

PARENT-STUDENT HANDBOOK



2017-2018

CROSBY ELEMENTARY SCHOOL
8382 New Haven Road
Harrison, Ohio 45030
<http://ces.southwestschools.org>

513-783-1717

513-738-1718 - FAX

Kiersten A. Rogers
Principal
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Crosby **COUGAR'S**

Caring

Outstanding Leaders

Understanding

Guiding others to do their ***BEST***

Achieving through hard work and
dedication

Respecting everyone and everything

Selfless - putting others' needs first

Crosby Elementary School
is committed to developing
self worth, academic accomplishment
and appropriate social skills
in students
so that each may become an
independent, responsible and
contributing member of society

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Dear Students and Families,

Welcome to the 2017-2018 school year. Hopefully everyone enjoyed a safe and happy summer. I am looking forward to another great year at Crosby Elementary. We will continue to live our daily mission of “Academic and Social Growth for ALL students, Everyday!”

Please review this handbook as you will find that it contains the answers to many questions you may have about the upcoming school year. If you have any additional questions or concerns, feel free to call the office.

Welcome back! Let’s make it another wonderful school year!

Sincerely,

Kiersten A. Rogers

Kiersten A. Rogers
Principal

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CROSBY ELEMENTARY SCHOOL EXPECTATIONS:

As a part of the educational team, the students will:

- Respect the rights of others in the classroom, in the hallways, on the playground, and on the bus to and from school. This includes accepting individual differences in people, recognizing others' accomplishments, and showing respect for property.
- Work cooperatively with peers as a part of a school community which values helpfulness, thoughtfulness, and kindness toward others.
- Become aware of individual choices and their consequences.
- Behave in a manner which in no way interferes with the teaching and learning process.
- Take responsibility for completing all homework and assignments, and for coming to school prepared to learn, including having the appropriate materials.
- Have regular attendance to maximize learning opportunities.
- Be aware of school rules, student rights, and student responsibilities.
- Take an active and enthusiastic role in their studies, and safety, and always strive for excellence.

As a part of the educational team, parents will:

- Encourage their children to do their best and instill in them the importance of education in their daily lives and in their future.
- Send their children to school well rested and ready to learn.
- See that their children complete homework assignments and come to school with the appropriate materials.
- See that their children attend regularly.
- Support the school on matters of discipline, school policies and curriculum.
- Actively communicate and cooperate with staff members regarding their children.
- Take active roles in the school, sharing their ideas and/or giving of their time to improve the school.

- Instill a sense of responsibility and guide students to accept responsibility for their choices.

As a part of the educational team, teachers/school will:

- Encourage students to ask questions and think critically.
- Ensure that individual help is provided, the importance of the individual is recognized, and that teachers actively listen to students.
- Instill in students the importance of rules, rights and responsibilities, and the relationship between them.
- Recognize individual differences by providing diverse materials, approaches and settings for learning.
- Build productive, helpful, and caring relationships where positive reinforcement and student achievement are valued.
- Emphasize the importance of all areas of the curriculum.
- Foster a love of learning and the importance of being a life long learner.
- Provide enjoyable, meaningful activities and enrichment opportunities for the students and parents.
- Actively communicate and cooperate with parents regarding the students.
- Provide educationally appropriate materials, facilities and methods of instruction.
- Provide classroom organization, discipline, and enthusiasm which leads to optimal learning opportunities.
- Ensure that teacher learning occurs through collaboration and continuous staff development.
- Identify and address poor performance and/or academic difficulties.
- Recognize and celebrate effort and achievement.
- Challenge students to do their very best everyday.

“Academic and Social growth for ALL students, Everyday!”

CROSBY ELEMENTARY SCHOOL
2017-18 Calendar

August	14	Open House – 6:30 pm in Gymnasium
	16	First Day for Students
	28	Fall Pictures
	29	PTA Planning Mtg – 7:00 PM
September	4	Labor Day – No School
	7	Banking Day
	21	Banking Day
	19	PTA Planning Mtg – 7:00 PM
	20	Energy Assemblies – K-2 1:15, 3-5 2:00
October	4	Parent Teacher Conferences
	5	Banking Day
	7	Fall Carnival 5 – 9 PM Showcase Southwest
	12	Parent Teacher Conferences
	13	1 st Quarter Ends – Early Dismissal
	16-17	Fall Break – No School
	19	Banking Day
	23 - 31	Red Ribbon Week
	24	PTA Planning Mtg – 7:00 PM
	31	Fall Parties – 1:45 PM
November	2	Banking Day Picture Retake Day
	7	In-service Day – No School
	9	Building-wide Veterans Day Celebration
	10	Veterans’ Day – No School
	14	PTA Planning Mtg – 7:00 PM
	16	Banking Day
	22	Conference Release Day – No School
	23-24	Thanksgiving Break – No School
December	7	Banking Day
	12	PTA Planning Mtg – 7:00 PM
	13	3 rd & 4 th Grade Musical – 7:00 PM
	15	Holiday Parties - 12:45 PM 1 st Semester Ends – Early Dismissal 2:00 PM
	18 - Jan 2	Winter Break – No School

January	3	School Re-opens	
	4	Banking Day	
	11	Spelling Bee – 1:00 PM	
	15	Martin Luther King Jr Day – No School	
	18	Banking Day	
	23	PTA Planning Mtg – 7:00 PM	
February	1	Book Fair Starts Parent Teacher Conferences Banking Day	
	7	Parent Teacher Conferences Book Fair Ends	
	14	Valentine Parties – 1:45 PM	
	15	Banking Day School Board Meeting – Crosby Elementary	
	16	Conference Release Day – No School	
	19	Presidents’ Day – No School	
	27	PTA Planning Mtg – 7:00 PM	
	March	1	Banking Day
		7	1 st & 2 nd Grade Musical – 7:00 PM
9		3 rd Qtr Ends - Early Dismissal	
15		Banking Day	
22		Spring Pictures	
27		PTA Planning Mtg – 7:00 PM	
30		Good Friday – No School	
April	2-6	Spring Break	
	9	School Re-Opens	
	12	Banking Day	
	17	PTA Planning Mtg – 7:00 PM	
	26	Banking Day	
May	3	Banking Day	
	8	PTA Planning Mtg – 7:00 PM	
	11	5 th Grade Party (Tentative)	
	17	Banking Day	
	23	Field Day	
	30-31	Awards Assemblies	
31	Last Day for Students – 2:00 PM Dismissal		
June	1	Teacher Records Day	

STUDENT RECOGNITION

Excellence in achievement, appropriate behavior and good citizenship are a part of being a student at Crosby Elementary. It is expected that all Crosby Students will develop strong, positive self-concepts and feelings of self-worth. They are also expected to develop productive relationships with other people. Further, it is important that all students develop the academic skills necessary to be successful now at Crosby and later in life. It is believed that students should be recognized for their efforts and accomplishments and that this positive recognition creates a learning climate which improves performance, increases motivation and builds positive self-concepts. An awards assembly is held at the end of each semester to recognize student excellence at Crosby Elementary.

- a. "Honor Roll" - an A-B honor program, developed by a teachers' committee, honors student achievement at the end of each semester. A student needs to maintain a B average in all subject areas to receive this honor.
- b. "Academic Achievement Awards" - presented to students who maintained an exemplary academic record or show exceptional improvement over the course of a semester.
- c. "Spelling Bee" - developed and carried out by teachers, is run in conjunction with WCPO television.
- d. "Mark Kendrick Award" - developed in conjunction with Mark's parents, honors two students, one primary and one intermediate, who are outstanding in Art. Names are displayed in the front hall in honor of Mark.
- e. "Fifth Grade Citizenship and Scholarship Award" - awarded to two boys and two girls from the fifth grade. Their names are displayed on a plaque in Crosby's front hall.
- f. Special Awards - presented in Art, Music, Physical Education, and other special areas.
- g. Perfect Attendance certificates- awarded each semester. Lapel pins will be presented to students with perfect attendance for the entire school year.
- h. Accelerated Reader medals are presented at the end of the year to students who earn the number of qualifying points.

SPECIAL EDUCATION

The Southwest Local School District, along with other school districts across the state of Ohio, is participating in an effort to identify, locate and evaluate all handicapped children between the ages of 0 - 21. By handicap, we mean conditions such as hearing impairment; visual impairment; speech or language impairments; learning disabilities; behavioral, multiple, or severe handicaps; mental retardation; and other health impairments.

Many handicapped children are not visible because they do not function in the mainstream of the community. Also, many unidentified handicapped children are preschoolers. Parents may not be aware that there are programs and services available.

If you know of a handicapped child, please contact your local building principal or Laura L. Meyers, Director of Special Education Services at 367-4169.

DUE PROCESS is strictly adhered to for students who might deviate from the general pattern of education learning and need special kinds of help. Parents are always notified and a conference is held for cooperative planning. Conferences with parents are requested when a child is having educational or behavioral problems.

Crosby Elementary is committed to meeting the needs of all students. Crosby Elementary has a staff of specialists to help students with their individual needs including a speech and language specialist, a school psychologist, a guidance counselor, a special education teacher and a school nurse. In addition, the Hamilton County Board of Education provides other specialists on an individual basis. We are pleased with the services that these individuals provide to our building, and we encourage parents to call if you have questions about any of these programs.

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

GENERAL INFORMATION

ARRIVAL/DEPARTURE OF STUDENTS

School hours are as follows:

Grades 1 – 5	8:30 AM to 3:00 PM
AM Kindergarten	8:30 AM to 11:10 AM
PM Kindergarten	12:20 to 3:00 PM

SAFETY is the number one goal for arrival and dismissal. Students are encouraged to utilize bus transportation, but we understand that sometimes there is a need to transport your child. The front doors are locked and all visitors must utilize the buzzer for entry into the building.

Arrival

Car riders are not to arrive at school prior to 8:00 AM in the morning. If circumstances warrant arrival prior to 8:00 AM arrangements should be made by the parents with Latchkey, a sitter, etc. Doors will remain locked until 8:00 AM.

Departure

When there is a need to pick your child up at the end of the day, we ask that you call the office (738-1717) before 2:30 PM to inform the secretary of the change. The secretary will add your child's name to the dismissal list. You will then need to arrive at 3:00 PM. All car riders are dismissed through the front doors at 3:00 PM.

At dismissal, students are to leave school promptly unless they are participating in school-sponsored activities; activities provided by service organizations (scouts, brownies, etc.); latchkey program; or arrangements have been made with teachers or administrator.

Parents of bus riders are responsible for the safety of your child to and from the bus stop.

ASSEMBLIES

Assemblies are planned throughout the year to broaden each child's educational experiences and to develop self-discipline in large groups.

ATTENDANCE

Student Absences and Excuses

All students are expected to attend regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Although the District works towards perfect attendance each day, it does not want students at school if they are ill.

Parents are to call the attendance line any time their child is going to be absent or tardy. You may also email the office if your child is going to be absent – patty.vancleve@southwestschools.org.

Students who are absent from school or who miss more than 5/7 of the school day are not permitted to take part in after-school programs/activities unless special permission has been approved by the principal.

Reporting and Monitoring Student Absences

It is the obligation of the parent, guardian or custodian to report the child's absence or tardy each day.

1. The parent should phone the school within one hour from the start of school on the day of the absence or send an email to patty.vancleve@southwestschools.org.
2. Upon the student's return to school, the parent shall provide written documentation stating the day(s) absent and reason for such absence.
3. If within two school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
4. The parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in a timely fashion.
5. Each student must have on file a completed Emergency Medical Authorization form which provides:
 - a. The name of the parent, custodial parent, guardian or legal guardian or other person having care or charge of a student.
 - b. A telephone number where the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student can be reached during the day.
 - c. The name and telephone number of an emergency number designee to contact if the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student cannot be reached.

Excused Absences/Tardies

In general, excused absences/tardies include (but are not limited to):

1. Personal illness or injury.
2. Medical or dental appointments (partial days, in most cases).
3. Illness or death in the family.
4. Funeral of immediate family member or relative.
5. Quarantine.
6. Religious holiday (not counted against the eight-day absence rule).
7. Appointments for court.
8. Pre-approved vacations. Five days per year approved in advance by the principal. These days shall be included in the eight-day absence rule. Family vacations must be pre-approved by using the vacation request form. Vacation that is not approved, will count as non-excused. See form at back of Handbook.

9. Head lice. Children excluded from school due to head lice are allowed one excused absence per occurrence for treatment. Treatments lasting beyond one day will be unexcused.
10. Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

The school administration makes the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

1. Missing the school bus.
2. Experiencing transportation problems at home or on the way to school.
3. Remaining home to complete school assignments.
4. Missing school without legitimate illness.
5. Oversleeping. Alarm clock (student's or parent's) failed to work.
6. "Nobody got me up."
7. Not having suitable clothing to wear to school or sent home for inappropriate clothing or early release.
8. Working at a job during the school day without a proper work permit.
9. Babysitting.
10. Any form of recreation (i.e. fishing, hunting or club sports – unless pre-approved vacation days).
11. Personal business that can be done after school or on weekends.
12. "Helping at home" or "Was needed at home."
13. "I had a game last night."
14. Senior pictures/portraits.

Important Note: If within two school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

Documentation of Absence/Tardy

Generally, a parent note may document eight absences from school per school year or five tardies to school per year for the reasons identified as "excused absences." Absences in excess of eight per school year or tardies in excess of five per school year may not be excused by a parent and shall require documentation by the student's physician, etc. or any of the other reasons listed under excused absences.

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

and parents who have been adjudicated as guilty for “Contributing” charges related to truancy of their child(ren).

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

The Board authorizes the Superintendent to establish a hearing and/or notification procedure for those students who have excess absences/tardies.

Important Note: Five tardies = One unexcused absence

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may excuse absences or tardies to school for only the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Excessive Absence/Tardy

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

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 10 consecutive days or a total of at least 15 days during a semester or term.

Truancy

After consultation with the Juvenile Court of Hamilton County; with parents, guardians or other persons having care of students and with appropriate state and local agencies, the Board adopts the following policy:

1. The Board may require the truant to participate in a truancy intervention program.
2. The Board may require a habitual truant to undergo appropriate counseling.
3. The Board may require the parent, guardian or other person having care of the student to attend a parental involvement program.
4. The Board may require the parent, guardian or other person having care of the student to attend a truancy prevention mediation program.
5. The Board may notify the Registrar of Motor Vehicles of a habitual truant.
6. The Board may take legal action.
7. The following definitions apply:
 - a. "Chronic Truant" means any student of compulsory school age who is absent without legitimate excuse for seven or more consecutive days, ten or more school days' in four weeks, or fifteen or more school days in a year.
 - b. "Habitual Truant" means any student of compulsory school age who is absent without legitimate excuse for absence for five or more consecutive school days, seven or more school days in four weeks, or twelve or more school days in a school year. For purposes of this definition, a suspension or expulsion would constitute a legitimate excuse.

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

Board Adopted: July 16, 2009

BIRTHDAY CELEBRATIONS

The staff and students of Crosby Elementary would like to participate in special occasions for all students. Parents who wish to send a treat are asked that it be distributed by the student or teacher at lunchtime. Snacks that are individually packaged are preferred. Please refer to the district web page at <http://southwestschools.org> for a complete copy of the District Wellness Policy. To be fair to all students, individual acknowledgements such as flowers, balloons, gifts, etc., are better left handled at home.

CHILD ABUSE AND/OR NEGLECT

Any employee of the Southwest Local School District having reason to believe that a child less than eighteen (18) years of age or any crippled or otherwise physically or mentally handicapped child under twenty-two (22) years of age has suffered any wound, injury, disability or other condition of such a nature as to reasonably indicate physical, sexual or emotional abuse or neglect of the child shall immediately report such information to the building principal.

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

1. names and address of the child and his/her parent(s) or persons(s) having custody of the child;
2. the child's age and nature and extent of the injury, abuse or neglect, including any evidence of previous injuries, abuse or neglect; and;
3. any information which may be helpful in establishing the cause of the injury, or abuse or neglect.

The principal or designee may take or cause to be taken color photographs of areas of trauma visible on a child.

Any report made as a result of this policy and Ohio Revised Code section 2151.421 shall be maintained as confidential and available only to the person making the initial complaint, administrator filing the report, superintendent of schools, board of education and legally constituted authorities entitled to said report pursuant to section 2151.421 of the Ohio Revised Code.

Procedures for reporting will be made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability provided the report is made in good faith.

Each person employed by the Board to work as an elementary school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in child abuse awareness training.

CHANGE OF ADDRESS/PHONE

Please notify District Office of changes in address immediately. It is important to keep this information current, especially in the event of an emergency. If your phone number would change – please notify the office. Also please update your online forms with changes at www.southwest.sdms2.com.

CONFERENCES

Parent-Teacher conferences are scheduled twice a year. They are October 4 and 12, 2017 and February 1 and 7, 2018. A Conference Request Form will be sent home prior to these dates.

COUNSELOR REFERRALS

Parents or administrators may refer students to the school counselor. Students may refer themselves also. Parents who wish to refer their child may do so by calling the counselor at 738-1717 and providing appropriate background information.

FEES

All students in K-5 have a school fee set by the Board of Education, which is used to purchase educational materials and other items used by each student. The fee for school year 2016/17 for Kindergarten through 5th grade will be **\$50.00**. Deadline for payment of fees is September 2, 2017. Checks should be made payable to "Southwest Local School District".

FIELD TRIPS

During the course of the year, various field trips are scheduled in order to supplement the regular educational program and give students first-hand experiences in topics discussed in the classroom. Students may be charged a minimal transportation fee as well as the cost of the field trip. In order to insure proper supervision, only custodial parents may chaperone students unless prior approval is obtained from the principal. Chaperones are not permitted to bring siblings on field trips. Students going on the field trip must have a signed permission slip to participate. All students will remain with their class during the field trip and must travel and return to school with the bus transportation provided.

School-sponsored trips - Travel by students, whether local or distant, is not school-sponsored unless such travel is either:

1. Provided by District-owned, leased or contracted vehicles, or otherwise provided and paid for by the District; or
2. Provided by formal action of the Board of Education and escorted by District employees who have been specifically authorized in writing by the school administration to participate in the trip in order to supervise students.

The Board of Education does not and cannot prohibit student participation in non-school sponsored trips promoted by individuals or organizations so long as the trips do not interfere with student involvement in the regular school curriculum. Further, the Board of Education does not and cannot warrant, guarantee, or take any position as to the reliability of any individual or organization who sponsors and solicits students to participate in non-school sponsored trips, or as to the quality of such trips. Students who participate in non-school sponsored activities, parents who authorize student participation, and the sponsors of such activities, share responsibility for any

consequences that arise from such participation. The Board of Education does not accept any responsibility for non-school sponsored activities.

Employees of the Board of Education who solicit students to participate in non-school sponsored trips and related activities are acting outside the scope of their employment and official responsibilities, and are not acting as employees or agents of the School District. The Board cannot be aware of all non-school sponsored trips in which students, parents or staff members acting as individuals may become involved. Therefore, the Board cannot accept any responsibility for notifying participants that such activities are not school-sponsored. It is the responsibility of each participant to determine whether a particular trip is school-sponsored, and whether school-sponsored or not, to make their own independent assessment of the risks involved. The superintendent stands ready to answer all inquiries as to whether a particular trip is school-sponsored.

FIRST DAY OF SCHOOL

Students are helped by adults who are assigned to the entrances to help get the student to his/her room. At the end of the day helpers are also available to make sure everyone gets on the proper bus.

If your child goes to a sitter, please be sure the sitter's phone number is on the enrollment card in the space provided for this type of information. Please be sure the child knows both the first and last name and address of the sitter.

GRADING SCALE/PROMOTION/RETENTION

In the elementary grades, promotion to the next grade or group is based primarily upon teacher judgment and recommendation except as indicated below. Teacher decisions are subject to review by the principal and superintendent. The legal authority for assignment rests with the superintendent. However, the superintendent may delegate this authority to the principal. The primary consideration shall be what is best for the child. All cases of non-promotion should be discussed with the child's parents prior to the end of the school year.

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

In grades 1-5, a failing grade (F) in two of the Competency Based subject areas (Mathematics, Reading, Writing, Science and Citizenship) or an F in one CBE subject and reading below grade level initiates a discussion of the possibility of retention. A committee consisting of the classroom teacher, the principal, and other persons with information relevant to the child's progress, i.e., tutor, psychologists, will be notified and will have input in the discussion.

This policy prohibits the promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject agree that the student is academically prepared to be promoted to the next grade level.

For students entering grade three beginning with the 2003-2004 school year, promotion to grade four will be based upon ORC section 3313.608 in addition to passing CBE subjects as outlined above. Any student who fails to attain a passing grade on the third grade reading achievement test shall not be promoted to grade four unless either of the following applies: (1) the pupil was excused from taking the test based upon an IEP or (2) the pupil's principal and reading teacher agree that the pupil is academically prepared for promotion to the next grade level.

Criteria used to determine promotion/retention will include, but not be limited to, the following:

- A. Overall grades
- B. Teacher and principal recommendations based upon:
 1. Tests (teacher made, company produced, Ohio Department of Education test materials, CBE assessment, and standardized tests)
 2. Mastery of pupil performance objectives
 3. Student Attendance

Grading Scale

98-100	A+	78-79	C+
93-97	A	73-77	C
90-92	A-	70-72	C-
88-89	B+	68-69	D+
83-87	B	63-67	D
80-82	B-	60-62	D-
		0-59	F

HALLWAYS

P.E. teachers appreciate your attempts to stay in top racing form all year but the halls are not the place to practice your running. Students should go to and from other rooms quietly. Others are working, and we want to make sure that we all learn as much as possible while in school. Specifically:

- Keep your hands to yourself.
- Keep a low noise level upon entering and exiting the building.
- Do not push, especially at the drinking fountains.
- Never run in the halls.

HOMEWORK POLICY

Belief Statement

Homework can play a significant role in the academic success of the students. It is assigned as an extension of the classroom. Homework provides opportunities to practice newly acquired skills and develops appropriate work and study habits. As the teacher reviews the assignments, an assessment of the students' understanding is possible and lessons are planned accordingly. For these reasons, the staff at Crosby Elementary School puts an appropriate emphasis on homework and has developed the following homework policy.

Expectations

Teachers are expected to provide assignments which are meaningful, challenging and relevant. They are expected to provide appropriate, timely feedback to the students and to communicate problems to the parents. This includes notes and phone calls regarding incomplete assignments or the lack of parent signatures. Teachers should ensure that homework is completed by maintaining a system of rewards and consequences. The teachers will provide time for the students to complete their plan books and will check for parent signatures and completed assignments each day.

Students are expected to complete all homework assignments on time and to the best of their ability. They are expected to turn in a neat, presentable assignment when requested. Reading of assigned material and studying for tests are considered homework. The students are responsible for completing the plan book each day and for conveying information to the parents.

Missing assignments will be noted in the student's plan book. These assignments should be completed the next day. A student who habitually does not adhere to the homework policy will be subject to the teacher and building discipline procedures.

Parents are expected to establish homework as a priority for their children. As such, they should ensure that the children have a quiet time and place to complete assignments. Parents should provide positive support when homework is completed and not allow the student to get out of doing homework. Problems with homework should be communicated to the teacher. Parents are expected to review and sign the student plan books each night for students in grades 3-5 and the homework papers for students in grades 1 and 2.

Grading

Assignments which are completed and returned on time will receive full credit. Overall, homework will account for a maximum of 40% of a student's grade.

Recommendation

It is recommended that a consistent routine be established at home to ensure that homework is completed. Establishing a study time and a procedure for monitoring the work will develop student work habits. On nights when no specific activity is assigned, the students can study for upcoming tests or read for enjoyment. With the cooperation of the students, parents, and teachers this homework policy will be effective. The students will benefit through increased academic success.

Lunch \$1.70/Breakfast .95/Milk .50

SCHOOL BREAKFAST PROGRAM

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

USDA is an equal opportunity provider & employer.

SCHOOL LUNCH PROGRAM

Students have the option of either purchasing a hot lunch from school or they may bring a packed lunch from home. Students are given several healthy drink choices; therefore, we ask that students do not bring soda. (Please refer to the District Wellness Policy). All students are expected to eat lunch and it is to be consumed in the cafeteria with their class. Proper manners are expected while eating so that everyone may have an enjoyable lunch period.

Each student is scheduled for a 45-minute lunch period, including recess. Parents are encouraged to pre-pay for lunches and breakfast.

Meal charges are permitted for students who occasionally lose or forget their meal money. Charges are expected to be repaid the following school day. To manage charges effectively, the district has adopted the following charge procedure:

Charges for meals or milk are permitted for students who occasionally forget or misplace their money. We ask that charges be repaid the following school day. Charge notices will be sent home weekly. Students who do not repay charges on the following school day will be allowed a MAXIMUM of 4 charges (or the dollar equivalent of 4 lunches). **After the fourth charge, a parent will be notified by a phone call.** Any student, who has accumulated 4 charges and is sent to school with no money for lunch and no packed lunch, will be asked to call their parent to bring a lunch. If no lunch is provided by the parent, we will offer peanut butter and crackers and milk to the student and will charge the price of the milk to the student's cafeteria account.

There are free and reduced lunch programs available for those who qualify. You can find this application online at www.southwest.sdms2.com.

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

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.
- School parties should include no more than one food or beverage that does not meet nutritional standards.
- For safety concerns, parents/caregivers are encouraged to provide individually packaged commercially prepared products.
- Fund raising efforts are supportive of healthy eating.

PARENTS RIGHT TO KNOW

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

PHONE CALLS/MESSAGES

Phone calls to the school to give messages to a student should be kept to a minimum and to those of emergency or very important matters only. Students will not be called to the phone for messages. Nor will they be permitted to make phone calls of a non-immediate nature. Furthermore, students will not be permitted to call home for work that has been forgotten.

PICTURES

Individual school pictures are taken each fall and spring. A notice will be sent home regarding the cost. Everyone will have a picture taken in the fall but only the students who have paid will receive pictures packets. Student pictures are used in their permanent school file.

Fall Picture Date – August 28, 2017
Spring Picture Date – March 22, 2018

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.

PROCEDURES-STATE MANDATED TESTING

Each year our students in kindergarten through grade five participate in a wide variety of assessments. These include: screening and diagnostic/achievement testing. The grade levels assessed and the subject areas identified for testing at each grade level are determined by the state and federal directives. As legislation changes from year to year, the testing schedule varies from one school year to the next.

The Assistant Superintendent, High School Guidance Head and elementary building principals shall be responsible for all test security within the district. No unauthorized person shall have access to any secure test materials.

The tests shall be sent to the Assistant Superintendent who shall take the tests to the respective buildings.

The building test coordinators shall count and distribute tests to certified members who shall administer the tests.

The tests shall be returned to the building test coordinators who shall account for all copies and administration manuals and who shall deliver the tests to the Assistant Superintendent for shipping.

Grading, Scoring and Record Keeping

All tests materials shall be returned to the designated location within 24 hours of the conclusion of any regular or make-up testing session. The school district will receive within 60 days of the end of any test period, a report including the following: a pass/fail score for each student in each area tested, for each child who has failed a test area, suggestions for improvement and a building/district summary for each grade and test area.

The Southwest Local School District shall permit access to a student's test results to parent(s) or eligible students in accordance with the provisions of 3301-13-01 of the administrative code and 3319.321 of the Revised Code.

Such requests shall be made in writing to the head of the guidance department or elementary building principal.

Consequences for Cheating on State Mandated Test

Cheating on any of the state mandated tests should be considered a suspendable offense. The following activities should be considered cheating and not permitted on state mandated tests: looking at someone else's answer sheet, giving or receiving assistance, working ahead or behind, use of scratch paper, notes, any calculating device, and foreign language or other dictionaries.

Use of State Tests to Meet Requirements

Amended Substitute House Bill (HB) 55, signed into law, authorizes districts to use any of the state tests required by 3301.0711 of the Revised Code as the competency assessment required by Section 3301.0715 of the Revised Code if the district determines that state tests appropriately measure progress toward achieving any performance objectives specified at the same grade.

PTA

Crosby Elementary has one of the best and most active parent organizations. They are a friendly, cooperative, hard-working, and forward-looking group that consistently puts the needs of children first. Their contributions are many including an active volunteer service, provision of funds and materials, and advice and input.

We encourage every parent to join this group, pitch in on projects and make Crosby Elementary the best school for your children to attend.

REGISTRATION

Registration for all Southwest Schools for Kindergarten – 12th grade is completed at District Office located at 230 S. Elm Street, Harrison, OH 45030. The hours for registration of students are Monday and Tuesday 7:00 a.m. – 11:00 a.m. and Wednesday 3:00 p.m. – 7:00 p.m. Please schedule an appointment by calling 513-367-4139.

Students do not need to be present when you come to register. Go to the district website and follow the link for Student Registration for details. You will be required to show a birth certificate, proof of residency and proof of custody/guardianship if applicable as well as a copy the current report card for students in Kindergarten – 8th grade.

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 to appropriate classes. The lack of a transcript could delay this process.

SCHOOL CLOSING

In case of inclement weather, parents should listen to the radio for closing or delay information concerning “Southwest Local Schools” over all major radio stations and local television stations. Please refrain from calling school or any school employee.

Parents are reminded that on days when the opening of school is delayed two hours, morning kindergarten session will be canceled. On days when school dismisses one-hour early, P.M. kindergarten will begin an hour early at 11:20 A.M. and dismiss at 2:00 P.M. This is necessary in order to comply with state minimum standards as they pertain to length of an official school day.

TEXTBOOKS AND WORKBOOKS

Textbooks and workbooks are provided for students by the Board of Education. Once they have been distributed, they become the responsibility of the student but remain the property of the district. Please stress with your child the responsibility for these books. Fines will be assessed for damaged or lost books.

VISITORS

For your child's protection, a buzzer system has been installed and all visitors will be buzzed into the building after identifying themselves and their business.

VOLUNTEERS

Volunteers are utilized in many ways throughout the school. Parents and other adults are encouraged to call the school if interested in donating some time as a volunteer. All classroom volunteer activities must be scheduled in advance by teachers and volunteers. Volunteers scheduled on a regular basis will be requested to be fingerprinted at District Office at the beginning of the school year.

DISCIPLINE

BEHAVIOR

Essentially, the right of a student to attend a public school is dependent upon his/her compliance with school rules and regulations. While at Crosby Elementary School, a student is expected to behave appropriately and properly. Behaviors that disrupt the learning atmosphere are not permitted.

BUS CONDUCT AND RULES

The Southwest Local School District Board of Education is committed to ensuring the safe and efficient operation of its school buses.

Pursuant to Ohio Revised Code 3327.014 students riding district school buses may have such bus riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop.

Students riding district buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct.

Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services or suspending transportation services to any student.

Each bus in the Southwest Local School District is equipped with a video camera. The camera is to be in operation when the bus is running whether in motion or waiting for students to enter or exit.

Before a suspension from bus riding privileges is imposed under this policy, the Superintendent or Administrator shall provide notice of intent to suspend these privileges to the student and provide the student the opportunity to appear before the Superintendent or Administrator regarding the reasons for suspending the student's riding privileges. The parent of the student shall be notified of the suspension and the reasons therefore within one school day of the suspension. Students are subject to the emergency removal from a school bus in accordance with the provisions of R.C. 3313.66(C).

Bus Rules

1. Parents and pupils must assume that bus transportation is a privilege provided by the Board of Education and not a right.
2. Pupils must ride assigned buses. Deviations may be made only by request to the transportation supervisor. Only students assigned to a particular bus will be permitted to board.
3. Pupils must leave or board the bus at locations which they have been assigned. If a pupil is to be let off at a different stop, then a note signed by the parent and the school principal should be presented to the driver.
4. Parents are responsible for the conduct and safety of their children to and from the bus stop.
5. Pupils must be at the bus stop on the curbside before the bus is scheduled to arrive. The bus will not stop if pupils are not waiting at the pick-up point.
6. Behavior at a bus stop must not threaten the safety or property of pupils.
7. Riders must go directly to an assigned or available seat. All elementary children will have assigned seats.
8. Riders should remain seated and keep aisles and exits clear.
9. Riders must observe classroom conduct and obey the driver promptly and respectfully.
10. Riders may not eat or drink on the bus.

11. All parts of riders' bodies shall be kept inside the bus at all times.
12. Riders may not throw or pass objects from or into the bus.
13. Parents will be responsible for any damage to a bus by their children.
14. Absolute quiet must be maintained at all railroad crossings and during bad weather driving.
15. Riders may carry on the bus only objects that can be held on their laps or stored in such a way as to keep aisles and exits clear.
16. There will be three evacuation drills per year, a front exit, a rear exit and a front and rear exit.

The driver oversees the bus and will enforce these regulations. Riders who violate bus rules may be refused transportation

HAZING/BULLYING

"BE IT HEREBY RESOLVED, that it is the policy of the Southwest Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing/bullying/intimidation activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing/bullying/intimidation.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Bullying is defined as the act of being habitually cruel or overbearing to another person.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing/bullying/intimidation is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adopting by the Board of Education. In addition, this policy shall be incorporated into building, staff and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs."

STUDENT CODE OF CONDUCT

Zero Tolerance

The Southwest Local School District has a policy of zero tolerance for violent, disruptive or inappropriate behavior on the part of any student. Any student who engages in said conduct shall be subject to the disciplinary procedures set forth in the student code of conduct for violations of that code.

Violent behavior shall be defined as any behavior or act on the part of the student, either on or off school grounds, which causes, or has the potential to cause physical injury to any other person. Disruptive behavior shall be defined as any behavior by a student, either on or off school grounds, which causes a disruption in the good working order and educational mission of the school or any connected school activity. Inappropriate behavior shall be defined as any behavior by a student, which is the sole discretion of the appropriate school official, is not conducive to the creation, maintenance or fostering of an academic atmosphere. Included in these definitions, but by no means limiting the definitions is excessive truancy from school by any student.

In order to fully address these issues, the Southwest Local School District's Board of Education hereby appoints the Southwest Local administrators to formulate and establish strategies to curb the prohibited behavior on the part of the students. These strategies should specifically address the prevention of the types of prohibited behavior as well as a program of intervention on the part of the district personnel to prevent further prohibited acts.

This code of regulations is adopted by the Board of Education of the Southwest Local School District pursuant to 3313.66, Ohio Revised Code.

Conduct Code Violations

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below, on school premises, while in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location, may be subject to disciplinary action including emergency removal, or suspension, or expulsion or removal from curricular or extra-curricular activities pursuant to 3313.66, Ohio Revised Code.

The types of conduct prohibited by this code of regulations are as follows:

A. Advertisement

1. Distribution of pamphlets, leaflets, buttons, insignia, etc., without permission of school administration. Permission for the distribution of such materials shall be granted unless:
 - a. They are of the nature described under Obscenity, #3;
 - b. The time, place or manner of distribution would substantially interfere with the work of the school operation or infringe upon the rights of other students.
2. Placing signs and slogans on school property without permission of the school administration.
3. Sales or soliciting on school property without permission of school authorities.

B. Attendance

1. Truancy.
2. Tardiness (excessive or unexcused).
3. Leaving the school building during school hours without permission of the proper school authority.
4. Missing, skipping, or "cutting" of class (es).

C. Civil/Criminal Law

1. Commission of any crime on school premises or at a school activity in violation of the Ohio Criminal Code or the Ohio Juvenile Code or the Ohio Traffic Code.

D. Documents

1. Forgery on or of school related documents.
2. Falsifying information to school authorities.

E. Dress

1. Failure to abide by reasonable dress and appearance codes set by the administration or the Board of Education.

F. Educational Process

1. Any disruption or interference with school activities.
2. Chronic misbehavior which disrupts or interferes with any school activity.
3. Demonstrations by individuals or groups causing disruption to the school program.
4. Any other activity which a pupil knows or should know will disrupt the academic process of a curricular or extra-curricular activity.

G. Health

1. Presence on school property with a communicable disease.

- H. Homework
1. Cheating or plagiarizing.
- I. Obscenity
1. Use of indecent, abusive, or obscene language in oral, written, or symbolic form.
 2. Engaging in sexual acts, indecent exposure.
 3. Publication, distribution, or possession of obscene, pornographic, or libelous materials.
- J. Physical
1. Assault, verbal abuse, or threat of physical harm to a school employee, student or other person.
 2. Fighting.
 3. Possession or use of dangerous weapons, instruments, fireworks, or firearms.
- K. Property
1. Arson, or attempted arson, or setting unauthorized fires.
 2. Turning in false fire, tornado, bomb, or disaster alarms.
 3. Damage or destruction (actual or attempted) of school property.
 4. Damage or destruction (actual or attempted) of private property.
 5. Theft or possession of stolen goods.
 6. Use of nuisance items. Radios, cassettes, personal stereos, tapeplayers, skates, skateboards, playing cards, cellular phones, laser lights, and pagers are considered nuisance items. Hats, headbands and visors are considered items of unnecessary dress and are not permitted.
 7. Possession of matches or lighters or other similar devices.
- L. Pupil Personnel
1. Hazing, bullying and/or intimidation activities of any kind.
 2. Extortion.
 3. Gambling.
 4. Aiding another person to violate school regulations.
 5. Public displays of affection between pupils - Public displays of affection between pupils are discouraged and prohibited as being inappropriate for a school setting. Pupils may hold hands, but embracing and kissing are strictly forbidden.
 6. Harassment, bullying, intimidation, vandalism, physical or verbal abuse or the disruptive behavior toward other students.
- M. Staff
1. Disregard of directions or commands by school authorities, including school administration, teachers, and non-certified staff.
 2. Disrespect to school personnel.
 3. Refusing to comply with minor punishment such as detention, writing assignments, etc., or repeated offenses of school regulations.

4. Harassment, vandalism, physical or verbal abuse, or other disruptive behavior toward school personnel including during non-school time.

N. Substances

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

O. Transportation

1. Failure to obey school driving and parking regulations.
2. Any type of prohibited activity listed herein taking place on a school bus shall be reason for removal, suspension, or expulsion.

P. Trespass

1. Presence in areas during school hours or outside school hours, where a student has no legitimate business.

Q. Gangs

1. Engaging in any act or acts by individuals or groups which may threaten the safety or well being of persons, affect the attendance of another student or disrupt the school environment.

Dangerous Weapons

The Board is committed to providing the students of the Southwest Local School District with an education environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary or poisonous gas; bomb, grenade or rocket having a propellant charge of more than four (4) ounces; missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any student who possesses a firearm which

was initially brought onto school property by another person, may be expelled by the Superintendent, at his/her discretion. In addition, the Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any expulsion shall extend, as necessary into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law. Reasons for such reduction would include, but not be limited to, the expiration of the year occurring near the beginning of a school year, the nature of the weapon; manifestation of a student's disability and other mitigating circumstances.

Students are also prohibited from bringing a knife to or possessing a knife (which was initially brought by another person) onto school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, with the same expulsion implications as noted above.

Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, nervous irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Drug and Alcohol Policy

The Southwest Local Schools Board of Education recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

At the beginning of each school year, each student and his/her parent/guardian will be given a copy of the standards of conduct and a statement of disciplinary sanction that are required during the orientation process. These standards notify parents, guardians and students that compliance with these standards of conduct is mandatory.

Any student found in possession of or under the influence of drugs and/or alcohol at school, at a school sponsored event, or on a Board operated transportation vehicle will be immediately suspended from school for 10 days and recommended for expulsion.

Students who are first time offenders and who appeal their expulsion recommendation must bring the results of an assessment from a Southwest Local School District approved drug and alcohol specialist/agency/facility to the expulsion hearing. These materials and the student's and parents' plan to prevent future problems will be reviewed by the Superintendent or designee and a determination will be made as to whether the student should be allowed back to school after completion of his/her suspension. Any student who does not completely comply with the recommendations of the drug and alcohol assessment and the school administration will be expelled from school for the duration of his/her expulsion recommendation.

All “sellers/distributors” and drug and alcohol “repeat-offenders” will be recommended for expulsion. The assessment option will not be available to “seller/distributors” or “repeat-offenders.”

All drug “sellers/distributors” and/or students who are in possession of illegal drugs will be reported to a local law enforcement agency. The Southwest Local Schools recognize the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as “peer counseling,” individual guidance, support groups and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment.

Searches

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

1. Declare that lockers/desks are the property of the Board of Education and these lockers/desks and contents thereof are subject to search at any time.
2. Conduct random searches of locker/desk searches. Searches of all or limited number of lockers/desks maybe conducted at any time in accordance with federal and state laws as well as Board policy.
3. Search specific lockers/desks and the contents thereof if the administrator reasonable suspects the locker/desk or its contents contain evidence of a pupil’s violation of a criminal statute or of a school rule.
4. Search at any time the locker/desk and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board.
5. Conduct a search of a student or personal property if the administrator has reasonable suspicion to believe that a student possesses a dangerous weapon, contraband, illegal or stolen item. The administrator may search the student or his/her personal property. Remove the item and contact any appropriate authorities. All personal searches will be conducted in the presence of another school employee. School district employees are prohibited from conducting strip searches.

6. Use security devices which protect the health and safety of the school community. Such devices may include metal detectors, surveillance cameras, entry systems, identification badges, facility regulations, etc. Individual searches utilizing security devices will be conducted if there is reasonable suspicion. Random searches will be conducted in accordance with reasonable standards adopted by the administration.

Sexual Harassment

Sexual harassment will not be tolerated in the Southwest Local School District. Students are expected to be free from unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Most inappropriate sexual behavior violations should be handled as violations of the discipline code.

Examples of behavior which is prohibited by this policy are:

1. repeated flirtations, advances or propositions;
2. intentionally making physical contact;
3. making graphic or suggestive comments about an individual's dress or body;
4. making sexually degrading words to describe an individual;
5. aggressively displaying objects or photographs of a sexual nature;
6. telling sexually explicit or obscene jokes;
7. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, etc.

In the event that a student has been or is being sexually harassed on school property or at a school related event, it shall be promptly reported to a staff member (teachers, administrator, counselor, coach, advisor, etc.).

Occurrences involving students, as offenders will be processed in the same manner as other infractions of Board adopted rules and regulations with regard to suspension/expulsion and other disciplinary situations. Verified sexual harassment allegations could result in suspension, expulsion, referral to law enforcement agencies, and/or recommendations for counseling.

Occurrences involving employees as offenders toward students will be investigated by the grievance office. The information obtained from the investigations will be reported to the superintendent for proper disposition.

Occurrences involving members of the general public as offenders toward students will be reported to an appropriate law enforcement agency.

DRESS CODE

The staff at Crosby Elementary believes that parent and student understanding and support of school rules is mandatory to effectively meet the educational needs of students. Our policy, regarding dress, is to permit individual differences in expression that do not distract from or disrupt the learning process or undermine the authority of staff. As such, student dress must take into account student health and safety factors, must reflect standards of decency and must not be bizarre or unusual. The principal will determine the appropriateness of dress and full parent cooperation is expected.

Appropriate dress means wearing shirts/blouses buttoned in accord with the design of the item. Boys: tank tops, see through shirts, undershirts and bare midriffs are not permitted. Girls: halter, backless, thin-strapped, strapless, low-cut or transparent tops and bare midriffs are not permitted. Clothing items which are controversial, have references to alcohol, drugs, tobacco, profanity and/or sex, or have obscene slogans on them are not permitted. Shorts and/or skirts, which are mid-thigh or longer, are permitted.

Gym clothes - Grades 1-4 are required to have tennis shoes or shoes with rubber soles.

Grade 5 is required to have a separate change of clothing for gym class (T-shirts, shorts, gym shoes and sweat socks), no short shorts.

Children must have clothing appropriate for outside play. Recess is inside if there is any precipitation or if the temperature falls below 32 degrees F.

Hats and sunglasses may be worn only outside the building.

Shoes are required at all times. Footwear that does not offer sanitary or safety protection shall be prohibited. No flip-flops or backless shoes.

LUNCHROOM RULES

1. All students are to be seated in an orderly manner.
2. They are to remain seated until completely finished with their meal.
3. No soft drinks.
4. Students may converse with their immediate neighbors by using a low, controlled voice.
5. Students are responsible for cleaning up after themselves when finished.
6. Dismissal will occur upon the direction of the supervising adult.
7. No food or drinks should leave the cafeteria.

NOTE: Students are not permitted to leave school grounds during lunch.

PLAYGROUND

Safety is the number one concern on the playground. As such:

- Balls and Frisbees are the only objects that should be thrown.
- All students are to stay outside the yellow lines and away from the windows to prevent injury and to reduce interference with classes.
- No one is to leave the playground without teacher permission.
- Students should remain in the designated play areas in view of the supervisor.
- Absolutely no fighting, rough play or body contact which may result in injury. If another student starts a fight with you, report it to the supervisor immediately. Fighting is not permitted. If you join in, you will receive a punishment.
- Good sportsmanship is expected, as is showing respect to the teachers on duty.
- Do not disturb other students' games.

Students are to line up immediately when the bell rings. Students should re-enter the building quietly. Students must always walk in the hallways. No running is permitted in the building except in the gym. Teachers should be visible in the classroom door or in the hall. All children are to go outside unless a note has been sent from home requesting the child stay inside due to illness or a teacher or principal has given the child permission to stay indoors for a specific work task.

Use the playground equipment in the proper way:

- slide (no sliding head first, backward, standing up or climbing up from the bottom without using the steps).
- cross bars (no sitting or standing on the top and you should cross in one direction).
- swings (one student per seat with no jumping off, standing up or swinging from side to side.)

MEDICAL CONCERNS

ALLERGIES (Bee stings, etc.)

If your child has an allergy or any physical condition that we should be aware of, please make the teacher and office staff aware of this.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

Physical and dental examinations are required for all students entering school for the first time. Immunizations, according to State Law and the County Health Department, are required before a student enrolls in the Southwest Local School District. If you have any questions concerning these matters, please contact the school office at 513-738-1717.

MEDICATION

The drug to be administered to the student must be in the container in which it was dispensed by the prescribing physician or a licensed pharmacist when it is given to the Board employee authorized to administer the drug. A PERMISSION TO ADMINISTER MEDICATION FORM must be completed and on file in the office.

Each time drugs are administered to a student; a written record of that fact shall be maintained by the employee administering the drug on the form designated "Record of the Administration of Prescription Drugs".

Over-the-counter, non-prescription drugs will be administered for one day with a note from the parent. If the medication needs to be given for more than one day the parent must fill out a PERMISSION TO ADMINISTER MEDICATION FORM and list the name of the non-prescription drug, when it is to be administered and the dosage. If this medication is to stay at school for the school year, the form must be signed by a doctor. All drugs must be in their original container. Schedule II drugs to be administered at school must be transported to or from the building by the parent, guardian or other responsible adult.

RECORDS

ACCESS TO RECORDS – PARENT/GUARDIAN

A parent/guardian may inspect and review records concerning a student. Such inspection must take place only in the presence of a school official (principal/or designee) so that proper interpretation and security is provided for. A written release must be completed for this to occur.

ACCESS TO RECORDS – NON-CUSTODIAL PARENT

A non-custodial parent has the right to inspect and review records unless a court order or divorce decree states otherwise. Furthermore, non-custodial parents have the right to conference with the teacher unless a court order or divorce decree states to the contrary. The step-parent, however, may conference with the teacher only in the presence of the natural parent unless he/she has adopted the child or has power of attorney. It is imperative that the school have a copy of these documents so that these situations can be resolved.

ADULTS WHO ARE LEGAL CUSTODIANS, LEGAL GUARDIANS, ADOPTIVE PARENTS OR FOSTER PARENTS

For the protection of your child, copies of legal documents verifying any of the above must be maintained on file in the school file.

CONFIDENTIALITY – RECORDS

Cumulative records shall be directly accessible only to the professional staff, the student (18 years of age or older), and parents or legal guardian of a student under 18 years of age. Information is collected only in the course of a professional relationship with a student and in compliance with state and federal law. Records are kept under lock and key and are under the supervision of the principal.

EMERGENCY MEDICAL CONTACT AND ONLINE FORMS

Emergency Medical Information is now completed online. This also includes internet use and Emergency Medical Forms required for field trips. These forms are extremely important in case of an emergency; this is the only means available to us to contact you. You will find these forms online at www.southwest.sdms2.com. You can also complete a free lunch form on the same site.

SAFETY

FIRE DRILL

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

TORNADO DRILL

A tornado drill will be conducted each month during the spring to keep you familiar with what to do in case of a tornado or high winds. You are expected to go to your assigned area quickly and quietly. While there, you will need to sit on the floor with your hands over your head during this drill. Your assigned area is posted in your classroom.

EMERGENCY PROCEDURES

Crosby Elementary as well as all buildings in the Southwest Local School District have developed Safety Plans that address a wide range of emergency situations. These plans were developed with the assistance of an outside consultant, parents, staff and administrators. The plans are in place to allow staff to employ appropriate procedures to insure the safety of the children and adults at school. The Crosby Elementary plan calls for the student to be evacuated to the Crosby Township Senior/Community Center on Willey Road in the event this should be warranted. We ask that parents not come to school or the evacuation site to pick up children until notified by authorities or school personnel. If parents have questions regarding safety procedures, they are encouraged to call the school office.

SUPERVISION

ARRIVAL TIME

Arrival/starting time – car riders are to arrive at school no earlier than 8:00 AM. Doors will remain locked until 8:00 AM.

DISMISSAL TIME

School dismisses at 3:00 PM. Students are encouraged to utilize bus transportation; however, we realize that sometimes there is a need to pick up your child from school. Parents need to call the office before 2:30 PM to inform the secretary of the change. The secretary will add the child's name to the dismissal list. Parents will then need to arrive at 3:00 PM. All car riders are dismissed through the front doors at 3:00 PM.

EARLY DISMISSAL

In the event school would be dismissed earlier than usual (inclement weather, etc), please have alternative plans made (sitter arrangements, etc.) so that your child knows where he/she is supposed to go for proper supervision.

EXTRA CURRICULAR ACTIVITIES

Parents are responsible for picking children up promptly from extra curricular activities or arrangements should be made with the Latch Key program. At the discretion of the activity advisor and/or principal, those students who are repeatedly picked up late may be dismissed from the respective program.

NEWSPAPERS – PHOTOGRAPHS, NAMES, INTERNET

Periodically, press releases to local newspapers are made highlighting various activities, program or personnel. In some instances, names and/or photographs of students are used in the articles. If you wish that your child's name or photograph **not** be used, please indicate this on the form provided at the back of the handbook and return it to the school office.

Periodically, information regarding school activities are published on the district's and/or school web page. This information may include names of students for specific accomplishments, honors, etc. If you do not want your child's name/pictures on the school webpage, please indicate this on the form provided at the back of the handbook and return it to the school office.

Also, there is a **SLSD Internet Use Policy-Parent or guardian Permission** form found online that gives your permission for your child to use the resources on the Internet, with supervision, in the classroom.

Family Education Rights and Privacy Act (FERPA)
Statute: 20 U.S.C 1232g. Regulations: 34 CFR Part 99

Southwest Local Schools

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

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

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave., SW

Washington DC, 20202-8520

Protection of Pupil Rights Amendment (PPRA)
Statute: 20 U.S.C. 1232h Regulations: 34 CFR Part 98

Southwest Local School District

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

CONSENT before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education –

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

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

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

INSPECT upon request and before administration or use –

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

These rights transfer from the parents to a student who is 18 years old, or an emancipated minor under State law. Southwest Local School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Southwest Local School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. A copy of these policies will also be available on the district website, www.southwestschools.org. Southwest Local School District will also directly notify, such as through the US Mail or email, parents of students who are scheduled to participate in specific activities or surveys noted below and will provide an opportunity for the parent to opt her or his child out of participation of the specific activity or survey. Southwest Local School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities or surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

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

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington DC 20202-8520



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.

Student Name (please print) _____

Street Address _____

Zip Code _____

Home Phone _____ Homeroom Teacher _____

Student Signature _____

Date _____

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.

Parent Name (please print) _____

Street Address _____

Zip Code _____

Home Phone _____ Email Address _____

Parent Signature _____

Date _____

SOUTHWEST LOCAL SCHOOL DISTRICT

PERMISSION TO ADMINISTER MEDICATION

School personnel are not authorized to administer medicine to a student unless prescribed by a medical doctor or as recommended by the parents or guardian. In both instances, a permission form must be on file in the building principal's office.

Student's Name	
Student's Address	
Phone Number	
School	
Grade Level	
a. Diagnosis	
b. Name of Medication	
c. Dosage	
d. Time to be given	
e. Duration of time to be given	
f. Date medication started	
g. Possible severe adverse reactions	
h. Phone numbers where physician can be reached	1. 2.

It is requested that when medication is to be given 3 times per day, it should be scheduled in such a way that the medication can be taken at home.

Physician's Signature

School personnel are absolved of any liability in case of reaction to the prescribed medication.

All drugs must be received by the person authorized to administer the medication **in the container in which it was dispensed** by the prescribing physician or a licensed pharmacist.

As the parent or guardian of the above student, your signature on this form constitutes a written request for the listed drug to be administered to said student and an agreement to submit a revised statement signed by the physician if the previously provided information changes.

Parent/Guardian's Signature

VACATION REQUEST

Student _____ Grade _____ Teacher _____

Directions: The parent is to complete the top section of the request and submit it to the child's teacher who will complete the middle section. It will then be sent to the Principal's office. Please submit this form seven (7) days in advance of the first day of vacation. If at all possible, parents are asked to take vacations at times other than during the school year. **No more than 5 days** a year will be permitted for vacation purposes. Vacation days are counted within the **8 days** allowed. Any day after this requires a doctor's excuse.

Parent's Section:

Vacation to begin on (date) _____

Student will return on (date) _____

Homework requested for trip (if possible) Yes _____ No _____

I understand that my child is responsible for completing the school work when he/she returns to school.

Parent Signature

Date

Teacher's Section:

Estimated grade (if possible) in the following subjects:

Math _____ Reading _____ English _____ Science _____ Soc. Studies _____

Should homework be provided for the vacation? Yes _____ No _____

Comments: _____

Teacher's Signature

Date

Principal's Section:

Recommends vacation listed _____

Does not recommend vacation listed _____

Principal's Signature

Date

Copy to Teacher _____

Copy to Parent _____

Internet/Website

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

If you wish that your children's names **not** be used, please indicate on the form below, sign and return to the school office.

I wish that the names of my children **not** be used on the Southwest Local School District and/or Crosby Elementary School website.

Children's Names:

Parent's Signature:

Date: _____

Newspapers-Photographs and Names

Periodically, press releases to local newspapers are made highlighting various activities, programs and student achievements. In some instances, names and/or photographs of students are used in the articles. If you wish that your children's names or photograph **not** be used, please indicate on the form below, sign and return the form to the school office.

I wish that the names and/or photographs of my children **not** be used in newspaper articles.

Children's Names:

Parent's Signature:

Date:

CROSBY ELEMENTARY SCHOOL

Handbook Receipt

We, the undersigned, acknowledges receipt of the Parent-Student Handbook from Crosby Elementary School

Student Name _____

Grade _____

Parent's Signature _____

Date _____