

South-Western Career Academy

<http://swca.swcsd.us>



Important Telephone Numbers

South-Western Career Academy

Main Office	614-801-3400
Attendance Office	614-801-3400
Attendance (24 Hr)	614-801-8864
Student Services Office	614-801-3464
Student Services Fax	614-801-1833

South-Western City School District

District Service Center	614-801-3000
Transportation	614-801-8550
Student Enrollment Center	614-801-6280

Student Name: _____

Grade: _____ Homeroom Teacher: _____

“Education for the Real World is Our Business”

Principal's Welcome Message

Students,

Welcome to the South-Western Career Academy and the 2017-2018 school year. We are excited to have you here as we work together to turn your talents into skills! We will make sure what you experience at SWCA prepares you for both college and career. While at SWCA we will not only provide you with opportunities to learn academic and career technical content but also the leadership, work ethic, communication, and team skills needed to succeed in today's work environment.

While here, please look to participate in the wonderful community we are building. Organizations such as SkillsUSA, BPA, DECA, FCCLA, Student Ambassadors, NTHS, and more create opportunities for community, competition, and leadership. Ninth period offers opportunity for academic support. As a smaller community, we have a wonderful opportunity to build long lasting relationships in order to help you to succeed. Ask staff for ways to get involved and be an active participant in your learning.

SWCA will also work hard to build partnerships and relationships with the community to better provide our students with career opportunities. Lab teachers work with their business advisory committees to stay connected to your chosen career field. We will also keep you connected to your home school through activities, announcements, and home school extra-curricular activities.

We look forward to starting this voyage with you. Your commitment is vital to this experience and will help you fulfill your goals. The following pages will give you details of daily life here at SWCA and student expectations that will help you focus on your chosen career field.

Sincerely,

James P. Marion
Principal

Kris Sander
Asst. Principal

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Bell Schedule

7:55-8:44	Period 1
8:47-9:36	Period 2
9:40-10:39	Period 3 Homeroom
10:43-11:32	Period 4 Lunch
11:36-12:25	Period 5 Lunch
12:29-1:18	Period 6 Lunch
1:21-2:10	Period 7
2:13-3:02	Period 8

Testing Bell Schedule

7:55 - 10:10	Testing
10:15	Warning Bell
10:20 - 10:52	Period 1
10:56 - 11:27	Period 2
11:31 - 12:07	Period 3 Homeroom
12:11 -12:42	Period 4 Lunch
12:46 -1:17	Period 5 Lunch
1:21 - 1:52	Period 6 Lunch
1:56 - 2:27	Period 7
2:31 - 3:02	Period 8

Agenda Book Policy

1. Your Agenda Book should be with you at all times.
2. Your Agenda Book will be used for organization, dates, and assignments.
3. Your Agenda Book will be a communication link between home and school.
4. Your Agenda Book contains your HALL PASS RECORD.
5. You must have an agenda hall pass that contains teacher signature, time frame, and destination to be out of the classroom at any time. Your parents or guardian should review the Agenda Book each evening with you. Your personal Agenda Book should maintain school appropriate appearance and content.
6. There is a \$5.00 replacement fee if your Agenda Book is lost.

Inclement Weather Procedures – Calamity Days

We understand that the decision to keep schools open or close them in bad weather has a big impact on our families and staff. We also know that our students are better served – both academically and socially – by being in school. Please know that the safety of our students and staff is always our top priority in any decision of this sort.

WHO MAKES THE DECISION? The superintendent of schools is responsible for the final decision, based on the factors listed below and recommendations from key staff members.

WHEN IS THE DECISION MADE? We make every effort to make our decision by 5:30 a.m. or earlier so we can notify radio and TV stations and post the decision on our Web site (www.swcsd.us), Facebook and Twitter. If we wait longer to announce a closing, our buses are already on the road and many parents will have already left for work, leaving their children at home unsupervised.

HOW ARE PARENTS AND THE PUBLIC NOTIFIED? Parents will receive a telephone call and/or e-mail through our parent notification system when the decision is made to close school. Please make sure your emergency contact information is up-to-date through the Infinite Campus Parent Portal (Contact Preferences) to receive your notification.

We will also continue to notify the media of all school closings. Parents can check our Web site for closing information (www.swcsd.us) and/or sign up for Facebook or Twitter notification through the Web site. Many of our local television stations have immediate notifications that can be sent to your e-mail, cell phone or home phone. Given the fact we have approximately 20,685 students, we ask that you not call the school or the district offices, unless it is an emergency.

For additional information about Calamity Days and a list of television stations, Websites, and social media sites where closing information will be made available, please visit our Web site at: <http://bit.ly/1GSwqRe>

Student Dress Code

See Student Code of Conduct.

Immunizations

Students must meet Ohio Department of Health requirements for school admission and/or continued attendance. New students or returning students may not be permitted to attend school for more than fourteen (14) days unless they meet state requirements. Parents may call the Franklin County Board of Health at (614) 462-3160 for questions concerning these requirements.

Attendance

See Student Code of Conduct.

Personal Belongings

Students are not permitted to bring toys or unapproved electronic devices (such as radios, headsets, portable game systems, etc.) to school. These often interfere with learning and may get lost, stolen, or broken.

The school will not be responsible for lost or damaged equipment brought to school.

Students may not bring any items to trade with or sell to another student.

Transportation

Students who walk or ride their bicycles to and from school are reminded not to arrive prior to 7:00 a.m. as there is no staff on duty at that time. Students will be asked to remain outside until 7:00 a.m. There is a bicycle rack in front of the school; it is the student's responsibility to lock up his/her bike. The school is not liable for damage or loss of bicycles.

School bus transportation is a privilege. The bus driver is in charge of the bus and its occupants at all times. Failure to follow posted school bus rules will result in a write-up and/or suspension from the bus. Questions concerning buses should be directed to the Transportation Department at (614) 801-8550.

To provide a safe environment, bus riders will have only one pick-up and one drop off location. Students may only ride the bus to which they are assigned. An exception may be permitted in the event of a special circumstance when the following criteria are met: 1) student has a signed note from a parent/guardian of **each** party involved, with date and specific information and signature of parents/guardian; and 2) when there is sufficient space available on the bus. When students will be riding a bus other than their own, they are to bring their parental permission notes to the office at the beginning of the day. The office staff will authorize guest passes to notify the Transportation Department Staff.

If a request to change a student's transportation location is not put in writing by a parent/guardian and submitted to the school office first thing in the morning, the student will need to follow his/her regular method of transportation home.

11th and 12th Grade School Bus Opt-In Forms

Many of our high school junior and senior students choose not to ride a school bus to and from school each day, but the school district reserves a seat for them “just in case” they should choose to ride. In an effort to be more efficient with our high school transportation services, if an 11th or 12th grade student would like to reserve a daily seat on a school bus, the student’s parent or guardian will need to fill out and return a High School Opt-In form. The form is available in the school’s main office, or is available on the District’s Transportation site at <http://transportation.swcsd.us>.

Student Conduct on the School Bus

Transportation is a service provided by the South-Western City School District Board of Education and should be regarded as a privilege by students and parents. It is expected that those who ride the school buses will observe classroom conduct at all times. Students and parents both must exercise these responsibilities. Failure to follow posted school bus rules will result in a write-up and/or suspension from the bus. Questions concerning buses should be directed to the Transportation Department at (614) 801-8550.

Students

1. Students should follow directions the first time they are given.
2. Students are expected to observe classroom conduct at all times while on the bus (see Discipline Code).
3. Students should leave and board the bus at the designated stop unless they have a note signed by the building principal stating otherwise. This will be done only in emergencies, not for convenience.
4. Students are not to cross the street to enter or exit the bus until the driver motions them across. Once on residence side, students are to gather at a designated place of safety where they must remain until the bus leaves the stop.
5. Students must maintain absolute quiet at railroad crossings and other places of danger as specified by the driver.
6. Students are not permitted to bring on the bus items larger than those which can be held on the lap. Animals, glass, or liquids are not permitted. (ORC 4511.76)
7. Students may possess, but are not permitted to use, cell phones while on the school bus. (SWCS Policy 5518)
8. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or electronic communication devices brought onto a school bus.

Parents

1. Parents are responsible for the safety and discipline of students while going to and from the bus stop.
2. Parents are urged to have their children at the bus stop five minutes ahead of time as buses operate on a schedule. This schedule will not permit waiting for tardy students. If your bus is more than 15 minutes late, call the Transportation Department at 614-801-8550.
3. Parents will be monetarily responsible for any damage done to a bus by their children.
4. The school does not enter into disputes involving parents and students prior to pick up or after return to the bus stop.
5. Please do not discuss bus problems with the driver while he/she is on the route. This delays the schedule of the bus. Call the Transportation Department at 614-801-8550.

Parking on School Property

Student parking on school property during the school day is a privilege reserved for upperclassmen that have been granted permission by the school and have properly registered their vehicles. Because of the fixed number of spaces, permits are granted first to seniors, then juniors and sophomores, if spaces become available. Freshmen are not eligible for parking privileges.

The parking fee per school year for all students is \$50.00. Fees must be paid in full before parking permits are issued to students. Parking identification labels must be hung on the rear-view mirror and are not transferable to other students. Remember, parking on school property is a privilege and will be subject to office discipline or loss of this privilege for any violations.

Arrival Times and Procedures

Students may not enter the building or be on school grounds unattended until 7:00 a.m. on school days unless they have a signed permission form provided by a staff member who will be present to greet them. There is no supervision until that time.

Walkers/Bicycle Riders/Car Riders: Students who are walkers, bicycle riders or car riders should not arrive earlier than 7:00 a.m. Staff members are not available to supervise students until 7:00 a.m.

Morning Drop-off: Curbside drop-off is permitted in the designated area only. Cars waiting to enter the drop-off zone must remain in line and wait their turn. Cars need to pull as far forward as possible to allow the greatest number of students to be dropped off at a time. Students must be ready to exit the car when it enters the drop-off zone so traffic can continue to move. If everyone pulls forward and students are ready to exit we will not have a traffic backup problem. A staff member is on duty to supervise students entering the building and remind drivers to pull forward.

School Bus Riders: Students arriving by school bus prior to 7:00 a.m. will wait in the cafeteria and will proceed to their classrooms at 7:45 a.m. Bus riders arriving after 7:45 a.m. will go directly to their classrooms.

Dismissal Times and Procedures

Walkers, bicycle riders, car riders and bus riders are dismissed at 3:02 p.m. It is important to remember that the instructional day does not end until 3:02 p.m.; therefore, we ask that you do not pick your student up early unless there is an emergency. When waiting for your student at the end of the school day, please wait outside the school.

Change of Dismissal Plans

Occasionally, students inform us of a change in their dismissal routine. For example, they are to go home with another student, they are to walk rather than ride the bus, or parents/guardians/childcare will be picking them up. Many times, a student is confused about instructions. ***Any change of routine must be communicated to the teacher in writing and signed by the parent or guardian.*** For the safety of all students, phone calls to change dismissal plans will not be accepted. Without written notice, we will have the student follow his/her normal routine. This assures that the student and teacher know about the change in plenty of time to make sure that the request is honored.

Early/Late Dismissal

Please try to schedule appointments (doctor, dentist, etc.) before or after school hours. If this is not possible, please **notify the teacher and office in writing as soon as possible** of the appointment date and time.

Parents/guardians must come to the office to sign the student out of school. **Please do not go to the classroom.** The office will call down to the classroom and notify the teacher of your arrival. If the student returns later in the day, you must come into the office to sign in the student.

For your student's safety, we will only release him/her to you or other persons you have identified on the student's emergency medical form and in Infinite Campus, unless you notify the school otherwise.

Tardies

See Student Code of Conduct.

SWCA has a progressive tardy policy in place.

1st Tardy: Warning

2nd Tardy: Warning, Parent Contacted

3rd Tardy: Lunch Detention, Parent Contact

4th Tardy: Lunch Detention, Parent Contact

5th Tardy: ISR, parent contact; loss of parking privileges
(per district policy)

6th Tardy: ISR, parent contact

7th Tardy: ISR, parent contact

8th Tardy: ISR, parent meeting

Planned Absences

See Student Code of Conduct.

Make-Up Work

See Student Code of Conduct.

College Visits

Seniors may arrange for college visits by contacting their school counselor for completion of paperwork. Absences due to college visitation count towards the allotted nine (9) excused absences wherein parents call the school to excuse their student for the day.

- Students must get a field trip form from the attendance office
- Students must complete the form and return it to the attendance office with something from the college attached to the form (parking pass, verification letter, brochure, etc.)
- College visits will NOT count towards exemptions for exams.

Out-of-Building Passes

Students must submit an Out-of-Building Pass request, in writing, to the attendance office, including a phone number where the student can be reached. Some written notes may be verified with the parent or guardian.

Out-of-building passes contribute to class absences and could result in the student receiving no credit in courses with excessive absences. Students will not receive credit for work missed due to an unexcused absence. If the student misses more than one period, it will result in a half-day absence.

Leaving School Property

See Student Code of Conduct.

Building Security

THE most important goal for all of us at SWCA is the safety of our students and staff. Please follow these procedures to help keep our students safe and secure at school:

- Adults must report directly to the office upon entering the building. Doors will be locked after 8:00 a.m. Parents/guardians are to enter through the front door, report to the office, and sign in to receive a Visitor's Pass.
- A Parent or guardian must sign students out when picking them up before the end of the school day.
- The office and the teacher need to be notified in advance if there is a change in routine. We cannot release students to people other than parents/guardians, to ride a different bus or walk home instead of riding the bus without written permission from the parent/guardian in advance.
- Everyone must follow fire, tornado, and emergency safety rules. These procedures are meant to protect all who are in the building.
- All parents/guardians must wait outside to pick up their student(s) at dismissal. This rule is for the safety of all students in the building.

Please help us keep our students, staff and school safe by following these simple rules.

Hallways

Except during class change, students must always possess a hall pass signed by a school official. Hall passes are found in the student's Agenda Book. Failure to have a hall pass is considered out-of-assigned area and may result in disciplinary action. Any student requesting a pass outside of the building requires administrative approval. If a student does not have his/her Agenda Book, a hall pass may not be granted.

Lockers

Lockers will be assigned to each student and should be kept clean. Students are not to trade lockers, share combinations, or tamper with another student's locker in any way. Students must keep belongings in their own lockers and should keep them locked at all times. ***There is to be NO marking on or defacing of lockers.***

Accidents

If your student is injured at school, we will make him/her comfortable. If the injury is serious, the office will notify the parents/guardians immediately. If you cannot be reached, we will attempt to contact someone at the emergency numbers listed on the student's emergency medical form (and in Infinite Campus).

We will call the emergency squad, if necessary. Please keep the office informed of changes in any information listed on the emergency card (and in Infinite Campus). It is extremely important that the names and telephone numbers on the emergency cards (and in Infinite Campus) are accurate and up-to-date in case of emergency.

Safety Drills

By law, schools are required to have a certain number of safety drills (fire, tornado, lockdown, etc.) during the school year. Tornado drills are held during the months of March through July while school is in session. Lockdown drills are to be conducted under the supervision of the local police department.

Medications

Any medications administered to students must be in its original container and must be accompanied by a RN-M003 or RN-M004 form (available from the office) completed by the physician and signed by the parent/guardian. An adult must bring all medications to school. Do not send medicine to school with a student.

Students may carry an inhaler or EpiPen with them if parent/guardian and physician paperwork is completed. A medication administration form must be completed and the physician has to have agreed that the student has the knowledge and ability to carry an inhaler on their person. The school nurse must be notified (by completed paperwork) that the student is carrying an inhaler.

Clinic

Students not feeling well should report to the clinic. Students must obtain a pass first from their teacher before doing so. If a student will be taking medication, prescription or over-the-counter, at any time, it is Board policy and State law that the parent contacts the school nurse and a school administrator. Please send medication(s) in a clearly marked prescription container or in its original packaging (if it is over-the-counter medication). School permission and instruction forms must be on file in the main office and signed by a parent and physician for both prescription and over-the-counter medications.

Medication must be dispensed through the clinic.

Student Expectations

At SWCA, we model Success, Work-Ethic, Character and Accountability. Students are expected to model characteristics fitting each of the SWCA qualities.

Students are expected to conduct themselves in an appropriate manner in order to assure that learning is not disrupted at the South-Western Career Academy.

It is important to be considerate of the rights and privileges of fellow students and staff members.

Because of the nature of our subject matter at the South-Western Career Academy, we have many outside visitors. They form their opinions of our school and student body by the way the students conduct themselves. Therefore, it is imperative that the students behave like mature young men and women at all times.

The South-Western City Board of Education has established a student conduct code, the violation of which may result in a student being considered for removal, suspension or expulsion from school or school-related activities. In addition, discipline may also be imposed for student misconduct that occurs off school property when such misconduct is connected to activities or incidents that have occurred on school property and student misconduct, regardless of where it occurs, that is directed at a South-Western school official or employee, or the property of such official or employee.

Parent/Teacher Communication

Reports to Parents/Guardians: Reporting forms will be sent home with the student at NINE-WEEK intervals. In addition, parents/guardians will receive other communication from the teacher, some stating what curricular areas the class is covering and others detailing how their student is progressing.

Parent-Teacher Conferences: Please feel free to contact the teacher at any time during the year if you have questions or concerns about your student's learning experience, or if you would like to talk with the teacher about anything concerning your student. You can call the office to leave a message for a staff member or send a note to school with your student. Please do not show up at the beginning of the school day or end of the day expecting to have a conference with your student's teacher. Both of these times are extremely busy for staff as they make preparations to begin or end the school day.

Cafeteria

Breakfast and Lunch

Applications for free and reduced breakfast/lunch will be mailed to each eligible family. Only those who wish to apply need to return the forms. When filling out a form, please make sure to check all of the appropriate boxes.

Breakfast: Walkers who wish to eat breakfast, are to be at school no later than 7:45 a.m. Bus riders who eat breakfast will do so as soon as they arrive at school. Breakfast is \$1.00. Some students may qualify for reduced prices.

Lunch: Student lunches cost \$3.00 (includes milk) per day. Milk is available for 0.50 cents. Each student has a PIN number that is input when they purchase a lunch. Parents/guardians may deposit money in their student's lunch account, which is accessed via the student's PIN number. The account is debited and parents/guardians are notified when the account is getting low. Adult prices for lunch are slightly higher than student prices. If you are in the building at lunchtime, we encourage you to stay and eat with your student.

PayPAMS

The South-Western City School District has the ability to provide a safe and convenient way for parents and guardians to prepay for student meals online. PayPAMS allows parents/guardians the opportunity to pay for their student's meals from the convenience of home; view their student's account balance; schedule automatic payments based on account balance; receive low balance email reminders; and view a report of daily spending and cafeteria purchases.

For more information on PayPAMS, please visit the following area of the District Web site and take a tour of the system and/or read the helpful tips and answers to frequently asked questions: <http://bit.ly/1Cwv7sg>

Food Consumption at School

(In the Interest of Student Wellness and Safety)

Schools are facing a growing issue with student wellness and nutrition, as well as with children who have specific food allergies. Food allergies can be a life-threatening situation for some children, and the state of Ohio recently made new food allergy safety recommendations for schools. Some children with allergies are affected not only by the food itself, but by the smell of the food. It is with all children's wellness and safety in mind that South-Western City School District implemented the following changes and precautions.

While we are pleased to celebrate the gift of your child on his/her birthday, all SWCSD schools will NOT accept cupcakes, cookies or any other birthday party foods to be distributed during class time.

- The office will recognize your child's birthday in a personal way through the school announcements.
- You are welcome to send in small non-food items to be shared with classmates, and YOUR child may enjoy a special treat at lunch, that you may send/bring for him/her.
- Balloons or other arrangements larger than your child's backpack are not appropriate for school and are not allowed on the school bus.

For the safety of all students, we will also NOT be accepting food donations from home for any events during the school day unless they are specifically asked for and reviewed by school staff. Each school's principal will work in conjunction with the PTA and teachers to develop a process for providing food for all classroom parties sponsored by the school. (i.e.: Harvest, holiday, Valentine's' parties.)

Working together, principals, teachers, and parents/guardians will provide direction for helping kids know how to celebrate with compassion and concern for each unique participant.

Please notify your school office about any known student allergies, using the student medical form, so that teachers and staff can do their best to meet each student's needs and keep them safe.

Cell Phones and Electronic Devices

See Student Code of Conduct.

Network and Computer Use

See Student Code of Conduct.

School Fees

Each student attending the South-Western City School District is **required** to pay a \$20.00 instructional fee. This fee helps to cover the cost of consumable items (art supplies, writing paper, crayons, pencils, markers, copy paper, classroom printer cartridges, etc.), which are used by students during the school year. We realize that some children prefer to bring some of these supplies on their own but, there are supplies provided by the school during the year.

Fees can be paid by sending money, check or money order made payable to SWCA. If fees are included for more than one child, please send a note with each child's name and teacher. In addition, if you still owe instructional fees for the previous year, please make sure to indicate by note for what year you are paying. You may also stop by the office between 7:00 a.m. and 3:00 p.m. to pay the instructional fees. All fees collected from our students stay within our school and are used to purchase supplies for our students only!

Some students may qualify for a waiver of school instructional fees. Fee waivers are determined by free lunch status. If your child qualifies for free lunch, they should also qualify for a fee waiver. Please make sure that you check the box on the free lunch form indicating your permission to share your child's free lunch status with the Treasurer's Office. If your child qualified last year, this does not mean that she/he qualifies for the current school year. Please call the school secretary for more information.

Please be aware that beginning with the end of the 3rd grading period, your student's report cards will be held in the in the office if his/her instructional fees have not been paid in full.

Online Payment of School Fees

As a convenience to parents, the South-Western City School District is now offering an online process for the payment of school fees. Visit <http://bit.ly/22Anjhh> and follow the steps to pay the school fees online.

Additional Course Fees

Information about additional course fees can be found on the District Web site at <http://bit.ly/1bUUGm>

Academics

District Grading Policy for Middle and High School

YEAR-LONG COURSES

To receive a passing grade for a year-long course, a student must:

Earn at least 2.5 Quality Points

AND

Pass a minimum of three (3) of the six (6) grading period/examination marks with two (2) of the three (3) passing marks in the second semester of the course.

SEMESTER-LONG COURSES

To receive a passing grade for a semester-long course, a student must:

Earn at least 1.25 Quality Points

AND

Pass two (2) of the three (3) grading period/examination marks.

ADDITIONAL NOTES

- Middle School Unified Arts courses are less than a semester in duration and students will only receive an end-of-the-course grade.
- Middle School students must take a first semester and second semester exam in math, science, language arts and social studies courses.
- High School students must take a first semester and second semester exam in ALL year-long courses (unless the student qualifies for exemption as a second semester senior) and an exam at the end of a semester-long course.

Quality Point Values: Each marking period and semester exam letter grade earns a student Quality Points as noted in the table below.

Grade Scale	Letter Grade	Marking Period Quality Points	Exam Quality Points *
98-100	A+	4.30	2.15
93-97	A	4.00	2.00
90-92	A-	3.70	1.85
88-89	B+	3.30	1.65
83-87	B	3.00	1.50
80-82	B-	2.70	1.35
78-79	C+	2.30	1.15
73-77	C	2.00	1.00
70-72	C-	1.70	0.85
68-69	D+	1.30	0.65
63-67	D	1.00	0.50
60-62	D-	0.70	0.35
<60	F	0	0

***Exam Quality Points are 1/2 value of a marking period**

Determination of Final Course Grade: A student's final course letter grade is determined by the total of ALL Quality Points earned, as noted in the table below.

Total Quality Points Earned		Final Course Letter Grade
Year-Long Courses	Semester Courses	
17.5 - 21.5	8.75 - 10.75	A
12.5 - 17.49	6.25 - 8.74	B
7.5 - 12.49	3.75 - 6.24	C
2.5 - 7.49	1.25 - 3.74	D
Less than 2.50	Less than 1.25	F

Exams

Students are expected to be in attendance during exams and testing weeks. If a student is absent during exam week, the student must have a doctor's excuse to verify the reason for the absence. If the absence is for an acceptable reason, the exam will be rescheduled.

The following guidelines and procedures apply to **exam exemptions**:

- A. Students, if exempt from an exam, will always be permitted to take that exam for grade improvement with no penalty for attempting to better the grade.
- B. There will be no exemptions for semester course final exams.
- C. There are no exemptions for 11th grade students.
- D. Seniors will be exempt from a second semester exam in a yearlong course if they have five (5) or fewer absences and an accumulative grade of "B" or better.
- E. Students who are suspended out of school during their senior year will forfeit any examination exemptions.

Interim Reports

Communication between the school and home is essential to monitor student progress. In an effort to provide parents with current information, students will be given an interim report to take home at the middle of each nine-week grading period. Reports should be signed and returned to the homeroom teacher.

Report Cards

Report cards will be issued four times during the school year, with the final grade card being mailed approximately 10 days after the conclusion of the school year.

Counselor

A school counselor is available to help students solve personal and/or academic problems. To see the counselor, students must make an appointment.

Honor Roll

To be on the Honor Roll, a student must receive all A's and B's on their grade card. One C is allowed if the student also has at least 1 A on their grade card. All classes count toward Honor Roll, including Band, Choir, Orchestra and electives.

Student Incentive Program

SWCA holds high expectations for all our students on a daily basis. Appropriate behavior and high academic standards are expected not just by SWCA staff but, by the SWCA student body. For students that go above and beyond the daily expectations SWCA and its programs have created incentives to support the great things our students are doing. These incentives include but are not limited to Honor Roll Breakfast, Perfect Attendance, Lab Incentives, Positive Behaviors Support, Jazz Street Café Privileges, and more.

Athletics/Clubs

Sports are offered only at our students' home schools: Central Crossing, Franklin Heights, Grove City and Westland high schools.

*SWCSD has a Pay-To-Participate fee of \$100 for Marching Band, \$150 per sport or cheerleading and \$10 per club. There is a \$500 family cap. Please contact the school office with questions.

Athletic Eligibility Requirements

In order to remain eligible to participate in athletics, students must meet the following requirements:

1. Students cannot be 19 before August 1st for the following school year.
2. Students have to have been enrolled in school the previous grading period to be eligible for the current grading period.
3. Students must not be suspended the day of the contest; they should be in attendance the full day of a contest.

Advanced Placement

Advanced placement courses are college-level courses offered to qualified high school students. SWCA offers advanced placement courses in English Language, English Literature and Statistics.

The high schools of the South-Western City School District utilize a weighted grading system in the most challenging college preparatory and Advanced Placement courses. The intent of weighted grades is to provide an incentive for those students who elect to take more difficult academic courses. At the same time, the system of weighting is applied in a manner that does not penalize students who pursue interests and aptitudes in specialized courses such as art, music, technology, business, and other curricular areas.

Grades in Advanced Placement courses have been assigned a value, which will be added to the grade point average after the regular four-point GPA scale has been computed. Since weighted grades are intended to recognize excellence in the academic areas, no grade of D will be weighted in any course, and C grades will be weighted only in Advanced Placement classes. To receive AP weight in Advanced Placement courses, students must take the AP exam. Students in an AP course are expected to take the AP exam. Students who do not take the AP exam will receive un-weighted credit for that course.

Accelerated Learning Center

In partnership with Columbus State Community College, students in the South-Western City School District will be provided with the opportunity to take college courses based on their future plans, while completing high school.

The Accelerated Learning Center students will take college courses, gain an in-depth understanding of what is needed to be successful in a college environment and get a head start on earning college credits. For more information, please visit <http://alc.swcsd.us>

Graduation Requirements

Students graduating from South-Western City School District must meet the requirements outlined by The Ohio Department of Education. Students will need to complete 21 credits in required courses and earn a minimum of (18) points toward graduation on seven end-of-course exams. The courses in which students take an end-of-course exam are: English I and II, Algebra I or Integrated Math I, Geometry or Integrated Math II, Physical Science or Biology, American History, Modern World History and American Government.

National College Admission Test: Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to students free of charge in the spring of their junior year starting with the graduating class of 2018.

Industry-Recognized Credential: Students can also qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on a related job skills assessment. The selection of those assessments is in progress at The Ohio Department of Education.

We strongly advise parents to work closely with school counselors in choosing courses consistent with the student's career goals. Parents are responsible for approving the schedule of courses selected by the students and must sign the appropriate forms. Course changes must have parent approval.

End-of-Course Exams

The State of Ohio requires all students who graduate from high school in Ohio (2018-Beyond) earn a minimum of (18) points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests. The courses in which students take an end-of-course exam will be: English I and II, Algebra I or Integrated Math I, Geometry or Integrated Math II, or Biology, American History or American Government.

Students can earn from 1-5 points for each exam, based on their performance.

5 – Advanced

4 – Accelerated

3 – Proficient

2 – Basic

1 – Limited

AP/College Dual Credit/Credit Flex: Students who take Biology, American History, or American Government as part of Advanced Placement, college dual credit or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation.

Retakes: Students that score below proficient on an exam may retake it; students that score proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum required points to graduate. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

National Honor Society

Outstanding academic achievement allows you to be considered for induction into the National Honor Society. **Selection for membership is a privilege granted to those who stand above their peers in scholarship, leadership, character and service to the school and community.** NHS is considered an active club and each member must be involved in a personal community service project as well as the club activities of a community service project, fundraising and monthly meetings. To be eligible for membership the candidate must be a member of the junior or senior class and have been in attendance at the school the equivalent of one semester. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

Schedule Changes

Students who need to have schedule changes must sign up in the Student Services Office with his/her school counselor. Schedule changes must be made during the first fifteen days of a semester and for reasons listed on the change form. After the 15-day period has elapsed, all schedule changes require the completion of the petition form and approval from the principal. Once the counselor has completed the necessary paperwork and the parent/guardian has signed the form, the counselor will process the schedule change. Students must follow their original schedule until all schedule changes are made in writing and the student receives his/her new schedule.

Eighteen-Year-Old Status

Students who are 18 years of age may request adult status by having their parent/guardian sign a release form. When the signed form is returned to the main office, the secretary will contact the parent or guardian to verify and discuss the release form. Once the 18-year-old secures adult status, he/she must accept full responsibility for his/her actions. Since 18-year-olds are not required by law to attend school, repeated or cumulative violations of school rules will result in withdrawal from school. While 18-year-olds may sign themselves out of school for legitimate reasons, they are subject to the same rules and regulations as all other students.

Newsletter

Our parent newsletter, ***Technically Speaking*** is published five times each school year and is available on our school's website at swca.swcsd.us. Important dates, upcoming events and useful parent information can be found in each one.

Prom (Junior/Senior)

The Prom is for juniors (at least 10 credits) and seniors (at least 15 credits) only.

- **Attendance** - If prom is on a school day (Friday) the student must be in attendance for a minimum of four periods on the day of the event. Any student under suspension or expulsion at the time of prom may not attend. Students must show a photo ID upon entering the prom.
- **Guests** - All guests must follow their South-Western City School's Code of Conduct. No guest will be admitted the night of the dance without a Dance Guest Form on file. All guests must arrive and depart with their host. Guests over 20 years old must have administrator approval. No middle school students will be permitted to attend.
- **Tickets** - All school fees must be paid prior to the purchase of a prom ticket. Fees must be paid by cash or money order. If a student loses his/her ticket prior to the event, they must purchase a new ticket. No refunds will be given.

Student Identification Card

All students will be issued a student identification card at the beginning of the school year. It should be carried at all times and is required to gain access to certain school events, facilities or to use certain school equipment. Identification cards can be requested by the staff at any time and must be produced upon request. Lost identification cards will be replaced for a cost of \$5.00.

Textbooks

Students will be issued textbooks and the book number and the student's name will identify all books. Upon issuance, students will sign out their books and sign in their books upon return. It is the responsibility of the student to return the books in good condition with allowances made for general book wear and depreciation. Students are responsible for the price of the book if the book is lost or stolen.

Student Information

During the first few days of school, parents need to update the Parent Portal. Having this information is of the utmost importance. Please remember to put the name and telephone number of at least two people who can be contacted in case you cannot be reached. The more telephone numbers, the better. Please notify the school in writing immediately if you change your address or telephone number(s) during the school year or if emergency person's contact information is changed.

Career Academy Program Offerings

The South-Western Career Academy offers Career-Technical Programs which lead to both college and career readiness.

- Auto Body Collision
- Automotive Technology
- Communication and Event Planning
- Cosmetology
- Culinary Arts
- Cyber Security
- Dental Assisting
- Electrical Trades
- Engineering and Robotics
- Health Information Management
- Health Technologies
- Interactive Media Design
- Welding and Manufacturing

Academic Courses

All core academic courses at Junior and Senior levels (English, math, science, and social studies) are offered at South-Western Career Academy. See your school counselor for recommended academic courses for your particular career course options.

Fees

All fees for your courses have been approved by the Board of Education. All course fees are due the first week of class. No supplies, workbooks, or tools will be issued until fees are paid or a payment plan is in place. In order to participate in graduation exercises and/or career passport ceremony, *all fees and fines for all years of school must be paid in full.*

Fee Refunds Prohibited

It shall be the policy of the South-Western City School District that where the child has enrolled and paid fees, then withdraws from the South-Western City School district to attend school in another school district, one-half (1/2) of the student's school fees will be refunded if the student leaves prior to the first full week of October. No student fees will be refunded after the first full week of October.

Career Technical Certificate Requirements

A Career Passport is a South-Western Career Academy issued, school validated, student developed portfolio containing formal documents that identify marketable skills, strengths, and knowledge a student has attained through his or her Career Technical program. It is designed to assist students in making the transition from school to college and their career. It also serves as a resource for presenting skills attained at SWCA. Students receive a career technical certificate of completion and a portfolio (Passport) of achieved competencies upon program completion.

SWCA believes that the value of a student being in school cannot be measured solely by attainment of passing grades. Learning goes well beyond that of completion of assignments and the recall of facts and information. Research shows there is a direct correlation between student attendance and academic success. In addition, employers of SWCA Advisory Committees specify the need for employees who are at work and on time every day. With this belief in mind, CT Certificate completion will include an attendance requirement starting with the 2014-2015 school year.

A Career-Technical certificate is issued to each student based on the following criteria:

CT Completion Certificate with Honors

- a. Attendance – Students may not have more than 9 absences each year of program involvement (all absences are counted toward total absences, both excused and unexcused)
- b. Grade Point Average – Students must have a SWCA GPA of 3.0 through the 30th week of the final year of the program in both academic and career technical classes.

CT Completion Certificate

- a. Attendance – Students may not have more than 18 absences (90% attendance) each year of program involvement (all absences are counted toward total absences, both excused and unexcused)
- b. Grades – Students must have passed all career technical classes.
- c. WebExam and/or Business/Industry Validated Testing Programs: SWCA Administration may use participation and exemplary results from state and business/industry validated testing programs to move students from a “CT completion Certificate” to a “CT Completion with Honors.”

Letter Confirming Participation

- a. Attendance – 89% or below, student missed more than 18 days of school. (all absences are counted toward total absences, both excused and unexcused)
 - b. Grades – Failure(s)
 - c. Other factors determined by the administration
 - d. WebExam and/or Business/Industry Validated Testing Programs: SWCA Administration may use participation and exemplary results from state and business/industry validated testing programs to move students from a “CT completion Certificate” to a “CT Completion Certificate with Honors.
- *SWCA Administration will make the final decision on the type of certificate awarded. The Administration will also determine if students in question will be able to participate in the Passport Ceremony. Students who fail their Career Tech program do not participate in the Passport Ceremony.

Student Recognition

Perfect Attendance Policy - Students with perfect attendance for a nine-week period (no absences, tardies, or out-of-buildings) will be recognized and receive attendance incentives.

Honor Roll – Students will be recognized for honor roll with a minimum GPA of 3.0, including all A’s and B’s and one C if student has at least one A on report card.

Career Passport Ceremony – Students completing the two-year technical programs will receive a career passport. A career passport ceremony recognizing technical education program completers will be held at the end of the school year, prior to graduation.

This formal ceremony will be in the evening, and students will be permitted to invite guests.

End-Of-Year Awards – At the end of each school year, each technical lab will have the opportunity to recognize one outstanding senior.

Outstanding Student (Home High School) – At the end of the senior year, one student from each of the home high schools will be recognized as the outstanding South-Western Career Academy student.

Principal's Award of Excellence – one senior student will be selected to receive the South-Western Career Academy Principal's Award of Excellence.

Dress Code "Door to Door"

The South-Western Career Academy is a uniform school. Because students at the South-Western Career Academy are preparing for professional and technical careers, students are expected to dress professionally at all times while attending the Career Academy and at Academy-sponsored events. The South-Western Career Academy therefore requires that students wear uniforms as designated by program area due to OSHA standards. Students are expected to be clean, well groomed, and present a positive, professional image.

All students are expected to wear their complete uniform in the prescribed manner all day, every day. A student shall not dress or appear in a manner deemed inappropriate because, (a) it either endangers or interferes with the student's health and/or welfare or that of other students or (b) causes disruption or directly interferes with the educational process. South-Western Career Academy students shall arrive at the Academy in complete uniform and remain in uniform until they leave the premises. ***There are no changing facilities at the South-Western Career Academy.*** Unauthorized clothing (examples of which include but are not limited to the following: sweatshirts, sweaters, coats, and jackets) may not be worn over the uniform.

The administration retains the right and responsibility to prohibit styles of dress and appearance which would be unsafe, offensive to others, or which may be a disruptive factor on school grounds or at any school-sanctioned event away from school.

No hats, caps or headbands, or non-prescribed footwear are ever allowed.

A. Daily Dress Guidelines

- . Students must wear their designated uniform clothing and shoes all day.
- .. Students may wear lab approved fleece jackets. A plain black fleece may also be worn during school hours. **NO HOODED SWEATSHIRTS OF ANY COLOR.**

1. **Hats, headbands, or other headgear are not permitted in any classroom, food break area, or hallway at any time.** If a certain technical lab requires headgear, the program instructor must receive permission from the administration. No hats or headgear will be allowed outside of designated labs at any time.

2. Outdoor wear such as coats, caps and book bags are not to be worn or carried to classes. These items must be placed in the student's locker upon arrival at school.

3. Any apparel, which promotes gangs or any gang-related activity is prohibited. This includes, but is not limited to; pant legs rolled up, bandannas, headbands, symbols, and chains. Collars with studs or sharp objects and chains attached to clothing are not to be worn.

B. Several days throughout the school year are designated as casual dress days. The following guidelines are to be followed:

1. No open-toe shoes, sandals, house slippers, or shoes with more than 2-inch heel.

2. No torn or defaced pants or skin-tight pants. No holes of any kind.

3. No shorts or skirts that are not in compliance with the SWCSD Student Code of Conduct dress code.

4. No sweatpants or sweat suits.

5. No overcoats.

6. No pajamas or slippers.

7. No revealing blouses that show bust lines, backs, stomachs, or backside.

8. No muscle shirts or tank tops that reveal chest or any clothing that fails to cover body parts sufficiently.

9. No shirts bearing language that can be deemed inappropriate for school.

No clothing that contains offensive or obscene symbols, signs, slogans, or words degrading any gender, cultural, religious, or ethnic values; or contains language or symbols oriented toward violence, vandalism sex, drugs, alcohol, or tobacco.

10. No backpacks,

1. No headgear including bandanas or head rags or hats/caps.

2. Certain labs may have additional guidelines and must be followed.

C. Athletic Dress Days Are Fridays

Students will have the opportunity to wear certain clothing items that support their extra-curricular activities. These days will occur **during the season** of your activity schedule and will **only be allowed on Fridays**. Lab uniforms will be expected during lab time.

D. Spirit Wear Days

Academy students may wear approved SWCA apparel only. No other apparel is allowed. SWCA apparel may include lab specific T-Shirts, Ambassador Shirts or Student Council shirts.

Student Driving and Parking Regulations

Any student desiring to park on SWCSD property must have a parking permit. All state and local traffic laws will be enforced by the school resource officer.

The fee for parking is \$50 in one lump sum for the school year. Note: A parking hanger from the high school will also be honored at any school in the district.

Students who purchase a parking permit will be assigned a numbered parking permit hanger. Parking permits are the property of the student who purchases it and may not be given to another student. Failure to abide by the parking permit regulations could result in loss of parking privileges, parking fees, and possible disciplinary consequences. The Drive to School application can be picked up in the main office of the high school.

Daily rates for parking will be \$1.00 per day with the understanding that the student MAY or MAY NOT find a parking space available. **ALL TEMPORARY PARKERS MUST REGISTER IN THE MAIN OFFICE BEFORE SCHOOL.** The registration list will be checked daily by school personnel at 8:30 a.m.

FINES FOR ILLEGAL PARKING (in fire lane, visitor area, staff area, etc.) will be as follows:

- First Offense: warning
- Second Offense: \$5.00 ticket to be paid prior to parking on school property again.
- Third Offense: \$5.00 ticket to be paid prior to parking on school property again.
- Fourth Offense: Suspension from parking on school property and possible towing.

If a student is founding parking on the high school lot without a valid parking permit after September 30, 2017, one will be assigned and \$50 added to the student's fee obligations. Student parkers are permitted to park in the areas designated STUDENT PARKING.

1. All student drivers must follow the directional arrows on the school parking lot and follow directions as indicated by the school resource officer.
2. All vehicles must display a parking permit hanger on the rear-view mirror.
3. All vehicles are to remain locked while parked on school property.
4. Any violation of state and/or school driving and/or parking regulations will result in parking offenses as shown above.
5. Students will not go over 10 miles per hour, skid, squeal their tires, weave in and out of parked cars, litter the parking lot or fail to display a valid parking permit.
6. The parking permit hanger may be used to park any vehicle on the school parking lot during school hours.
7. Any student who violates the Code of Conduct by learning school without authorization or taking another student off school grounds during school day will automatically lose their parking privileges.
8. Keep in mind that items in students' cars are considered the student's property. If an item or object is in the care that violates the Code of Conduct the student will be subject to disciplinary action.
9. Students will not be permitted to loiter in their vehicles. Upon arrival at school you are to enter the building immediately.
10. Excessive tardiness to school (more than 5 times in a grading period) could result in immediate loss of parking privileges **WITHOUT** a refund of parking fees. Further disciplinary action may also be taken.

Classroom/Lab

Consistent attendance and promptness are required. Distractions and disruptions of class will not be tolerated. Instructors are expected to maintain order through the use of appropriate discipline if necessary. Continued distractions or disruptions will result in students' referral to the administration for appropriate discipline. Students are responsible for their own behavior and must be prepared to accept the consequences for their actions.

Lockers

All student lockers are located on the second floor. Students may access their lockers **after** the 7:45 a.m. bell rings, prior to the start of first period at 7:55 a.m. Lockers remain the property of the school and are subject to search. For your protection, use only the locker to which you have been assigned. **Do not allow friends to share your locker.** Keep your locker secured at all times and do not divulge your combination or prop the lock open. The school is not responsible for the loss of items due to theft and has no insurance to cover such losses. Safeguard your books and belongings; students are responsible for all items under all circumstances.

Railings

In order to maintain efficient traffic flow and to provide adequate time for students to get to class, students are not to stop at or near the railings. For safety reasons, students are not to lean against railings, sit on railings, or lean over railings. Additionally, students are not to talk or yell over the railing and they are not to throw objects of any type over the railing or up to the railing. **Throwing or dropping any item over the railing is a safety violation that will result in an out-of-school suspension.**

Cafeteria

All students are to remain in the cafeteria prior to the 7:45 a.m. locker bell. Students are not permitted to take food or drink from the cafeteria. Students should not cut through the cafeteria at any time; all traffic should flow through the hallways.

Elevator

Elevator access requires the use of a key. Students in need of the elevator must request access through the student office. A doctor's note is required for continued use of the elevator.

Building Access

The South-Western Career Academy doors open at 7:30 a.m. Students arriving before 7:45 a.m. must wait in the commons. At 7:45 a.m., students will be dismissed to their lockers. The warning bell will ring at 7:50 a.m. and the tardy bell will ring at 7:55 a.m. with classes beginning at that time. After 7:55 a.m., all exterior doors except the doors at the main entrance will be secured. All students and visitors must enter and exit the building through the main entrance at this time. Visitors should enter the building through the main entrance and proceed to the administrative office to sign in and obtain a visitor's pass for the area of the school they wish to visit.

Lunch

(Board Policy states: Students are not permitted to leave the school grounds during lunch). Common courtesy is to be observed during food breaks. Limitations of time and space make it imperative for all students to abide by the following rules:

1. The cafeteria may not accept bills larger than \$20.

2. Throwing food, paper, or other items in the cafeteria is forbidden and is considered a serious offense.
3. Shouting, cheering, singing, and loud noises should not occur in the cafeteria or hallways, and is considered a serious offense.
4. Students are to remove all materials they have placed on tables before leaving the cafeteria and dispose of them in the proper place.
5. Students may not take food or drink from the cafeteria.
6. Students must remain in the cafeteria during lunch.
7. There is to be no loitering in the halls at any time during the day, including lunch.
8. Students are not to have outside lunches delivered. Parents may deliver lunch to their student only.
9. Students must use first floor rest rooms during lunch.

Vending Machines

The machines are located near the Cafeteria line entrances. These machines are intended for student use during lunches. Vending machines are off limits to students during non-lunch hours. Failure to follow these rules will result in discipline.

Hall/Restroom Passes

Students are not to be in the halls without a pass from the office or their instructor.

Phone Calls

Students should not leave class to use the phone. Personal phone calls are only permitted before school, at lunch, and after school.

Clubs, Organizations, and Athletic Teams

A student shall abide by the rules and regulations as established by constitutions or faculty members and approved by the principal.

Release to Home School

South-Western Career Academy students may be permitted to participate in and attend designated home school activities. Students are to go directly to their home school, participate in the activity, and return immediately to the Career Academy unless an alternative schedule has been pre-arranged between the Career Academy and the home school. Home school activities are a part of the school day and all students choosing to participate are expected to attend and follow all of the policies and procedures for participation. Violation may result in loss of this privilege and other serious consequences.

Detentions

Detentions will be served at the South-Western Career Academy at the discretion of the administration. Failure to serve assigned detentions may result in more severe disciplinary action.

In-School Retention

At the discretion of the administrator, certain offenses will be issued an in-school retention option as part of the disciplinary process. Failure to attend may result in an out-of-school suspension.



South-Western City School District 2017-2018 Code of Conduct/Attendance Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

1. any drug that bears or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;

2. any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it;
3. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
4. any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
5. Any violation of this rule may result in discipline as severe as any other drug offense.

G. Tobacco — A student shall not use or possess tobacco or tobacco products on school property. "Use of tobacco" includes chewing or maintaining any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all using or possessing tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substances.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

P. Violation of the Network Acceptable Use Policy — Violation of the Network Acceptable Use Policy — Students shall abide by the Board's Network Acceptable Use Policy and any school or classroom rules for Network access, which include but are not limited to the following: students shall not share passwords, obtain copies of or modify files, other data, or passwords belonging to others without express authorization; misrepresent themselves on the network; abuse District hardware or software, create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials, use the Network for any commercial activities, transmit, download or copy any materials in violation of any Board policies or any Federal, State or local laws, materials that include the design or detailed information for the purposes of creating an explosive

device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials, or vandalize the District's Network or use the District's Network to vandalize (i.e. hack, alter, harm, or destroy) other computers, networks or Web sites.

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

R. Hazing — A student shall not coerce another, including the victim, to do or initiate any act to any student or organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

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

Student Attendance

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

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

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

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

School Absences

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

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

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

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

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

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

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

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

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

1. The student was enrolled in another school district;
2. The student was excused from attendance in accordance with R.C. 3321.04; or
3. The student has received an age and schooling certificate.

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

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

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

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

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

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

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

Elementary and Intermediate School

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

Middle/High School

- A. A student's absences from school are excused by parent notification by phone for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation, other than parent notes provided for purpose of excused absences from school, is reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 5200.04). If the school does not receive appropriate notification, the absence will be considered unexcused.
- B. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.
- C. When a student exceeds twenty (20) days of absence (excused and/or unexcused), the following actions may take place:

1. summer school
2. retention

D. Absences will be coded by the length of time students are not in school:

1. Tardy – up to one hour in the a.m.
2. Half day
3. Full day
4. Early dismissal – missing the last one hour of the day

E. A student may not receive credit for unexcused absences.

Tardies

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

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

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

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

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

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

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

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

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

Truancy/Class Cut – Middle and High School

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

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

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

Planned Absence – All Schools

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

Make Up of Class Work

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

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

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

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

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

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

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

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

Out-of-School Suspension and Credit

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

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

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

High School Expulsion and Credit

A. A student who is expelled will not receive credit for the courses in which s/he was enrolled in at the time of expulsion.

B. However, if the expulsion occurs during the second semester, there is the possibility of granting one-half of the year-long credit for any successful first semester work in a year-long course.

Absence Notification

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

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

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

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

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

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

Attendance will be taken: Homeroom for grades 5 and 6

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

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

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

Attendance will be taken: Homeroom for grades 7 and 8

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

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

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

Attendance will be taken: Homeroom for grades 9 through 12

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

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

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

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



South-Western City School District FERPA & PPRA Information

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

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

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

Directory Information

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

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

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

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

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

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

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas:
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

The South-Western City School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The South-Western City School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The South-Western City School District will notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The South-Western City School District will notify parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys in writing to the building principal. Parents will also be provided an opportunity to review any pertinent surveys.

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

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.



South-Western City School District Harassment, Intimidation, and Bullying Policy (5517.01)

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

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

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

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

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

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

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

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

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

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

Suggested strategies for protecting a victim from additional harassment, intimidation, bullying, or retaliation for making such a report are outlined in the administrative guidelines for this policy.

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

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

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

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

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

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

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

R.C. 3313.666 District Policy Prohibiting Harassment Required

R.C. 3313.667 District Bullying Prevention Initiatives

R.C. 3319.321 Confidentiality of Student Information

88 Stat. 571

20 U.S.C. 1232q "Family Educational Rights and Privacy Act of 1974" (FERPA)

NOTICE TO PARENTS WITH LIMITED ENGLISH

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

NOTIFICACIÓN PARA PADRES CON INGLÉS LIMITADO

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



South-Western City School District 2017-2018 Interim & Grade Card Dates

GRADE CARD INFORMATION - ELEMENTARY/INTERMEDIATE

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

GRADE CARD INFORMATION - MIDDLE/HIGH

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

SOUTH-WESTERN CITY SCHOOL DISTRICT NONDISCRIMINATION NOTICE STATEMENT

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

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

South-Western City School District 2017-2018 Calendar

August 2017				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August	
23	First Day of School for Students in grades 4-12
	Grade K-3 (Last names A-G ONLY)
24	Grade K-3 (Last names H-O ONLY)
25	Grade K-3 (Last names P-Z ONLY)

September 2017				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September	
4	No School (Labor Day)

October 2017				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October	
20	No School (Professional Day)
27	End Nine Weeks
30	Begin Nine Weeks

November 2017				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November	
22	No School (Parent/Teacher Conferences)
23-24	No School (Thanksgiving Break)

December 2017				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December	
12/21-1/2	No School (Winter Break)

Other Information	
2/19/18	2017-2018 Designated Make-up Calamity Day Options
6/1/18	
6/4/18-6/7/18	
Color Key	
No School (Holiday)	
First/Last Day of School	
Graduation Day	

South-Western City School District 2017-2018 Calendar

January 2018				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2018				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March 2018				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2018				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2018				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2018					
M	Tu	W	Th	F	S
				1	2
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

January	
12/21-1/2	No School (Winter Break)
15	No School (Martin Luther King Day)
16	No School (Professional Day)
17	Begin Second Semester Begins Nine Weeks

February	
19	No School (Presidents' Day)

March	
16	End Nine Weeks
19	No School (Professional Day)
20	Begin Nine Weeks
3/26-4/2	No School (Spring Break)

April	
3/26-4/2	No School (Spring Break)

May	
28	No School (Memorial Day)
31	Last Day of School for Students End Nine Weeks End of Semester

June	
2	FHHS - 9:00 a.m. CCHS - 12:00 noon WHS - 3:30 p.m. GCHS - 6:30 p.m.

Other Information	
2/19/18	2017-2018 Designated Make-up Calamity Day Options
6/1/18	
6/4/18	
6/7/18	
Color Key	
No School (Holiday)	
First/Last Day of School	
Graduation Day	