



# South-Western City School District

## 2017-2018 Code of Conduct/Attendance Policy/Nondiscrimination Notice

The Board of Education has established the following Student Conduct Code, the violation of which may result in a student being considered for removal, suspension or expulsion from school or school-related activities. The Code of Conduct is in effect for student misconduct that occurs off school property when such misconduct is connected to activities or incidents that have occurred on school property and student misconduct, regardless of where it occurs, that is directed at a District school official or employee, or the property of such official or employee.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building principal or designee to search any locker and its contents at any time. Random searches may take place at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

**A. Disruption of School** — A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause disruption or obstruction of any lawful mission, process or function of the school. Neither shall the student engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall the student urge other students to engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process or function of the school if a disruption or obstruction is reasonably certain to result from the student's urging.

While this list is not intended to be exhaustive, the following acts illustrate the kinds and types of offenses encompassed here:

1. Occupying any school building, school grounds, or part thereof so as to deprive others of its use.
2. Blocking the entrance or exit of any school building or corridor or room therein so as to deprive others of lawful access to or from, or use of, the building or corridor or room.
3. Setting fire to or damage any school building or property.
4. Causing to discharge, displaying, or threatening use of firearms, explosives or other weapons on the school premises.
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school grounds.
6. Interfering with students from attending a class or school activity.
7. Except under the direct instructions from the principal (or a person to whom the principal has delegated authority) blocking normal pedestrian or vehicular traffic on a school grounds.
8. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with the teacher's ability to conduct the class.
9. The use of obscene languages and vulgar gestures.
10. Threat of harm to another person or property belonging to another person.
11. Using cell phones, electronic communication devices or other electronic devices that disrupt the process or functions of the school or school activities. Using electronic devices to record other students or staff without consent of school personnel, is prohibited. Any student videotaping, recording, or posting any District event may be subject to discipline.

**B. Damage, Destruction, or Theft of School District Owned Property** — A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.

**C. Damage, Destruction or Theft of Private Property** — A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property on the school grounds or at school events off the school grounds.

**D. Assault** — A student shall not intentionally cause physical injury or behave in such a way which could threaten to cause physical injury to any person (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; (c) in any location or vehicle owned, leased or used by the School District.

**E. Weapons and Dangerous Instruments** — A student shall not possess, handle or transmit any weapon, concealed weapon, or other object designed to inflict serious bodily harm while (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; (c) in any location or vehicle owned, leased or used by the School District. In addition, a student shall not possess, transmit, or use any "look-alike" weapon, or any object reasonably considered a dangerous weapon capable of inflicting bodily harm.

**F. Drugs and Alcohol** — A student shall not possess, use, transmit or be under the influence of any alcoholic beverage, intoxicant, inhalant, illegal drug or substance, controlled substance, counterfeit controlled substance, paraphernalia capable of being used to use drugs or any other drug of abuse (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; (c) in any location or vehicle owned, leased or used by the School District.

Use of a drug authorized by a medical prescription from a registered physician for the student shall not be considered a violation of this rule, so long as the District's guidelines for possession and use of medications at school have been followed.

Counterfeit drugs are defined in R.C. 2925.01 as follows:

1. any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;
2. any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it;
3. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
4. any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
5. Any violation of this rule may result in discipline as severe as any other drug offense.

**G. Tobacco** — A student shall not use or possess tobacco or tobacco products on school property. "Use of tobacco" includes chewing or maintaining any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all using or possessing tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to

roll cigarettes and/or the smoking of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substances.

**H. Repeated School Violations /Insubordination** — A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher's aides, principals, assistant principals or other authorized School District personnel during any period of time when the student is properly under the authority of school personnel. This includes, but is not limited to:

1. the failure to attend school as outlined in the District attendance policy;
2. continuously and intentionally making noise or acting in a manner so as to interfere seriously with the teacher's ability to conduct the class; and
3. the use of obscene language and vulgar gestures.

**I. Electronic Devices** — Using cellular telephones, electronic communication devices or other electronic devices that disrupt the process or functions of the school or school activities is prohibited. Using electronic devices to record other students or staff, without consent of school personnel, or in places where there is a reasonable expectation of privacy (such as a restroom or locker room) is strictly prohibited. Any students videotaping, recording, or posting any SWCSD event may be subject to discipline.

A student may possess a cellular telephone or other electronic communication devices in school, on school property, at after school activities and at school-related functions. Use of cellular telephones and other electronic communication devices during school hours is prohibited unless authorized by a school administrator.

A student may possess a cellular telephone on a school bus. Student cell phone use is prohibited on school buses unless authorized by the driver, an administrator, or staff member. A student may possess and use other electronic devices on a school bus unless the device causes a disruption or interferes with the safe operation of the vehicle. When directed by the driver, an administrator, or staff member, other electronic devices shall be turned off and stored out of sight. Possession of a cellular telephone or other electronic communication device by a student in school or on a school bus is a privilege which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The student who possesses a cellular telephone or electronic communication device shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or electronic communication devices brought onto its property or a school bus.

**J. Motor Vehicles** — A student shall not violate the following rules regarding the use of motor vehicles (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; (c) on any grounds owned or leased or borrowed by the School District. While this list is not intended to be exhaustive, the following acts illustrate the kinds and types of offenses encompassed here:

1. Reckless Operation: Speeding, skidding tires, weaving in and out of parked cars, etc.
2. Parking: A student shall not park a motor vehicle in any area other than designated student parking areas nor in such a manner as to block other vehicles.
3. Students shall not loiter in parking areas or in motor vehicles.
4. A student shall not drive a motor vehicle to school or park on school property unless that vehicle is registered with the school.

When illegal or dangerous items are suspected to be in a student's automobile on school property, the vehicle may be searched by school officials. The obstruction of any such search by a student may be considered insubordination.

**K. Inappropriate Dress** — A student shall not dress or appear in a manner deemed inappropriate because, (a) it either endangers or interferes with the student's health and/or welfare or that of other students; (b) causes disruption or directly interferes with the educational process; and/or (c) displays gang, drug and alcohol related symbols or language.

**L. Extortion** — A student shall not attempt to obtain money, anything of value or special favors from a person in the school; unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

**M. Leaving School Premises** — A student shall not leave the school premises during the school day unless the school schedule permits him/her to do so or unless s/he has permission from the school administration.

**N. Clubs, Organizations, Athletic Teams** — A student shall abide by the rules and regulations as established by constitutions or faculty members and approved by the principal.

**O. Violation of the Nondiscrimination and Access to Equal Educational Opportunity Policy (Board Policy 2260)** — A student shall abide by the Board's Nondiscrimination and Access to Equal Educational Opportunity Policy. Prohibited discrimination or harassment includes, by way of example, slurs, verbal or physical conduct of a sexual, harassing, or discriminatory nature; unwelcome sexual advances or requests for sexual favors, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer, or other discriminatory or harassing verbal, nonverbal or physical conduct based on the recipient's race, color, national origin, ancestry, citizenship, veteran's status, religion, disability, age, gender (including sexual orientation and transgender identity), genetic information, or military status. Information regarding procedures for reporting incidents of suspected harassment is available in the school offices and from the District's Civil Rights Coordinator.

**P. Violation of the Network Acceptable Use Policy** — Students shall abide by the Board's Network Acceptable

Use Policy and any school or classroom rules for Network access, which include but are not limited to the following: students shall not share passwords, obtain copies of or modify files, other data, or passwords belonging to others without express authorization; misrepresent themselves on the network; abuse District hardware or software, create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials, use the Network for any commercial activities, transmit, download or copy any materials in violation of any Board policies or any Federal, State or local laws, materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials, or vandalize the District's Network or use the District's Network to vandalize (i.e. hack, alter, harm, or destroy) other computers, networks or Web sites.

**Q. Plagiarism, Cheating and Forgery** — A student shall not copy, produce, or reproduce work, publications, or written permission and represent it as his/her own or that of other persons, nor shall a student counterfeit documents or signatures for the purpose of deceiving school officials or employees.

**R. Hazing** — A student shall not coerce another, including the victim, to do or initiate any act to any student or 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 this prohibition.

**S. Harassment, Intimidation, and Bullying** — A student shall not exhibit any intentional written, verbal, or physical act toward another particular student more than once, that causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Bullying, harassment, and intimidation includes violence within a dating relationship. For the purposes of this policy, "electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. Students are further prohibited from deliberately making a false report of harassment, bullying, or intimidation.

### Student Attendance

Students are expected to attend classes regularly and be on time in order to benefit maximally from the instructional program and to develop habits of punctuality, self discipline, and responsibility. Students must be in regular attendance if they are to derive benefits from educationally-sound activities.

Continuity in the learning process is seriously disrupted by excessive absences. In most situations the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

### School Absences

A. Absences from school must be confirmed by a parent/guardian in order to be considered excused. The legal reasons for school absence as well as the South-Western City Schools attendance regulations are as follows:

1. Personal Illness: The building principal/designee may require the certificate of a physician if s/he deems it advisable.
2. Illness in the Family: The absence under this condition shall not apply to children under fourteen (14) years of age.
3. Quarantine of the Home: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a Relative: The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Absence Due to Absence of Parents or Guardians: Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
6. Observation of Religious Holidays: Any child of any religious faith shall be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
7. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
8. Serve as a precinct officer at a primary, special or general election in accordance with Policy 5725.

B. Absences from school due to school-sponsored field trips or activities are considered excused absences, including out-of-state travel up to four (4) days (or as approved by the Board of Education beyond four (4) days), to participate in a District approved enrichment or extra-curricular activity. Any classroom work missed due to the absence shall be completed by the student.

Out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

C. A maximum of nine (9) of a student's absences from school will be considered excused with parental notification by phone. All other absences from school will require additional information and/or documentation in order for the absence to be considered excused. Documentation, other than parent notes provided for purpose of excused absences from school, is reviewed by the principal or designee.

D. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

1. The student was enrolled in another school district;

2. The student was excused from attendance in accordance with R.C. 3321.04; or

3. The student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent/Designee to file a complaint with the

Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent/Designee to take any of the following intervention actions:

1. Assign the student to a truancy intervention program
2. Provide counseling to the student
3. Request or require the student's parent to attend a parental involvement program
4. Request or require a parent to attend a truancy prevention mediation program
5. Notify the Registrar of Motor Vehicles of the student's absences
6. Take appropriate legal action

The Superintendent/Designee is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent/Designee to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

### Elementary and Intermediate School

- A. A student's absences from school are excused by parent notification by phone for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation, other than parent notes provided for purpose of excused absences from school, is reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 5200.04). If the school does not receive appropriate notification, the absence will be considered unexcused.
- B. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.
- C. When a student exceeds twenty (20) days of absence (excused and/or unexcused), s/he may be considered for retention.
- D. Absences will be coded by the length of time students are not in school:
  1. Tardy – up to one hour in the a.m.
  2. Half day
  3. Full day
  4. Early dismissal – missing the last one hour of the day
- E. A student may not receive credit for unexcused absences.

### Middle/High School

- A. A student's absences from school are excused by parent notification by phone for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation, other than parent notes provided for purpose of excused absences from school, is reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 5200.04). If the school does not receive appropriate notification, the absence will be considered unexcused.
- B. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.
- C. When a student exceeds twenty (20) days of absence (excused and/or unexcused), the following actions may take place:
  1. Summer school
  2. Retention
- D. Absences will be coded by the length of time students are not in school:
  1. Tardy – up to one hour in the a.m.
  2. Half day
  3. Full day
  4. Early dismissal – missing the last one hour of the day
- E. A student may not receive credit for unexcused absences.

### Tardies

Elementary School: The school staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardiness will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences.

Tardies and early dismissals will be coded for each student who missed up to one (1) hour of the beginning or end of school.

Intermediate School: The school staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardiness will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences.

Tardies and early dismissals will be coded for each student who missed up to one (1) hour of the beginning or end of school.

Tardies and early dismissals will be coded for each student who missed up to one (1) hour of the beginning or end of school.

Middle School: The school staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardies will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences.

Tardies and early dismissals will be coded for each student who missed up to one (1) period at the beginning or end of school.

High School: The school staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardies will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences. If the primary cause for tardiness to school is because of driving, the student's driving privilege will be revoked with no refund of parking fee.

Tardies and early dismissals will be coded for each student who missed up to one (1) period at the beginning or end of school.

### **Truancy/Class Cut – Middle and High School**

Middle School: Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC). Truancy from school or from class will result in disciplinary action, which may include truancy charges being filed.

High School: Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC). A student who is truant from school or class will not be allowed to make up missed work in the class(es) for the truancy date(s).

Truancy from school or from class will result in disciplinary action, which may include truancy charges being filed.

### **Planned Absence – All Schools**

It is recognized that circumstances may cause a parent to request that a student be out of school. A planned absence policy has been adopted by the Board of Education. Planned absences will be considered by the Superintendent or designee to determine whether the absences will be excused or unexcused (see Planned Absence Policy 5200.04).

### **Make Up of Class Work**

Elementary School: Elementary students are to make up work missed as directed by the teachers.

The time limit for make-up work shall be one (1) day for each day of absence. The student may not be allowed more than two (2) weeks to make up missed assignments unless an extension is granted by the building principal, who will notify the student's teacher in writing. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests.

Intermediate School: Intermediate students are to make up work missed as directed by the teachers.

The time limit for make-up work shall be one (1) day for each day of absence. The student may not be allowed more than two (2) weeks to make up missed assignments unless an extension is granted by the building principal, who will notify the student's teacher in writing. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests. Intermediate school students will receive credit for work completed during out of school suspensions.

Middle School: There is no adequate way to make up a class that is missed. When a student has been absent, it is the student's responsibility to contact his/her teacher for assignments and tests.

The time limit for make-up work shall be one (1) day for each day of absence. The student may not be allowed more than two (2) weeks to make up missed assignments unless an extension is granted by the building principal, who will notify the student's teacher in writing. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests. Middle school students will receive credit for work completed during out of school suspensions.

High School: There is no adequate way to make up a class that is missed. When a student has been absent, it is the student's responsibility to contact his/her teacher for assignments and tests.

The time limit for make-up work shall be one (1) day for each day of absence, but may not exceed two (2) weeks after the reentry to school unless an extension is granted, in writing, by the principal. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests.

### **Out-of-School Suspension and Credit**

Elementary/Intermediate School: Elementary and Intermediate school students will receive credit for work completed during an out-of-school suspension.

Middle School: Middle school students will receive credit for work completed during an out-of-school suspension.

High School: High school students will receive credit for work completed during an out-of-school suspension.

### **High School Expulsion and Credit**

- A. A student who is expelled will not receive credit for the courses in which s/he was enrolled in at the time of expulsion.
- B. However, if the expulsion occurs during the second semester, there is the possibility of granting one-half of the year-long credit for any successful first semester work in a year-long course.

### **Absence Notification**

Elementary School: Parents are to call the school to notify if a child is not going to be in attendance for that day.

**Phone calls will be received:** Call the school attendance number and leave a message any time day or night.

**Attendance will be taken:** At the beginning of the school day.

The school attendance office will then compare the parent notification calls with the absence list and will then call the parents of those students for whom they have not received a call and who are reported as absent.

Intermediate School: Parents are to call the school to notify if a child is not going to be in attendance for that day.

**Phone calls will be received:** Call the school attendance number and leave a message any time day or night.

**Attendance will be taken:** Homeroom for grades 5 and 6

The school attendance office will then compare the parent notification calls with the absence list after 1st period and will then call the parents of those students for whom they have not received a call and who are reported as absent.

Middle School: Parents are to call the school to notify if a child is not going to be in attendance for that day.

**Phone calls will be received:** Call the school attendance number and leave a message any time day or night.

**Attendance will be taken:** Homeroom for grades 7 and 8

The school attendance office will then compare the parent notification calls with the absence list after 1st period and will then call the parents of those students for whom they have not received a call and who are reported as absent.

High School: Parents are to call the school to notify if a child is not going to be in attendance for that day.

**Phone calls will be received:** Call the school attendance number and leave a message any time day or night.

**Attendance will be taken:** Homeroom for grades 9 through 12

The school attendance office will then compare the parent notification calls with the absence list after homeroom period and will then call the parents of those students for whom they have not received a call and who are reported as absent.

All Schools: Parents are responsible for providing a telephone number to the school where they may be reached during the day in order to be notified of their child's absence from school.

Parents are requested to call to notify the school of a child's absence. At that time, the absence is verified. If no call is received, the school will attempt to contact the parent. If the school talks to the parent, the absence is verified. If the school is unable to make contact with the parent, a postcard will be sent confirming the child's absence.

For those instances when a school is unable to make contact with the parent to verify an absence, the child must bring a note signed by the parent to the school upon his/her return. If a note is provided, the absence is verified. If no note is provided, the absence is recorded as unexcused, and the student is considered truant. All notification of absence must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

#### **NOTICE TO PARENTS WITH LIMITED ENGLISH**

*Free language assistance is available to South-Western City Schools parents regarding school programs and activities. You are eligible for assistance if you have limited proficiency with one or more of the following: speaking, reading, writing, and/or comprehending English. For assistance, please contact the ESL Department at 614- 801-3000*

#### **NOTIFICACIÓN PARA PADRES CON INGLÉS LIMITADO**

*Asistencia gratuita está disponible a los padres del Distrito Escolar de South Western tocante programas de la escuela y actividades. Usted califica para la asistencia si tiene el Inglés limitado en una o más de una área siguiente: hablar, leer, escribir, y/o entender el Inglés. Para más asistencia, favor de comunicarse con el Departamento de ESL al 614- 801-3000*



# South-Western City School District

## FERPA & PPRA Information

### Family Educational Rights and Privacy Act (FERPA) Notification to Parents and 18-year-old students

Under the Family Educational Rights and Privacy Act (FERPA), parents and students 18 years of age or older ("eligible students") have the right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or designee) a written request that identifies the record(s) they wish to inspect. The principal (or designee) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that are believed to be inaccurate, misleading, or violate a student's privacy rights. Such requests must be submitted in writing to the school principal (or designee), identify the part of the record to be changed, and specify why the record is inaccurate, misleading, or in violation of the student's privacy rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent (including, but not limited to emergency, subpoena/judicial order, authorized state or federal education authorities, financial aid, etc.). Disclosure without consent is authorized when such disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the District (including health or security personnel); a person serving on the school board; or a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist). 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 District shall disclose education records without consent to officials of another school, school district, or institution of postsecondary education in which a student seeks or intends to enroll including a student's disciplinary records with respect to suspension or expulsion.

### Directory Information

The District has designated the following information in a student's education record as "directory information," and will disclose that information without prior written consent, except when the request is for a profit-making plan or activity: a student's name; names of the student's parents; address; date of birth; class designation; building to which the student is assigned; extra-curricular participation; achievement, awards, or honors; weight and height if a member of an athletic team; and a photograph. **Parents and eligible students may refuse to allow the District to disclose "directory information" upon annual written notice to the superintendent directing the District not to release "directory information" concerning their child. This written request should be directed to Dr. Bill Wise, Superintendent, South-Western City School District, 3805 Marlane Drive, Grove City, Ohio, 43123 and must be renewed annually (see Student Records Policy 8330).**

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.**

### Military Recruiters – Release of Student Information Notification to Parents of 18-year Old Students

Both State (ORC 3319.321) and Federal Law (USC 7908) require school districts to provide student directory information, including telephone numbers, to military recruiters. **As with student rights under FERPA, parents have the right to submit a written request to the superintendent annually, directing the District not to release student information to military recruiters concerning their child. This written request should be directed to Dr. Bill Wise, Superintendent, South-Western City School District, 3805 Marlane Drive, Grove City, Ohio 43123.**

If you have questions concerning this policy and your child's records, contact Amber Hufford, Student Services Coordinator, 3805 Marlane Drive, Grove City, Ohio 43123 — (614) 801-3056.

### Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA afford 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:
  1. Political affiliations or beliefs of the student or 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 family 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 law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving 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.

The South-Western City School District will develop and adopt 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. The South-Western City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The South-Western City School District will notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

**The South-Western City School District will notify 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 and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys in writing to the building principal. Parents will also be provided an opportunity to review any pertinent surveys.**

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Dept. of Education.
- 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, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.



# South-Western City School District

## Harassment, Intimidation, and Bullying Policy (5517.01)

The South-Western City School District is committed to providing a safe, positive, and productive educational environment for all students. Therefore the Board has developed this policy, in consultation with parents, District employees, volunteers, students and community members as prescribed in R.C. 3313.666. Harassment, intimidation or bullying is prohibited while on school property, on school transportation, and at school-sponsored events.

For the purposes of this policy, the Board of Education defines harassment, intimidation, or bullying as any intentional written, verbal, electronic, or physical act that a student exhibits toward another particular student more than once, and the behavior both causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassment, intimidation, and bullying also includes violence within a dating relationship. For purposes of this policy, "electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Any harassing, intimidating, or bullying incidents reported by students, parents, or staff members to the principal or designated administrator will be investigated to the extent possible in light of the available information. Such reports may be made anonymously in writing to the principal or designated administrator. However, the submission of anonymous reports may limit the potential scope of the resulting investigation. Any student making a report in which he or she is identified may request that his or her name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaint will then be reviewed and reasonable action will be taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, or bullying.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to the Anti-Harassment Compliance Officer so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Employees are required to report prohibited known incidents to the building principal or other designated administrator. The principal or other designated administrator will, in turn, document, respond to and promptly investigate any prohibited incident.

The filing of a complaint of harassment, intimidation, and bullying is a protected activity. If the complainant, victim, or offender is retaliated against, disciplinary action against the person who retaliated will be taken. Reports of retaliation are to be made in the same manner as reports of harassment, intimidation, or bullying. The principal or other designated administrator will take steps reasonably necessary to protect a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report.

Any student found guilty of harassment, intimidation, or bullying may be disciplined in accordance with South-Western City Schools discipline policies, the South-Western City Schools Student Code of Conduct, and any applicable State law; however, this discipline will not infringe on any student's rights under the first amendment to the Constitution of the United States. Students found responsible for harassment, intimidation, or bullying by an electronic act may be disciplined, up to suspension and/or expulsion.

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying, and may be disciplined pursuant to the Student Code of Conduct for deliberately making a false report of that nature.

Any allegations of criminal misconduct will be reported to the appropriate law enforcement agency. Suspected cases of child abuse must be reported to Franklin County Children's Services or the local law enforcement agency in accordance with statute.

The custodial parent or guardian of any student involved in a prohibited harassment, intimidation, or bullying incident will be notified and will have access to any written reports pertaining to the prohibited incident to the extent permitted by R.C. 3319.321 (Confidentiality of Student Information) and the "Family Educational Rights and Privacy Act of 1974," (FERPA).

Suggested strategies for protecting a victim from additional harassment, intimidation, bullying, or retaliation

for making such a report are outlined in the administrative guidelines for this policy.

The District Administration will provide to the President of the Board a written summary of all confirmed incidents semi-annually, and post the summary on the District web site to the extent permitted by R.C. 3319.321 (Confidentiality of Student Information) and the "Family Educational Rights and Privacy Act of 1974" (FERPA).

This policy shall appear in any student handbooks and in publications that set forth the comprehensive rules, procedures, and standards of conduct for students and schools in the South-Western City School District. This policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding this policy shall be incorporated into any employee training materials. Once per school year, a written statement describing this policy and the consequences for violations of this policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

Training on this policy shall be incorporated into the child abuse in-service training required by R.C. 3319.073, and training on the prevention of dating violence shall be incorporated into such training for middle school and high school employees. The Superintendent or designee shall develop curricula for these purposes.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with this policy.

To the extent that state or federal funds are appropriated for this purpose, the South-Western City School District shall require that all students enrolled in the District annually be provided with age-appropriate instruction, as determined by the Board, on this policy, including a written or verbal discussion of the consequences for violations of this policy.

To the extent that State and Federal funds are appropriated for these purposes, the South-Western City School District shall provide training, workshops, or courses regarding the District's harassment, intimidation, and bullying policy to employees who have direct contact with students. Employees who participate in such training will earn any State or district mandated continuing education credits as a result of the training.

The Superintendent shall develop administrative guidelines to implement this policy including appropriate procedures for reporting, documenting and investigating complaints of harassment, intimidation, and bullying.

- R.C. 3313.666 District Policy Prohibiting Harassment Required
- R.C. 3313.667 District Bullying Prevention Initiatives
- R.C. 3319.321 Confidentiality of Student Information
- 88 Stat. 571
- 20 U.S.C. 1232q "Family Educational Rights and Privacy Act of 1974" (FERPA)

### SOUTH-WESTERN CITY SCHOOL DISTRICT NONDISCRIMINATION NOTICE STATEMENT

It is the policy of the South-Western City School District not to discriminate, in violation of federal, state, or local laws, on the basis of race, color, national origin, ancestry, citizenship, veteran's status, religion, disability, age, gender, genetic information, or sexual orientation in admission to access to, treatment in, or employment in any service, program, or activity sponsored by the South-Western City School District. The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public, and individuals or organizations with whom it does business.

Inquiries or complaints regarding compliance with this policy or the nondiscrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title II, Title VI or Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Age Uniformed Services, Executive Order 11246, Equal Pay Act, Immigration Act of 1990, Ohio Revised Code, and Columbus City Code should be directed to Kristin Barker, Student Services Coordinator, 3805 Marlane Drive, Grove City, Ohio 43123-3304, telephone 801-3000, or to the Office for Civil Rights, U.S. Department of Education, or the U.S. Equal Employment Opportunity Commission. Copies of the Nondiscrimination and Anti-Harassment Policy and Grievance Procedures are available in all school administrative offices, the Board of Education office, the Southwest Public Libraries, and on the South-Western City School District's Web site at [www.swcsd.us](http://www.swcsd.us).



# South-Western City School District

## 2017-2018 Interim & Grade Card Dates

### GRADE CARD INFORMATION - ELEMENTARY/INTERMEDIATE

Interims	End of Grading Period	Grade Cards Sent Home
Sept. 22, 2017	Oct. 27, 2017	Nov. 8, 2017
Dec. 11, 2017	Jan. 12, 2018	Jan. 26, 2018
Feb. 21, 2018	Mar. 16, 2018	Apr. 6, 2018
May 1, 2018	May 31, 2018	May 31, 2018

### GRADE CARD INFORMATION - MIDDLE/HIGH

Interim Mailing Date	Grade Cards Sent Home
Oct. 2, 2017	Nov. 8, 2017
Dec. 11, 2017	Jan. 26, 2018
Feb. 27, 2018	Apr. 6, 2018
May 7, 2018	Mailed in June