

**HARRISON
JUNIOR SCHOOL**



STUDENT HANDBOOK

Principal: Mr. Christian Tracy
Assistant Principal: Mr. Dan Rouster

9830 West Road
Harrison, OH 45030
Phone: 513.367.4831 • Fax: 513.367.0370
Website / Progress book Link: Southwestschools.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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FACULTY

(2017 – 2018)

ADMINISTRATION

Principal - Christian Tracy
Assistant Principal - Dan Rouster

SECRETARIES

Terri Daily
Misty Sowders

VISUAL ARTS

Deb Jones

FOREIGN LANGUAGE

Mary Rudolph

PHYSICAL ED

Andy Dalton
Andrew Bontrager

LANGUAGE ARTS

Dan Rettig
Lauren Green
Tia Peters
Becki Vieth
Bev Haas (TAG)
Lisa Willig
Kat Hilbert
Sep Ludwick

MATHEMATICS

Steve Coffman
Kevin Wentz
Howard Jenkins
Tom McGraw
Lori McDonough
Cindy Silber
Brooke Skelly

PERFORMING ARTS

Brian Egan
Amanda Purdy
Megan Jenkins
Kelsey Withrow

SCIENCE

Becky Albrinck
Royce Heim
Laura Wortman
Brandon McBee
Kyle Bowser
Andrea Kraft
Tricia Cunningham
Jennifer Ahr

SOCIAL STUDIES

Carla Adams
Matt Hotopp
Mike Berwanger
Dirk Dugan
Lisa McDonald
Laura Ventre
Chris Johnson

SPECIAL EDUCATION

Allison Berry
Jaci Hall
Sarah Dove
Andrew Schlager
Haley Tollerson
Abby Sherwood
Julie Coffey
Mary Denney

COUNSELOR

Nicole Lee

SCHOOL PSYCH:

Jeanine Rice

COMPUTER TECH.

Cathie Carroll
Tom Bill

GATEWAY TO TECH

Angela Elsasser

Health

Andy Banks

MEDIA CENTER

Cindy Benson

STEAM

Alex Couch
Rob Clark

SPEECH

Lesley Fette

Our Focus:

Our Mission: *“Experience the change; foster the growth!”*

Our Motto: *“Tradition Starts Here!”*

Our Core Values: *“Respect, Trust, Ownership and Leadership”*

FIGHT SONG

Cheer, cheer for Harrison High, Shout out the echoes up to the sky. Send our volley cheers on high, shake down the thunder from the sky. Though our foes be great or be small, The Green and White will win over all. And our loyal team will bring Honor to Harrison High!

ACADEMICS

It is the philosophy of the Southwest Local School District to provide each student with the appropriate instruction, support services, and intervention programs to give students the opportunity to progress successfully through our system. The program at Harrison Junior School strives to provide the greatest opportunities for all students.

Progress Book is a tool that allows parents / guardians and students to monitor progress as the school year unfolds. It is our hope that both parents and students will take an active part in their education and the monitoring of success. The school website has the link to this unique program. Student IDs / passwords will be distributed at the beginning of the school year. If you have any questions regarding this tool, please contact Harrison Junior School at 513.367.4831.

Report Cards / Fee’s

Report cards are sent home with students at the end of each grading period. Students who have fines / charges against their accounts (i.e. lunch charges, overdue library books, fees etc.) must pay these fines prior to report cards being issued. School fee’s for both 7th and 8th grade students are \$47 for the school year.

Grading Scale

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – 0	F

Students who fail 2 points or more for the year may be retained / held back. Language Arts, Math, Science, Social Studies, Band, Chorus, and Foreign Language = 1 point each; Art, Physical Education – ½ point each; Health, Family and Consumer Sciences, Technology Education – ¼ point each.

Counselor

If a student is having a problem and would like to discuss it with an adult, a counselor will be available throughout the day. Please attempt to see your counselor during lunch, in-between classes, or during an elective class.

Honor Society

Students are invited to join the Harrison Junior School Honor Society on the basis of the four national standards of Scholarship, Leadership, Character and Service. Scholarship requires a 3.5 Grade Point Average during 1st semester over all subjects, with no D's or F's. High Leadership, Character and Service qualities are determined by the administration and faculty. All students, 7th and 8th grade, are eligible for consideration for the Honor Society.

Tutoring

Tutoring is available for all academic areas upon student request. Tutoring will take place after school several days during the week.

Progress Reports

Mid-term Progress Reports will be distributed to students after the 4th week of the grading period to inform parents of their child's progress in school. It is essential that parents keep a close watch on their child's progress in school via Progress Book or Progress reports when needed. If you have questions regarding your child's growth here at HJS, please do contact the teacher, counselor or administrator for assistance. We will get back to you promptly.

ATHLETICS / ACTIVITIES

Extracurricular activities are often linked to students overall progress / success in school. It is imperative that students get involved in some type of extracurricular activity while taking part in secondary schooling. Harrison Junior School has something for every student. Make your school career a great one by selecting one or more of the following to participate in:

Football (Boys)	Art Club	Pep Club	Community Basketball
Basketball (Boys / Girls)	Chorus	Principal Leadership	Math Counts
Track (Boys / Girls)	Student Council	Drama Club	Honor Society
Wrestling (Boys)	Band	Student Council	Intramurals
Volleyball (Girls)	Cheerleading	Rock Climbing Club	RPG Club
Cross Country(Boys/Girls)			

Eligibility

A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

Athletic Code of Conduct

The purpose of athletics at Harrison Junior School is to provide students with an opportunity to participate in sports, but, more importantly, to develop sportsmanship, character and competitiveness in the young men and women who participate. Participation in athletics, as well as other extra-curricular activities, is a privilege, not a right. As an athlete at Harrison Junior School, you represent our school, and your conduct and actions in the classroom, on the field, and in the community should not deviate from the regulation and code of conduct set by our school and athletic department.

The use or possession of tobacco, alcohol or drugs, ON or OFF school premises, will not be tolerated. Use of any of these will result in removal from the team and sport in which you participate for the remainder of the season. If you are guilty of using or possessing tobacco, drugs or alcohol for a second time, you will be suspended from participation in athletics for the entire school year.

The only exception to this rule will be if the student refers himself/herself or if a parent refers his/her son/daughter for assessment through the school drug and alcohol program. The student or parent referral must be made to the Athletic Department, Assistant Principal or Principal prior to the school representatives' discovery of a violation of this policy. The athlete will be denied participation until the assessment procedure is completed. The athlete must then follow the recommendation of the assessment. Failure to follow through with the assessment or its recommendations will result in denial of participation for the remainder of the season. If there is a second violation of this policy the athlete will be denied participation in all sports for the remainder of the school year. Any student who engages in a criminal activity may be denied participation in any sport.

Other rules of conduct will be the same as those listed in the student handbook as they apply to all school activities. Any violation or deviation from the student code of conduct listed in the student handbook may also be reason for removal from or denial of participation in athletics. It is your responsibility to take the initiative to read the student handbook, know what the rules are, and abide by them.

Coaches may also have specific rules of conduct and subsequent discipline policies applicable to their team and sport. These rules must also be followed. An athletic team member who quits one sport may not participate in another interscholastic sport until the current season of the sport during which he/she quit, comes to the end.

SCHOOL SAFETY

Fire, Tornado, and Lockdown Drills

Fire, Tornado, and Lockdown Drills will be conducted regularly. Follow your teacher's instructions and remain quiet and orderly.

Student Dress

The Southwest Local School District adheres to the following criteria when speaking to student dress:

1. The building Administrator (s) will determine the appropriateness of dress.
2. **Shorts and skirts are permitted. Shorts and skirts should be of an appropriate length for school. Skirts and shorts should be no higher than the mid-thigh.**
3. Clothing with references to alcohol, drugs, tobacco, profanity, weapons and / or sex are not permitted at any time.
4. Tank tops, undershirts, see - through shirts, bare midriffs, halters, sleeve-less and backless shirts are not permitted.
5. Wallet chains and key chains worn outside pockets are not permitted.
6. Hats and or bandanas are not permitted during school hours.

Changing Classes

At every change of class there are large numbers of pupils walking from one room to another. In order to keep the noise and confusion to a minimum, students are asked to keep their conversations at a respectable volume. Students are not to run in the hallways at any time. A student is considered tardy if not in his seat, and prepared for class when the tardy bell rings. Students late to class are to report to their classroom teacher, not to the office. Chronic tardiness will be reported to the office and dealt with accordingly.

Hall Passes

Students are not permitted in the halls during class periods unless they have their student planner signed and dated by the appropriate teacher.

Locker Searches

To protect the health / safety of the school community, school administrators may conduct searches of lockers, desks, and other containers or enclosures that are the property of the SLSD.

Medication

All Medication to be distributed at school requires parent consent / signature. Prescription medication, to be distributed at school, requires a doctor's signature and instructions as well. A Medication consent form will be sent home with students the first week of school upon request. At no time is it permissible for students to have in their possession any form of medication (over-the-counter or prescription). Students requiring an inhaler may fill out the proper form to allow them to carry this item on their person during the school day. This includes any school related field trip or function.

STUDENT DISCIPLINE / CODE OF CONDUCT

Types of Conduct Prohibited by School Regulations:

(Board Policy 5115.5 Revised: 8.19.99)

- 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:
 - i. They are of the nature described under Obscenity #3;
 - ii. 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 proper school authority.
 - 4. Missing, skipping, or “cutting” of class.
 - C. Civil / Criminal**
 - 1. Commission of any crime on school grounds or at a school activity in violation of the Ohio Criminal Code or the Ohio Juvenile Code or the Ohio Traffic Code.
 - D. Documents**
 - 1. Forgery on or of school related documents
 - 2. Falsifying information given to school authorities
 - E. Dress**
 - 1. Failure to abide by reasonable dress and appearance codes set by the administration or the Board of Education.
 - F. Educational Process**
 - 1. Any disruption or interference with school activities.
 - 2. Chronic misbehavior which disrupts or interferes with any school activity.
 - 3. Demonstrations by individuals or groups causing disruption to the school program.
 - 4. Any other activity which a pupil knows or should know will disrupt the academic process of a curricular or extra-curricular activity.
 - G. Health**
 - 1. Presence on school property with a communicable disease.
 - H. Homework**
 - 1. Cheating or plagiarizing
 - I. Obscenity**
 - 1. Use of indecent, abusive, or obscene language in oral, written, or symbolic form.
 - 2. Engaging in sexual acts, indecent exposure.
 - 3. Publication, distribution, or possession of obscene, pornographic, or libelous materials.
 - J. Physical**
 - 1. Assault, verbal abuse, or threat of physical harm to a school employee, student, or other person.
 - 2. Fighting
 - 3. Possession or use of dangerous weapons, instruments, fireworks, or firearms.
 - K. Property**
 - 1. Arson, or attempted arson, or setting unauthorized fires.
 - 2. Turning in false fire, tornado, bomb, or disaster alarms.
 - 3. Damage or destruction (actual or attempted) of school property.
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4. Damage or destruction (actual or attempted) of private property.
5. Theft or possession of stolen goods.
6. Use of nuisance items during the instructional day, while participating in school- sponsored activities, or while utilizing school transportation. Radios, cassettes, personal stereos, tape players, CD players, IPODS, MP3 Players, PSPs, skateboards, skates, playing cards, cell phones, laser lights, and pagers are considered nuisance items. Hats, headbands, and visors are considered items of unnecessary dress and are not permitted.
7. Possession of matches or lighters or other similar devices.

L. Pupil Personnel

1. Hazing activities of any kind.
2. Extortion
3. Gambling
4. Aiding another person to violate school regulations.
5. Public displays of affection between pupils – public displays of affection are discouraged and prohibited as being inappropriate for a school setting. Pupils may hold hands, but embracing and kissing are strictly forbidden.
6. Harassment, vandalism, physical, or verbal abuse or other disruptive behavior toward other students.

M. Staff

1. Disregard of directions or commands by school authorities, including school administrators, teachers, and non-certified staff.
2. Disrespect to school personnel.
3. Refusing to comply with minor punishments such as detentions, writing assignments, etc. or repeated offenses of school regulations.
4. Harassment, vandalism, physical or verbal abuse, or other disruptive behavior toward school personnel during school or 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 or 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”, chewing tobacco, snuff, 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.

Bullying

The term “harassment, intimidation or bullying” means any intentional written, verbal or physical act that a student has exhibited toward another particular student **more than once** and the behavior both: (1) causes mental or physical harm to the other; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the

other student. Any student that feel's they have been bullied needs to see an administrator to formally document the issue.

Bus Passes

Bus Passes for a student to ride a different bus are not available at the school. Permission to ride a different bus must be given through the district office transportation department (367-4139).

Social Probation Policy

Every student has an absolute "Right to a free and appropriate education:, and upon graduating from high school the goal is for all students to be workplace and/or college ready. Students also have "Privileges" which include participating/competing in extra-curricular activities and interscholastic sports; other privileges include participating in clubs and all social activities including attending school dances, sporting events, school plays and participating in special events such as evening academic awards assemblies or graduation. It is important to differentiate between the two when defining Social Probation.

Social Probation is a "Denial to Participate" (NOT a suspension) in activities that are considered privileges and do not interfere with educational "Rights" of the student's education. It is simply a philosophy of requiring students to take care of business prior to participation in "privileges"; and for many students, it is that opportunity of participating in "privileges" that motivates them to do their best in the classroom.

Good educators know that students who are involved in extra-curricular activities do better in the classroom, have better attendance, enjoy a sense of involvement, and leave school with a better and more positive educational experience. Social probation is designed to keep academics the most important focus while attending school and can also serve as a very important motivator.

Social probation is a denial to participate in the following activities:

- All interscholastic sports activities including practices, team meetings, and attendance or participating in any contests.
- All clubs during or after school hours (including student council)
- Attending any after school events, sports contests, dances, club activities, and academic awards programs including graduation.

School 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 maintains a District Wellness Policy. The complete Wellness Policy is available on the district website.

Key aspects of this policy 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 foods and beverages that meet nutritional standards.
- *For safety concerns, parents/caregivers are encouraged to provide individually packaged products.

*Fundraising efforts will be supportive of this cause.

Special Education / IAT Process

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 impairment; learning disabilities; behavioral, multiple or severe handicaps; mental retardation and other health impairments.

Many handicapped children are not visible because they function in the mainstream. If you know of a handicapped child, please contact your building principal or Carter Cordes, Director of Special Services at 367-4169.

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

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. An automated call system will call the homes or offices of any student's parent who are absent from school. Students who are absent from school or who miss more than 4/6 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.
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 not limited to:

1. Personal illness or injury.
2. Medical or dental appointments (partial days, in most cases).
3. Illness or death in the family.
4. Funeral of immediate family member or relative.
5. Quarantine.
6. Religious holiday (not counted against the eight day absence rule).
7. Appointments for court.
8. Pre-approved vacations. Five days per year approved in advance by the principal. These days shall be included in the eight-day absence rule. Family vacations must be pre-approved by using the vacation request form. Vacation that is not approved, will count as non-excused.
9. Head lice. Children excluded from school due to head lice are allowed one excused absence per occurrence for treatment. Treatments lasting beyond one day will be unexcused.
10. Emergencies and other reasons deemed good and sufficient by the principal.

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).

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.

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.

When the Superintendent receives information that a 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 in any term or semester, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student’s absences has been provided to the Superintendent, and, as a result of that information, the Superintendent intends to recommend that the student’s driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.
2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), the Superintendent may grant an extension. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.
3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines “legitimate excuses” for absence from school to include, but not be limited to:

- a. Enrollment in another school or school district in Ohio or another state;
- b. Possession of an Age and Schooling Certificate;
- c. A bodily or mental condition that prohibits attendance or
- d. Participation in a home instruction program.

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

Board Adopted: July 16, 2009

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:

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.

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.

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.

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

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

1. Any other protected informational surveys, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not 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

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:

FamilyPolicyComplianceOffice
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.