



## South-Western Career Academy

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Grove City, Ohio 43123  
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Web site: [www.swcsd.us](http://www.swcsd.us)

August 6, 2018

Dear Parents and Guardians,

Welcome to the 2018-2019 school year at the South-Western Career Academy! We are extremely excited to begin the school year and start this amazing journey. Our goal is to make sure your student is equipped and prepared for life after high school and doing so in an environment that is welcoming, supportive, and focused on students being successful, establishing work ethic, building character and accountability.

These goals are the main purpose of why we do what we do. To facilitate these goals there are two basic tenets that are stressed throughout the school year.

The first being attendance; we want your student here, mind and body, every day. We have found that success in your student's program is dependent on it. It is very difficult to "make-up" learning that has occurred in the 2.5 to 3 hours of lab missed each day absent. In addition, attendance is a requirement of Career Technical Certificates.

The second being uniforms; SWCA is a uniform school all day, every day, unless otherwise announced. This policy is reflective of what students will see in the work environment, and student safety and ability to participate are dependent on it. Hopefully, your student's uniform has been ordered. If you have not, please contact the appropriate uniform company. Uniform information is attached.

The first day of school is Wednesday, August 22, 2018. School is in session daily from 7:55 a.m. to 3:02 p.m. Students should arrive prior to first period class beginning at **7:55 a.m.** Please note the time and plan accordingly.

*As part of our student safety program, it is critical that we have the ability to reach you. Injuries, illness, attendance issues, and your child's academic needs require that we have up-to-date address and phone listings. Please notify the school office immediately if your student information changes throughout the school year. Also, please complete your child's emergency medical information on your Infinite Campus Portal.*

*Please review the following South-Western City Schools attendance policy:*

- 1. A student's first nine (9) absences will be considered excused **as long as the parent phones the school the morning of the absence or the parent sends a note to school with the student within two school days of the student's absence.***
- 2. After a student misses nine excused days of school with a parent call-in or note, a student's absences will be considered unexcused unless there is documentation (e.g. doctor's excuse or other legal verification) for the absence.*
- 3. According to Ohio law (Senate Bill 181), a student who is absent without legitimate excuse may be considered habitually truant or chronically truant depending on the number of unexcused absences that accrue.*
- 4. At SWCA, Notification of all "Out of Building" passes must be in the attendance office prior to 9 am, day of the appointment. A parent/guardian MUST sign the student out **in person** if SWCA has not been notified of an appointment prior to 9 am.*

**Our 24-hour attendance hot line number is 614-801-8864. This phone message line should facilitate your reporting an absence. It is available any time of the day or night.**

On the first day of school, your student will receive a student handbook outlining the South-Western City Schools Code of Conduct guidelines. Students are expected to adhere to these policies. Your student is expected to bring the handbook to school each day since it will be used in class. Please review your student's handbook as it will give you complete details on overall school expectations. Please pay close attention to the following areas:

- Grading system and guidelines
- Uniform Policy
- Attendance Policy
- Career Technical Certificate Requirements
- Student Code of Conduct

All of our teachers will be distributing a course syllabus. The syllabus will provide you with information regarding the topics, competencies to be learned, classroom procedures, testing and grading policies. Please ask your student to share this information with you.

We strive to communicate with our families in a number of ways. This year we will communicate with you by emailing information as it comes up; we will also post information on the SWCA website. We also use twitter to update you on the wonderful accomplishments of students; you can follow us at @SWCA\_Careers

We look forward to being a part of your student's life. Our goal is to help students make their vision and plan a reality as they turn their talents into skills.

Sincerely,

James P. Marion  
Principal

## **Schedule Pick-up/Open House**

**SWCA will have Schedule Pick-Up on Monday, August 20, 2018 from 5:00-7:30 PM. You will be able to pay fees (current and outstanding), purchase parking passes, have picture taken for ID, get your cafeteria PIN, and obtain bus information.**

**Open House is on Monday, August 20, 2018 from 5:00-7:30 p.m.**

Cash, check, or money orders will be accepted. Student fees must be paid by October 31, 2018.

## **Upcoming Events**

SWCA Schedule Pick-up – Monday, August 20, 2018 (5:00-7:30 p.m.)

Open House - Monday, August 20, 2018 (5:00-7:30 p.m.)

First day of school - Wednesday, August 22, 2018

No School - Monday, September 3, 2018

Parent Teacher Conferences - October 18, 2018

No School – Professional Day – Friday, October 19, 2018



## Uniform Information

### SY 18-19

#### Program

**Auto Body**  
**Auto Tech**  
**Cosmetology**  
**Cyber Security**  
**Dental Assisting**  
**Engineering & Robotics**  
**Health Information Management**  
**Hospitality & Event Planning**  
**Mobile Apps**  
**Multi Skilled Health**  
**Pre Nursing**

#### Uniform Vendor

**EmbroidMe**  
950 Taylor Station Rd, Suite U  
Scott Foresta, Contact  
Gahanna, OH 43230  
614-626-8747

**Electrical Trades**  
**Interactive Media Design**  
**Welding Manufacturing**

**Cintas**  
Chris Hall/Robert Lucas, Contact  
1300 Boltonfield Street  
Columbus, OH 43228  
614-878-7313  
(must call for appointment)

**Culinary Arts**

**Chef Uniforms “Corporate Image Apparel”**  
Jamie Gelfond, Contact  
101 NE 3<sup>rd</sup> Ave. Suite 2000  
Fort Lauderdale, FL 33301  
954-626-2100 ext 2541

- (1) Questions regarding required uniform items should be directed to the applicable program teacher.
- (2) Questions about  **fittings, sizes, payment and delivery**  should be directed to the applicable **uniform company**.
- (3) All uniform orders should be placed by **Friday, July 6, 2018**. Students are required to be in uniform on the first day of school.