

## **WILLIAM HENRY HARRISON HIGH SCHOOL**

**Mission:** "Academic / Social growth for ALL students, EVERYDAY!"

**Motto:** "Excellence through Relationships!"

**Core Values:** Trust, Respect, Ownership, and Leadership

**Keeping the Main thing, the Main thing:** Relationships, Relevance and Rigor in the classroom!

## **NATIONALLY ACCREDITED HIGH SCHOOL**

Accredited by AdvancED

(Chicago, Ill. June, 2014)

## **ALMA MATER**

Alma Mater Green and White, hail to thee.

Hold your guiding torch aloft, light our way.

Those who went before us,

Beckon to our loyal hearts.

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

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

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

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

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

## **MASCOT**

Wildcats

## **SCHOOL COLORS**

Green and White

## **FIGHT SONG**

Cheer, cheer for Harrison High,

Shout out the echoes up to the sky.

Send our volley cheers on high,

Shake down the thunder from the sky.

Though our foes be great or be small,

The Green and the White will win over all.

And our loyal team will bring

Honor to Harrison High.

# 2017 - 18, WM. HENRY HARRISON HIGH SCHOOL

## FACULTY AND STAFF

### ADMINISTRATION

Principal  
 Assistant Principal  
 Athletic Director/Asst. Principal  
 Dean of Students  
 Student Services  
 Transition Services  
 District Facilities / Communication

Matthew Lindley  
 Kris Niehaus  
 Mark Meibers  
 Joanne Aghotte  
 Laura Meyers  
 Nick Roth  
 Mike Morris

### GUIDANCE

Jenny Barker (A-G)  
 Steve Barnes (H-O)  
 Connie Acra (P-Z)  
 Kim Hackworth (School Psych.)  
 Laura Clark – Talbert House  
 Joe Willig – Resource Officer

### FACULTY

Jayne Agnew – Special Education  
 Chris Baird – Social Studies  
 Jenny Baker – Spanish  
 Amy Berwanger – Math  
 Kelli Bill – Intervention Specialist  
 Mike Brossart – Physical Education  
 Jessy Burns – Speech/Language Pathologist  
 Ryan Carroll – English  
 Susan Charls – Bio-Med Tech  
 Maria Clark - Math  
 Marc Cron – Science  
 Alicia Cummings - Art  
 Kevin Curtis – Social Studies  
 Phillip Deak – Social Studies  
 Chad Dennis – Math  
 Brian Egan – Band  
 Todd Elrod – Math  
 Angela Elsasser – Engineering / Robotics  
 Courtney Frydryk - Math  
 Molly Hasenohr – Spanish  
 Jane Hinterlong – English  
 Emily Holbert – Special Education  
 June Hyde – Special Education  
 Jamie Johnson – Work Study/PAES  
 Eric Karn – Social Studies  
 Tara Keller – Art  
 Pam Kravetz – Art  
 Dee Krise - Science  
 Steve Kucera – Special Education  
 Brenda Manger – Family/Consumer Sc.  
 Patricia Martini – Spanish  
 Scott Menze – Science

Eric Meyer - Social Studies  
 Alana Minor – French  
 Cassie Montgomery – Special Education  
 Jon Motsinger – English  
 James Moyer/Larry Davis - JROTC  
 Jeff Nienaber – English  
 Julie Nolan – Credit Recovery  
 Lori Payne – English  
 Jessica Peace – Science  
 Amy Poettker – Math  
 Tom Pope – Engineering / Robotics  
 Amanda Purdy – English/ACT Prep  
 Derek Rehage – Special Education  
 Sheila Reynolds – English  
 James Budde – Sports Trainer  
 Todd Sams – Social Studies  
 Stuart Scrivner – Math  
 Matthew Sherwood – Intervention  
 Dan Shields – Science  
 Melanie Siemer - Math  
 Christy Shuja-Pember – English  
 Samantha Smith – Business/Technology  
 Shawn Sowders – Social Studies  
 Renae Taylor – Math  
 Conor Thomas – Social Studies  
 Trevor Ward – Business  
 Eric Weber – English  
 Kelsey Withrow – Vocal Music  
 Laura Wortman - Science  
 Andy Zureick – Science

## SECRETARIES

Margie Geisler – Front Office  
Amy Kinnett – Administrative/Fees  
Sandy Knose – Special Services  
Sharon Merkel – Guidance Office  
Donna Mistler – Front Office

## ADDITIONAL STAFF

Jennifer Bedinghaus - Paraprofessional  
Gina Crutcher – Paraprofessional  
Penny Hesse - Paraprofessional  
Pam Hopkins – Library Aide  
Rae Noyes – Study Hall  
Janet Murphy – Paraprofessional  
Sherry Kugler – Paraprofessional  
Alice Rider – Paraprofessional  
Casey Smith – Study Hall / Health

## WILDCAT REGULAR BELL SCHEDULE

0 Bell	7:00 – 7:49	(49 mins)	
1st Bell	7:58 – 8:50	(52 mins.)	
2nd Bell	8:54 - 9:43	(49 mins.)	
3rd Bell	9:47 -10:36	(49 mins.)	
4th Bell	10:40 -11:29	(49 mins.)	
5th Bell	A Lunch	11:31-12:01	(30 mins.)
	B Lunch	12:03 -12:33	(30 mins.)
	C Lunch	12:35 -1:03	(30 mins.)
6th Bell	1:07 -1:56	(49 mins.)	
7th Bell	2:00 -2:50	(50 mins.)	

## FRIDAY – ADVISORY DAY BELL SCHEDULE

0 Bell	7:00 – 7:49	(49 mins)	
1st Bell	7:58 - 8:43	(45mins.)	
2nd Bell	8:47 - 9:29	(42 mins.)	
Advisory Period	9:33 - 10:13	(40 mins.)	
3rd Bell	10:17 - 10:59	(42 mins.)	
4th Bell	11:03 – 11:45	(42 mins)	
5th Bell	A Lunch	11:47 -12:17	(30 mins.)
	B Lunch	12:19 -12:49	(30 mins.)
	C Lunch	12:51 – 1:19	(30 mins.)
6th Bell	1:23 – 2:05	(41 mins.)	
7th Bell	2:09 – 2:50	(41 mins.)	

## TWO HOUR DELAY BELL SCHEDULE

0 Bell	Cancelled		
1st Bell	9:58 – 10:30	(32 mins.)	
2nd Bell	10:34 – 11:03	(29 mins.)	
3rd Bell	11:07 - 11:36	(29 mins.)	
5th Bell	A lunch	11:38 -12:08	(30 mins.)
	B lunch	12:10 -12:40	(30 mins.)
	C lunch	12:42 - 1:12	(30 mins.)
4th Bell	1:16 -1:45	(29 mins.)	
6th Bell	1:49 - 2:18	(29 mins.)	
7th Bell	2:22 - 2:50	(28 mins.)	

# VISITORS

All building guests and visitors are to sign in/register with the front office.

Student shadow days for students from outside the district are subject to three-day advanced administrative approval and teacher notification by building administration.

## ATTENDANCE POLICY AND REGULATIONS

### STUDENT SUPERVISION

1. When you arrive at school in the morning, you **MUST** remain in the Commons until 7:45am. Please do not leave the Commons area unless you have a pass to be with a teacher. The halls are not supervised until teachers come on duty at 7:45am.
2. During lunch, all students must eat and remain in the Commons unless you have a pass from a teacher. During your lunch period, you are permitted to use the restrooms near the office area **ONLY**. Students are not permitted to use the restrooms upstairs or use the restrooms near the elevator. You must remain in the Commons until the end of the lunch period.
3. After school, all students must be in a supervised area of the building. You must be supervised by a teacher or a coach. Any student who is being picked up after 3:15pm should wait in the Commons and have your parents pick you up behind the high school. You may not be upstairs or walking around the building after 3:15pm. At 3:15pm, the Activity Center will be locked and all students should be in the Commons.
4. While students are waiting for their rides to be picked up from school, students shall be respectful of school property. There shall be no loitering in front of the Activity Center at the dismissal of the school day after 3:15pm. If rides have not arrived by 3:15pm, all students must report to the Commons to wait for their ride.
5. Students who are in the Commons after school must sign in and sign out when they leave. Students must remain in the Commons until 4:45 if they would like a bus pass to ride home.
6. Students who are in unauthorized sections of the building before school, during lunch, or after school will be assigned detention.

### STUDENT ABSENCES AND EXCUSES

All students are expected to attend regularly and to be on time to school and all classes in order to receive maximum benefit from the provided instruction and to develop habits of punctuality, self-discipline and responsibility. Although the District works towards perfect attendance each day, it does not want students at school if they are ill. **Students who fall below the 90% attendance level may be placed on social probation.**

Parents are to call the attendance line any time their child is going to be absent or tardy or email [margie.geisler@southwestschools.org](mailto:margie.geisler@southwestschools.org). The office staff will call the homes or offices of any student's parent who fails to contact the school. Students who are absent from school during the day, are not permitted to take part in after-school (or following day on non-school days) programs/activities unless special permission has been approved by an administrator.

### REPORTING AND MONITORING STUDENT ABSENCES

It is the obligation of the parent, guardian or custodian to report the child's absence or tardy each day.

1. The parent should phone the school within one hour from the start of school on the day of the absence.
2. Upon the student's return to school, the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes and physician notes, as may be required by this attendance policy.
3. If within two school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
4. The parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in a timely fashion.
5. Each student must have on file a completed Emergency Medical Authorization form which provides:
  - a. The name of the parent, custodial parent, guardian or legal guardian or other person having care of charge of a student.
  - b. A telephone number where the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student can be reached during the day.
  - c. The name and telephone number of an emergency number designee to contact if the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student cannot be reached.

## **EXCUSED ABSENCES**

In general, excused absences/tardies include but not limited to:

1. Personal illness or injury.
2. Medical or dental appointments (partial days, in most cases).
3. Illness or death in the family.
4. Funeral of immediate family member or relative.
5. Quarantine.
6. Religious holiday (not counted against the eight day rule).
7. Appointments for court, should be a partial day in most cases.
8. Pre-approved vacations. Five days per year approved in advance by the principal. These days shall be included in the eight-day absence rule. Family vacations must be pre-approved by using the vacation request form. Vacation that is not approved, will count as non-excused.
9. Head lice. Children excluded from school due to head lice are allowed one excused absence (two occurrences per year, maximum). Days beyond the two-day limit (one occurrence per year) are unexcused.
10. Emergencies and other reasons deemed good and sufficient by a building administrator.

## **UNEXCUSED ABSENCES AND TARDIES**

The school administration makes the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

1. Experiencing transportation problems at home or to school.
2. Remaining home to complete school assignments.
3. Missing school without legitimate illness.
4. Oversleeping. Alarm clock (student's or parent's) failed to work. "Nobody got me up."
6. Not having suitable clothing to wear to school or sent home for inappropriate clothing.
7. Working at a job during the school day without an approved work study program and work permit.
8. Any form of recreation (i.e. fishing, hunting or club sports – unless pre-approved vacation days).

9. Personal business that can be done after school or on weekends.
10. "Helping at home" or "Was needed at home." (Babysitting) are unexcused absences.
12. Senior pictures, Hair Appointment, Shopping, Car Repairs, etc.

## **DOCUMENTATION OF ABSENCES AND TARDIES**

Generally, a parent note may document eight absences from school per school year or five tardies to school per semester for the reasons identified as "excused absences." Absences in excess of eight per school year or tardies in excess of five per school year may not be excused by a parent and shall require documentation by the student's physician, etc.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a student to be absent from school eight days per school year or tardy to school five days per school year for reasons other than those identified as Excused Absences. School officials may waive application of this general rule where circumstances indicate that its application does not service the student's best interest. Those circumstances include, but are not limited to, the student's and/or the student's siblings' attendance in the current or prior school year. Special requirement of students who have been adjudicated as guilty for truancy charges and parents who have been adjudicated as guilty for "Contributing" charges related to truancy of their child(ren).

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make inquiries and request such verification/documentation as is reasonably necessary to determine if an absence or tardy is for any of the reasons identified in this policy as "Excused Absences." In all instances where students and/or parents have previously been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing), excused absences shall be granted only on the condition of a note from a physician (see next section) or personally excused from school by the school administrator.

The Board authorizes the Superintendent to establish a hearing and/or notification procedure for those students who have excess absences/tardies.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

## **MEDICAL EXCUSES**

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may excuse absences or tardies to school for only the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school's request for additional medical documentation.

## **EXCESSIVE ABSENCES AND TARDIES**

1. Automated phone calls to the homes of absent students are made daily. (If you are not receiving a call when your child is absent, please contact the attendance secretary to confirm that your contact information is correct.)
2. Students who miss more than 10 % of any quarter may be placed on Social Probation the following quarter.
3. All absences after the 8th absence will require a doctor's note in order to be excused. A Medical Documentation letter stating that the medical excuse will be required.
4. Any student who is absent 10 or more days in a semester will be considered truant and will be referred to Hamilton County Juvenile Court, 800 Broadway, Cincinnati, Ohio.
5. The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges and possible loss of Ohio Drivers License if that student of compulsory school age has been absent without legitimate excuse for more

than 10 consecutive days or a total of at least 15 days during a semester or term.

## **STUDENTS HABITUALLY ABSENT AND LOSS OF DRIVING PRIVILEGES**

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days in a semester, the following procedure applies.

The Superintendent will notify the student and his/her parent(s) in writing and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges may be denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent or designee to challenge the information provided to the Superintendent.

The notice from the Superintendent to the student includes the scheduled time, place and date of a hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), the Superintendent may grant an extension. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.

At the hearing before the Superintendent or designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:

1. Enrollment in another school or school district in Ohio or another state;
2. Possession of an Age and Schooling Certificate
3. A bodily or mental condition that prohibits attendance or
4. Participation in an approved home schooling or on-line program.

If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student fails to convince the Superintendent or designee that the absences were legitimate, the Superintendent will notify the Ohio BMV Registrar and the juvenile judge. Such notification must be given to the Ohio BMV Registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the Ohio BMV Registrar and the county judge must comply with State and Federal laws.

The Ohio BMV Registrar is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with the State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

## **TRUANCY**

After consultation with the Juvenile Court of Hamilton County; with parents, guardians of other persons having care of students and with appropriate state and local agencies, the Board adopts the following policy:

1. The Board may require the truant to participate in a truancy intervention program.
2. The Board may require a habitual truant to undergo appropriate counseling.
3. The Board may require the parent, guardian or other person having care of the student to attend a parental involvement program.
4. The Board may require the parent, guardian or other person having care of the student to attend a truancy prevention mediation program.

5. The Board may notify the Registrar of the Bureau Motor Vehicles of a habitual truant.
6. The Board may take legal action.
7. The following definitions apply.
  - "Chronic Truant" means any student of compulsory school age who is absent without legitimate excuse for seven or more consecutive days, ten or more school days in four weeks, or fifteen or more school days in a year.
  - "Habitual Truant" means any student of compulsory school age who is absent without legitimate excuse for absence for five or more consecutive school days, seven or more school days in four weeks, or twelve or more school days in a school year. For purposes of this definition, a suspension or expulsion would constitute a legitimate excuse.

Ohio Revised Code Section 3313.472, 3313.663, 3321.13, 2919.222, 3321.20, 3321.38

Board Adopted: July 16, 2009

## **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, interscholastic sports and other privileges which include participating in clubs and/or all social activities such as attending any school dance, sporting event, school play. It also includes participation in special events such as evening academic awards assemblies or graduation. It is important to differentiate between the two when defining Social Probation.

Students may be placed on Social Probation for attendance (90% attendance), failing grades, or violations of the Student Code of Conduct. 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 before pleasure; and for many students, it is that opportunity of participating in "privileges" that motivates them to do their best in the classroom. 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, all dances, club activities, and academic awards programs including graduation.

## **ACADEMIC PROBATION POLICY**

Academic Probation is designed for students to get back on track with their studies after having failed at least one of their core courses. ***A student on Academic Probation will also be on Social Probation until all credits are made up.*** Students are required to meet twice per month with an adult mentor on staff (if no choice is made, a counselor, intervention specialist, or administrator will be assigned) and are required to submit a credit recovery plan to their guidance counselor.

## **MAKE-UP TESTS**

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



tests within the number of school days equal to their absence.

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

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

## **ATTENDANCE REQUIREMENTS FOR SCHOOL SPONSORED EVENTS**

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

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

Additionally, any student found to be in violation of the SLSD Drug and Alcohol Policy will be placed on Social Probation for a period of forty-five (45) school days.

## **COLLEGE OR MILITARY VISITATION DAYS**

Students will be allowed to take approved college or military enlistment days during their junior or senior year. The days must be approved in advance by completing the College Day/ Military Day form and pending guidance counselor and administrative approval.

## **LEAVING SCHOOL EARLY**

A student who must be excused for a doctor's appointment or for any other legitimate reason should obtain an Excuse to Leave the Building Slip from the attendance office by bringing a note or appointment card with the doctor's phone number from his/her parents prior to the doctor's appointment. It is a very serious offense for students to leave the school premises without permission of the attendance office before 2:50 p.m. and such offense is subject to disciplinary action. The attendance office will call the parents of students who wish to go home because of illness. Students are not to call or sign out without official school permission.

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

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

# POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Over the last several school years, hundreds of students were surveyed about their opinions regarding our secondary school's behavioral climate. It was clear from their responses that nearly all students want our school to be a safer, cleaner, more positive place to learn. In order to make these improvements, our staff worked countless hours to develop a School-Wide System of Positive Behavioral Interventions & Supports. The goal of this system is to set up a school environment where it is easier to live up to these positive expectations. The next few pages describe these expectations, as well as ways that students will be encouraged to reach them.

**\*\*All students shall demonstrate a personal commitment to Trust, Respect, Ownership, and Leadership.**  
*T - Trust                      R - Respect                      O - Ownership                      L - Leadership*

Students will be encouraged to follow these school-wide expectations through three avenues:

- 1) Direct instruction by all staff members
- 2) Signs posted throughout the building as reminders
- 3) Incentive plan that recognizes those students for demonstrating the expected positive behaviors. The incentive plan will include verbal and written recognition by teachers and other staff members as well as drawings for special rewards and privileges available in a student-developed menu of prizes.

<p style="text-align: center;"><b><u>Classroom:</u></b></p> <ul style="list-style-type: none"> <li>*Be in your seat and prepared to learn when the bell rings</li> <li>*Stay on task</li> <li>*Use your original ideas</li> </ul>	<p style="text-align: center;"><b><u>Restrooms:</u></b></p> <ul style="list-style-type: none"> <li>*Keep restrooms clean / free of graffiti</li> <li>*Keep yourself / environment clean</li> <li>*Respect one another's privacy</li> <li>*Use restrooms outside of class time</li> </ul>
<p style="text-align: center;"><b><u>Hallways:</u></b></p> <ul style="list-style-type: none"> <li>*Walk with a purpose</li> <li>*Keep environment clean</li> <li>*Speak appropriately</li> <li>*Be timely</li> </ul>	<p style="text-align: center;"><b><u>Commons:</u></b></p> <ul style="list-style-type: none"> <li>*Always use appropriate language / volume</li> <li>*Keep environment clean</li> <li>*Always be polite</li> </ul>
<p style="text-align: center;"><b><u>Gymnasium:</u></b></p> <ul style="list-style-type: none"> <li>*Show good sportsmanship</li> <li>*Pay attention to speakers</li> <li>*File in, find your section, and keep aisles clear</li> <li>*Be an active participant</li> </ul>	<p style="text-align: center;"><b><u>Auditorium:</u></b></p> <ul style="list-style-type: none"> <li>*Keep feet on the floor</li> <li>*Keep food / drinks in bistro areas</li> <li>*Pay attention and respond appropriately</li> </ul>
<p style="text-align: center;"><b><u>Bus:</u></b></p> <ul style="list-style-type: none"> <li>*Be safe and follow directions</li> <li>*Be polite</li> <li>*Always use appropriate language / volume</li> </ul>	<p style="text-align: center;"><b><u>Parking Lot:</u></b></p> <ul style="list-style-type: none"> <li>*Be courteous to other drivers / pedestrians</li> <li>*Drive safely</li> <li>*Keep area drug, tobacco, and alcohol free</li> <li>*Obey speed limits at all times</li> </ul>
<p style="text-align: center;"><b><u>Front Entrance:</u></b></p> <ul style="list-style-type: none"> <li>*Keep entrance / walkways clear and clean</li> <li>*Always use appropriate language and volume</li> <li>*Maintain appropriate distance between you and others</li> </ul>	

# TARGET BEHAVIORAL EXPECTATIONS:

When falling out of TROL character, the following levels of consequences will be offered:

## LEVEL 1 BEHAVIORAL CONSEQUENCES: (TEACHER-HANDLED)

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

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

\*\*Repeated violations will be dealt with on a higher level for additional occurrence.

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

## LEVEL II BEHAVIORAL CONSEQUENCES: (TEACHER-HANDLED)

Students who engage in Level II behaviors will be asked to identify inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented using a form which will be signed by the teacher and student. Consequences for Level II behaviors may in-

clude but are not limited to:

Verbal correction

Time out of class

Parent Contact

Loss of privilege (s)

Apology

Tuesday School (s)

Detention (s)

Behavior Contract

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

Behavior Level	Major/Minor Problem Behavior	Definition
Level 2	Abusive Language/ inappropriate language profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Level 2	Defiance/ disrespect/ insubordination/ non-compliance	Refusal to follow directions, talking back and/or socially rude interactions.
Level 2	Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Level 2	Dress code violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Level 2	Physical Aggression	Actions involving physical contact where injury may occur (e.g. touching, kicking, hair pulling, scratching, etc.).
Level 2	Harassment/Bullying Cyber - Bullying	Student delivers disrespectful messages (verbal, gesture, electronic) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes etc.  Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Level 2	Inappropriate display of affection	Student engages in inappropriate (as defined by school) verbal and/or physical gestures/ contact, of a sexual nature to another student/adult, either consensual or non-consensual
Level 2	Inappropriate location/out of bounds area	Student is in an area that is outside of school boundaries (as defined by school)
Level 2	Lying/cheating	Student delivers message that is untrue and/or deliberately violates rules.
Level 2	Other behavior	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem

		behavior observed.
Level 2	Skip class/ truancy	Student leaves class/ school without permission or stays out of class/ school without permission
Level 2	Technology violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computers
Level 2	Tardy	Student is late (as defined by the school) to class or the start up of the school day (and Tardy is not considered a minor problem behavior in the school.)
Level 2	Use/Possession of Tobacco	Student is in possession of or is using tobacco

### **LEVEL III BEHAVIORAL CONSEQUENCES:** **(ADMINISTRATOR-HANDLED)**

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

Loss of privilege (s)                      Apology / Parent Contact                      Parent escort at school/event (s)

Detention (s)                                      Behavior Contract                                      Behavior counseling

Tuesday School (s)                      ASA (In School Suspension)                      Suspension from school

Restitution

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

Behavior Level	Major Problem Behavior	Definition
Level 3	Abusive/ Inappropriate Language or /Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Level 3	Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Level 3	Arson	Student plans and/or participates in malicious burning of property.
Level 3	Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus and/or pending explosion.
Level 3	Use possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid.)
Level 3	Defiance/ disrespect/ insubordination/	Refusal to follow directions, "high intensity" - talking back and/or socially rude interactions.

	non-compliance	
Level 3	Disruption of School	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Level 3	Fighting/ Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Level 3	Forgery/ Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Level 3	Harassment	Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Level 3	Other behavior	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.
Level 3	Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property
Level 3	Use and or possession of alcohol / drugs / paraphernalia	Student is in possession of or is using illegal drugs/substances or alcohol – including like substances as well as drug / alcohol related paraphernalia.
Level 3	Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm

## **DISCIPLINE**

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

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

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

## STUDENT CONDUCT CODE

This code of regulations is adopted by the Board of Education of the Southwest Local School District pursuant to 3313.66, Ohio Revised Code and Section 5116.1-6.1 of the Southwest Local School District Board Policy Manual.

### CODE OF RULES FOR CONDUCT OF PUPILS

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below, on school premises, while in control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location, may be subject to disciplinary action including emergency removal, alternate school assignment, shadow suspension, community service suspension, reverse suspension, social probation, out of school suspension, reassignment to an on-line educational program, or expulsion. Students may also be subject to the loss of their Ohio Driver's License, truancy charges, and/or charged with violating Ohio School law, pursuant to 3313.66, Ohio Revised Code.

1. Emergency Removal – student is released to the custody of the parent for the remainder of the day
2. Alternate School Assignment – in-school suspension (NO CELL PHONES ARE PERMITTED IN THE ASA)
3. Shadow Suspension – a parent or grandparent spends the day shadowing the student in all classes
4. Community Service Suspension – student agrees to afterschool or non-school hours of community service
5. Reverse Suspension – suspension dates are scheduled during student vacation dates
6. Social Probation – denial to participate in all after school privileges i.e. clubs, sports, dances, or as a spectators
7. Out of School Suspension – removal from school for up to ten days by an administrator
8. Loss of Ohio Driver's License – as per the OBMV guidelines
9. Truancy Charges – filed in juvenile court for poor or non-attendance
10. Violation of the Ohio Revised Code – Harrison Mayor Court or Hamilton County Juvenile Court
11. Reassignment to an On-line Educational Program (inside or outside the district)
12. Expulsion – removal from the school by the superintendent

### SUSPENSION/MAKE-UP WORK POLICY

Any time a student is suspended out of school, he/she is **required to make up work for full credit**. This includes assignments, tests, projects, speeches, etc. It is the **student's responsibility** to contact all of his/her teachers by email, or by requesting work from the guidance office secretary by email or phone, and to gather all assignments and appropriate materials. All completed work is due within three days after the student returns from the suspension. An exception to this policy is made for students who are suspended for ten (10) days with a recommendation for expulsion. Because of the seriousness of the offense, students who are expelled may or may not be given the opportunity to receive credit.

### TYPES OF CONDUCT PROHIBITED BY REGULATIONS

#### Rule A. Advertisement

1. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of school administration. Permission for the distribution of such materials shall be granted unless:
  - a. They are of the nature described under Obscenity, #3;
  - b. The time, place or manner of distribution would substantially interfere with the work of the school operation or infringe upon the rights of other students.
2. Placing signs and slogans on school property without permission of the school administration.

3. Sales or soliciting on school property without permission of school authorities.

**Rule B. Attendance**

1. Truancy to school or class
2. Tardiness (excessive or unexcused).
3. Leaving the school building during school hours without permission of the proper school authority.
4. Missing, skipping, or "cutting" of classes.

**Rule C. Civil/Criminal**

1. Commission of any crime on school premises or at a school activity in violation of the Ohio Criminal Code or the Ohio Juvenile Code or the Ohio Traffic Code.

**Rule D. Documents**

1. Forgery on or of school related documents.
2. Falsifying or providing misleading information given to school authorities.

**Rule E. Dress**

1. Failure to abide by reasonable dress and appearance codes set by the administration or the Board of Education.

**Rule F. Educational Process**

1. Any disruption or interference with school activities.
2. Chronic misbehavior which disrupts or interferes with any school activity.
3. Demonstrations by individuals or groups causing disruption to the school program.
4. Any other activity which a pupil knows or should know will disrupt the academic process of a curricular or extra-curricular activity.

**Rule G. Health**

1. Presence on school property with a communicable disease.

**Rule H. Homework**

1. Cheating or plagiarizing.

**Rule I. Obscenity**

1. Use of indecent, abusive, or obscene language in oral, written, or symbolic form.
2. Engaging in sexual acts, indecent exposure.
3. Publication, distribution, or possession of obscene, pornographic, or libelous materials.

**Rule J. Physical**

1. Assault, verbal abuse, or threat of physical harm to a school employee, student, other person.
2. Fighting.
3. Possession or use of dangerous weapons, instruments, fireworks, or firearms.

**Rule K. Property**

1. Arson, or attempted arson, or setting unauthorized fires.
2. Turning in false fire, tornado, bomb, or disaster alarms.
3. Damage or destruction (actual or attempted) of school property.
4. Damage or destruction (actual or attempted) of private property.
5. Theft or possession of stolen goods.
6. Use of nuisance items during the instructional day, while participating in school-sponsored activities or while utilizing school transportation. Radios, personal stereos, skates, skateboards, playing cards, video game devices, and laser lights, are considered nuisance items. Hats, headbands, and visors are considered items of unnecessary dress and are not permitted.
7. Possession of matches or lighters or other similar devices.
8. Cell phones and MP3 players are not to be used during the instructional day. Students will be permitted to use cell phones and MP3 players during bell changes and lunch periods.



**Students, who choose to bring these items to school, bring them at their own risk. The staff and administration will NOT be responsible for investigating alleged theft of these items.**

**Rule L. Pupil Personnel**

1. Hazing/bullying, cyber-bullying and/or intimidation activities of any kind.
2. Extortion.
3. Gambling.
4. Aiding another person to violate school regulations.
5. Public displays of affection between pupils—Public displays of affection between pupils are discouraged and prohibited as being inappropriate for a school setting. Pupils may hold hands, but embracing and kissing are strictly forbidden.
6. Harassment, bullying, intimidation, vandalism, physical, or verbal abuse or other disruptive behavior toward other students.

**Rule M. Staff**

1. Disregard of directions or commands by school authorities, including school administration, teachers, non-certified staff.
2. Disrespect towards school personnel.
3. Refusing to comply with minor punishment such as detention, writing assignments, etc., or repeated offenses of school regulations.
4. Harassment, vandalism, physical or verbal abuse, or other disruptive behavior toward school personnel during school or non-school time.

**Rule N. Substances**

1. Possession, distribution, or use of narcotics, alcoholic beverages, dangerous drugs, illegal drugs, inhalants, mind-altering substances, non-controlled drugs or drug paraphernalia or any other like-substances. This includes look-alike substitutes, and/or placebos carrying an implied or explicit representation as a drug.
2. Smoking, use or possession of any substance containing tobacco, including, but not limited to cigarettes, cigars, "dip", snuff, and chewing tobacco, or use in any other form.
3. Being under the influence of any alcoholic beverage or intoxicant of any kind.

**Rule O. Transportation**

1. Failure to obey school driving and parking regulations.
2. Any type of prohibited activity listed herein taking place on a school bus shall be reason for removal, suspension, or expulsion.
3. Failure to park in assigned parking areas.

**Rule P. Trespass**

1. Presence in areas during school hours or outside school hours, where a student has no legitimate business.

**Rule Q. Gangs**

1. Engaging in any act or acts by individuals or groups which may threaten the safety or well-being of persons, affect the attendance of another student or disrupt the school environment.

Board Policy 5115.5 Revised: 11/19/92; 9/15/94; 11/17/94; 8/19/99

Note: The Ohio Revised Code defines driving to school as a privilege and not a right for students. Students who abuse driving privileges or who accumulate excessive absences or tardies to school may lose their driving privileges and may have their driver's license revoked by the Ohio Bureau of Motor Vehicles.

## **OTHER REGULATIONS TARDINESS AND ABSENCES POLICY**

**Early is On Time**

**On Time is Late**

**Late is Disrespectful**

**to your classmates and your teachers...**

**When you fail to arrive early you are taking valuable teaching and learning time away from classmates and from your teachers. If school starts at 7:58, please plan on arriving prior to 7:45AM!**

**Your classmates and your teachers thank you for being responsible and respectful of the education process for all!**

## **HIGH SCHOOL DRUG AND ALCOHOL DISCIPLINE POLICY**

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

At the beginning of each school year, each student and his/her parent/guardian will be given a copy of the code of conduct and a statement of disciplinary sanctions that are required. The information that appears in the Student Handbook/Agenda will also be posted on the district webpage and in the high school commons. These standards notify parents, guardians, and students that compliance with these standards of conduct is mandatory.

Any student found in possession of or under the influence of drugs and/or alcohol at school, at a school sponsored event, or on Board operated transportation vehicle will be immediately suspended from school for 5 days and recommended for expulsion. The student will placed on social probation for a period of forty-five (45) days.

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

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

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

## **DRESS AND APPEARANCE**

Students are expected to use good judgment concerning dress and grooming. Students are required to wear clothes appropriate in the school setting. Dress and grooming standards require neatness and cleanliness; sloppiness and immodesty will not be permitted.

In a society of many diverse students, there is a need for guidelines for student dress. These guidelines will provide the student body with the parameters of acceptable dress in our schools. Students and staff alike support consistency in the enforcement of the dress code beginning daily during first period. Listed below are the guidelines for the Southwest Local School District:

1. The building administration will determine the appropriateness of any and all dress. The decision of the administration is final.
2. Shorts are permitted, however, they may be no higher than mid-thigh. The same length applies to skirts. Cut-offs including jeans or sweatpants are not considered acceptable for the instructional day.
3. Clothing with reference (including dual meanings) to alcohol, drugs, tobacco, profanity and/or sex or violence is not permitted.
4. The following items are not permitted, tank tops (full shoulders must be covered at all times), see-through shirts, tops that show bare midriffs, halters, backless blouses, or off-the-shoulder tops.
5. Dress and grooming which present a safety hazard or create a health problem to the student or to other students is not permitted.
6. Dress and grooming which are revealing and/or indecent are not permitted. Undergarments are not to be visible at any time. Pants/jeans/shorts must be worn with the beltline at the top of the hips.
7. Shoes or acceptable footwear must be worn at all times. Flip-flops are not considered acceptable footwear for safety reasons.
8. Clothing associated with sleepwear (pajamas, slippers, robes, etc.) is not permitted to be worn during instructional time.
9. Hats, hoods, headbands, visors, bandanas, and scarves are not permitted to be worn during school hours. Scarves may be worn around the neck, but not on top of the head.
10. Facial piercings are limited to one piercing located in the nose, tongue, or lower lip in addition to piercing in the ears. All facial piercings are limited to small studs or retainers and not rings.
11. Torn or ripped clothing is not appropriate dress during the instructional day.
12. Students are not permitted to wear jackets when entering the food service area of the kitchen. Sweatshirts or sweaters are permitted as long as the sleeves are rolled up past the mid-arm between the wrist and the elbows.

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

## HALL PASSES

Students are never to be in the hall during class time without authorization from a teacher or administrator. The school-provided planner has hall passes in the back. The school planner is the only acceptable hall pass. **Students should not be in the hall the first or last ten minutes of any class.**

## STUDENTS IN THE BUILDING

No student is to remain in the building after school hours without teacher supervision. **Students who are not involved in supervised after-school activity shall be required to be in the high school supervised commons area or must leave both the high school and the activity center by 3:15 p.m.**

## STUDENTS OUT OF THE BUILDING

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

## HALL DECORATIONS

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

event is over.

## **POLICY ON LOCKER/DESK SEARCHES**

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

1. Search any pupil's locker/desk and the contents thereof if the administrator has reasonable suspicion that the locker/desk or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
2. Declare that locker/desks are the property of the Board of Education and these lockers/desks and the contents thereof are subject to search at any time if there is a reasonable suspicion that any locker/desk or its contents contains evidence of a violation of a criminal statute or a school rule.
3. Search at any time the locker/desk and the contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board, and if a search of locker/desks and the contents thereof is reasonably necessary to avert the threat or apparent threat.
4. Students in the original high school building will be required to purchase and use school sold and approved hand held locks on their lockers. Locks that have not been sold and approved by the building administration will be removed without compensation. Students must purchase hand held locks from the office prior to the start of the school year or during the year as needed. Locks purchased by the student become the property of the student and can be used for all four years.

## **RIGHT TO APPEAL**

A pupil or his/her parent, guardian, custodian, or representative may appeal a suspension upon receipt of notice of suspension. The appeal shall be made to the district appeals officer by calling 513-367-4139.

## **DETENTION AND TUESDAY SCHOOL REGULATIONS**

1. Detention will be in Commons daily, Monday through Friday.
2. **Detention** begins at **6:45 a.m.** and ends at **7:35 a.m.**, Monday through Friday. This will take place during "0" period.
3. **Tuesday School** begins at **2:45 p.m.** and ends at **4:45 p.m.**
4. Detentions can only be rescheduled at the telephone or written request of a parent. To request rescheduling, parents should contact an administrator. Students will not be permitted to reschedule a detention or Tuesday School.
5. Assigned students must report to detention by 6:45 a.m. or forfeit detention time.
6. Failure to attend detention will result in Tuesday School.
7. Failure to attend Tuesday School will result in further disciplinary action. Multiple infractions may result in out-of-school suspension.
8. **Alternative School Assignment** will be from **7:55 a.m. to 2:50 p.m. on assigned days** at the Junior School.
9. Detention period will be a school work period, or community service. Talking, sleeping, disrupting, or not working during detention will forfeit the time a student spends in detention.
10. Students are not permitted to participate in school sponsored events or activities on days they are scheduled for detention until after the detention has been served.
11. If a student has an excused absence from school on the day he/she has a detention scheduled, the detention will automatically be assigned for the day the student returns to school.

# GRADING POLICIES

## PROGRESS BOOK

The Southwest Local School District has in place an on-line reporting program that allows parents access to a student's grades, progress and daily attendance. This program will also allow the parent and student the opportunity to send messages to teachers. A letter with the parent and student access codes will be sent home at the beginning of the school year.

## GRADING SCALE

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

I – Incomplete/In Progress

P - Passing grade

## TEACHER RESPONSIBILITIES:

1. As part of the District's commitment to parental communication, all teachers are expected to enter grades and assignments into the Progress Book Program a minimum of four times per quarter, excluding mid-term grades and are encouraged to post grades weekly.
2. Teachers are also expected to monitor their school-assigned email account on a daily basis.

## RECEIVING SEMESTER CREDIT

In accordance with SLSLD Board of Education policy to earn credit for a course the following conditions need to be met:

### Semester Class and Year-Long Classes:

1. Credit is earned on a semester basis. Year-long classes consist of 2 semesters.
2. Courses are weighted at 40% for the first quarter of the semester, 40% for the second quarter of the semester and 20% for the semester exam (which may include an approved project, performance, presentation, or portfolio). Students must pass either the second quarter of the semester OR the semester exam in order to receive the semester credit for a class.

**Note: Students who fail the first semester will be required to do credit recovery during second semester or during Summer School (additional fees apply). Students who fail second semester will be required to do credit recovery during Summer School or during the first semester of the next school year (additional fees may apply).**

## REQUIREMENTS FOR ISSUING DIPLOMAS AND CREDITS

Diplomas shall be issued to pupils who complete all Wm. Henry Harrison High School Graduation Requirements in accordance with Ohio Revised Code 3313.61 and have passed all five (5) parts of the Ohio Graduation Test or meet the Ohio Department of Education OGT Alternative Pathways requirement. Credits in grades 8 - 12 will be granted for course work meeting the requirements and approval of the Ohio Revised Code, the Ohio Board of Education, The Ohio Board of Regents, The Southwest Local Board of Education and partnering colleges or universities.

The credit offerings for pupils in grades 8-12 shall at minimum be as specified in Minimum Standard 3301-35-02(13).

In order to participate in graduation ceremonies, a student must successfully complete all minimum graduation requirements prior to graduation day and have paid in full all fees, fines, and obligations.

## **THE GPA AND CLASS RANKING SYSTEM:**

1. Student's grade point average will be calculated using a 4-point scale.
2. Students will have a factor added for final grades in weighted courses as follows:

$$\text{Student GPA} + [(\# \text{ of A's}) \times .02] + [(\# \text{ of B's}) \times .02] + [(\# \text{ of C's}) \times .01]$$

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

## **WEIGHTED COURSES, GRADE POINT AVERAGE, AND CLASS RANK**

The following courses are "increased value" weighted courses (worth an additional point value based on each semester grade earned:

A = + .02, B = + .02, C = + .01, D = 0, F = 0). This value is added to each student's G.P.A. calculation based on the grade earned in the weighted courses listed below.

English	AP English Language & Composition, AP English Literature & Comp
Math	AP Calculus AB, AP Statistics, Advance Pre-Calculus,
Calculus	
Science	Chemistry, Physics, AP Biology, AP Chemistry, AP Physics C
Mech,	
	AP Physics I
Social Studies	AP American Government, AP United States History, AP
Psych,	
	AP Human Geography, AP World History
Foreign Languages	3rd, 4 <sup>th</sup> and 5th Year Language
Music	AP Music Theory
Art	AP Art History
Computer Science	AP Computer Science

## **ACADEMIC ADVANCEMENT OPPORTUNITIES – OHIO CREDIT FLEX**

The Southwest Local Schools and William Henry Harrison High School participates in Ohio's Academic Advancement Opportunities. They include:

- 8th grade classes for high school credit
- Cohort programs for Flex Credit
- Flexible Scheduling of classes before and after school hours
- Educational Options including Internship or Work Study
- On-line classes for high school or college credit
- Dual Enrollment Classes (Cincinnati State, Urbana University and Sinclair Community College)
- Advance Placement Classes for Dual Enrollment College Credit
- Post Secondary Education Options

For more information, contact your son or daughter's guidance counselor or a high school administrator.

## **ADVANCED PLACEMENT (AP) COURSES**

Advanced Placement classes are offer based upon student interest or on the number of students who register for the classes in the spring, prior to beginning summer Advanced Placement class work. All students enrolled in AP Courses at Harrison High School are required to take the AP test in May. Students who wish to take an AP test for a course in which they are not enrolled must have their guidance counselor's approval and pay the test fee by March 1st. Forms are available in the guidance office.

A.P. Classes offered at William Henry Harrison High School include:

- Advanced Placement Chemistry
- Advanced Placement Psychology
- Advanced Placement Calculus AB
- Advanced Placement Literature and Comp
- Advanced Placement Language and Comp
- Advanced Placement Statistics
- Advanced Placement World History
- Advanced Placement Physics I
- Advanced Placement Biology
- Advanced Placement Physics C: Mechanics
- Advanced Placement United States History
- Advanced Placement American Government
- Advanced Placement Art History
- Advanced Placement Music Theory
- Advanced Placement Human Geography
- Advanced Placement Computer Science

## HIGH SCHOOL ACADEMIC EXPECTATIONS

Parents, teachers, and students alike expect teaching and learning to take place every day in every class. Students are expected to complete all class work and homework daily. That also includes any day a student misses school. When a student is absent, he or she is expected to e-mail their teachers or call the guidance office prior to 9:00am and request end of the day class work. Students are typically expected to have one day to make up all work for each day absent or to make alternative plans with his/her teacher. After an absence, it is not the teacher's responsibility to track down students to complete make up work. It is each student's responsibility to see that all assignments are requested and completed in a timely manner.

Any time a student falls behind by three or more assignments, the teacher will address his/her concern with the student and contact the parents by phone or email. At the end of the week, if a student has fallen behind by four or more assignments, he/she will receive an Academic Office Referral on Friday afternoon. Students who receive an Academic Office Referral will be assigned a two hour Tuesday School and a letter will be sent to the parents. The student will have until the end of the week to make up all missing work to the teacher's satisfaction. Failure to do so will result in a (four hour) Saturday School assignment.

Tuesday School (two hours) and Saturday Schools (four hours) are not viewed as a punishment. They are viewed as a promise to do all that can be done to assist parents and students in school, success. Parents will receive a second letter should Saturday School be assigned. Repeat Saturday Schools may result in a conference with an administrator, parent, student, and possibly the guidance counselor and one or more teachers.

## ATHLETIC ELIGIBILITY

Athletes are required to pass a minimum of 5 full credits based upon the Ohio High School Athletic Association (OHSAA) criteria for high school and dual enrollment college credits earned. Continued...

Athletic eligibility is based on the preceding academic quarter, excluding credits earned in summer school. Eligibility is subject to (OHSAA) rules and regulations, which are published at the beginning of each school year. Please contact the athletic director or your guidance counselor with questions. A new eligibility list is developed for Harrison High School each quarter.

**Note:** Physical Education courses do not meet the full credit requirement for athletic eligibility.

## VALEDICTORIAN/SALUTATORIAN RECOGNITION

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

## **GUIDANCE OFFICE SERVICES**

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

### **COUNSELOR ASSIGNMENTS**

Mrs. Jenny Barker A to G      Mr. Steve Barnes H to O      Ms. Lisa Suttman P to Z

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

### **PROCEDURE FOR STUDENTS TO SEE THE COUNSELORS**

Students will normally see counselors during study halls or, if a counselor requests to see a student, a pass will be sent to the student's class. At least one counselor is on duty between the hours of 7:45 a.m. and 2:45 p.m. daily, including the lunch period.

### **NEW STUDENT REGISTRATION**

Registration for all Southwest Schools for Kindergarten – 12<sup>th</sup> grade is done at the District Office located at 230 S. Elm Street, Harrison, OH 45030. The hours for registration of students are Monday and Tuesday 7:00am – 11:00am and Wednesday 3:00pm – 7:00pm. Other hours are by appointment by calling (513) 367-4139. Students do need to be present when you come to register. Go to the district website and follow the link for Student Registration for details. You will be required to show a birth certificate, proof of residency, and proof of custody/guardianship if applicable as well as a copy of the current report card for students in Kindergarten – 8<sup>th</sup> grade.

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 appropriate classes. The lack of transcript could delay this process.

## **MEDIA CENTER SERVICES**

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

The Media Specialist will issue guidelines and information about the Media Center soon after school begins. The Media Center will be open to students during most lunches.

### **USE OF THE MEDIA CENTER**

All students must use the school provided planner as their pass to the Media Center. Students may not enter the Media Center without a pass except before school, after school, or during a student's lunch period.

Students are liable for fines or for the replacement cost if a book is overdue, damaged, or lost. Students who do not conduct themselves in an appropriate manner will be sent from the Media Center back to their study hall or class and may be denied further Media Center privileges.

There will be no restroom, drinking fountain, or locker privileges from the Media Center without a pass from the Media Specialist. Access to the Internet while in the Media Center will be limited to authorized students only.

### **INTERNET USAGE AND ACCESS**

Students will receive an Internet Acceptable Use Policy the first day of school. Both students and



parents/guardians must sign the forms, agreeing to abide by the district's policy.

Students will be trained in the proper usage of both e-mail and Internet web access by the staff members for use in and for classes.

Failure to abide by the rules and regulations outlined in the Acceptable Use Policy will result in the loss of all Internet privileges.

## **LUNCH PROCEDURES**

**Please Note:** The Southwest Local School District participates in the *Federal Free and Reduced Lunch Program* for our qualifying students. As part of the provision of the agreement we do not allow vending machines to be used or outside food service to the building during lunch time. Food from an outside restaurant, pizza service, etc. may not be delivered until after 2:45. Food cannot be delivered or brought in to the building without administrative approval within program compliance.

Note: A parent may bring in a lunch for a student but not a pizza for a group of students. Your observance of our agreement is much appreciated.

### **LUNCHROOM RULES FOR STUDENTS**

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

## **HEALTH AND SAFETY**

### **SICKNESS**

Students who are ill should report to the office. We ask that you do not stay in a restroom. Students should report to their teacher first before reporting to the office. Typically students will have a period of recovery time and then should return to class or make transportation arrangements to go home and/or seek medical attention.

### **MEDICATION**

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

Students must leave any medication they bring and a Record of Administering of Medication form with the Clinic Aide before the beginning of the school day (7:45 a.m.). All medicine (including aspirin, Tylenol, etc.) must be dispensed from the Clinic. Medicine must be brought to school in the original container. At no time should students have any medication in their possession without school approval. Refer to the Student Conduct Code, regulation N.1.

### **FIRE, TORNADO AND A.L.I.C.E. DRILLS**

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

## **OTHER POLICIES AND INFORMATION**

### **STUDENT PARKING**

Students may complete a parking permit form during schedule pick-up week. Students parking on campus without a valid permit could be subject to disciplinary action, including loss of driving privileges and towing of his/her car from the school property. Students must be legally parked in a designated student space. Disciplinary action will be imposed on any student parked elsewhere (i.e. fire zones, visitor parking, staff parking, cafeteria/loading dock, bus parking between buildings

or in front of the junior school, etc). Additional violations may result in the suspension of school driving privileges or the permanent revocation of a student's parking pass. Students are reminded not to park in the staff or visitor parking please.

## **TEXTBOOKS**

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

## **VISITORS**

All visitors must report to the front office. Student visitors must be pre-approved by the principal.

## **LOST AND FOUND**

Lost and found items are located in the front office.

## **WORK PERMITS**

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

## **NO CHILD LEFT BEHIND**

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

# **WELLNESS POLICY**

The Southwest Local School District is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. In accordance with Federal Public law (PL108.265 Section 204) the Board of Education adopted a District Wellness Policy in June, 2006.

Key aspects of this plan include:

- Students are offered a variety of meats/poultry, fresh fruits, vegetables, and whole grains.
- All foods made available on campus adhere to food safety and security guidelines.
- For safety concerns, parents/caregivers are encouraged to provide individually packaged commercially prepared products.
- Fund raising efforts are supportive of healthy eating.

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

## **SCHOOL BREAKFAST PROGRAM**

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Southwest Local School District offers breakfast at all school buildings. At Harrison High School, breakfast is served from 7:20am – 7:50am before the start of school every day. Secondary school breakfast is \$1.20. Free or reduced breakfast is (\$0.30) priced and available to those who qualify. All students are strongly encouraged to benefit from eating a nutritious breakfast.

## **CRITERIA FOR THE OGT ALTERNATIVE PATHWAY TO GRADUATION**

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

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

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

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

education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Local Schools to comply with the requirements of FERPA. The name and address of the Office that administrates FERPA are:

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

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

Schools across the country have been impacted by the passage of the No Child Left Behind Act (NCLB) of 2001. This act mandated the state testing and accountability system in the State of Ohio. School and district report cards, ratings of schools and districts as Excellent with Distinction, Excellent, Effective etc., and ratings of schools in School Improvement and consequences of not meeting targets established by the Federal Government came from NCLB.

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

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

### **PUBLIC SCHOOL CHOICE (PSC)**

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

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

### **SUPPLEMENTAL EDUCATIONAL SERVICES (SES)**

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

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

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

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

1. Political affictions or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or student's family;

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

### **RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF:**

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

### **INSPECT UPON REQUEST AND BEFORE ADMINISTRATION OR USE**

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

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

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

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

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

## **TITLE IX STATEMENT**

It is the policy of the Southwest Local School District that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap, or age. The Title IX coordinator's name is Mr. John Hamstra, 230 S. Elm Street, Harrison, Ohio 45030. Grievance procedures exist and are available from his office for persons who wish to grieve alleged violations of Title IX.

## **CHILD FIND NOTICE**

The Southwest Local School District is required to locate, identify and evaluate all children, with educational disabilities under the Individuals with Disabilities Education Act who reside within the district. The process of locating, identifying, and evaluating children with disabilities is known as *Child Find*.

Southwest Local School District regularly conducts screenings to identify students who may be in need of academic intervention or support. Parents may contact school personnel to discuss their concerns at any time. As the school district of residence, we have the responsibility to identify and provide services to any child with an educational disability.

If you have or know of any Southwest Local School District resident who may have a child ages 3 to 21 with a disability please contact Laura Meyers, Director of Special Services, at 513-728-8428 for questions or concerns.

## **POLICY OF NON-DISCRIMINATION**

Southwest Local School District's educational programs and activities are provided without regard to race, color, national origin, sex, sexual orientation, preference or handicap for all adults and students. This policy of non-discrimination is in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

## **MCKINNEY-VENTO PROGRAM**

The McKinney-Vento Homeless Children and Youth Program was designed to make sure all homeless children and youth have equal access to the same free and appropriate public education as children and youth who are not homeless. This includes preschool education.

State and local education agencies are required to develop, review, and revise policies to remove barriers to the enrollment, attendance and success in school that homeless children and youth may experience.

Local educational agencies also must provide homeless children and youth with the opportunity to meet the same challenging state content and state student performance standards to which all students are held.

More information on the McKinney-Vento program can be found on SLSD's website at [www.southwestschools.org](http://www.southwestschools.org) on the Special Services Department page.

## **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.

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

### **Student Agreement**

I have read, understand and agree to abide by the terms of the Internet/Network Acceptable Use Policy for Students. All rules regarding network and internet access, including email will be available in hard copy in each principal's office. Should I commit any violation or in any way misuse the network / internet, I understand that my access privilege may be revoked, that school disciplinary action may be taken against me under the Student Code of Conduct, and that this may affect my class grade.

### **Parent(s) / Guardian(s) Agreement**

As the student's parent or legal guardian, I have read, understand and agree that my child shall comply with the terms of the school district's Internet/Network Acceptable Use Policy for Students. I understand that this access is being provided to the students for educational purposes only. I agree that this policy will hold harmless and indemnify the school district for any fees, expenses, or damages incurred as a result of my child's purposeful use or misuse of the network, access to the internet, or computer equipment.