUDENT ABSENCES/TRUANCY**

### **STUDENT ABSENCES AND EXCUSES**

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

**The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The District monitors daily absences for trends related to COVID-19.**

**Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.**

Reasons for which students may be medically excused include, but are not limited to (*customize to reflect District reasons*):

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

**Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.**

Reasons for which students may be nonmedically excused include, but are not limited to (*customize to reflect District reasons*):

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless; ~~or~~
8. **temporary internet outage for individual students or households;**
9. **technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;**
10. **absences due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or**
11. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate

excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

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

Book Policy Manual

Section Issue 2 of 2023 June READY FOR OSBA

Title Copy of Student Absences and Excuses

Code JED

Status

Adopted April 15, 2010

Last Revised August 20, 2020

Prior Revised

Dates

08/16/2018, 03/21/2019, 08/15/2019, 04/16/2020

### **Student Absences and Excuses**

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

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

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

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

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved 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. observation of religious holidays consistent with the truly held religious beliefs of the student or the student's family;
  4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
  5. college visitation;
  6. 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 or;
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 the 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. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures. The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

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

Legal ORC 3313.609

ORC 3313.66

ORC 3321.01

ORC 3321.03

ORC 3321.04

ORC 3321.13

ORC 3321.14

ORC 3321.141

ORC 3321.19

ORC 3321.38

ORC 4510.32

OAC 3301-69-02

Cross

References

IGAC - Teaching About Religion

IKB - Homework

JEDB - Student Dismissal Precautions

JEE - Student Attendance Accounting (Missing and Absent Children)

---

JHC - Student Health Services and Requirements  
JHCC - Communicable Diseases

***THIS IS A REQUIRED POLICY***

**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:

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.

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.

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.

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 affiliations 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 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.

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:

FamilyPolicyComplianceOffice  
US Department of Education  
400 Maryland Avenue SW  
Washington DC 20202-8520

## **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.

### **1:1 Device Usage Agreement Terms**

All students will be expected to abide by the Southwest Local School District's Student Acceptable Use Policy (AUP). Students must acknowledge that any device issued is the property of Southwest Local Schools and therefore, all students must abide by the following terms: • Students will make the device available to any school administrator or teacher for inspection of any messages or files sent or received on their Southwest Local School District issued device. • Students will report to building administration or their teacher any incidents of inappropriate communications sent in any form using their Southwest Local School District issued device. • Students will not deface the device or create any markings on it that cannot be completely removed by the student when returning the device at the end of the school year. • Students must bring their device to school fully charged every day. • Students agree to keep the protective snap-on cover on their device at all times. • The device will be returned by the student when requested by the school district. If the student leaves or withdraws from Southwest Local Schools, it is the responsibility of the student or parent/guardian to return the device to the school. If the device is not returned within ten days of withdrawal, the student/parent will be charged the full replacement cost of the device.

Manufacturer Defect, Damage, Loss, or Theft of the District-Owned Device Manufacturer Defect or Accidental Damage: These repairs will be covered by Southwest Local Schools.

Intentional Damage/Gross Neglect: Full repair or replacement cost will be the responsibility of the parent/guardian. In addition, the Student Code of Conduct will be enforced.

---

Lost Device: Full replacement cost will be the responsibility of the parent/guardian and a meeting with an administrator with the student and parent/guardian will be required. A fee of \$25 will also be collected for a lost or damaged AC adapter.

Stolen Device: Devices reported as stolen outside of school require that parents notify police and provide the school administration with a copy of an official police report. The student will then be issued a replacement device

---

# Dress Code



## ***VIOLATION CONSEQUENCES***



The following consequences apply if the student is cooperative and complies. *If a student is insubordinate, and refuses to change, additional consequences will result.*

**1st offense-** Student is sent to the office to change inappropriate clothing.

**2nd offense-** Student is sent to the office to change inappropriate clothing, ***lunch DT is assigned*** and ***parent is contacted***.

**3rd offense-** Student is sent to the office to change inappropriate clothing, ***Tuesday school*** is assigned and ***parent is contacted***.

**4th offense-** Student is sent to the office to change inappropriate clothing, ***Saturday School or ASA*** is assigned and ***parent is contacted***.

# Cell Phone/ Headphone **CONSEQUENCES**



Phone/headphones must **NOT BE VISIBLE DURING SCHOOL HOURS!**

The following consequences apply if the student hands over their device when asked. *If a student is insubordinate, and refuses to hand over their device, additional consequences will result.*

**1st offense-** Device is sent to the office, student can pick it up at the end of the day.

**2nd offense-** Device is sent to the office, ***lunch DT is assigned*** and ***parent must pick it up.***

**3rd offense-** Device is sent to the office, ***Tuesday school*** is assigned and ***parent must pick it up.***

**4th offense-** Device is sent to the office, ***Saturday School*** is assigned and ***parent must pick it up.***