



WHITEWATER VALLEY ELEMENTARY

**“U.S. DEPARTMENT OF EDUCATION BLUE RIBBON SCHOOL OF
EXCELLENCE”**

PARENT/STUDENT HANDBOOK

2017-2018

“CREATING EXCELLENCE THROUGH TEAMWORK”

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**Whitewater Valley Elementary Faculty Roster
2017-2018**

Principal	Mr. Adam Lohbeck
Kindergarten	Mrs. Sarah Ard Ms. Wendy Lucia-Bennett – Half Day
First Grade	Mrs. Crystal Houpe Mrs. Kara Koenig Ms. Julie Thomas
Second Grade	Mrs. Toni Ange Mrs. Ann Vanderpohl Mrs. Deanna Weber
Third Grade	Mrs. Diane Barrow Mrs. Sheri Horning Mrs. Amber Payne
Fourth Grade	Ms. Brook Cole Mrs. Cari Heinrich Ms. Sandy Hollstegge Mrs. Kimberly Swiecki
Fifth Grade	Mrs. Kara Hammond Mrs. Missy Hunter Mrs. Heidi Mallaley Miss Laura Semones
Pre-School Teacher	Mrs. Katie Naehring (BCESC)
Pre-School Aides	Ms. Courtney Hendy Mrs. Linda Napier
Intervention Spec.	Mrs. Jen Mangione
Intervention Spec.	Mrs. Lisa Niesen
Intervention Spec.	Mrs. Molly Peters
Intervention Spec.	Mrs. Susan Schaich
Intervention Spec.	Mrs. Terri Weitzel
Teaching Coach	Mrs. Mia Neckel
Art	Mrs. Tracy Ferguson - Traveling
Music	Mr. Deron Frye - Traveling

Physical Education	Mr. Jeff Sims
Talented & Gifted	Mrs. Miranda Meibers -Traveling
Counselor	Mrs. Amy Flora - Traveling
Nurse	Ms. Barbara Simpson - Traveling
Speech Therapists	Ms. Liza Zenni (HCESC)
Occ. Therapist	Mrs. Amy Walter (Contracted Service)
Physical Therapist	Mrs. Suzanne Ziemba (Contracted Service)
Psychologist	Ms. Becky Brehm-Smith
Secretaries	Mrs. Cathy Klayer Mrs. Doreen Reese
Library Facilitator	Mrs. Lisa Crosley
Educational Asst.	Mrs. Teresa Bambach Ms. Cathy Jo Eyer Mrs. Michelle Imsick - Part time Mrs. Linda Lawler Mrs. LeAnn Pahls Mrs. Lisa Marie Powell Mrs. Linda Swartout Mrs. Lori Swope Mrs. Kim Ward
Day Custodian	Mr. Randy Carter
Head Cook	Mrs. Becky Stewart
Cooks	Mrs. Betty Braun Mrs. Valerie Dreyer Mrs. Linda Lawler

Parents and Students,

This summer went by so quick and we are now ready for another great school year! I'd like to welcome all of our new students and families to the WVE community and say "welcome back" to those that have been with us this past year or years. Our teachers have been busy at work this summer learning about how many of our new initiatives can impact our instruction on a daily basis. For the first time, all students of Southwest Local will have access to a laptop all day/every day as we implement our 1:1 student to computer model. Teachers will still be responsible for instruction as they have always been, but our ability to engage students with technology, show them ways that they can apply their learning, and support our focus on intervention/enrichment will be better than ever.

We will also be implementing a new STEAM (Science Technology Engineering Arts and Math) program that will challenge our students to think critically to solve problems and apply what they have learned. The focus on memorization of facts which get repeated back on an assessment has been decreasing for a number of years. This is another (large) step in getting students to be independent, critical thinkers that can solve problems instead of repeat back basic facts. We are very excited to see all of the directions and possibilities that this new program brings for our students and teachers.

We had another great year academically last year. The Ohio AIR scores for state testing in grades 3-5 at WVE were all above the state average. In some assessment areas we had as much as 23% MORE of our students pass the test than the state average, which is quite an accomplishment. Our goal again this year is to hit every indicator, which would mean over 80% of our students pass each and every state AIR test – difficult but attainable.

To achieve our goals for academic and social growth, we need your help. Parents play a key role in the education of their child from helping them figure out a tricky homework question to talking them through how to handle a social issue with a peer. I once again encourage you to take an active role in your child's education, which could be something as simple as helping with homework or reading with them at night (both are essential for academic growth). It could also be volunteering to help provide interventions or work with small groups in your child's classroom. Another way to help is simply by joining the PTA and volunteering your time there. The PTA does so much for our school and provides a number of opportunities for our students that we would not have the funds to do otherwise. The PTA pays for our COSI experience, field trip transportation, instructional resources, and a number of other programs that we could do not do without. They would love to have your support. Please consider joining us.

The handbook that you are about to read is designed to inform parents and students of policies, procedures, activities, and safety concerns of Whitewater Valley Elementary. It will also give a glimpse of the daily schedules and expectations that we have for students and their families both at school and with school related activities. You can access this document at any time to answer questions that you may have. If this document is not enough, please feel free to call the office and we will find the information you are looking for or clarify any questions that you may have.

We look forward to working with you this school year. Welcome Back!

Adam Lohbeck
Principal

WHITEWATER VALLEY ELEMENTARY

Vision Statement

Whitewater Valley Elementary is dedicated to developing a community of learners (students, parents, community members, and staff) dedicated to working together to provide the following:

A learning climate that stresses communication, encourages positive risk-taking, builds meaningful supportive relationships, fosters respect for all persons, and celebrates diversity.

An enriched, integrated curriculum which focuses on learning how to find information and solve problems.

A personalized instructional program which challenges students, assures success through individual intelligences, higher level thinking skills, technology, and meaningful assessment.

SLSD Mission: “Academic and Social growth for ALL students EVERYDAY!”

SLSD Motto: “Excellence through Relationships!”

SLSD Core Values: “Trust, Respect, Ownership, and Leadership”

Effective Schools

Whitewater Valley Elementary is actively involved in Ohio's Effective Schools Process. As a part of this process, a specific building vision has been developed and a means for teacher and parent participation in decision-making have been formulated. According to the Effective Schools Model, Effective Schools have:

1. A Sense of Mission
2. Strong Building Leadership
3. High Expectations for All Students and Staff
4. Frequent Monitoring of Student Progress
5. A Positive Learning Climate
6. Sufficient Opportunity for Learning
7. Parent/Community Involvement

The Whitewater Valley Staff has actively planned and is striving to achieve excellence in all of these areas. We encourage parent and community input.

Opportunities for Parent Contributions and Participation

- a. Parents and Other Visitors are welcome at Whitewater Valley Elementary. Everyone entering the building must be buzzed in and will be monitored before entering via the security camera located in our school lobby. **ALL BUILDING VISITORS** must report to the office where they will be given a special Visitor's Badge. This will protect our students and preserve the learning environment.
- b. Volunteers are an integral part of our school system. Volunteers are needed to assist in learning, to help in the library, to read to students, to present their careers, to act as chaperones, to work in the clinic, and to be a part of our school in many other ways.
- c. Special Lunches - Special luncheons will be scheduled for parents, grandparents, and community groups for special events such as Grandparents Day and Veteran's Day. While parents are welcome to join their students for lunch, you are discouraged from making this a regular habit. We strongly suggest that fast foods are not carried in (McDonalds, Taco Bell, etc.) and soft drinks are not allowed with student lunches. Please call the office to see if you are able to join your child for lunch on a given day.
- d. Newsletters and phone calls will be made to parents on a regular basis to keep parents informed and excited about our students' learning.
- e. Partners - Parents are expected to become partners in their children's education, giving homework assistance, communicating frequently with teachers, and promoting the importance of learning to their children.

Whitewater Valley Elementary School Expectations

Expectations for Students

- Students will be positive role models for one another. (classroom - learning - socially)
- Students have a responsibility to put forth their best effort and work to the best of their ability.
- Students will demonstrate respect for themselves and others.
- Students will respect and care for their property and the property of others.
- Students will contribute to their school and community.
- Students will learn self-discipline through experiences in choice-making and natural consequences.
- Students will learn to appreciate their individualities/strengths and have an opportunity to excel.
- Students will accept the individual differences of all people.
- Students will become problem solvers, thinkers, producers, and work cooperatively to achieve success.

Expectations for Parents

- Parents will encourage students to do their best.
- Parents will be active members of the educational team belonging to PTA, participating in school planning, supporting activities, etc.
- Parents will participate in all areas of learning and be aware of their child's program, including providing support at home and school.
- Parents will send children to school prepared to learn, healthy, and well rested.
- Parents will communicate regularly with the school and support school discipline.
- Parents will share their time, knowledge, and life wisdom (cultural heritage/local history, professions, etc.) with students.
- Parents will participate in and develop an awareness of an area of learning with an openness to new programs.

Expectations for Staff

The staff of Whitewater Valley Elementary expects to create learning experiences and a learning climate in which:

- All students will learn and succeed every day.
- All students are encouraged to do their best.
- All students are encouraged to make positive choices/decisions.
- Every child's strengths and weaknesses are developed.
- Learning is a continuing process that is functional and applicable to life.
- Students have the opportunity to express themselves. Individuality and multiple intelligences are recognized.
- Critical thinking and problem solving processes are emphasized.
- Academic subjects follow a continuum through grade levels, enhancing the previous year's knowledge, not redoing it.
- Curriculum is enhanced by multi-factored styles (manipulatives, technology, literature).
- Current events are emphasized and training in communication systems are promoted.
- Communication with parents is frequent and relevant to academic and social growth.
- Expertise and talent is shared via collegial teams.
- A variety of learning opportunities are provided to accommodate the students' range of learning styles and individual needs, to challenge the student to their full potential, and to encourage the desire for further learning.
- Enrichment is provided which encourages active vs. passive learning, incorporates cooperative learning activities, and various resources to promote listening and communication skills. Communication to parents takes place regularly and in a variety of forms.

Expectations for the Community

- We believe that there is a cycle of involvement between education and community each contributing to the other.
- We believe that in-service opportunities on parenting skills should be available to community members.
- We believe that community/business members should be active partners in the education of students.
- We believe that senior adults should have the opportunity to share their time, knowledge, and life wisdom (cultural heritage/local history) with students.
- We believe that the building should be accessible to community and a hub of activity for all.

“Rights”

I have the right:

- To be treated with respect and kindness: No one will tease me, demean me, or insult me.
- To be myself: No one will treat me unfairly due to looks, abilities, beliefs, or gender.
- To be safe: No one will threaten me, bully me, or damage or remove my property.
- To be heard: No one will yell at me and my opinions will be considered.
- To be free to express my feelings and opinions without criticism and to learn about myself through constructive feedback.
- To learn and to be provided assistance to do so.
- To expect that all rights will be mine in all circumstances and to receive assistance from those in charge when that is not the case.
- To a comfortable, supportive, challenging, appropriate learning environment.

“Responsibilities”

I have the responsibility:

- To treat all others with respect and kindness by not teasing, demeaning or insulting them.
- To honor individual differences by treating all others fairly regardless of looks, abilities, beliefs, or gender.
- To create a safe environment by not acting dangerously, and by securing my property, by not threatening or bullying others and by respecting the property of others.
- To listen to others, consider their opinions and allow others to be heard
- To express myself respectfully in ways others can hear me and to allow others to express themselves and to provide constructive feedback.
- To accept assistance when given in the spirit of increasing my opportunity to learn and grow and to unconditionally provide assistance to others whenever I can do so.
- To protect my rights and the rights of others by exercising my full responsibilities at all times and by helping others to do the same.
- To contribute to and not detract from the learning environment.

Southwest Local School District's Goals for Students

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 students' academic self-discipline, intellectual curiosity, problem-solving strategies and a willingness to assume responsible leadership roles.

Our students are placed in our academic and nonacademic 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. Full-time counseling and psychological services are provided from Kindergarten through grade twelve to facilitate the inclusion of students in appropriate academic and enrichment programs.

Elementary Enrichment

Academic extensions are provided by classroom teachers at the primary level. Those extensions focus on: composition, beginning research, literature appreciation and communication skills, problem solving and thinking skills. Placement is informal in short-term units to allow for teachers to recommend students with various academic strengths.

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 includes provisions to challenge students through a multi-dimensional teaching approach. TAG is process oriented and is intended to enrich and broaden learning experiences in the areas of critical thinking and problem solving, research skills, scientific methodology, and others.

Intervention Assistance Team

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

Special Education

The Southwest Local School District, along with other school districts across the State of Ohio, is participating in an effort to identify, locate, and evaluate all handicapped children between the ages of 0 - 21. By handicap, we mean conditions such as hearing impairment; visual impairment; speech or language 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, Mr. Adam Lohbeck or Ms. Laura Meyer, Director of Special Education Services at 367-4169.

“Special People”

Whitewater Valley Elementary is committed to meeting the needs of all students. Whitewater Valley Elementary has a staff of specialists to help students with their individual needs including a speech and language specialist, a school psychologist, a guidance counselor, intervention specialists, developmentally handicapped teachers, educational aides, and a school nurse. In addition, the Hamilton County Board of Education provides other specialists (such as occupational and physical therapists) on an individual basis. We are pleased with the services that these individuals provide to our building, and we encourage parents to call if you have questions about any of these programs.

“The Whole Child”

Whitewater Valley Elementary offers a rich educational experience for its students including many special events during the school year. Whitewater Valley Elementary students experience art, music, physical education and library classes weekly, taught by dedicated and enthusiastic teachers. Also, they benefit from instruction in a high quality computer program. Although classroom routines and rules may vary somewhat from the regular classroom, these classes are important aspects of children’s education. Effort and behavior in these areas should be no different than behavior and effort in the regular classroom. Parental encouragement and support are essential.

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 nutritional 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 at www.southwestschools.org.

Student Programs and Recognition

Many interesting and motivating activities are planned for Whitewater Valley Elementary students during the school year. The purpose of all programs is to provide a warm and rewarding school climate where students develop positive feelings about themselves, learn respect, responsibility, and citizenship, make positive choices, take pride in themselves and their school, become productive workers, and are motivated to generally do their best in all academic and social areas. The following programs recognize student excellence and/or encourage student participation at Whitewater Valley Elementary.

- **CATS Club** - This program rewards good behavior and citizenship. Students receive “CAT Cash” which entitles them to shop monthly at the PTA sponsored “CAT store.”
- **Student of the Month** - This program salutes a student from each homeroom each month for outstanding accomplishments at school, home, and in the community. Pictures are sent to local papers and certificates presented.
- **Student Birthdays** - Birthday treats should be discussed with the teacher to set an appropriate time and day. We discourage deliveries of balloons, flowers, or cookie bouquets as they generally cause a class disruption. When such items arrive they will be given to student at the end of the day.
- **Honor Roll** - This program honors students who have achieved academic excellence each semester. This is based on all A’s & B’s with no C’s, including special area classes (Art, Music, and P.E.). Certificates are awarded.
- **Outstanding Effort** - This program is based on effort, improvement, attitude, work habits and general behavior. Certificates are awarded.
- **Spelling Bee & Geography Bee Awards** - These programs are run in conjunction with the Post and National Geographic respectively.
- **Perfect Attendance** - This program rewards perfect attendance with certificates each semester. *Perfect Attendance means NO TARDIES (AM or PM) or absences, no exceptions.*
- **Awards Assemblies** - are scheduled at the end of each semester.
- **Safety Patrol** - Is a program designed to provide safety assistance to students on their way to and from school. Only 5th grade students will serve as Safety Patrol.
- **Bank Teller** - Our school-house banking program offers opportunities for students to serve as tellers with Winton Savings and Loan.
- **Service Leaders** – Our school counselor provides opportunities for selected students to give back to WVE and the community via a number of various service events and fundraisers.

Classroom Programs and Awards

There are many classroom programs including special physical education, art, and music award activities which emphasizes the importance of language such as poetry breaks, student readers, peer mentor/student learning leaders; and many others which promote high achievement, cooperative learning, and language and communication skills across the curriculum.

Student Progress/Grading Policy

Progress Book will be use to communicate student progress to parents on a continuous basis. Students will receive four report cards during the year, and there will be two parent/teacher conferences during the year. Student grades are based on the following percentages in grades 1-5:

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

Children in Kindergarten are not given formal grades. Instead, their general progress is evaluated by using a scale grading system 1-4.

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

Parents and teachers are encouraged to meet with and stay in contact with each other for the entire year. This will insure that parents and teachers then expect all students to do well in school and will work together for their best interests.

All students, except kindergartners, will receive a mid-term progress report (interim) approximately 4 ½ weeks into each grading period. Conferences with staff are encouraged at anytime.

Elementary Testing

Each year our students in kindergarten through grade five participate in a wide variety of assessments. These include; screening, diagnostic, norm-referenced, and 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.

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 Kindergarten-Second Grade, which does not assess student performance by using a letter grade system (A-F), promotion/retention is based on teacher recommendation.

In grades 3-5, a failing grade (F) in two of the competency based subject areas (Mathematics, Reading, Writing, Science and Social Studies) or an F in one CBE 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:

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

ProgressBook Expectations

Teachers will regularly update ProgressBook to keep parents updated on student progress and missing assignments in the time between Progress Reports or Parent/Teacher Conferences. Parents are expected to monitor this system on a regular basis as well to view grades and missing work. Phone calls, notes, and other communication is expected between the parents and teacher when poor grades or missing assignments are a concern. Grades should be present in every content area for every grading period. If you have any questions about the grades that you see in ProgressBook, please contact the teacher directly to clarify any confusion that may be present. This can be a great tool for both parents and teachers when used correctly, but requires regular, frequent use by both parties to be successful.

Homework Policy (Effective 8/19/2015)
Whitewater Valley Elementary

The professional staff at Whitewater Valley Elementary views homework as an essential part of our instructional program. We believe that the central reason for assigning homework is for students to receive practice, reinforcement, and enrichment related to material already learned in the classroom. It also plays a role in encouraging students to work independently and to take pride in and responsibility for their work. And further, it provides yet another opportunity for our parents, while working on cooperative homework, to become active participants in their students' learning. Parent education sessions to help students better understand the curriculum will facilitate the development of their skills so that they can be effective partners in student learning. Homework becomes an important tool for parents and teachers to use to assess student needs and to work cooperatively to insure student success.

The type of homework, amount, frequency and schedule for completion will vary depending on the grade level of the student. At all grade levels, this information will be communicated to parents, along with the teacher's system of recognizing student successes, the consequences for failure to complete, and how parents can reach the teacher for help, if needed. Specifically, teachers are expected to assign work which is directly related to and enhances what the student is learning in the classroom. They are to assist students in getting assignments recorded so that they have the necessary materials (including plan books at grades 3, 4, and 5), give prompt feedback to students, maintain a system of record keeping of student progress, and communicate frequently with the home.

Students are expected to complete all homework and to turn it in on time. Assignments should be neat and completed to the best of the student's ability. Each teacher will clearly define "homework" for student and parents which may include daily assignments, reading, finishing classwork, studying for tests, doing projects, etc.

As cooperative members of our learning team, parents are expected to emphasize the importance of homework to their students. Parents should check student work each night and set up a regular homework routine. Any questions or concerns should be directed to the teacher. The following are positive suggestions for parents:

1. Provide a quiet place to study, free from distractions (T.V., video games, radio, etc.)
2. Set a regular time for study (if there is no homework, read a good book during homework time). It is better to do homework before T.V. or other high interest activities, when possible.
3. Be sure the student has the necessary supplies and materials.
4. Be positive, encourage, be available for questions, and discuss student work to insure completion, praise student effort.
5. Check student plan book each night (grades 3, 4, and 5).

In grades K-5 the following guidelines will apply:

Assignments which are completed correctly and turned in on time will receive full credit. Late assignments will be accepted, however, full credit may not be given for the assignment. Student grades will be based largely on work completed in class which demonstrates skill mastery. As such, homework will not account for more than 20% of a student's grade (except essays and projects which are long term and combine time in class and at home). Parents of students who do not complete the assigned homework will be notified and students will be provided the opportunity to complete that work during recess, during and after school detention, or at home on the next evening. Factors such as the frequency of missing homework, the length of the assignment, the ability of the student to complete the assignment independently, and many other aspects of the scenario will be considered when making up the assignment. When students develop a habit of not turning in assignments, or when parents fail to communicate with the teacher regarding repeated incidents of missing homework assignments, the teacher will set up a meeting with the parents to discuss their concerns and develop a plan to improve the problem.

On the positive side, students who complete work regularly will be eligible for numerous awards such as Cat Store, extra effort awards, and many other classroom recognition and incentive programs that may include extra recess, classroom rewards, certificates of recognition, or special privileges/events here at school.

Make-up Work Policy

Parents are highly 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.

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 or guardian 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.

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.”

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 or experiencing transportation problems on the way to school.
2. Remaining home to complete school assignments (“I had a game last night.”).
3. Missing school without legitimate illness.
4. Oversleeping. Alarm clock (student’s or parent’s) failed to work or “Nobody got me up.”
5. Not having suitable clothing to wear to school or sent home for inappropriate clothing or early release.
6. Working at a job during the school day without a proper work permit.
7. Babysitting. “Helping at home” or “was needed at home” are also unexcused.
8. Any form of recreation (i.e. fishing, hunting or club sports).
9. Personal business that can be done after school or on weekends.

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.

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

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

The Board authorizes the Superintendent to establish a hearing and/or notification procedure for those students who have excess absences/tardies (*Note: Five tardies = One unexcused absence*).

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.

Excessive Absence/Tardy

1. A notification/awareness letter will be sent after the fourth absence and/or third tardy.
2. A notification letter to meet with the Superintendent will be sent after the sixth absence or fourth tardy.
3. A medical documentation letter, stating that a medical excuse will be required for any further absence, will be sent after the eighth absence or fifth tardy.
4. After ten absences, the student will be considered truant and will be referred to Hamilton County Juvenile Court.

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.

Ohio Revised Code Sections: 3313.472, 3313.534, 3313.663, 3321.13, 3321.03, 3321.04, 2919.222, 3321.191, 3321.20, 3321.38

Board Adopted: July 16, 2009

Building Rules and Procedures

Students should treat all adults with the same respect as they treat their teachers and parents. Please, thank you, and good manners are expected.

- **Administering Medication** - Each child to whom drugs are to be dispensed must have on file, with the appropriate administrator, a completed authorization form signed by his or her parent or guardian and a completed physician's request form, signed by the student's treating physician, before drugs will be administered to that student. The drug to be administered to the student *must be in the container in which it was dispensed by the prescribing physician or a licensed pharmacist* when it is given to the Board employee authorized to administer the drug. Each time drugs are administered to a student, a written record of that fact shall be maintained by the employee administering the drug on the form designated "Record of the Administration of Prescription Drugs". Over-the-counter, non-prescription drugs will be administered only if the parent signs a release form, lists the name of the non-prescription drug, when it is to be administered and the dosage. All drugs must be in their original container. Students are not permitted to carry medication with them (this includes cough drops/throat lozenges). *All drugs must be turned in to the office for dispensation.*
- **Allergies (Bee Stings, etc.)** - If your child has an allergy or any physical condition, please make a note of this on the student enrollment card, emergency medical form, and if necessary, discuss it with the school nurse.
- **Arrival/Dismissal Time** - School is in session from 8:55 AM to 3:25 PM. Arrival/starting time - car riders and walkers are to arrive at school no earlier than 8:35 AM. There are no staff members available to supervise students who arrive earlier than this so please make childcare arrangements if necessary. School is dismissed at 3:25 PM. Students who walk are to go directly home after school. Morning kindergarten is in session from 8:55 to 11:35 AM. Afternoon kindergarten is in session from 12:45 to 3:25 PM. Each teacher will have classroom rules clearly posted and discuss them with the class and with parents.
 - AM Tardy** - Arriving to school after the 8:55AM tardy bell to 10:00AM
 - Half Day Absent** - Arriving after 10:00AM, or leaving school for more than 1 hour
 - Full Day Absent** - Absent the entire school day, or signing out before 10:00AM
 - PM Tardy** - Signing out of school after 2:30PM, or leaving anytime during the school day and are gone for less than 1 hour
- **Cell Phones** – Cell phones are permitted at school, but must be turned off and remain in the school bag during the school day and are not to be used in the school building. Any student caught with their cell phone out during the school day will have it taken away and a parent/guardian must come to school to claim the phone.
- **Change of Address/Phone** – Please notify the school office immediately of any changes in your contact information. It is important to keep this information current, especially in the event of an emergency.
- **Child Abuse and/or Neglect** – Any employee of the Southwest Local School District having reason to believe that a child less than eighteen (18) years of age or any crippled or otherwise physically or mentally handicapped child under twenty-two (22) years of age has suffered any wound, injury, disability or other condition of such a nature as to reasonably indicate physical, sexual or emotional abuse or neglect of the child shall immediately report such

information to the building principal.

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

1. names and address of the child and 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 assist in establishing the cause of injury, 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 in-service training in child abuse awareness training.

- **Classroom Behavior** - In class, students should show respect to all of their teachers, follow directions, come prepared, work independently, and follow all classroom rules.
- **Parent-Teacher Conferences** – Parent-Teacher Conferences are scheduled twice a year. Conferences for the 2015-16 school year will take place on October 8 and 13, 2015 and February 2 and 4, 2016. A Conference Request Form will be sent home prior to these dates to schedule your conference. All parents are strongly encouraged to attend conferences.
- **Counselor Referrals** – Parents or administrators may refer students to the school counselor. Students may refer themselves also. Parents who wish to refer their child may do so by calling the counselor at 367-5577 and providing appropriate background information.
- **Emergency/Early Dismissal** - In the case of an unannounced early dismissal, students will be sent to the name and address which appears on the Early Dismissal form. Teachers will review with students where they are to go if an unannounced dismissal occurs.
- **Enrollment** - Registration for all Southwest Schools for Kindergarten – 12th grade is done at the District Office located at 230 S. Elm Street, Harrison, OH 45030. The hours for registration of students are Monday and Tuesday 7:00 a.m. – 11:00 a.m. and Wednesday 3:00 p.m. – 7:00 p.m. Other hours are by appointment by calling 513-367-4139. Students do not need to be present when you come to register. Go to the district website and follow the link for Student Registration for details. You will be required to show a birth certificate, proof of residency and proof of custody/guardianship if applicable as well as a copy the current report card for students in Kindergarten – 8th grade.

- **Expensive Items at School** – Electronic toys & games, trading cards of any kind, calculators, personal cd/dvd players, skate boards, and iPods are not permitted in school. These items cause distraction at school, especially in the classroom. These items should not come to school, unless requested by the teacher. Balls, bats, gloves, jump ropes, etc. are permitted for use at recess only. *Any loss or damage is the responsibility of the child and the parents.*
- **Bicycles and Scooters** – Students ride their bicycles and scooters to school at their own risk. It is highly recommended that students bring bike locks/chains and lock their bike/scooter to the bike racks out back, as there is no security provided. The school/district is not responsible for any bikes/scooters that may be stolen or damaged when brought to school.
- **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 the 2015-2016 school year is \$50.00. *Deadline for payment of fees to prevent the withholding of report cards/progress reports is September 9, 2016. Checks should be made payable to “Southwest Local School District.”* Fees do accumulate from year to year and will follow your child to other schools. Payment plans can be set up for those in need.
- **Food** - Food is to be eaten only in the cafeteria unless your teacher has party permission. Absolutely no gum is permitted at school. It may make for a sticky situation, on shoes, the floor, desks, etc.! When providing snacks for your child’s classroom, be sure to check with the teacher to see if anyone has a food allergy and if so provide snacks that are safe for everyone to eat. Please help us keep our school safe and clean.
- **Hallway Behavior** - PE teachers appreciate attempts to stay in top racing form all year but the halls are not the place to practice running. Students should go to and from rooms quietly. No cattle stampedes, animal sounds, etc.! Others are working, and we want to make sure that we all learn as much as possible while in school. Specifically:
 - Keep your hands to yourself.
 - Do not talk upon entering and exiting the building, or changing classes.
 - Do not push at the drinking fountains.
 - Never run in the halls.
 - No talking/noise in the hallways during the school day.
- **Health and Safety** - Each year parents fill out a yellow enrollment card and a white emergency medical form and return them to school. The forms are necessary in case of an emergency during school hours.
- **Kindergarten parents** are reminded that when the opening of school is delayed due to inclement weather, the AM kindergarten session will be cancelled. The PM session will attend as usual. **NOTE:** On “Early Dismissal” days when school dismisses one hour early, PM kindergarten will begin an hour early at 11:45 AM and dismiss at 2:25 PM.

- **Library** - The Whitewater Valley Elementary School schedules each class into the library once each week. Students may use it at other times for individual or group work. Parents are encouraged to make use of our library, also.
- **Newsletters** - Updates and reminders of school and community related activities will be printed in school newsletters. All students receive copies which are to be taken home.
- **Non-Custodial Parent Access to Records** - 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.
- **Parent/Guardian Access to Records** - 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) so that proper interpretation and security is provided. A written release must be completed for this to occur.
- **Parent Notice Regarding Media/Visitors** - Whitewater Valley Elementary has frequent visitors from schools around the State of Ohio and from our local newspapers. All visitors are under the direction of the Building Principal. The purpose of their visits is to enhance the education of our students and staff and the education of the students and staff of other school districts. If there is any reason that you do not want your student to be interviewed, photographed or video taped, or name/pictures included on web page, please complete the form in the back section of this handbook and return it to the school office.
- **Physical Education** - Students are required to wear tennis shoes or shoes with rubber soles. Students are asked to wear appropriate clothing to Phys. Ed. (sweat pants/shorts and T-shirts) which they may change into at the start of gym class if outside weather or special events dictate other dress for the day. Shoes with backs must be work in gym and throughout the school day.
- **Playground** - Safety is the number one concern on the playground. As such - balls are the only objects that should be thrown. Balls are permitted only in designated areas away from the building.
 - * All students are to stay away from the building windows to prevent injury and to reduce interference with classes.
 - *No one is to leave the playground, including returning to the building, without teacher permission.
 - *Students should remain in the designated play areas in view of the supervisor. Students are not to go to the street to get a ball.
 - *Absolutely no fighting, rough play, or body contact which may result in injury. If another student starts a fight with you, report it to the supervisor immediately. Fighting is not permitted, so if you join in you also will be in trouble.
 - *No games involving contact or designed for padding are permitted.

- *No hard balls or other hard objects are to be thrown on the playground.
- *Good sportsmanship is expected, as is showing respect to the teachers on duty.
- *Do not disturb other youngsters in games which they may be playing.

Students are to line up immediately when the duty teacher blows the whistle. Students should re-enter the building quietly. Students must always walk in the hallways. No running is permitted in the building except in the gym. Teachers should be visible in the classroom door or in the hall as students return from recess.

All children are to go outside unless a note has been sent from home requesting the child stay inside due to illness or a teacher or principal has given the child permission to stay indoors for a specific work task.

All playground equipment should be used in the proper manner - for example:

- Slide - no sliding head first, backward, standing up, or climbing up from the bottom without using the steps.
 - Swing - one student per seat with no jumping off, standing, or swinging side to side.
- **ProgressBook** – The Southwest Local School District has in place an on-line reporting program that allows parents access to a student’s grades, progress and daily attendance. This program will also allow the parent and student the opportunity to send messages to teachers. A letter with the parent and student access code will be sent home at the beginning of the school year.

Teachers are expected to enter grades in the program regularly so that parents can “keep up” with students’ grades and missing assignments. All students will receive a grade in every content area for every grading period. If you have any questions on what you see in ProgressBook, please contact your child’s teacher for clarification.

- **Records, Confidentiality** - 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.
- **Safety and Security** – In keeping with the district’s number one goal – SAFETY, a buzzer system has been install to the front doors of the school. All visitors entering the building must enter through the front door closest to the office utilizing the buzzer installed on the wall just outside the front doors. A school employee will ask if they can help you and after hearing why you need access to the building, you may be buzzed in.

The front doors will be opened prior to the beginning of the school morning to accommodate all walkers and car riders, at lunch/recess if needed and at approximately 3:15 PM in preparation for dismissal. *No one is to enter the building without checking into the office first.*

- **Signing Students Out of School** - 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 or a note identifying the person must be brought to school by the student. Students are not permitted to leave the school grounds without permission after arriving on school property.

- **Snow Days, Delays, and Early Dismissals** - In case of inclement weather, parents should listen to the radio for closing or delay information for Southwest Local Schools. Parents are also advised to have alternative arrangements made so that your child knows where to go on days when school might dismiss early. Students will not be allowed to use the phone to make arrangements.
- **State Testing Procedure** – The Assistant Superintendent and 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.

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. Several months after state testing, the school district will receive a report including the following: a pass/fail score for each student in each area tested 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. 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 3319.21 of the Revised Code. Such requests shall be made in writing to the head of the guidance department or elementary building principal.

- **Student Dress** - In a society of many diverse students, there is a need for guidelines for student dress. These guidelines will provide the student body with parameters of acceptable dress in our schools. Listed below are the guidelines for the Southwest Local School District.
 - a. The building administrator(s) will determine the appropriateness of dress.
 - b. Shorts and mini-skirts are permitted. They may be no higher than mid-thigh.
 - c. Clothing with reference to alcohol, drugs, tobacco, is not permitted
 - d. Boys are not allowed to wear tank tops, see-through shirts or bare midriffs.
 - e. Girls are not permitted to wear bare midriffs, halters, or backless blouses.
 - f. Students are not allowed to wear spandex shorts without regular shorts over them.
 - g. Dress and grooming which presents a safety hazard to the student or other students is not permitted.
 - h. Wallet chains or other body chains are not permitted.
 - i. Dress and grooming which creates a health hazard to the student or other students are not permitted.
 - j. Dress and grooming, which is revealing and/or indecent, is not permitted.
 - k. Dress and grooming which is a source of class disturbance, thereby preventing others from learning is not permitted.

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

- **Footwear** - Shoes with backs are required at all times. Footwear that does not offer sanitary/safety protection is prohibited. Flip flops aren't allowed as they can be easily damaged during play and are more likely to cause injury due to trips /accidents.
- **Teacher Qualifications** – 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.
- **Technology** – The Southwest Local School District's Board of Education recognizes that technology can greatly enhance the instructional program, as well as the efficiency of district and school site administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the acceptable use and guidelines outlined by the WVE staff will result in the revocation of the user's access privilege and/or further disciplinary actions as deemed necessary by the principal. *The Internet Acceptable Use Policy Form in the back section of this handbook should be completed, signed and returned to the school office for all students.*
 - **eReaders (Kindles, Nooks, etc.)** – We understand the importance of reading and the many ways in which today's students can choose to read. However, the school maintains a no electronic device policy, and thus the use of Kindles, Nooks and other eReading devices is permitted under those guidelines. While this used to be acceptable, and even encouraged, the increase in available technology at school and the desire to limit the chances of theft or damage to such a device has changed our stance on their use.
- **Telephone Use** - The school phone is available during the day only in situations of serious necessity. The use of the phone will only be allowed when students have permission from - the teacher, secretary or principal. Students will not be permitted to use the phone to make alternative afterschool plans. All alternative plans should be made before arriving at school and will only be permitted with a note signed the parent/guardian.
- **Textbook/Workbook Responsibility** - Textbooks and workbooks 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 books. Fines will be assessed for damaged or lost books.
- **Volunteers/Visitors** - *Guests are welcome but must report to the office upon entering the building.* Volunteers are an integral part of running the library, AR library, clinic, and helping our students learn. Parents and other adults are encouraged to call the school if interested in giving their time. All volunteers and visitors will be provided with special badges when signing in to the building. Join the PTA and support your school.

Whitewater Valley Elementary Discipline Policy

All school rules and student programs are designed to be consistent with our building mission which is commitment to building a supportive educational team of students, staff, parents, and community that will provide a creative learning environment which develops students' individual abilities and promotes social awareness, encouraging them to become responsible, contributing members of society. It is essential that students are provided the opportunity to learn in a school environment which is free from distractions that may interfere with the learning of all students.

Discipline is a joint commitment between school and home. As such, communication between school and home should be frequent and honest, and parent support of discipline measures is expected. Except in the case of extreme student behavior, a progression of discipline measures will be employed to correct inappropriate and to teach appropriate behaviors. The progression listed below will be followed when students do not respond to normal classroom corrections such as: reprimand of student by teacher, teacher counseling and instruction of student in appropriate behavior, peer counseling, and a variety of other teacher techniques, or additional classroom intervention including assigning classroom punishments, using logical consequences, teacher or student calling home, notes home, and teacher/parent conferences.

Rules (to be used by everyone in all areas)

1. Follow directions the first time they are given.
2. Keep your hands, feet and objects in their places.
3. No put-downs or inappropriate language.
4. Use others property only with their permission.
5. (Individual teacher discretion). Raise hand before speaking.
6. Follow other classroom and building rules (handbook).

Each teacher will maintain a file for each student which will begin on green. A different color, as indicated below, will be used to display any student behavior problems which result.

Daily Consequences

Level 1	Warning (yellow)
Level 2	Teacher discretion (orange) lose 15 minutes of recess (on playground)
Level 3	Teacher discretion (red) lose 30 minutes recess (detention room)
Level 4	Call parents (blue)
Level 5	Visit principal or designee (purple)

Severe Clause - go immediately to level 5 for:

- a. Insubordination
- b. Physical abuse
- c. Stopping learning
- d. Destroying property

The Principal visit at level 5 may result in:

1. Principal/Student Conference (situation is discussed with principal, consequences for recurrence are stated, expectations for student are re-enforced, contact parents, etc.).
2. Referral to Elementary Counselor may be initiated.
3. Parent/Teacher/Principal Conference (this conference will focus on the students problems and needs. A contract may be developed between parents, student, teacher and/or principal, clearly stating a plan of action and specific consequences which may include #4 or #5 and #6, if behavior does not improve).
4. After school detention (student is assigned to after school detention and parent assumes responsibility for transportation with 24 hour notice).
5. Alternative School Assignment (restriction of student activities for all or part of the school day).
6. Suspension or Expulsion from school.

If a serious offense occurs, parents will be called or a conference scheduled immediately (see code of conduct), and the progression will be shortened.

At the beginning of each school year, all students and parents will be made aware of classroom and school rules and counseled regarding the reasons for having them.

A school psychologist, school counselor, school nurse, and home/school teacher are also available and may assist students and staff at any step during the discipline process.

“CAT” Store

Part of the Whitewater Valley’s discipline program includes a trip to the “CAT” store for not getting flipped. Not getting flipped means good behavior, which means “CAT cash” and a shopping spree in the “CAT” store at the end of the month. This is how it works: every student gets a “deck” of colored cards which are placed in a pocket board in his classroom. At the beginning of each day, every student starts out with a green card. If a student progresses through his cards of orange, red, and blue, certain disciplinary actions are taken, such as recess time lost, a phone call to the parents, and ultimately, a parent-principal conference. A flip side to the card “game” is this: if a student’s green card is still showing at the end of the day, he earns a “CAT dollar”. The students accumulate their CAT dollars, and can spend them in the “CAT” store, which is open one day each month. Students can buy T-shirts, pennants, water bottles, miscellaneous school supplies, and lots of other items that have been donated by area merchants or purchased by the PTA.

Lunch/Breakfast

School Breakfast Program

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Southwest Local School District offers breakfast at all school buildings! We begin serving thirty (30) minutes before the start of school EVERY day! Elementary school breakfast is \$0.95 and secondary school breakfast is \$1.20. Free or reduced (\$0.30) priced breakfast is available to those who qualify. Please come visit us & benefit from eating a deliciously nutritious breakfast!

Cafeteria Procedures

All students will be given a 6 digit lunch account number that is to be used when going through the lunch line. You may deposit money into the students lunch account on line or by sending cash or check, (made payable to Southwest Local Schools), to school with your child in an envelope marked with the student's name, teacher's name and their individual lunch account number. At the end of every month a notice will be sent home with the student showing how much money they have left on their lunch account. Students are advised daily by the cafeteria staff if their account is getting low.

• Lunch Prices

- **Student Breakfast** \$.95/.30 (reduced)
- **Student Lunch** \$ 1.70/.40 (reduced)
- **Cookies/Snacks** \$.75
- **Ala Carte Items** \$.75
- **Milk/Juice** \$.50

• Lunch Schedule

- **1st Grade** 11:30 a.m. to 11:45 a.m. – Lunch 11:45 a.m. to 12:15 a.m. - Recess
- **2nd Grade** 11:45 a.m. to 12:00 p.m. – Lunch 12:00 p.m. to 12:30 p.m. - Recess
- **3rd Grade** 12:00 p.m. to 12:15 p.m. – Lunch 12:15 p.m. to 12:45 p.m. – Recess
- **4th Grade** 12:15 p.m. to 12:30 p.m. – Lunch 12:30 p.m. to 1:00 p.m. – Recess
- **5th Grade** 12:30 p.m. to 12:45 p.m. – Lunch 12:45 p.m. to 1:15 p.m. – Recess

• Behavior

- low level talking (whisper) in the serving line
- keep your hands to yourself
- do not take food outside the cafeteria
- wait your turn in line
- show respect to adults and fellow-students
- do not throw food
- leave your area clean before leaving the cafeteria
- no sharing of food
- absolutely no soft drinks with lunches

Cafeteria Charge Procedure

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 amount equivalent of 4 lunches). After the second charge a parent will be notified by letter given to the student to carry home. After the 3rd charge and the 4th charge a parent will be notified by a phone call from the student at lunch time. *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 in a lunch. If no lunch is provided by the parent we will offer peanut butter, crackers, and milk to the student and will charge the price of a milk to the student's cafeteria account.*

Glass Containers

Students are prohibited from bringing glass containers into the cafeteria.

Noon Period

Students have the option of purchasing a hot lunch from school, or they may bring a packed lunch from home. Soft drinks are not allowed in the cafeteria. All students are expected to eat lunch unless they have a note from home excusing them from eating, and it is to be consumed in the cafeteria with their class. Proper manners are expected while eating so that everyone may have an enjoyable lunch period.

Each student is scheduled for a 45 minute lunch period, including recess. 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. If your child loses his money or packed lunch, he may charge his lunch (this should be repaid the next day). Breakfast is also available for students.

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.

Also, since all children are required to go outside for recess, they 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 student.

Procedures

All students enter the cafeteria quietly. After receiving milk and/or lunch, be seated and remain seated until dismissed. The duty teacher will dismiss students by table. Students will be instructed to line up and await group dismissal by the duty teacher. Parents are always welcome to join their students for lunch. We prefer that fast foods are not carried in. Please call the office to make lunch reservations.

Emergency Procedures

Whitewater Valley Elementary has a detailed emergency plan on each teacher's desk and an electronic communication system to aid efficiency.

Emergency Evacuation Plan

Although it is impossible to predict the type of emergency which might occur in any public facility, advanced planning could prevent confusion and minimize danger to personnel and students, as well as damage to the facility.

If an evacuation is necessary everyone should evacuate the building immediately, following the routes that are posted in the classroom. Teachers are expected to take their "Grab and Go" packets or attendance records with them, as they do with a fire or tornado drill, and check the attendance to ensure that no student is left unaccounted.

No student is to leave the school grounds without the permission of the designated person in charge. If parents arrive on the scene; they should be directed to the office personnel. Parents need to sign for the release of the student.

If deemed necessary, students and staff will walk to Generations Day Care or the Junior Baseball Fields across the street. This site will be declared off limits to all except emergency personnel. While at this site, the principal or lead teacher will be in charge.

Any questions about injuries, welfare or location of any student during an emergency situation will be responded to by the person in charge.

- **Fire Drill**

When the alarm rings, students are to exit quickly in an orderly fashion. The teacher will take roll so students must remain with their class. A fire drill will be held regularly for the purpose of keeping everyone familiar with the procedure in case of a real fire or if we need to evacuate the building. A fire drill route is posted in each classroom.

- **Lock Down Drill**

Lock down drills will be conducted to assure students and staff safety in the event of unfriendly forces threatening the school environment. Multiple drills will be held each year to practice protocols with the classroom. Additionally, our staff has received ALICE training to handle building emergencies which are revisited, discussed, and plans sometimes modified to keep our students safe if such a scenario were to arise.

- **Tornado Drill**

A tornado drill will be conducted during March, April, and May to keep you familiar with what to do in case of a tornado or high winds. You are expected to go to your assigned area on the ground floor away from windows and glass quickly and quietly. While there, you will need to sit on the floor with your hands at your neck during this drill. Your assigned area is posted in all classrooms.

- **Other Emergencies**

In emergency situations, it is imperative that the roadways be kept open for emergency vehicles. Also, in some situations, like a chemical spill, gaseous releases, etc., it is essential

that all persons stay indoors. Although it is very unlikely that this type of emergency will occur, the staff at Whitewater Valley is prepared to employ appropriate procedures to insure the safety of the children and adults at school. We ask that parents not come to school to pick up children in these situations until notified by authorities, since all school doors and windows will be closed, and persons will be denied entrance to protect our students. If parents have questions regarding school safety procedures, they are encouraged to call the school office.

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 Traffic Code.

D. Documents

- 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.
- 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 or possession of stolen goods.
- 6) Possession or use of nuisance items. Radios, personal stereos, skates, skateboards, playing cards, cellular phones, laser lights, 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 activities of any kind.
- 2) Extortion.
- 3) Gambling.
- 4) Aiding another person to violate school regulations.
- 5) Public displays of affection between pupils - public displays of affection between pupils are discouraged and prohibited as being inappropriate for a school setting. Pupils may hold hands, but embracing and kissing are strictly forbidden.
- 6) Harassment, 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, vandalism, physical or verbal abuse, or other disruptive behavior toward school personnel during non-school time.

N. Substances

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

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

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

Transportation

Bicycles/Scooters

A bicycle rack is located at the back of the school. Students are permitted to ride bicycles/scooters to and from school, but must *walk* their bikes/scooters down the trail from Farmview to the school. Bikes/scooters may not be ridden on the trail for the safety of walkers. Students are not permitted to ride bicycles/scooters or walk on Campbell Road for their own safety. All bicycles/scooters must be parked in the bicycle rack. It is recommended that students lock up their bikes/scooters to the bike rack. This area is off limits during the school day but is not a secured area. Keep in mind that students bring their bikes/scooters to school at their own risk. The school/district is not responsible for any bikes/scooters that are damaged or stolen on school property.

Pupil-Parent Responsibilities

- Parents and pupils must understand that bus transportation is a privilege provided by the Board of Education and not a right.
- Pupils shall ride on assigned buses. Parents may request in writing to the Transportation Director for a permit of deviation from this rule.
- From time to time it may be requested that a pupil be let off at another stop. Such notes of request shall be presented to the principal and signed by the parent. Parents will assume responsibility for the child when such requests are granted.
- Parents are responsible for the conduct and safety of their child going to and from pick-up points and for the child meeting the bus on schedule.
- Pupils shall conduct themselves as they would in the classroom except that reasonable visiting and conversation are permissible. Pupils shall follow the rules of the “Student Conduct Code” adopted by the Board.
- Absolute quiet must be maintained at railroad crossings or other danger areas.
- Eating, drinking and littering are not permitted on buses.
- Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
- All parts of pupils’ bodies shall be kept inside the school bus at all times.
- Pupils shall be waiting at the curb side of the road 5 minutes prior to scheduled pick-up to board the bus when it stops in the morning. Pupils must wait in a location clear of traffic and at least 12 feet back from the curb.
- Parents will be responsible for any damage to a bus by their children.
- Pupils may carry on only objects that can be held in the lap. No glass containers may be transported.
- The Board approved a new transportation policy regarding videotapes. Each bus has a video camera. The camera shall be in operation when the bus is running, whether in motion or waiting for students to enter or exit.
- The driver has the authority to enforce the above regulations. The pupils should conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. Suspension, expulsion or immediate removal shall be in accordance with 3301-83 State Transportation Rules.

Student Drop Off and Pick Up

Parents dropping off or picking students up must use the front parking lot. The concrete drive circling in front of the school is for bus loading and unloading only. Arrival procedures will take place from 8:35-8:55am with dismissal procedures taking place from 3:20pm-3:40pm each day. Please make sure to follow the signs for proper entry/exit to and from the parking lot.

Dropping off or picking up students, should be done next to the blacktop island in front of the school. If it is necessary to drop students off in the parking lot, parents should park in a parking space and escort their students to the building to assure safety. ***No cars should be left unattended in the drop-off area or block access to handicapped parking at any time.*** We appreciate your attention to these rules for the safety of our children.

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.

Bus riding is a privilege. Failing to follow bus rules will result in loss of this privilege. Students should behave properly on the school bus and learn the rules for school bus riders.

Hazing Policy

“Be it hereby resolved, that it is the policy of the Southwest Local Board of Education and School District that hazing 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 activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to 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.

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 or planned hazing 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 activities immediately. All hazing 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.”

Policy on Locker/Desk Searches

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

REFERENCE: Section 3313.20 (C), O.R.C.

ADOPTED: February 16, 1993

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 Mr. Dan Rouster, 10800 Campbell Road, Harrison, Ohio 45030. Grievance procedures exist and are available from his office for persons who wish to grieve alleged violations of the Title IX.

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

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

FORMS

**(To be completed and
returned to the school
office where
applicable.)**

Whitewater Valley Elementary

10800 Campbell Road ~ Harrison, Ohio 45030 ~ Mr. Adam Lohbeck, Principal

Phone (513) 367-5577 ~ Fax (513) 367-5594

Web Address ~ <http://www.southwestschools.org>

Doreen Reese, Secretary ~ Cathy Klayer, Secretary



HANDBOOK RECEIPT AND REVIEW

(Must be signed and returned within the first two weeks of school)

We, the undersigned, acknowledge receipt of the Parent-Student Handbook and have reviewed its contents.

Student Name _____

Grade _____

Parent's Signature _____

Date _____

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Doreen Reese, Secretary ~ Cathy Klayer, Secretary



REFUSAL FOR NEWSPAPER PHOTOGRAPH

I, _____, wish that the names or

photographs of my child/children, _____ NOT be used in

newspaper articles.

Parent/Guardian Signature

Date

Whitewater Valley Elementary



10800 Campbell Road ~ Harrison, Ohio 45030 ~ Mr. Adam Lohbeck, Principal

Phone (513) 367-5577 ~ Fax (513) 367-5594

Web Address ~ <http://www.southwestschools.org>

Doreen Reese, Secretary ~ Cathy Klayer, Secretary

INTERNET REFUSAL

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

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

I, _____, wish that the names or photographs of
(parent/guardian)
my child/children, _____ NOT be used in newspaper
(name(s) of student(s))
articles.

Parent/Guardian 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. *Vacations are highly discouraged during the school year. If at all possible, parents are asked to take vacations at times other than when school is in session.* 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:

Approves vacation listed _____

Does not approve vacation listed _____

Principal's Signature

Date

Copy to Teacher _____

Copy to Parent _____