

MIAMITOWN ELEMENTARY SCHOOL
6578 State Route 128
Miamitown, Ohio 45041
353-1416



David Kelly
Principal

PARENT-STUDENT HANDBOOK

2017-2018

MISSION STATEMENT

“Miamitown Elementary School is proudly committed to providing opportunities for cooperatively sharing responsibilities among students, staff, parents and community for developing positive learning experiences.

Through high individual expectation, we will strive to develop maximum education and personal growth, mutual respect, high self-esteem, self-motivation and self-discipline that will result in life-long learners who are productive members of our community.”

TO PARENTS AND STUDENTS:

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

David Kelly
Principal

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

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

The Miamitown Elementary PTA

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STUDENT EXPECTATIONS

1. We take responsibility for learning.

This means:

- ◆ We arrive at school on time.
- ◆ We are prepared for class.
- ◆ We demonstrate a serious and responsible attitude in daily work.
- ◆ Homework is carefully and thoughtfully completed and on time.

2. We try to settle our differences in a peaceful manner.

This means:

- ◆ We respect other people's property and personal space.
- ◆ We do not physically or verbally fight with other children.
- ◆ We do not take anything that does not belong to us.

3. We follow the directions of adults in charge, the first time given.

This means:

- ◆ We look at the speaker.
- ◆ We do not talk back to teachers or adults in charge.

4. We are sensitive to the needs and feelings of others.

This means:

- ◆ We use appropriate language at all times.
- ◆ We do not bully or threaten other children.
- ◆ We never boo or whistle.
- ◆ We are willing to help each other.
- ◆ We are friendly and courteous.

5. We are expected to move safely through the school.

This means:

- ◆ No playing in the bathrooms or hallways.
- ◆ No running in the cafeteria, hallways or up and down stairs.

6. We respect school property.

This means:

- ◆ We do not litter.
- ◆ We do not write on walls, floors or restroom partitions.
- ◆ We do not misuse school furniture.

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

EXPECTATIONS

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

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

As parents, please strive to:

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

As educators, we will strive to:

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

TITLE IX

It is the policy of the Southwest Local School District that educational activities, employment programs and services be offered without regard to race, color, national origin, sex, religion, handicap or age. The Title IX Coordinator's name is Ms. Laura Meyers, Harrison High School Harrison, OH 45030, 738-1717. Grievance procedures exist and are available from his office for persons who wish to grieve alleged violations of the Title IX.

SPECIAL EDUCATION - AWARENESS NOTICE

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

Many handicapped children are not visible because they do not function in the mainstream of the community. Also, many unidentified handicapped children are preschoolers. Parents may not be aware that there are programs and services available.

If you know of a handicapped child, please contact your local building principal or Carter Cordes, Director of Special Education Services at 367-4169.

DUE PROCESS

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

**MIAMITOWN ELEMENTARY SCHOOL
2016-2017
School Calendar**

August	15	Teacher Work Day
	15	Open House/5:00-6:00
	16	Teacher Work
	17	First Day for Students
	30	Pictures
September		
	5	Labor Day-(NO SCHOOL)
	16	Mid Term issued
October		
	6	Parent/Teacher Conferences 4:30-7:30
	12	Parent/Teacher Conferences 4:30-7:30
	13	1st Quarter Ends (1 hour early release)
	14	Teacher In-service (NO SCHOOL)
	21	Report Cards issued
	25	Picture re-take
November		
	3	Showcase Southwest (Miamitown)
	7-18	3rd Grade Reading Test
	11	Veterans Day (NO SCHOOL)
	23	Conference Release Day
	24-25	Thanksgiving Break
December		
	13	Winter Musical (Activity Center)
	16	2nd Quarter ends (1-hour early release)
	19-30	Winter Break
January		
	2	Winter Break
	3	School Reopens
	6	Report Cards issued
	16	Martin Luther King Day-(NO SCHOOL)
February		
	2	Parent/Teacher Conferences & Kindergarten Registration
	8	Parent/Teacher Conferences & Kindergarten Registration
	17	Conference Release Day-(NO SCHOOL)
	20	President's Day-(NO SCHOOL)

March	10	3rd Quarter Ends (1 hour early release)
	17	Report Cards issued
	21	Spring Pictures
April	3-7	Spring Break
	10	School reopens
	14	Good Friday (NO SCHOOL)
May	6	Flying Pig Marathon
	17	Bike Assembly
	26	LAST DAY FOR STUDENTS (1 hour early dismissal)
	30	Teacher work day

Testing Dates: 2016-2017

Fall 2016- Grade 3 English language arts, Nov. 7-18.
Spring 2017- English language arts, March 13-April 14;
Mathematics, science and social studies, April 3-May 12.

GENERAL INFORMATION

Southwest Local School District Acceptable Use of Technology Policy

The Southwest Local School District's Board of Education recognizes that technology can greatly enhance the instructional program, as well as the efficiency of the district and school site administration. All computers that access the Southwest Local School District, and HCCA, networks are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege and possible additional legal actions (if justified and warranted).

Unacceptable uses of the computer/network include, but are not limited to:

- 1) Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
- 2) Using profanity, obscenity or other language prohibited by the Student and Staff Code of Conduct;
- 3) Reposting (forwarding) personal communication without the author's prior consent;
- 4) Copying commercial software in violation of copyright law;
- 5) Using the network for financial gain, for commercial activity or for any illegal activity;
- 6) Accessing inappropriate material; and
- 7) Downloading of freeware or shareware programs

Because access to online services provides connections to other computer systems located all over the world, users(students, staff) and the parents of users, if the user is under 18 years of age, must understand that neither the school nor the district can control the content of the information available on these systems. Some of the information available is controversial and may be offensive. The district uses firewalls to protect users from offensive and/or controversial materials, and users are not to willingly access this material. The Southwest Local School District does not condone the use of such materials.

School employees, students and parents of students must be aware that the privileges to access online services will be withdrawn (and additional consequences are also possible) from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the district.

A user's agreement will be signed each year, and kept on file within the district, to indicate the user's acknowledgement of the risks and regulations for computer/online services use.

Reviewed: July 15, 2010

Legal References: US CONST. Art 1 and 8
O.R.C. 1329.54-1329.67, 3313.20, 3319.321
20 USC 1232 g, 34 CFR and 99.1 et seg.

ARRIVAL/DEPARTURE OF STUDENTS

School hours are as follows:

Grades 1 - 5	-	8:30 AM	to	3:00 PM
AM Kindergarten	-	8:30 AM	to	11:30 AM
PM Kindergarten	-	12:00 PM	to	3:00 PM

Walkers and car riders are not to arrive at school prior to 8:00 AM in the morning. If circumstances warrant arrival prior to 8:00 AM, arrangements should be made by the parents with Latch Key, a sitter, etc. At dismissal, students are to leave school promptly unless they are participating in school - sponsored activities; activities provided by service organizations (scouts, brownies, etc.); or arrangements have been made with teachers or administrators. The playground area is to be vacated. Parents are responsible for the safety of your child to and from school property.

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

ASSEMBLIES

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

ATTENDANCE

STUDENT ABSENCES AND EXCUSES

All students are expected to attend regularly and to be on time for classes in order to receive maximum benefit from the instructional program 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.

Parents are to call the attendance line any time their child is going to be absent or tardy. 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 or who miss more than 5/7 of the school day are not permitted to take part in after-school programs/activities unless special permission has been approved by the principal.

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.
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/TARDIES

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 absence rule).
7. Appointments for court.
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 per occurrence for treatment. Treatments lasting beyond one day will be unexcused.
10. Emergencies and other reasons deemed good and sufficient by the principal.

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. Missing the school bus.
2. Experiencing transportation problems at home or on the way to school.
3. Remaining home to complete school assignments.
4. Missing school without legitimate illness.
5. Oversleeping. Alarm clock (student's or parent's) failed to work.
6. "Nobody got me up."
7. Not having suitable clothing to wear to school or sent home for inappropriate clothing.
8. Working at a job during the school day without a proper work permit.
9. Babysitting.
10. Any form of recreation (i.e. fishing, hunting or club sports – unless pre-approved vacation days).
11. Personal business that can be done after school or on weekends.
12. "Helping at home" or "Was needed at home."
13. "I had a game last night."
14. Senior pictures/portraits.

Important Note: If within two school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

DOCUMENTATION OF ABSENCE/TARDY

Generally, a parent note may document eight absences from school per school year or five tardies to school per year 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., or any of the other reasons listed under excused absences.

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 contacting the physician for additional medical documentation.

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 Motor Vehicles of a habitual truant.
6. The Board may take legal action.
7. The following definitions apply:
 - a. "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.
 - b. "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.

COUNSELOR REFERRALS

Parents or administrators may refer students to the school counselor. Students may refer themselves also. Parents who wish to refer their child may do so by calling the counselor at 353-1416 and providing appropriate background information.

CHILD ABUSE AND/OR NEGLECT

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

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

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

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

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

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

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

CHANGE OF ADDRESS/PHONE

Please notify the school office of changes immediately. It is important to keep this information current, especially in the event of an emergency.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year. The dates are October 8 and 14, 2015 and February 4 and February 10, 2016. A Conference Request Form will be sent home prior to these dates.

FEES

All students in K -5 have a school fee set by the Board of Education, which is used to purchase educational materials and other items used by each student. The fee for school year 2017-2018 is \$50.00. Deadline for payment of fees is September 10, 2017. Checks should be made payable to Miamitown Elementary".

FIELD TRIPS

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

When field trips are taken, the following regulations apply:

I. Unauthorized Passengers

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

II. Chaperones and Sponsors - Rules and Guidelines

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

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

- A. Remain with assigned child/children at all times.
- B. Follow directions, instructions, and requests of teacher in charge of group or class.
- C. Be prompt and punctual with time frames, schedules, etc.
- D. Students acting out or demonstrating inappropriate behavior should be referred to the teacher in charge of group or class.
- E. No diversions from the planned field trip experiences are to be undertaken without permission of the teacher in charge of the group or class.
- F. Alcoholic beverages are prohibited.
- G. Smoking is discouraged.
- H. There must be at least one but not more than two chaperones on each trip. The faculty sponsor must be present before any passenger boards the bus. They should supervise the loading and unloading of the bus upon departure and returning.
- I. In order to insure proper supervision, only adult non-siblings (no brothers or sisters) may chaperone students. Also, adults who are accompanied by children who are not in the classes taking the field trip may not chaperone.
- J. Responsibility of student behavior rests upon the school sponsor and chaperones on an extra-curricular trip. Only in difficult situations should the bus driver be concerned with student control.

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

III. Student Behavior

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

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

IV. Permission

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

FIRST DAY OF SCHOOL

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

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

GRADING SCALE/PROMOTION/RETENTION

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

In the grades K-2, which do not assess student performance by using a letter grade system (A-F), promotion/retention is based on teacher recommendation. In grades 3-6, a failing grade (F) in two of the core subject areas (Mathematics, Reading, Language Arts) or an F in one core subject and reading below grade level initiates a discussion of the possibility of retention. A committee consisting of the classroom teacher, the principal, and other persons with information relevant to the child's progress, i.e., tutor, psychologist, will be notified and will have input in the discussions.

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

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

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

KINDERGARTEN-2ND GRADE PROGRESS REPORT

KEY FOR ALL SUBJECTS:

4= Exceeds grade level standards

3=Meets grade level standards

2=Making progress towards meeting grade level standards

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

Once your child has achieved mastery (3) in most skill areas, that skill will not be reevaluated.

C. Grade Scale:

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

D. Academic Honors – Grades 3 through 5:

Honor Roll- All A's

Honor Roll – All A's and B's

HOMEWORK POLICY

The staff and administration of Miamitown Elementary School recognizes the importance of homework as a means of providing students with necessary practice and appropriate opportunities to demonstrate the acquisition and mastery of concepts and skills that are taught in the classroom. We also recognize and value the importance of parental awareness and participation in the homework process. With these thoughts in mind, the following homework policy has been adopted in grades one through six.

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

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

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

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

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

MAKE-UP WORK POLICY

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

LIBRARY

The Miamitown Elementary School schedules each class into the library once each week. Students may use it at other times for individual or group work.

LOST AND FOUND

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

SCHOOL BREAKFAST PROGRAM

Research has shown that the day with a nutritious breakfast helps students stay alert and perform better in school. Southwest Local School District offers breakfast at all school buildings! We begin serving (30) minutes before the start of school EVERY DAY! Breakfast and (lunch) is FREE to all Miamitown students. Please come visit us and benefit from eating a deliciously nutritious breakfast!

LUNCH/BREAKFAST PERIOD

Students have the option of either purchasing a hot lunch from school or they may bring a packed lunch from home. All students are expected to eat lunch and it is to be consumed in the cafeteria with their class. Students may choose three of five items or take all five on the menu. Example: Sandwiches count as two items, bread and meat; pizza is two items, bread and cheese. Dessert does not count as one of the three. This fulfills the government regulations for us to continue to receive the government food at low cost. Proper manners are expected while eating so everyone may have an enjoyable lunch period.

Each student (Grades 1 - 5) is scheduled for a 45 minute lunch period which includes 15 minutes to eat and 30 minutes for recess. Students are not allowed to leave the school grounds during the lunch period. Just before school reopens, a notice is published in the local newspapers with the cost of lunch, breakfast and milk. The first school bulletin will also have this information.

For the safety and confidentiality of our students parents/guardian's are prohibited from eating lunch and or breakfast with students during the normal school day, all exceptions must be approved by building principal in advance. Parent and grandparent day will also be celebrated during the school year. Birthday treats can be arranged with the classroom teacher.

There are free and reduced lunch programs available for those who qualify. A form is sent home at the beginning of school. However, you may apply for these programs at any time during the school year. Breakfast is available for all students from 8:00 until 8:20 AM unless the child arrives on a late bus.

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

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

District Wellness Policy

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

Key aspects of this plan include:

- Students are offered a variety of meats/poultry, fresh fruits, vegetables and whole grains.
- All foods made available on campus adhere to food safety and security guidelines.
- School parties should include no more than one food or beverage that does not meet nutrition standards.
- 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

PARENT'S RIGHTS

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

PHONE CALLS, MESSAGES

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

PICTURES

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

Fall – August 29, 2017
Picture Re-Take Day- October 24, 2017
Spring – March 20, 2018

PROGRESS BOOK

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

STATE TESTING PROCEDURE

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

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

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

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

A. Grading, Scoring and Record Keeping

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

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

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

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

PTA

Parents are invited and encouraged to join and actively support this organization. Membership information is sent home with the students.

REGISTRATION

Registration for all Southwest Schools for Kindergarten – 12th grade is done at the District Office located at 230 S. Elm Street, Harrison, Ohio 45030. The hours of registration of students are Monday and Tuesday 7:00 a.m. -11:00 p.m. and Wednesday 3:00 pm. – 7:00 p.m. Other hours are by appointment by calling 513-367-4139. Students do not need to be present when you come 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 – 8th grade. Children who will be 5 years old by September 30, are eligible for Kindergarten. Those who will be 6 years old by September 30, and who have successfully completed a kindergarten program, are eligible for first grade. Student immunizations must comply with the State of Ohio requirements.

NEWSLETTER

Every month a news bulletin is sent home with each student. This is to communicate to parents what is happening at school and what is planned for future dates.

REPORTING TO PARENTS

- In grades 1 - 5, report cards are sent home each nine weeks.
- In kindergarten, report cards are sent home at the end of the first semester, third quarter and at the end of the year.
- The report card for each quarter will not be sent home until all fees and fines are paid.
- Periodic conferences may be set up during the year with teachers, when it is thought to be necessary, by calling the school office.
- Formal parent-teacher conferences are scheduled twice each school year - once in fall and once in spring. Parents are encouraged to attend these conferences to stay abreast of developments in your child's education.
- Reports or notes recognizing growth or accomplishments are sent home periodically.
- Midterm progress is reported to parents at the beginning of the first quarter.
- When circumstances warrant, teachers or administrators will contact parents regarding serious situations, altercations, etc. at school that students have been involved in.

SCHOOL CLOSING

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

Parents are reminded that on days when the opening of school is delayed one hour, morning kindergarten times will be 9:00 A.M. -12:30 P.M. Also when an early dismissal does occur, afternoon kindergarten classes will begin at 11:00 and end at 2:00 P.M. This is necessary in order to comply with state minimum standards as they pertain to length of an official school day.

SIGNING OUT STUDENTS

Parents who come in to pick up a child during the school day must sign them out in the office before the child may leave. If another person is to pick up your child, their name must be listed on the enrollment card. After arriving on school property students are not permitted to leave the school grounds without permission of the administration.

TAG/ELEMENTARY ENRICHMENT

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

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

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

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

TEXTBOOK/WORKBOOK RESPONSIBILITY

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

TO AND FROM SCHOOL

Bus routes are established and published in the local newspapers in August for those students who do not walk to school. Students living within a short distance of the school do walk. Walkers should not arrive at school before 8:00 AM.

VISITORS

For your child's protection, all visitors must report to the office upon entering the building. A badge will be issued that must be worn by the visitor and returned to the office before leaving.

Parents who are picking up children at dismissal are to wait in the lobby. Parents are not permitted to go to the classrooms to pick up children. At 8:30 each morning, all outside doors will be locked with the exception of the front doors by the office.

VOLUNTEERS

Parents and other adults are encouraged to call the school if interested in donating some time as a volunteer. All classroom volunteer activities must be scheduled in advance by teachers and volunteers. You need to have a background check done at our District Office, please call to schedule an appointment 367-4139. See information attached to packet.

DISCIPLINE

BEHAVIOR

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

STUDENT CONDUCT ON SCHOOL BUSES

The Southwest Local School District Board of Education is committed to ensuring the safe and efficient operation of its school buses.

Pursuant to Ohio revised Code 3327.014 students riding district school buses may have such bus riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of this Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop

Students riding district buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Before a suspension from bus riding privileges is imposed under this policy, the Superintendent or Administrator shall provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the Superintendent or Administrator regarding the reasons for suspending the student's bus riding privileges. The parent of the student shall be notified of the suspension and the reasons therefore within one school day of the suspension. Students are subject to the emergency removal from a school bus in accordance with the provisions of R.C. 3313.66(C).

This policy will be posted in a centralized location in each school building and will be provided to students and parents upon request.

BUS RULES

1. Parents and pupils must assume that bus transportation is a privilege provided by the Board of Education and not a right.
2. Pupils must ride assigned buses. Deviations may be made only by request to the transportation supervisor. Only students assigned to a particular bus will be permitted to board.
3. Pupils must leave or board the bus at the locations to which they have been assigned. If a pupil is to be let off at a different stop, then a note signed by the parent and the school principal should be presented to the driver.
4. Parents are responsible for the conduct and safety of their child to and from the bus stop.

5. Pupils must be at the bus stop on the curb-side before the bus is scheduled to arrive. The bus will not stop if pupils are not waiting at the pick up point.
6. Behavior at a bus stop must not threaten the safety or property of pupils.
7. Riders must go directly to an assigned or available seat. All elementary children will have assigned seats.
8. Riders should remain seated and keep aisles and exits clear.
9. Riders must observe classroom conduct and obey the driver promptly and respectfully.
10. Riders may not eat or drink on the bus.
11. All parts of rider's bodies shall be kept inside the bus at all times.
12. Riders may not throw or pass objects, from or into the bus.
13. Parents will be responsible for any damage to a bus by their children.
14. Absolute quiet must be maintained at all railroad crossings and during bad weather driving.
15. Riders may carry on the bus only objects that can be held on their laps or stored in such a way as to keep aisles and exits clear.
16. There will be three evacuation drills per year, a front exit, a rear exit and front and rear exit.

The driver is in charge of the bus and will enforce these regulations. Riders who violate the bus rules may be refused transportation.

VIDEO TAPES

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

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.

Code of Regulations 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 the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location, may be subject to disciplinary action including emergency removal, or suspension, or expulsion or removal from curricular or extra-curricular activities pursuant to 3313.66, Ohio Revised Code.

Types of Conduct Prohibited by Regulations

- 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.
- B. Attendance
 1. Truancy.
 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 class(es).
- C. Civil/Criminal Law
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
- D. Traffic Code
1. Forgery on or of school related documents.
 2. Falsifying information given to school authorities.
- E. Dress
1. Failure to abide by reasonable dress and appearance codes set by the administration or the Board of Education.
- 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.
- G. Health
1. Presence on school property with a communicable disease.
- H. Homework
1. Cheating or plagiarizing.
- I. Obscenity
1. Use of indecent, abusive or obscene language in oral, written or symbolic form.
 2. Engaging in sexual acts, indecent exposure or public display of affection.
 3. Publication, distribution or possession of obscene, pornographic or libelous materials.
- J. Physical
1. Assault, verbal abuse or threat of physical harm to a school employee, student or other person.
 2. Fighting.
 3. Possession or use of dangerous weapons, instruments, fireworks or firearms.
- 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.
 6. Use of nuisance items during the instructional day, which participating hinder school-sponsored activities or while utilizing school transportation. Radios, cassettes, personal stereos, tape players, skates, skateboard, playing cards, cellular phones, laser light, and pagers 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.
- L. Pupil Personnel
1. Hazing/bullying/intimidation activities of any kind.
 2. Extortion.
 3. Gambling
 4. Aiding another person to violate school regulations.

5. 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.

M. Staff

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

N. Substances

1. Possession, distribution or use of narcotics, alcoholic beverages, dangerous drugs, illegal drugs, inhalants, mind-altering substances, non-controlled drugs, 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 of any other form.

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.

P. Trespass

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

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.

DRUG AND ALCOHOL DISCIPLINE POLICY

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

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

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

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

DANGEROUS WEAPONS

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

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

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

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

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

DRESS - STUDENT

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

1. The building administrator(s) will determine the appropriateness of dress.
2. Shorts and mini-skirts are permitted. They may be no higher than mid-thigh or at the tip of the extended arm/finger down at the side.
3. Clothing with references to alcohol, drugs, tobacco, profanity and/or sex is not permitted.
4. Boys are not allowed to wear muscle shirts, see-through shirts and bare midriffs.
5. Girls are not permitted to wear bare midriffs, halters, backless blouses and shirts with spaghetti straps.
6. Wallet chains and key chains worn outside pockets are not permitted.

7. Wearing of head coverings is to be reserved for outdoors.
8. Flip-flop sandals are not permitted due to the safety issue they present.
9. Shoes with built-in wheels are not permitted.

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

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

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

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

ELEMENTARY TESTING

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

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

HAZING/BULLYING

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

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

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

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

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

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

LOCKER AND DESK SEARCHES

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

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

LUNCHROOM RULES

1. All students are to be seated in an orderly manner.
2. They are to remain seated until completely finished with their meal.
3. No soft drinks.
4. Students may converse with their immediate neighbors by using a low, controlled voice. Students are responsible for cleaning up after themselves when finished.
5. Dismissal will occur upon the direction of the supervising adult.
6. No food or drinks should leave the cafeteria.
- 7. Parents/Guardian's are prohibited from eating lunch and or breakfast with students during the normal school day, all exceptions must be approved by building principal in advance.**

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

PLAYGROUND RULES

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

SEXUAL HARASSMENT

Policy

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

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

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

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

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

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

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

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

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

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

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

Procedure

1. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident(s) to the appropriate grievance officer within a reasonable period of time from the occurrence of the alleged offense.
2. Any employee of the district who becomes aware of, or suspects activity constituting sexual harassment, shall immediately report it to his/her immediate supervisor or other administrator deemed appropriate. This supervisor is required to report this incident to the district grievance officer within 24 hours after hearing from his/her subordinate.
3. The grievance officer will investigate the problem through the following process:
 - A. The grievance officer will confer with the charging party, within 24 hours of receiving the complaint, in order to obtain a clear understanding of that party's statement of the alleged facts.
 - B. The grievance officer will schedule a meeting, within 48 hours of receiving the complaint, with the charged party in order to obtain his/her response to the complaint.
 - C. On the basis of the grievance officer's examination of the problem, he/she will:
 1. make a judgment as to whether or not the alleged harassment occurred and the severity thereof; or
 2. report the incident and transfer the record to the superintendent or his/her designee along with the grievance officer's recommendation regarding the allegations within 96 hours of receipt of the complaint; or
 3. after consultation with the superintendent or his/her designee, notify the parties by certified mail of his/her official action relative to the complaint within one week of the initial report.
 4. the superintendent shall determine if substantiated charges warrant a recommendation of the Board for further disciplinary action up to and including termination.

All matters involving sexual harassment will remain confidential.

Students

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

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

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

Examples of behavior which is prohibited by this policy are:

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

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

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

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

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

VIOLENT, DISRUPTIVE OR INAPPROPRIATE BEHAVIOR

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

Resolution Establishing Zero Tolerance for Violent Disruptive or Inappropriate Behavior

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

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

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

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

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

MEDICAL CONCERNS

ALLERGIES (Bee Stings, etc.)

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

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

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

MEDICATION/HEALTH

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

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

R E C O R D S

ACCESS TO RECORDS - PARENT/GUARDIAN

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

ACCESS TO RECORDS - NON-CUSTODIAL PARENT

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

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

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

CONFIDENTIALITY - RECORDS

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

ENROLLMENT CARD AND EMERGENCY MEDICAL FORMS

The student enrollment card and emergency medical forms (emergency medical forms must be done in duplicate) will be sent home with all students for your completion and must be returned immediately. These forms are extremely IMPORTANT. In the event of an emergency, this is the only means available to us to contact you. A free lunch form will also be sent home. If you qualify, please complete and return it immediately.

TRANSFER OF STUDENTS

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

S A F E T Y

PARKING LOT

The parking lot around the school is staff parking only. Please park across the street at the church or at the Art Center.

DISMISSAL AFTER SCHOOL

Parents, in interest of safety, please be sure that you don't cut between busses when walking students across the street to the second parking lot. All children and parents need to cross at the marked crosswalk. Thank you for helping us make the end of the day street crossing safe for everyone.

EMERGENCY ALTERNATIVE FACILITIES

In the event of an emergency evacuation of the Miamiwon Elementary premises during the school day, students will be walked to and housed at the Whitewater Fire House, located across from the Post Office on State Route 128. Parents are to report to the principal, or his designee, at the alternative facility in order to receive permission to remove their child/children from such facility.

EMERGENCY EVACUATION DRILL

In order to be compliant with state law all Miamiwon students will participate in a school wide intruder Evacuation drill (called Rally, Rally at school) twice per school year.

EMERGENCY PROCEDURES

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

FIRE/TORNADO DRILLS

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

SAFETY PATROL

Southwest Local Schools provides a crossing guard at the intersection of State Route 128 and Mill Street. She is positioned at this intersection to assist the students crossing the street.

SUPERVISION

ARRIVAL TIME

Arrival/starting time - car riders and walkers are to arrive at school no earlier than 8:00 A.M.

DISMISSAL TIME

School is dismissed at 3:00 P.M. Students who walk are to go directly home after school. Parents, brothers, sisters, etc., who are picking up students are to wait in the lobby. No one is permitted to pick up students at the classrooms.

EARLY DISMISSAL

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

EXTRA CURRICULAR ACTIVITIES

Parents are responsible for picking children up promptly from extra curricular activities (Chorus, District Band, etc.). At the discretion of the activity advisor and/or principal/assistant principal, those students who are repeatedly picked up late may be dismissed from the respective program.

SUPERVISION TO AND FROM SCHOOL

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

NEWSPAPERS - PHOTOGRAPHS, NAMES

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

REFUSAL FOR NEWSPAPER PICTURE

I, _____, wish that the names or photographs of my
(parent/guardian)

child/children, _____ NOT be used in newspaper
(name(s) of student(s))

articles.

Signature

Date

INTERNET REFUSAL

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

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

I, _____, wish that the names or
(parent/guardians)

photographs of my child/children, _____ NOT
(name(s) of student(s))

be used in newspaper articles.

Signature

Date

VACATION REQUEST

Student _____ Grade _____ Teacher _____

Directions: The parent is to complete the top section of the request and submit it to the child's teacher who will complete the middle section. It will then be sent to the Principal's office. Please submit this form seven (7) days in advance of the first day of vacation. If at all possible, parents are asked to take vacations at times other than during the school year. **No more than 5 days** a year will be permitted for vacation purposes. Vacation days are counted within the **8 days** allowed. Any day after this requires a doctor's excuse.

Parent's Section:

Vacation to begin on (date) _____

Student will return on (date) _____

Homework requested for trip (if possible) Yes _____ No _____

I understand that my child is responsible for completing the school work when he/she returns to school.

Parent Signature

Date

Teacher's Section:

Estimated grade (if possible) in the following subjects:

Math _____ Reading _____ English _____ Science _____ Soc. Studies _____

Should homework be provided for the vacation? Yes _____ No _____

Comments: _____

Teacher's Signature

Date

Principal's Section:

Recommends vacation listed _____ Does not recommend vacation listed _____

Principal's Signature

Date

Copy to Teacher _____

Copy to Parent _____

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

Southwest Local Schools

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

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

Family Policy Compliance Office

US Department of Education

400 Maryland Ave., SW

Washington DC, 20202-8520

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

Southwest Local School District

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

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

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

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

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

INSPECT upon request and before administration or use –

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

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

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

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

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

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

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