



South-Western City Schools

2010-2011 Code of Conduct/Attendance Policy/Nondiscrimination Notice/FERPA & PPRA

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

A. Disruption of School — A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause disruption or obstruction of any lawful mission, process, or function of the school. Neither shall the student engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall the student urge other students to engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if a disruption or obstruction is reasonably certain to result from the student's urging. While this list is not intended to be exhaustive, the following acts illustrate the kinds and types of offenses encompassed here:

1. Occupying any school building, school grounds, or part thereof so as to deprive others of its use.
2. Blocking the entrance or exit of any school building or corridor or room therein so as to deprive others of lawful access to or from, or use of, the building or corridor or room.
3. Setting fire to or damaging any school building or property.
4. Causing to discharge, displaying, or threatening use of firearms, explosives, or other weapons on the school premises.
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school grounds.
6. Interfering with students from attending a class or school activity.
7. Except under the direct instructions from the principal (or a person to whom the principal has delegated authority) blocking normal pedestrian or vehicular traffic on a school grounds.
8. Continuously and intentionally making noise or acting in a manner so as to interfere seriously with the teacher's ability to conduct the class.
9. The use of obscene languages and vulgar gestures.
10. Threat of harm to another person or property belonging to another person.
11. Using cell phones, electronic communication devices or other electronic devices that disrupt the process or functions of the school or school activities.

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

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

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

E. Weapons and Dangerous Instruments — A student shall not possess, handle, or transmit any object that is or could be considered a weapon (a) on the school grounds at any time; (b) off the school grounds at a school activity, function, or event; (c) in any location or vehicle owned, leased, or used by the school district. In addition, a student shall not possess, transmit, or use any "look-alike" weapon under this policy.

F. Narcotics, Alcoholic Beverages and Stimulant Drugs — A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, (a) on the school grounds at any time; (b) off the school grounds at a school activity, function, or event; (c) in any location or vehicle owned, leased, or used by the school district. Use of a drug authorized by a medical prescription from a registered physician for the student shall not be considered a violation of this rule.

G. Counterfeit or "Look-alike" Drugs — A student shall not make, possess, sell, offer to sell, transmit, or use any counterfeit or "look-alike" drugs or related tools and/or equipment while (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; (c) in any location or vehicle owned, leased, or used by the school district.

Counterfeit drugs are defined in Section 2925.01 of the Ohio Revised Code as follows:

1. Any drug that bears or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. Any violation of this rule may result in discipline as severe as any other drug offense.

H. Tobacco — A student shall not use or possess tobacco or tobacco products on school property.

I. Repeated School Violations — A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher's aides, principals, assistant principals, or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel. This includes failure to attend school as outlined in the district attendance policy.

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

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

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

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

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

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

O. Violation of the Nondiscrimination and Anti-Harassment Policy — A student shall abide by the Board's Nondiscrimination and Anti-Harassment Policy. Prohibited discrimination or harassment includes, by way of example, slurs; verbal or physical conduct of a sexual, harassing, or discriminatory nature; unwelcome sexual advances or requests for sexual favors; solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer; or other discriminatory or harassing verbal, nonverbal, or physical

conduct based on the recipient's race, color, national origin, ancestry, citizenship, veteran's status, religion, disability, age, gender, or sexual orientation.

P. Violation of the Network Acceptable Use Policy — Students shall abide by the Board's Network Acceptable Use Policy and any school or classroom rules for Network access, which include but are not limited to the following: students shall not share pass words; abuse District hardware or software; create or transmit harassing, threatening, abusive, defamatory, or vulgar messages or materials; use the Network for any commercial activities; transmit, download, or copy any materials in violation of any Board policies or any federal, state, or local laws or materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials; or vandalize the District's Network or use the District's Network to vandalize other computers, networks, or web sites.

Q. Plagiarism, Cheating and Forgery — A student shall not copy, produce, or reproduce work, publications, or written permission and represent it as his/her own or that of other persons.

R. Hazing — A student shall not coerce another, including the victim, to do or initiate any act to any student or organization that causes or creates a substantial risk of causing mental or physical harm to any person.

S. Harassment, Intimidation, and Bullying — A student shall not exhibit any intentional written, verbal, or physical act toward another particular student more than once, that causes mental or physical harm, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Revised 4/2008

School Absences

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

- A. Personal Illness: The building principal/designee may require the certificate of a physician if he/she deems it advisable.
- B. Illness in the Family: The absence under this condition shall not apply to children under 14 years of age.
- C. Quarantine of the Home: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- D. Death of a Relative: The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant child for a longer absence.
- E. Absence Due to Absence of Parents or Guardians: Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
- F. Observation of Religious Holidays: Any child of any religious faith shall be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
- G. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.

2. Absences from school due to school-sponsored field trips or activities are considered excused absences.

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

4. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy (5200.03 and 5200.01) must be followed.

For purposes of this policy, a student will be considered an habitual truant if he/she is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more school days in one school month, or 12 or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

Elementary and Intermediate School

1. A student's absences from school are excused by parent notification for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation other than parent notes provided for purpose of excused absences from school are reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 5200.04) If the school does not receive appropriate notification, the absence will be considered unexcused.

2. When the student reaches nine (9) days of parental excused absences, he/she will be mailed an Absence Notification Letter.

3. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

4. When a student exceeds 20 days of absence (excused and/or unexcused), he/she may be considered for retention.

5. Absences will be recorded by the length of time students are not in school: a) Tardy — up to one hour in the a.m.; b) Half day; c) Full day; d) Early dismissal — missing the last one hour of the day.

6. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy (5200.03 and 5200.01) must be followed.

For purposes of this policy, a student will be considered a habitual truant if he/she is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more school days in one school month, or 12 or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

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

Middle School

1. A student's absences from school are excused by parent notification for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation other than parent notes provided for purpose of excused absences from school are reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 5200.04). If the school does not receive appropriate notification, the absence will be considered unexcused.

2. When the student reaches nine (9) days of parental excused absences, he/she will be mailed an Absence Notification Letter.

3. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

4. When a student exceeds 20 days of absence (excused and/or unexcused), the following actions may take place: a) Summer school; b) Retention; c) Expulsion

5. Absences will be recorded by the length of time students are not in school: a) Tardy — up to one hour in the a.m.; b) Half day; c) Full day; d) Early dismissal — missing the last one hour of the day

6. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy (5200.03 and 5200.01) must be followed.

For purposes of this policy, a student will be considered a habitual truant if he/she is absent without legitimate excuse for five or more consecutive school days, seven (7) or more school days in one school month, or 12 or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

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

High School

1. A student's absences from school or class are excused by parent notification for a maximum of nine (9) days or class periods. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation other than parent notes provided for purpose of excused absences from school are reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 5200.04). If the school does not receive appropriate notification, the absence will be considered unexcused.
2. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.
3. A student will not receive credit for work missed due to an unexcused absence.
4. When the student reaches nine (9) days of parental excused absences, he/she will be mailed an Absence Notification Letter.
5. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy (5200.03 and 5200.01) must be followed.

For purposes of this policy, a student will be considered an habitual truant if he/she is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more school days in one school month, or 12 or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if he/she is absent without legitimate excuse for seven (7) or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

Absences will be recorded by the length of time students are not in school: a) Tardy — up to one hour in the a.m.; b) Half day; c) Full day; d) Early dismissal — missing the last one hour of the day.

7. When a student exceeds 20 days of absence (excused or unexcused), the student may be considered for expulsion.

Tardies

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

Elementary and intermediate school tardies and early dismissals will be recorded for each student who missed up to one hour at the beginning or end of school. Any time missed beyond one hour will be recorded as one-half day's absence.

Middle and high school tardies and early dismissals will be recorded for each student who missed up to one period at the beginning or end of school. Any time missed beyond one period will be recorded as one-half day's absence.

Truancy/Class Cut – Middle and High School

Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC). Truancy from school or from class will result in disciplinary action, which may include truancy charges being filed. A student who is truant from school or class will not be allowed to make up missed work in the class(es) for the truancy date(s).

Planned Absence – All Schools

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

Make Up of Class Work

The time limit for make-up work shall be one (1) day for each day of absence. The student may not be allowed more than two weeks to make up missed assignments unless an extension is granted by the building principal, who will notify the student's teacher in writing. When the absence is anticipated, such as for an operation, the student should arrange in advance for making up assignments and tests. Middle and high school students must take responsibility to contact their teachers for assignments and tests missed during their absences.

Absence Notification

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

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

Elementary School – Attendance will be taken at the beginning of the school day.

Intermediate, Middle, and High School – Attendance will be taken in homeroom.

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

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

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

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

Revised 6/06

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

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

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

Directory Information

The District has designated the following information in a student's education record as "directory information," and will disclose that information without prior written consent, except when the request is for a profit-making plan or activity: a student's name; names of the student's parents; address; date of birth; class designation; building to which the student is assigned; extra-curricular participation; achievement, awards, or honors; weight and height if a member of an athletic team; and a photograph. **Parents have the right to submit a written request to the superintendent, within two weeks after the first day the student is enrolled in a school year, directing the District not to release directory information concerning their child. This written request should be directed to Dr. Bill Wise, Superintendent, South-Western City Schools, 3805 Marlane Drive, Grove City, Ohio, 43123.**

3/15/04

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

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

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

If you have questions concerning this policy and your child's records, contact Janice Collette, Pupil Personnel Director, 3805 Marlane Drive, Grove City, OH 43123 — (614) 801-3056.

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

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

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

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

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

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

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

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

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

SOUTH-WESTERN CITY SCHOOL DISTRICT NONDISCRIMINATION NOTICE STATEMENT

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

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