

WILLIAM HENRY HARRISON HIGH SCHOOL

Mission: "Academic / Social growth for ALL students, EVERYDAY!"

Motto: "Excellence through Relationships!"

Core Values: Trust, Respect, Ownership, and Leadership

Keeping the Main thing, the Main thing: Relationships, Relevance and Rigor in the classroom!

ALMA MATER

Alma Mater Green and White, hail to thee.

Hold your guiding torch aloft, light our way.

Those who went before us,

Beckon to our loyal hearts.

Come in faith and courage, may honor guide your way.

To our alma mater, Harrison, our honor now we give.

You've given us your high ideals we'll cherish all our years.

True knowledge noble work to do when from our halls we go,

True wisdom noble lives to live, to your glory, Harrison.

MASCOT

Wildcats

SCHOOL COLORS

Green and White

FIGHT SONG

Cheer, cheer for Harrison High,

Shout out the echoes up to the sky.

Send our volley cheers on high,

Shake down the thunder from the sky.

Though our foes be great or be small,

The Green and the White will win over all.

And our loyal team will bring

Honor to Harrison High.

2023 - 24 WM. HENRY HARRISON HIGH SCHOOL FACULTY AND STAFF

ADMINISTRATION

Principal	Joseph Pollitt
Assistant Principal	Kris Niehaus
Athletic Director/Asst. Principal	Mark Meibers
Assistant Principal	Lindsey Long
Transition Services	Nick Roth

GUIDANCE

Jenny Barker (A-G)
Steve Barnes (H-O)
Connie Acra (P-Z)

FACULTY

Jennifer Abel – Bio-Med Tech
Anna Adams– Vocal Music
Jason Amberger – Intervention Specialist
Victoria Bachand – American Sign Language
Chris Baird – Social Studies
Amy Berwanger – Math
Kelli Bill – Intervention Specialist
Mike Brossart – Physical Education
Jessy Burns – Speech Therapist

Ryan Carroll – English
Rob Clark – Computer/Tech
Steve Coffman - Math
Alicia Cummings - Art
Kevin Curtis – Social Studies
Philip Deak – Social Studies
Tiffany Delano – Intervention Specialist
Chad Dennis – Math
Dustin Dershem - Business
Courtney Donath - Math
Dirk Dugan – Director of Wildcat Academy
Brian Egan – Band
Angela Elsasser – Engineering / Robotics
Tricia Evanson - English
Maria Forsthoefel - Math
Jennifer Gambetta – Art
Kim Hackworth – School Psychologist
Nicole Hall – Mental Wellness Specialist
Molly Hasenohr – Spanish
Jane Hinterlong – English
Emily Holbert – Intervention Specialist
Ashley Hotopp – Intervention Specialist
Jamie Johnson – Work Study/PAES
Stacey Jones – English
Eric Karn – Social Studies
Tara Keller – Art
Dee Krise - Science
Steve Kucera – Intervention Specialist
Josh Locke – Math
Rachel Mallicote - Science
Patricia Martini – Spanish
Connor McCurley – Intervention Specialist
Jennifer McLean – Spanish
Scott Menze – Science
Eric Meyer - Social Studies
Helena Minasian – Science
Mike Morris – TV Pro / District Director of Facilities & Communication
Jon Motsinger – English
Jeff Nienaber – English
Beth Pantazi – 504 Coordinator
Jessica Peace – Science
Amy Poettker – Math
Derek Rehage – Physical Education
Sheila Reynolds – English
Abigail Russell – Intervention Specialist
Todd Sams – Social Studies
Andrew Schlager – Intervention Specialist
Sgt Maj Dan Sheward - JROTC
Dan Shields – Science
Melanie Siemer - Math
Christy Shuja-Pember – English
Shawn Sowders – Social Studies
Katie Swartz - Art
Conor Thomas – Social Studies
Judy Walsh – Family/Consumer Sc.
Trevor Ward – Business
Eric Weber – English
Devon Wilhelm – Intervention Specialist
Andy Zureick – Science

SECRETARIES

Kimberly Frey – Administrative/Fees
Cathy Klayer – Guidance Office
Donna Mistler – Main Office
Amy Nixon – Main Office

ADDITIONAL STAFF

Andy Banks – RTI
Tom Canada – School Resource Officer
Gina Crutcher – Paraprofessional
Christina DiGiovanni – Physical Therapist
Tessa Freel – School Nurse
Jennifer Holwadel – Paraprofessional
Melia Knauer - Paraprofessional
Sherry Kugler – Paraprofessional
Amy Maliborski – Physical Therapist
Tara May – Best Point Therapist
Kelli Metzger – Credit Recovery
Amanda Monnin – Best Point Therapist
Barry Niemeyer – Assistant Athletic Director
Amanda Noyes – Study Hall
Debbie Schallick – Paraprofessional
Heather Smith – Paraprofessional
Ashley Vogelpohl – Occupational Therapist
Abby Walters – Athletic Trainer
Tom Weber - Paraprofessional

WILDCAT REGULAR BELL SCHEDULE

0 Bell	7:00 – 7:50	(50 mins.)	
1st Bell	8:05 – 8:54	(49 mins.)	
2nd Bell	8:58 - 9:47	(49 mins.)	
3rd Bell	9:51 -10:40	(49 mins.)	
4th Bell	10:44 -11:33	(49 mins.)	
5th Bell	11:37 – 1:11		
	A Lunch	11:37 -12:07	(30 mins.)
	B Lunch	12:09 -12:39	(30 mins.)
	C Lunch	12:41 -1:11	(30 mins.)
6th Bell	1:15 – 2:03	(48 mins.)	
7th Bell	2:07 – 2:55	(48 mins.)	

THURSDAY (BI-WEEKLY) – ADVISORY DAY BELL SCHEDULE

0 Bell	7:00 – 7:50	(50 mins.)	
1st Bell	8:05 - 8:47	(42 mins.)	
2nd Bell	8:51 - 9:33	(42 mins.)	
Advisory Period	9:37 - 10:13	(35 mins.)	
3rd Bell	10:17 – 10:59	(42 mins.)	
4th Bell	11:03 – 11:45	(42 mins.)	
5th Bell	11:49 – 1:23		
	A Lunch	11:49 - 12:19	(30 mins.)
	B Lunch	12:21 -12:51	(30 mins.)
	C Lunch	12:53 – 1:23	(30 mins.)
6th Bell	1:27 – 2:09	(42 mins.)	
7th Bell	2:13 – 2:55	(42 mins.)	

TWO HOUR DELAY BELL SCHEDULE

0 Bell	Cancelled		
1st Bell	10:05 – 10:34	(29 mins.)	
2nd Bell	10:38 – 11:07	(29 mins.)	
3rd Bell	11:11 - 11:40	(29 mins.)	
5th Bell	11:44 – 1:18		
	A lunch	11:44 -12:14	(30 mins.)
	B lunch	12:16 -12:46	(30 mins.)
	C lunch	12:48 - 1:18	(30 mins.)
4th Bell	1:22 – 1:51	(29 mins.)	
6th Bell	1:54 - 2:24	(28 mins.)	
7th Bell	2:28 – 2:55	(27 mins.)	

VISITORS

All building guests and visitors are to sign in/register with the front office with a state-issued ID. In order to enter the building facial coverings may be required per the State of Ohio, Board of Health, and/or the SLSD Board of Education.

Student shadow days for students from outside the district are arranged through the Guidance Department and are subject to three-day advanced administrative approval and teacher notification by building administration.

ATTENDANCE POLICY AND REGULATIONS

STUDENT SUPERVISION

1. Students are not permitted on campus prior to 7:00am without permission and supervision by a staff member. When you arrive at school in the morning, you **MUST** remain in the Commons until 7:45am. Please do not leave the Commons area unless you have a pass to be with a teacher. The halls are not supervised until teachers come on duty at 7:40am.
2. During lunch, all students must eat and remain in the Commons or Gymnasium unless you have a pass from a teacher. During your lunch period, you are permitted to use the restrooms near the office area **ONLY**. Students are not permitted to use the restrooms upstairs or use the restrooms near the elevator. You must remain in the Commons or Gymnasium until the end of the lunch period.
3. After school, all students must be in a supervised area of the building. You must be supervised by a teacher or a coach. Any student who is being picked up after 3:15pm should wait in the Commons and have your parents pick you up behind the high school. You may not be upstairs or walking around the building after 3:05pm. At 3:15pm, the Activity Center will be locked and all students should be in the Commons.
4. While students are waiting for their rides to be picked up from school, students shall be respectful of school property. **There shall be no loitering in front of the Activity Center at the dismissal of the school day after 3:15pm.** If rides have not arrived by 3:15pm, all students must report to the Commons to wait for their ride.
5. Students who are in unauthorized sections of the building before school, during lunch, or after school will be subject to school discipline.

STUDENT ABSENCES AND EXCUSES

All students are expected to attend regularly and to be on time to school and all classes in order to receive maximum benefit from the provided instruction and to develop habits of punctuality, self-discipline and responsibility. Although the District works towards perfect attendance each day, it does not want students at school if they are ill. **Students who are deemed habitual truant will be placed on an absence intervention plan, which may result in truancy charges.**

Parents are to call the attendance line any time their child is going to be absent or tardy or email

amy.nixon@southwestschools.org. The office staff will call the homes or offices of any student's parent who fails to contact the school. Students who are absent from school during the day are not permitted to take part in after-school (or the following day on non-school days) programs/activities unless special permission has been approved by an administrator.

STUDENT ABSENCES AND EXCUSES.....CONTINUED.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

- 1.personal illness of the student;
- 2.illness in the student's family necessitating the presence of the child;
- 3.quarantine for contagious disease or
- 4.emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be nonmedically excused include, but are not limited to:

- 1.needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
- 2.death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
- 3.observance of religious holidays consistent with a student's truly held religious belief;
- 4.traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);

5.college visitation;

6.absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

7.absences due to a student being homeless; or

8.temporary internet outage for individual students or households;

9.technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;

10.as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Revised 6/15/23

TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

MAKE-UP TESTS

Students who are absent only the day before a previously announced test will be expected to take the test upon their return (the day for which it was scheduled). Students who are absent only on a test day will be expected to take the test or an alternate test on the day they return. Students who are absent for a consecutive number of days, including a test day, will be expected to make up tests within the number of school days equal to their absence.

Makeup tests will be scheduled by teachers according to the time they have available to effectively supervise the students, help them with questions if necessary, and protect the security/integrity of the test.

If a student is present the day an assignment is given or a test/quiz is scheduled, the completed assignment is due and/or the text/quiz is to be taken the day the student returns. This can be at the teacher's discretion depending on the number of days missed.

ATTENDANCE REQUIREMENTS FOR SCHOOL SPONSORED EVENTS

Any student who wishes to participate in or attend any school sponsored event after school hours must be present no less than five (5) class periods. This includes rehearsals, practices, plays, concerts, athletic events, and all dances including Homecoming, Coronation and the Prom. This also pertains to an absence on a Friday and a school event held during the weekend.

Any student who has a detention with a teacher or an office detention scheduled for a particular day is not permitted to ignore the detention in order to participate in a school sponsored event on that day. This includes rehearsals, plays, practice, concerts, or athletic events. The student must first serve the detention or Tuesday School before participating in the event.

Any student with six (6) or more unexcused absences from 8/15/23 – 11/21/23 will NOT be eligible to attend Coronation. Likewise, any student with six (6) or more unexcused absences from 1/3/24 – 4/5/24 will NOT be eligible to attend Prom.

COLLEGE OR MILITARY VISITATION DAYS

Students will be allowed to take approved college or military enlistment days during their junior or senior year. The days must be approved in advance by completing the College Day/ Military Day form and pending guidance counselor and administrative approval.

LEAVING SCHOOL EARLY

A student who must be excused for a doctor's appointment or for any other legitimate reason should obtain an Excuse to Leave the Building Slip from the attendance office by bringing a note or appointment card with the doctor's phone number from his/her parents prior to the doctor's appointment. It is a very serious offense for students to leave the school premises without permission of the attendance office before 2:50 p.m. and such offense is subject to disciplinary action. The attendance office will call the parents of students who wish to go home because of illness. Students are not to call or sign out without official school permission.

Students signing out to go to a doctor or dentist must have verification from the doctor or dentist upon returning to school. If proof the appointment is not received, the

absence will be unexcused and the student will receive proper disciplinary action.

When the time has arrived for a student to leave school, the student must report to the office to give the attendance secretary his/her Excuse to Leave the Building Slip. The student must then sign the Sign Out Sheet located in the attendance office. Only the legitimate reasons listed in the previous "Excused Absences" section will be accepted as reasons for early dismissal.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)


Over the last several school years, hundreds of students were surveyed about their opinions regarding our secondary school's behavioral climate. It was clear from their responses that nearly all students want our school to be a safer, cleaner, more positive place to learn. In order to make these improvements, our staff worked countless hours to develop a School-Wide System of Positive Behavioral Interventions & Supports. The goal of this system is to set up a school environment where it is easier to live up to these positive expectations. The next few pages describe these expectations, as well as ways that students will be encouraged to reach them.

****All students shall demonstrate a personal commitment to Trust, Respect, Ownership, and Leadership.**

T - Trust *R* - Respect *O* - Ownership *L* - Leadership

Students will be encouraged to follow these school-wide expectations through three avenues:

- 1) Direct instruction by all staff members
- 2) Signs posted throughout the building as reminders
- 3) Incentive plan that recognizes those students for demonstrating the expected positive behaviors. The incentive plan will include verbal and written recognition by teachers and other staff members as well as drawings for special rewards and privileges available in a student-developed menu of prizes.

ACADEMIC AND SOCIAL GROWTH FOR ALL STUDENTS EVERY DAY	C CLASSROOM	A AT LUNCH	T TIME IN THE HALL	S SCHOOL PRIDE
TRUST	<ul style="list-style-type: none"> • We are ready for class every day. • We are bringing our own supplies. • We are following classroom expectations. 	<ul style="list-style-type: none"> • We are seated in the cafeteria. • We are following school rules. • We are monitoring our volume level. 	<ul style="list-style-type: none"> • We are moving in the right direction. • We are carrying passes when we leave class with permission. • We are keeping our hands to ourselves. 	<ul style="list-style-type: none"> • We are trusted to represent our school and community.
RESPECT	<ul style="list-style-type: none"> • We are actively listening to teachers and peers. • We are inclusive of all students. • We are always striving for kindness. 	<ul style="list-style-type: none"> • We are using good manners. • We are showing respect to the cafeteria staff. • We are including others. 	<ul style="list-style-type: none"> • We respect other's boundaries. • We are using appropriate language. • We are kind to everyone we pass. 	<ul style="list-style-type: none"> • We are respectful of everyone we encounter.
OWNERSHIP	<ul style="list-style-type: none"> • We are engaged in our own learning. • We are communicating with our teachers. • We are setting our own learning goals. 	<ul style="list-style-type: none"> • We are leaving our table better than we found it. • We are throwing away our own garbage. • We are only eating in approved locations. 	<ul style="list-style-type: none"> • We are on time to our classes. • We are keeping our hallways clean. • We are only using the restroom for its intended purposes. 	<ul style="list-style-type: none"> • We are taking responsibility of our own learning.
LEADERSHIP	<ul style="list-style-type: none"> • We are active participants in our education. • We are leading by example. • We are role models for all. 	<ul style="list-style-type: none"> • We are helping others keep the cafeteria clean. • We are modeling inviting behavior. • We are waiting for the bell. 	<ul style="list-style-type: none"> • We are saying something when we see something out of the ordinary. • We are modeling positive behaviors. • We are polite and courteous. 	<ul style="list-style-type: none"> • We are Wildcats and we are proud! <div style="text-align: right;">  </div>

STUDENT CONDUCT CODE

This code of regulations is adopted by the Board of Education of the Southwest Local School District pursuant to 3313.66, Ohio Revised Code and Section 5116.1-6.1 of the Southwest Local School District Board Policy Manual.

SLSD recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The Code of Conduct supports this endeavor for both in-person or remote environments. The Code of Conduct is adopted by the Board pursuant to state law.

Any student engaging in the following types of conduct either specifically or generally, in-person or through a remote environment (virtually) like the type of conduct listed below is subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Code of Regulations governs a student's conduct at all times, on or off school property and in the virtual environment, unless specifically limited to school property as stated in a regulation, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the District.

The SLSD Progressive Discipline Code is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation.** Although it may be necessary, school removal is used as a last resort.

The law requires that students are provided with a written notice of intent to suspend prior to being suspended. State law also requires that students and parents are

provided with a written notice of intent to expel.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and the parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or the parents may appeal any decision of the District administration to suspend a student from school to the Assistant Superintendent. A student or parent must request a **suspension appeal** in writing within **10 days** after the discipline measure takes effect. A student or the parents may appeal an expulsion from school to the Board/designee. A student or parent must request an **expulsion appeal** in writing within 14 days after the discipline measure takes effect. Appeal requests must be made in writing to the district Treasurer. The appeal process includes an additional informal meeting with a hearing officer. The student and parents may be represented in all appeal hearings but notice to the SLSD District Office is requested if bringing legal representation to reduce the chances of a possible rescheduling of the hearing. Pursuant to State law, a student or parents may further appeal an expulsion or suspension to the Hamilton County Court of Common Pleas.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board, the Superintendent, or their designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

Southwest Local School District
Code Of Conduct 23/24

Expectation: Students are expected to be an active part of a safe and respectful environment at all times and to not interfere with the learning of others or the orderly process of the school building.

The types of conduct prohibited by the Southwest Local School District Code of Conduct are as follows:

Level I Discipline:

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most Level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention.

Staff Interventions:

- Verbal Warning
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting
- Recess Detention
- Lunch Detention
- Office Referral for Repeated Violations Administrative Interventions:

Administrative Interventions:

- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Recess Detention
- Lunch Detention
- Administrative Detention
- Use of Temporary Alternative Setting

Code	Description
100	Failure to abide by mask policy as established by administration and the Board of Education
101	Misbehavior which disrupts or interferes with any school activity.
102	Disrespect to a student.
103	Disregard of reasonable directions or commands by school authorities.
104	Tardy to Class.
105	Failure to abide by reasonable dress and appearance codes as established by administration and the Board of Education.
106	Non-Approved Use of District-Owned Technology.
107	Non-Approved Use of Personal Technology, Including Cell Phones.
108	Sales or soliciting on school property without permission of school authorities.
109	Use of nuisance Items during the instructional day, while participating in school-sponsored activities, or while utilizing school district transportation.

Level II Discipline:

Level II discipline offenses are intermediate acts of misconduct that typically require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided, as school removal is used as a last resort. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Verbal Warning
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting
- Office Referral for Repeated Violations Administrative Interventions:

Administrative Interventions:

- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Detention
- ALP - Alternative Learning Placement
- ASA– Alternate School Assignment (in-school suspension)
- Use of Temporary Alternative Setting
- Emergency Removal
- Out-of-School Suspension (OSS)
- Removal of privilege to attend or participate in extracurricular activities and events

Code	Description
201	Repeated or escalated misbehavior which disrupts or interferes with any school activity
202	Repeated or escalated disrespect to a student.
203	Repeated or escalated disregard of reasonable directions or commands by school authorities.
204	Disrespect to a teacher or other school authority.
205	Use of Cursing/Obscene Gestures: The use of indecent language in oral or written form or the use of obscene gestures.
206	Repeated non-approved use of technology or disruption of the educational process through the non-approved use of technology.
207	Forgery of school or school-related documents.
208	Cheating or plagiarizing.
209	Distribution of pamphlets, leaflets, buttons, insignia, etc, without the permission of proper school authorities or the placing of signs and slogans on school property or at school events without the permission of the proper authorities.
210	Minor petty theft.

211	Skipping class.
212	Disobedience of driving regulations.
213	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or a teacher.
214	Leaving the classroom without permission.
215	Engaging in activities that may cause fear or panic in an individual or group.
216	Refusing to receive or serve properly administered discipline (Detention, ASA, ALP).
217	Repeated violations of the 100 Codes.

Level III Discipline:

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Office Referral
- Notify Administration Immediately

Administrative Interventions:

- Use of Behavior Intervention Process
- Long-Term Loss of Technology Privileges
- ALP - Alternative Learning Placement
- ASA–Alternate School Assignment (in-school suspension)
- Emergency Removal
- Removal of privilege to attend or participate in extracurricular activities and events
- Out-of-School Suspension (OSS)

Code	Description
301	Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could or did result in harm to another person or persons or damage property, when the student has information about such actions or plans.
302	Disrespect to student by using derogatory and/or discriminatory language in verbal or written form
303	On-going or highly escalated disregard of reasonable directions or commands by school authorities resulting in disruption of the learning environment.
304	Engaging in activities that may cause fear or panic in an individual or group.
305	Disrespect to student or inappropriate behavior that involves physical contact with another student on the part of the individual.
306	Fighting.

307	Engaging in activities to promote conflict between students.
308	Falsifying of information given to school authorities in the legitimate pursuit of their jobs or interfering with the administrative investigation.

309	Willfully aiding another person to violate school regulations and/or interfering with school investigation.
310	Theft or Possession of stolen student property.
311	Leaving school building/property without permission of proper school authority.
312	Damage or destruction of school property on or off of school premises.
313	Damage or destruction of private property.
314	On school property or participation in school activities (on campus or off campus) while suspended or expelled without permission.
315	Displaying excessive affection, inappropriate touching or other inappropriate behavior.
316	Possession of obscene, pornographic or libelous material.
317	Removal from assigned alternative learning placement (ALP, ASA)
318	Misuse of chemical substances.
319	Smoking, using, or possessing any substance containing nicotine, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters or use of tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.
320	Distributing any substance containing nicotine, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters or use of tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.
321	Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures.
322	Audio recording, video recording, or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration.
323	Demonstrations by individuals or groups causing disruption to the school program.

324	Gambling.
325	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.
326	Repeated violations of 200 infractions.

Level IV Discipline:

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Office Referral
- Notify Administration Immediately Administrative Interventions:

- Use of Behavior Intervention Process
- Multiple Day Out-of-School Suspension (OSS)
- Recommendation for Expulsion
- Removal of privilege to attend or participate in extracurricular activities and events

Principals may suspend a student for up to ten days. If a student is recommended for expulsion, the SLSD District Office will arrange for a hearing with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.

Code	Description
401	Hazing, threatening, harassment, intimidation or bullying of students based upon personal attributes or beliefs on/off school grounds. For purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal, electronic or physical act toward a student has exhibited toward another particular student more than once and the behavior: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
402	Hazing, threatening or harassment of school personnel. Threats may be based upon personal attributes or beliefs, on or off school grounds, or the engaging in activities that may cause fear or panic in an individual or group.
403	Engaging in escalated activities that may cause fear or panic in an individual or group.
404	Oral, written or social media threats to harm individuals, groups, or school community.
405	Disrespect to staff or an inappropriate behavior that involves physical contact with staff on the part of the individual.
406	Disregard of staff direction attempting to de-escalate confrontation or attempting to continue conflict despite staff intervention.
407	Assault on school employee or other person.
408	Assault on student.
409	Extortion of a student or school personnel.
410	Theft or possession of school property or school employee property.
411	Engaging in any sexual acts.

412	Indecent exposure.
413	Using or being under the influence of any controlled substance (drugs, narcotics, intoxicant, THC, marijuana, etc.) or inhalant or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
414	Possessing or buying any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
415	Selling or distributing any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
416	Buying, selling, transferring, using, or in possession of any substance prohibited by school administration including but not limited to over the counter medications.
417	Possessing, using, or being under the influence of an intoxicant of any kind including but not limited to alcoholic beverages.
418	Sale or distribution of an intoxicant or intoxicant paraphernalia of any kind including but not limited to alcoholic beverages or alcohol paraphernalia.
419	The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise. The activity may also constitute a crime under state and/or federal law which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
420	Violation of the district's sexual harassment policy. See policy ACAA.
421	Turning in false fire, tornado, bomb, or disaster alarms. (As provided in Ohio Revised Code 3313.66 (A) (5), a student may be expelled for a period of up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the same time of the threat. The period of expulsion shall extend as necessary into the next school year.)
422	Arson or any other improper use of fire.
423	Possession and/or discharge of any explosive substance or incendiary device.
424	Possession, conveyance or use of a firearm. Firearms are identified in Section 921 of Title 18, United States Code. (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year).
425	Convey, attempt to convey, possess or use any instrument, device or object which is designed to look like a firearm.
426	Sale/distribution of any instrument, device or object which is designed to look like a firearm.

427	Convey, attempt to convey, possess or use any instrument, device or object which is designed to look like any other type of weapon.
428	Sale/distribution of weapons, or any instrument, device or object which is designed to look like any type of weapon.

429	Sale/distribution of any instrument, device or object which is designed to look like a
430	Possession and/or discharge of any explosive substance or incendiary device.
431	Commission by a student of any crime or infraction in violation of the Criminal Code, Traffic Code, or other laws applicable, of the State in which the crime or infraction was committed. This provision shall apply to any act committed on the school district regardless of whether the act occurred on or off of school premises, or at a school-related activity.
432	Any type of prohibited activity listed herein engaged in by a student on school premises, on a school district regardless of whether on or off of school premises, or at a school-related activity, shall result in suspension or removal from school.
433	Repeated 300 code infractions.
434	Repeated 400 code infractions.

The administration reserves the right to skip levels of discipline depending on the number of infractions for each referral and the severity of the violation.

SLSD Dress Code

1. Clothing and accessories that could be interpreted as promoting hate or communicating a negative, profane, or vulgar message are not permitted. Additionally, jewelry and accessories that pose a safety concern for the student or others are not acceptable.
2. Undergarments should not be visible. Tops that expose the midriff or chest, tank tops, mesh tops, and shirts with no sleeves are not acceptable. Pants, shorts and skirts must be worn at the waist level.
3. No head coverings (hats, bandanas, hoods, etc.), or gloves should be worn during the school day.
4. No oversized coats are permitted during the school day.
5. Shorts, skirts, and dresses should not reach a length that is overly revealing.
6. Footwear should be safe for the learning environment.

***Exceptions to these dress code items for religious reasons should be brought to administration at the beginning of the school year by parents and will require written documentation.

FACE COVERINGS FOR STUDENTS

All students must follow district guidelines/policies regarding face coverings at all times. Please communicate with your student's building administration team for specific guidelines/policies.

SLSD Threat Assessment Teams

Per House Bill 123, all schools with students in grades 6-12 are required to maintain Threat Assessment teams who are trained to handle situations involving students who may pose a threat to themselves or others. Southwest Local Schools made the decision to establish these teams at every school building in our district, including our three elementary schools as well. The members of our Threat Assessment teams underwent training in Threat Assessment protocols early during the 2022-2023 school year and began implementing these protocols late in the 2022-2023 school year.

Southwest Local School District, along with many other districts around our area and across the state of Ohio, chose to implement the Dewey Cornell Comprehensive School Threat Assessment Guidelines. This comprehensive set of guidelines and protocols assist the members of our Threat Assessment teams in deciding whether threats brought to our attention are transient or substantive. For those threats that are determined to be substantive, a protocol is in place that guides our team members through the process of evaluating and responding to the threat.

The SLSD Threat Assessment protocol includes interviews with key stakeholders involved in the incident, witnesses, and the student accused of making the threat. As dictated by the severity of the threat, law enforcement and mental health services may be involved in the process as well. In many instances, a safety plan is developed to reduce the risk of a future incident and/or address the needs of the student(s) involved. In these cases, students may be suspended or emergency removed from school for a period of time to allow for time to develop this plan with input from necessary entities.

HALL PASSES

Students are never to be in the hall during class time without authorization from a teacher or administrator. **Students should not be in the hall the first or last ten minutes of any class.**

STUDENTS IN THE BUILDING

No student is to remain in the building after school hours without teacher supervision. **Students who**

are not involved in supervised after-school activity shall be required to be in the high school supervised commons area or must leave both the high school and the activity center by 3:15 p.m.

STUDENTS OUT OF THE BUILDING

Students should not be outside the building between or during class for any reason without proper permission. Students must receive permission and a pass from their teacher first and then from the office before exiting the building (this includes requests to go to the student parking lot or the Junior School).

HALL DECORATIONS

Students should not hang decorations, signs, or displays of any type in the halls of classrooms without first obtaining permission from the teacher or a school administrator. Hall decorations must be school appropriate. Signs, posters, etc. must be removed as soon as the advertised event is over.

POLICY ON LOCKER/DESK SEARCHES

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

1. Search any pupil's locker/desk and the contents thereof if the administrator has reasonable suspicion that the locker/desk or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
2. Declare that locker/desks are the property of the Board of Education and these lockers/desks and the contents thereof are subject to search at any time if there is a reasonable suspicion that any locker/desk or its contents contains evidence of a violation of a criminal statute or a school rule.
3. Search at any time the locker/desk and the contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board, and if a search of locker/desks and the contents thereof is reasonably necessary to avert the threat or apparent threat.
4. Students in the original high school building will be required to purchase and use school sold and approved hand held locks on their lockers. Locks that have not been sold and approved by the building administration will be removed without compensation. Students must purchase hand held locks from the office prior to the start of the school year or during the year as needed. Locks purchased by the student become the property of the student and can be used for all four years.

RIGHT TO APPEAL

A pupil or his/her parent, guardian, custodian, or representative may appeal a suspension upon receipt of notice of suspension. The appeal shall be made to the district appeals officer by calling 513-367-4139.

DETENTION AND TUESDAY SCHOOL REGULATIONS

1. Detentions will be served Monday through Friday.
2. **AM Detention** begins at **7:00 a.m.** and ends at **7:45 a.m.**
PM Detention begins at **3:00 p.m.** and ends at **3:45 p.m.**

3. **Tuesday School** begins at **3:00 p.m.** and ends at **4:45 p.m.**
4. Detentions can only be rescheduled at the telephone or written request of a parent. To request rescheduling, parents should contact an administrator. Students will not be permitted to re-schedule a detention or Tuesday School.
5. Assigned students must report to detention at the scheduled time or forfeit detention time.
6. Failure to attend detention will result in Tuesday School.
7. Failure to attend Tuesday School will result in further disciplinary action. Multiple infractions may result in out-of-school suspension.
8. **Alternative School Assignment** will be from **8:05 a.m. to 2:55 p.m. on assigned days.**
9. Detention period will be a school work period, or community service. Talking, sleeping, disrupting, cell phone use and/or not working during detention will forfeit the time a student spends in detention.
10. Students are not permitted to participate in school sponsored events or activities on days they are scheduled for detention until after the detention has been served.
11. If a student has an excused absence from school on the day he/she has a detention scheduled, the detention will automatically be assigned for the day the student returns to school.

GRADING POLICIES

PROGRESS BOOK

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

GRADING SCALE

<u>Pct.</u>	<u>Grade</u>	<u>Grade Points</u>	<u>Pct.</u>	<u>Grade</u>	<u>Grade Points</u>
98 – 100%	A+	4.3	78 – 79	C+	2.3
93 – 97	A	4.0	73 – 77	C	2.0
90 – 92	A-	3.7	70 – 72	C-	1.7
88 – 89	B+	3.3	68 – 69	D+	1.3
83 – 89	B	3.0	63 – 67	D	1.0
80 – 82	B-	2.7	60 – 62	D-	0.7
			0 – 59	F	0.0
	I – Incomplete/In Progress			P - Passing grade	

RECEIVING SEMESTER CREDIT

In accordance with SLSD Board of Education policy to earn credit for a course the following conditions need to be met:

Semester Class and Year-Long Classes:

1. Credit is earned on a semester basis. Year-long classes consist of 2 semesters.
2. Courses are weighted at 50% for the first quarter of the semester and 50% for the second quarter

of the semester. Students must pass the second quarter of the semester ~~OR the semester exam~~ in order to receive the semester credit for a class.

Note: Students who fail the first semester will be required to do credit recovery during second semester or during Summer School (additional fees apply). Students who fail second semester will be required to do credit recovery during Summer School or during the first semester of the next school year (additional fees may apply).

REQUIREMENTS FOR ISSUING DIPLOMAS AND CREDITS

Diplomas shall be issued to pupils who complete all Wm. Henry Harrison High School Graduation Requirements in accordance with Ohio Revised Code 3313.61 and have passed all five (5) parts of the Ohio Graduation Test or meet the Ohio Department of Education OGT Alternative Pathways requirement. Credits in grades 8 - 12 will be granted for course work meeting the requirements and approval of the Ohio Revised Code, the Ohio Board of Education, The Ohio Board of Regents, The Southwest Local Board of Education and partnering colleges or universities.

The credit offerings for pupils in grades 8-12 shall at minimum be as specified in Minimum Standard 3301-35-02(13).

In order to participate in graduation ceremonies, a student must successfully complete all minimum graduation requirements prior to graduation day and have paid in full all fees, fines, and obligations.

COURSE ADD/DROP POLICY:

The Southwest Local School District is committed to giving our students the best education possible while still maintaining the lowest cost possible for our taxpayers. To help staff efficiently, students will receive their class schedules for next year BEFORE school is dismissed for summer break. Students MUST make any schedule changes by the end of the previous school year, this includes adding study halls. Counselors will pass out schedules to students. Students will be able to make any changes to their 2023-24 schedules up to the last day of school for the 2022-23 school year. (June 1, 2023)

Changes in course selection (registration) prior to the start of school year will be made only for the following reasons:

1. If a scheduled course is taken during summer school.
2. If a documented medical situation/reason exists administrative approval will be needed.

This policy is to help the administration of Southwest Local Schools better plan for staffing needs and to efficiently schedule students into classes/plan class offerings with the least amount of waste in staffing.

WITHDRAW FAILING POLICY:

Any student who still wishes to drop a class after the start of the school year is subject to a final grade of "Withdraw Failing" for the duration of that class after the first two weeks of the school year (Friday, August 25, 2023).

THE GPA AND CLASS RANKING SYSTEM:

1. Student's grade point average will be calculated using a 4-point scale.
2. Students will have a factor added for final grades in weighted courses as follows:

$$\text{Student GPA} + [(\# \text{ of A's}) \times .02] + [(\# \text{ of B's}) \times .02] + [(\# \text{ of C's}) \times .01]$$

All courses will be counted for class rank and grade point average except the Yearbook and Journalism classes beyond the first year, and any courses graded on the pass/fail system.

WEIGHTED COURSES, GRADE POINT AVERAGE, AND CLASS RANK

The following courses are "increased value" weighted courses (worth an additional point value based on each semester grade earned:

A = + .02, B = + .02, C = + .01, D = 0, F = 0). This value is added to each student's G.P.A. calculation based on the grade earned in the weighted courses listed below.

English	AP English Language & Composition, AP English Literature & Comp
Math	AP Calculus AB, AP Statistics, Advance Pre-Calculus, Calculus
Science	Chemistry, Physics, AP Biology, AP Chemistry, AP Physics C
Mech,	AP Physics I
Social Studies	AP American Government, AP United States History, AP Psych, AP Human Geography, AP World History
Foreign Languages	3rd, 4th and 5th Year Language
Music	AP Music Theory
Art	AP Art History
Computer Science	AP Computer Science

ACADEMIC ADVANCEMENT OPPORTUNITIES – OHIO CREDIT FLEX

The Southwest Local Schools and William Henry Harrison High School participates in Ohio's Academic Advancement Opportunities. They include:

- 8th grade classes for high school credit
- Cohort programs for Flex Credit
- Flexible Scheduling of classes before and after school hours
- Educational Options including Internship or Work Study
- On-line classes for high school or college credit
- Dual Enrollment Classes (Cincinnati State, Urbana University and Sinclair Community College)
- Advance Placement Classes for Dual Enrollment College Credit
- Post Secondary Education Options

For more information, contact your son or daughter's guidance counselor or a high school administrator.

ADVANCED PLACEMENT (AP) COURSES

Advanced Placement classes are offered based upon student interest or on the number of students who register for the classes in the spring, prior to beginning summer Advanced Placement class work. All students enrolled in AP Courses at Harrison High School are required to take the AP test in May. Students who wish to take an AP test for a course in which they are not enrolled must have their guidance counselor's approval and pay the test fee by March 1st. Forms are available in the guidance office.

A.P. Classes offered at William Henry Harrison High School include:

- | | |
|--|--|
| - Advanced Placement Chemistry | - Advanced Placement Biology |
| - Advanced Placement Psychology | - Advanced Placement Physics C: Mechanics |
| - Advanced Placement Calculus AB | - Advanced Placement United States History |
| - Advanced Placement Literature and Comp | - Advanced Placement American Government |
| - Advanced Placement Language and Comp | - Advanced Placement Art History |
| - Advanced Placement Statistics | - Advanced Placement Music Theory |
| - Advanced Placement World History | - Advanced Placement Human Geography |
| - Advanced Placement Physics I | - Advanced Placement Computer Science |

HIGH SCHOOL ACADEMIC EXPECTATIONS

Parents, teachers, and students alike expect teaching and learning to take place every day in every class. Students are expected to complete all class work and homework daily. That also includes any day a student misses school. When a student is absent, he or she is expected to e-mail their teachers or call the guidance office prior to 9:00am and request end of the day class work. Students are typically expected to have one day to make up all work for each day absent or to make alternative plans with his/her teacher. After an absence, it is not the teacher's responsibility to track down students to complete make up work. It is each student's responsibility to see that all assignments are requested and completed in a timely manner.

STATEMENT ON ARTIFICIAL INTELLIGENCE AND ACADEMIC INTEGRITY

The administration of William Henry Harrison High School believes that the various artificial intelligence platforms currently available can have a valuable place in the educational process, however, in no way should artificial intelligence be used as a substitute for a student's original thinking or schoolwork. Students found to have improperly used artificial intelligence as a substitute for their own original thinking or schoolwork could be asked to resubmit the assignment and could receive partial or no credit for the assignment.

ATHLETIC ELIGIBILITY

Athletes are required to pass a minimum of 5 full credits based upon the Ohio High School Athletic Association (OHSAA) criteria for high school and dual enrollment college credits earned.

Athletic eligibility is based on the preceding academic quarter, excluding credits earned in summer school. Eligibility is subject to (OHSAA) rules and regulations, which are published at the beginning of each school year. Please contact the athletic director or your guidance counselor with questions. A new eligibility list is developed for Harrison High School each quarter.

Note: Physical Education courses do not meet the full credit requirement for athletic eligibility.

VALEDICTORIAN/SALUTATORIAN RECOGNITION

The seniors who have the highest and second highest grade-point averages through eight semesters will be recognized as valedictorian and salutatorian, respectively, in two categories: academic and career tech.

GUIDANCE OFFICE SERVICES

The guidance office and its staff are always available to help you in making your school goals become a reality. Up-to-date publications and materials are available in the guidance office, including computerized resources such as the Naviance Guidance Information System and ACT/SAT Preparation Programs.

COUNSELOR ASSIGNMENTS

Mrs. Jenny Barker - A to G Mr. Steve Barnes - H to O Mrs. Connie Acra - P to Z

The students are divided alphabetically among the counselors for the purpose of scheduling and maintaining records. This way the student keeps the same counselor for four years, giving the counselor and student the opportunity to get to know one another better. This arrangement does not, however, restrict a student from selecting the counselor of his/her choice for any personal counseling he/she may seek.

PROCEDURE FOR STUDENTS TO SEE THE COUNSELORS

Students will normally see counselors during study halls or, if a counselor requests to see a student, a pass will be sent to the student's class. At least one counselor is on duty between the hours of 7:45 a.m. and 3:05 p.m. daily, including the lunch period. Students may also request to see a counselor at any time.

NEW STUDENT REGISTRATION

Registration for all Southwest Schools for Kindergarten – 12th grade is done at the District Office located at 10800 Campbell Road, Harrison, OH 45030. The hours for registration of students are Monday and Tuesday 7:00am – 11:00am and Wednesday 3:00pm – 7:00pm. Other hours are by appointment by calling (513) 367-4139. Students do need to be present when you come to register. Go to the district website and follow the link for Student Registration for details. You will be required to show a birth certificate, proof of residency, and proof of custody/guardianship if applicable as well as a copy of the current report card for students in Kindergarten – 8th grade.

It is important for students who are in grades 9 -12 to bring an unofficial copy of their transcripts. When your registration is complete, you will need to have an appointment with a guidance counselor to schedule courses. The guidance counselor will need to see a transcript in order to assign a student appropriate classes. The lack of transcript could delay this process.

INTERNET USAGE AND ACCESS

Students will receive an Internet Acceptable Use Policy the first day of school. Both students and

parents/guardians must sign the forms, agreeing to abide by the district's policy.

Students will be trained in the proper usage of both e-mail and Internet web access by the staff members for use in and for classes.

Failure to abide by the rules and regulations outlined in the Acceptable Use Policy will result in the loss of all Internet privileges.

LUNCH PROCEDURES

Please Note: The Southwest Local School District participates in the *Federal Free and Reduced Lunch Program* for our qualifying students. As part of the provision of the agreement we do not allow vending machines to be used or outside food service to the building during lunch time. Food from an outside restaurant, pizza service, etc. may not be delivered until after 2:50. Food cannot be delivered or brought into the building without administrative approval within program compliance.

Note: A parent may bring in a lunch for a student but not a pizza for a group of students. Your observance of our agreement is much appreciated.

LUNCHROOM RULES FOR STUDENTS

When groups (A, B, or C) are dismissed for lunch, all students in a group are to report to the cafeteria immediately after going to their lockers. After students are served, they are to find a seat and remain in the cafeteria for the duration of their lunch period. Students should dispose of their trash as soon as they have finished eating and then return to their seats until the bell rings. Students are not to leave the cafeteria except to use the restrooms nearest the cafeteria. Loitering in the restrooms at any time is prohibited and discipline may result. Students are not permitted to leave campus for lunch; we have a closed campus at Harrison High School. Violating any of the above will result in appropriate discipline.

HEALTH AND SAFETY

SICKNESS

Students who are ill should report to the office. We ask that you do not stay in a restroom. Students should report to their teacher first before reporting to the office. Typically students will have a period of recovery time and then should return to class or make transportation arrangements to go home and/or seek medical attention.

MEDICATION

If students need to take medicine during the school day, the procedure is as follows:

Students must leave any medication they bring and a Record of Administering of Medication form with the Clinic Aide before the beginning of the school day (7:45 a.m.). All medicine (including aspirin, Tylenol, etc.) must be dispensed from the Clinic. Medicine must be brought to school in the original container. At no time should students have any medication in their possession without school approval. Refer to the Student Conduct Code, regulation N.1.

FIRE, TORNADO AND A.L.I.C.E. DRILLS

Fire, tornado and ALICE drills will be conducted regularly. Follow teacher instructions and remain orderly and quiet.

OTHER POLICIES AND INFORMATION

STUDENT PARKING

Students must be legally parked in a designated student space. Disciplinary action will be imposed on any student parked elsewhere (i.e. fire zones, visitor parking, staff parking, cafeteria/loading dock, bus parking between buildings or in front of the junior school, etc). Additional violations may result in the suspension of school driving privileges. Students are reminded not to park in the staff or visitor parking please.

TEXTBOOKS

The information sticker inside the front cover of any textbook issued to students must be filled out completely in ink. When books are returned at the end of the course, the student must return the book originally assigned to him/her. Students will be assessed fines for lost books or books damaged beyond normal wear.

VISITORS

All visitors must report to the front office. Student visitors must be pre-approved by the principal.

LOST AND FOUND

Lost and found items are located in the Commons.

WORK PERMITS

In accordance with Ohio Law, students under eighteen years of age must obtain a work permit in order to work. Information about work permits can be obtained in the front/attendance office.

NO CHILD LEFT BEHIND

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

WELLNESS POLICY

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

Key aspects of this plan include:

- Students are offered a variety of meats/poultry, fresh fruits, vegetables, and whole grains.
- All foods made available on campus adhere to food safety and security guidelines.
- For safety concerns, parents/caregivers are encouraged to provide individually packaged commercially prepared products.
- Fundraising efforts are supportive of healthy eating.

The complete wellness policy is available on the district web site www.southwestschools.org

SCHOOL BREAKFAST PROGRAM

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Southwest Local School District offers breakfast at all school buildings. At Harrison High School, breakfast is served from 7:20am – 7:50am before the start of school every day. Secondary school breakfast is \$1.25. Free or reduced breakfast is (\$0.30) priced and available to those who qualify. All students are strongly encouraged to benefit from eating a nutritious breakfast.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

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

Family Policy Compliance Office, US Department of Education

PUBLIC SCHOOL CHOICE AND SUPPLEMENTAL EDUCATIONAL SERVICES IN THE SOUTHWEST LOCAL SCHOOLS

Schools across the country have been impacted by the passage of the No Child Left Behind Act (NCLB) of 2001. This act mandated the state testing and accountability system in the State of Ohio. School and district report cards, ratings of schools and districts as Excellent with Distinction, Excellent, Effective etc., and ratings of schools in School Improvement and consequences of not meeting targets established by the Federal Government came from NCLB.

One component of NCLB is the public reporting of the progress of all students in the district, of students in various populations groups and the steps a district or school is taking to remediate any areas of concerns for schools that are in School Improvement.

SLSD has two schools in the district who receive Title 1 Money, Harrison Elementary and Miamitown Elementary. Title 1 students are those who are eligible for free or reduced lunch at qualifying schools. Title 1 is a federally funded program that is designed to help students be more successful in their classrooms, especially in the areas of reading and math.

PUBLIC SCHOOL CHOICE (PSC)

Schools that receive Title 1 monies and are in School Improvement status for two years in a row (SI 2) are required, under NCLB, to offer Public School Choice to their parents. This means that students who attend schools identified as not meeting Adequate Yearly Progress (AYP) for two years in a row will be provided the opportunity to request transfers to a school within the district not in need of improvement.

Southwest Local Schools has NO schools in SI 2 status. Southwest Local Schools has not had any school in the district in the SI 2 status since the beginning of NCLB regulations.

SUPPLEMENTAL EDUCATIONAL SERVICES (SES)

Schools receiving Title 1 funds that have been in School Improvement Status (SI 3) for three years in a row are required to offer an additional opportunity for students to receive extra (supplemental) educational services. SES tutoring is designed to help students in graded K-12 catch up if they are behind in reading, language arts, and math.

Southwest Local Schools has NO schools in SI 3 status. Southwest Local Schools has not had any school in the district in SI 3 status since the beginning of NCLB regulations.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

CONSENT - Before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or student's family;

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

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

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

INSPECT UPON REQUEST AND BEFORE ADMINISTRATION OR USE

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

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

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

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

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

TITLE IX STATEMENT

It is the policy of the Southwest Local School District that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap, or age. The Title IX coordinator's name is Mrs. Corinne Hayes, 10800 Campbell Road, Harrison, Ohio 45030. Grievance procedures exist and are available from his office for persons who wish to grieve alleged violations of Title IX.

CHILD FIND NOTICE

The Southwest Local School District is required to locate, identify and evaluate all children, with educational disabilities under the Individuals with Disabilities Education Act who reside within the district. The process of locating, identifying, and evaluating children with disabilities is known as *Child Find*.

Southwest Local School District regularly conducts screenings to identify students who may be in need of academic intervention or support. Parents may contact school personnel to discuss their concerns at any time. As the school district of residence, we have the responsibility to identify and provide services to any child with an educational disability.

If you have or know of any Southwest Local School District resident who may have a child ages 3 to 21 with a disability please contact the Director of Pupil Services, at 513-367-4139 for questions or concerns.

POLICY OF NON-DISCRIMINATION

Southwest Local School District's educational programs and activities are provided without regard to race, color, national origin, sex, sexual orientation, preference or handicap for all adults and students. This policy of non-discrimination is in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

MCKINNEY-VENTO PROGRAM

The McKinney-Vento Homeless Children and Youth Program was designed to make sure all homeless children and youth have equal access to the same free and appropriate public education as children and youth who are not homeless. This includes preschool education.

State and local education agencies are required to develop, review, and revise policies to remove barriers to the enrollment, attendance and success in school that homeless children and youth may experience.

Local educational agencies also must provide homeless children and youth with the opportunity to meet the same challenging state content and state student performance standards to which all students are held.

More information on the McKinney-Vento program can be found on SLSD's website at www.southwestschools.org on the Special Services Department page.

SOUTHWEST LOCAL SCHOOL DISTRICT INTERNET/ACCEPTABLE USE POLICY FOR STUDENTS

The Southwest Local School District offers students internet / network access and the use of the District computers, as well as the ability to bring their own device and access the Internet. The district may issue student email accounts. We are dedicated to access and support of appropriate technology which unlocks our potential and connect us locally and worldwide.

Individuals are warned that some material accessible via the network or the Internet might contain items that are inaccurate, inappropriate or potentially offensive to some persons. While the district's intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to the students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Proper teacher supervision will be provided; however, it is still the responsibility of each student to make appropriate choices. The Internet access will be filtered through a firewall that is provided by HCCA. Ultimately, parents and guardians of minors are responsible for conveying the standards that their children should follow when using media and information sources and upholding the Internet /Network Acceptable Use Policy for Students.

The purpose of this agreement is to provide network and internet access for educational purposes. The intent of the policy is to ensure that students will comply with all network and internet access acceptable use regulations approved by the district and in accordance with the Student Code of Conduct. If this form is not returned to the building within 2 weeks of receipt, then student network privileges will be denied.

Upon reviewing, signing and returning this policy, each student will receive internet and network privileges with the district. If the student is under 18 years of age, the student must have his or her parent(s) or guardian(s) read and sign the policy as well. The district will not provide access to any student who has not returned an appropriately signed Internet/ Acceptable Use Policy for Students.

Following are the provisions of this policy regarding computer internet and network access. If any user violates the terms and/or provisions of the policy, the user's access will be denied and the person may be subject to further disciplinary action in accordance with the Student Code of Conduct and/or Board policies and this may affect their class grade.

In exchange for the use of the network resources and access to the internet while on school property, I understand and agree to all of the following:

- A. Use of the network and the internet is a privilege which may be revoked by the district at any time. Any misuse of this privilege will result in suspension of the account privileges and/or other disciplinary action as determined by the district. Misuse shall include, but is not limited to, the following:
 - Altering of system software.
 - Use of obscene language.
 - Placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
 - Intentionally seeking information on, obtaining copies of, or modifying files, or other data or

passwords belonging to other users.

- Misrepresenting other users on the network.
 - Disrupting the operation of the network through abuse of the hardware or software.
 - Utilizing the network maliciously through hate mail, harassment, profanity, vulgar statements or discriminatory remarks.
 - Interfering with other use of the network.
 - Using the network extensively for non-educational related communication.
 - Illegally installing copyrighted software.
 - Unauthorized downloading, copying, or use of licensed or copyrighted software.
 - Allowing anyone to use an account other than the account holder.
 - Intentionally damaging computer systems.
 - Using another's password.
 - Trespassing in another's folder, work or files which may be in violation of conditions dealing with students' and employees' rights to privacy.
 - Reposting (forwarding) personal communication without the author's prior consent.
 - Using the network for financial gain, for commercial activity or for any illegal activity.
 - Using the network / internet in an inappropriate manner not consistent with valid educational goals.
 - Using the network in furtherance of or violation of the Student Code of Conduct.
 - Using the network to access social networking sites or blogs.
- B. The district maintains rights to any materials stored in files which are accessible to others and will remove any material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, and otherwise objectionable. Students will not use their district computer accounts/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information, services and features contained on district or network resources are intended for the private use of its registered users and use of these resources for commercial, for profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form is expressly forbidden.
- D. The district and/or network resources are intended for the exclusive use by the registered users. The user is responsible for the use of his or her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. The district does not warrant that functions of the system will meet any specific requirements that user may have, or that it will be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages (including loss of data, information, or time) sustained in connection with the use, operation, or inability to use the system.
- F. The student may not transfer file(s), shareware, or software from information services and electronic bulletin boards. Without such permission, the student will be liable to pay the cost or fee

of any file, shareware, or software transferred, whether intentional or accidental. In addition, the student will be liable to pay the cost of any repairs and/or additional programming required as a result of transferring file(s), shareware, or software from information services and electronic bulletin boards.

- G. The use of Southwest Local School District owned information technology and the internet is not private. Network and internet access is provided as a tool for educational purposes. The district reserves the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All information files shall be and remain the property of the district and no user shall have any exception of privacy regarding such materials. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. Administrators may also use this information in disciplinary action and will furnish evidence of a crime to it.
- H. The district makes no warranties of any kind, either express or implied, in connection with this provision of access to and use of its computer network and internet under this agreement. The district shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kinds suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the users' use of the district's computer network / internet under this agreement. By signing this agreement, users and/or their parent(s) or guardian(s) are taking full responsibility for usage and are agreeing to indemnify and hold the district, the data acquisition site, and all administrators, teachers and staff harmless from any and all loss, cost, claims or damages resulting from the user's access to the computer network / internet, including but not limited to, any fees or charges incurred through the purchase of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the district in the event the district initiates an investigation of a user's use of his or her access to the computer network and the internet, whether that use is on a school computer or a computer outside the district network.
- I. Users may be asked from time to time to provide new or additional registration and account information, which shall be provided by the user if he or she wishes to continue to receive access services.

SOUTHWEST LOCAL SCHOOL DISTRICT INTERNET/ACCEPTABLE USE POLICY FOR STUDENTS

Student Agreement

I have read, understand and agree to abide by the terms of the Internet/Network Acceptable Use Policy for Students. All rules regarding network and internet access, including email will be available in hard copy in each principal's office. Should I commit any violation or in any way misuse the network / internet, I understand that my access privilege may be revoked, that school disciplinary action may be taken against me under the Student Code of Conduct, and that this may affect my class grade.

Parent(s) / Guardian(s) Agreement

As the student's parent or legal guardian, I have read, understand and agree that my child shall comply with the terms of the school district's Internet/Network Acceptable Use Policy for Students. I understand that this access is being provided to the students for educational purposes only. I agree that this policy will hold harmless and indemnify the school district for any fees, expenses, or

damages incurred as a result of my child's purposeful use or misuse of the network, access to the internet, or computer equipment.