

SOUTHWEST LICKING LOCAL SCHOOLS



2018-2019

ELEMENTARY STUDENT/PARENT HANDBOOK

SOUTHWEST LICKING LOCAL SCHOOL DISTRICT

MISSION STATEMENT

The mission of Southwest Licking Local Schools is to assure that all students are prepared to be lifelong learners who possess a sense of self-worth, critical thinking ability, and necessary life skills enabling them to solve problems, adapt to change, and be productive citizens.

The mission will be accomplished by a skilled and dedicated staff providing personalized instruction with family and community support and participation by students in safe, modern facilities where quality educational and technological materials are the standard.

Kirkersville Elementary School
Box 401 215 North Fifth Street
Kirkersville, Ohio 43033-0401
927-7281

Etna Elementary School
8500 Columbia Road
Pataskala, Ohio 43062
927-5906

Pataskala Elementary School
395 South High Street
Pataskala, Ohio 43062
927-3861

Dear Parents,

Throughout the year, many questions arise about elementary school schedules, procedures, and policies. To help answer these questions and to help students and parents who are new to our district, we provide this handbook of general information. We also welcome your calls and visits to our schools. If our handbook does not provide the information you need to know, please contact us. We believe that our schools and parents must work together to provide a complete learning experience for our children. Please join with us in our work to make the best education possible for our students. Our elementary schools are a source of pride in our community. Students, staff, and parents work together to develop a wholesome environment and an enthusiastic attitude toward school and academic progress. We look forward to the year ahead and to our association with you and your child. Please take time to review with your child the information provided in this handbook.

Sincerely,

SWL Elementary Principals

PHILOSOPHY OF SOUTHWEST LICKING SCHOOLS

The Southwest Licking School District believes that the educational process is a cooperative effort between the school, the home, and the community. Each individual student will be accepted into the educational program as a person of unique individual worth, taking into consideration his/her personal goals, capacity for learning, and growth patterns. The student will be provided with a stimulating, wholesome environment, and opportunities for learning experiences that will challenge the individual to strive toward the development of his/her highest individual potential. Since education is a lifelong process, the school system will prepare the student to become a perpetual learner in our ever-changing society.

Education must address the development of the total person. Therefore, the schools will provide learning experiences which will contribute to the mental, physical, emotional, moral, and social development of the student. The school will provide the opportunity for the learning of basic skills such as reading and mathematics, vocational and scientific training, love of country, appreciation of the arts and humanities, creative expression, and use of leisure time. Along with this, the schools will prepare the student for a democratic way of life and citizenship. This will include developing positive values with a respect for justice, law, property, and the rights, feelings, and opinions of others.

SOUTHWEST LICKING BOARD OF EDUCATION

Roger Zeune, President
Kandee Engle, Vice President
Debra Moore, Member
Catherine Spindler, Member
John Vincent, Member

Superintendent of Schools, Robert Jennell
Assistant Superintendent, Kasey Perkins
Director of Student Services, Paula Brunton
Director of Curriculum and Instruction, Tanya Moore
Treasurer, Richard D. Jones

The Board of Education meets the third Thursday of each month at 7:00 pm. Parents and community members are welcomed and encouraged to attend these meetings.

Notification of Section 504 and Title IX

Section 504 of the rehabilitation Act of 1973 and its accompanying regulations prohibit the discrimination towards any individual on the basis of his/her disability. Accordingly, all employees of Southwest Licking Local School District are expected to adhere to School Board policy which prohibits discrimination on the basis of a disability. Any employee or parent who feels that he/she or his/her child has been discriminated against on the basis of a disability should file a written complaint with the district compliance officer.

The district compliance officer for Section 504 Rehabilitation Act and his address are as follows:

Daniel Davis
Pupil Services Coordinator
Southwest Licking Local Schools
927 South Street
Pataskala, Ohio 43062
740-927-3941

It is a policy of the Southwest Licking Board of Education to maintain a working and learning environment for all its employees and students by providing fair and equitable treatment including freedom from sexual discrimination and sexual harassment. Any employee or parent who feels that he/she or his/her child has been subjected to sexual discrimination or sexual harassment should file a written complaint of the alleged act to the Title IX Compliance Officer for the Southwest Licking Local School District. The written complaint should state in detail the basis of the complaint, the names of the persons involved and the dates of the specific complaint.

The Title IX Compliance officer for the Southwest Licking Local School District and his address are as follows.

Robert Jennell
Superintendent
Southwest Licking Local School District
927 South Street
Pataskala, Ohio 43062
740-927-3941

2018-2019 SCHOOL CALENDAR

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	♥	♥	♥	18
19	•	•	•	23	24	25
26	27	28	29	30	31	

OCTOBER						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	■	♥	20
21	22	23	24	♦	26	27
28	29	30	31			

DECEMBER						
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9	10	11	12	13	14	15
16	17	18	19	■	♥	22
23	☼	☼	☼	☼	☼	29
30	☼					

FEBRUARY						
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17	☼	19	20	21	22	23
24	25	26	27	28		

APRIL						
S	M	T	W	T	F	S
	♥	2	3	4	5	6
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14	15	16	17	18	☼	20
21	♥/☼	23	24	25	26	27
28	29	30				



AUGUST	
10	Busing Registration Deadline
♥	15 No School: Staff Development
♥	16 No School: Waiver Day
♥	17 No School: Teacher Planning
♥	17 Kindergarten Screening (KDG ONLY)
•	20 First Day Grades 2-6 & 9
•	21 All Students Grades 1-12
•	22 First Day Kindergarten & Preschool
■	27 Full Busing

SEPTEMBER	
☼	3 No School: Labor Day
♥	24 No School: Waiver Day
♦	27 Conferences 9-12

OCTOBER	
■	18 End of First Quarter
♥	19 No School: Staff Development
♦	25 Conferences 9-12

NOVEMBER	
♦	8 Conferences K-8
♦	9 No School: K-5 ONLY: Conferences
♦	13 Conferences K-8
♦	19 Conferences 9-12
☼	21-23 No School: Conf Trade & Thanksgiving

DECEMBER	
■	20 End of Second Quarter
♥	21 No School: Staff Development
☼	24-31 No School: Winter Break

JANUARY	
☼	1-4 No School: Winter Break
■	7 Students Return from Winter Break
♥	18 No School: Waiver Day
☼	21 No School: Martin Luther King Day
♦	24 Conferences K-8
♦	29 Conferences K-8

FEBRUARY	
♦	13 Conferences 9-12
☼	15 No School: Conference Trade Day Staff
☼	18 No School: President's Day

MARCH	
■	21 End of Third Quarter
♥	22 No School: Staff Development
☼	25-29 No School: Spring Break

APRIL	
♥	1 No School: Waiver Day
☼	19 No School: Holiday Break
♥/☼	22 No School Students/SLEA: Waiver Day

MAY	
☼	27 No School: Memorial Day
■	30 End of 4th Quarter: Students Last Day
♥	31 Last Day for Teachers

SEPTEMBER						
S	M	T	W	T	F	S
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23	♥	25	26	♦	28	29
30						

NOVEMBER						
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18	♦	20	☼	☼	☼	24
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JANUARY						
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20	☼	22	23	♦	25	26
27	28	♦	30	31		

MARCH						
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17	18	19	20	■	♥	23
24	☼	☼	☼	☼	☼	30
31						

MAY						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	☼	28	29	■	♥	

- ♦ = Conferences
- ♥ = No School: Staff Reports
- = End of Quarter
- ☼ = No School

Section 1: Enrollment / Health Information

EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students. Any person who believes that the school's personnel has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint with the principal.

Complaints placed in writing will be investigated and a response provided in a timely manner to the person filing the complaint. Under no circumstances will the district threaten or retaliate against anyone who raises a complaint.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. State law requires that any person visiting the school must report directly to the office and secure a visitor pass. Parents who wish to observe learning activities taking place in their child's classroom are to confer, 24 hours in advance, with the principal and the teacher.

Parents are welcome to have lunch with their student in the cafeteria. They are not permitted to bring siblings or go to recess. Parents are encouraged to meet with their child's teacher during non-instructional hours to discuss concerns and to obtain answers to their questions. Teachers have regularly scheduled time periods for this type of conferencing. If a parent has a concern, s/he should address the matter first with the teacher, and then, if not rectified, with the principal.

Staff members may not transact business with a person in the school who does not have a visitor pass and has not registered at the school office. Likewise, *no visitor may confer with a student in school without the approval of the principal.*

PARENT/TEACHER CONFERENCE DAYS

Elementary parent/teacher conferences will be held on the following dates:

- November 8 - K-8
- November 9 - K-5
- November 13 - K-8
- January 24 - K-8
- January 29 - K-8

These days are set aside as times when you may schedule an appointment to talk with your child's teacher. Be assured that you are welcome to schedule conferences as needed throughout the year by making arrangements through the office or with the teacher directly.

SCHOOL CANCELLATION

Parents will be notified if school is dismissed early or cancelled by district "Robo Call" and the following Radio and T.V. stations:

- Columbus Channel 10-WBNS-TV
- Channel 4-WCMH-TV
- Channel 6-WSYX-TV
- Columbus 97.1 FM- WBNS
- Channel 28-WTTE-TV
- 92.3 FM-WCOL
- 97.9 FM-WNCI
- 94.7 FM-WSNY
- 100.3 FM 1430 AM-WCLT
- 790 AM-WHTH
- 101.7 FM-WNKO
- 95.5 FM-WHOK
- ONN-OHIO NEWS NETWORK

Please tune your radio or TV to one of the above stations if you feel there is a possibility that school will be closed. In general, radio stations get the news of closings on the air more quickly than TV stations. Additionally, the district website www.swl.k12.oh.us will post cancellations and closings and you may sign up via the website to receive email alerts from the district office regarding school delays and cancellations. Once again, SWLS will be using the Pre-K Notification Service to notify parents through a phone call or email message. Please contact Shawn Toy with changes or questions at stoy@laca.org or 740-927-3941. PLEASE DO NOT CALL THE SCHOOL.

NOTIFICATION OF SECTION 504 AND TITLE IX

Section 504 of the rehabilitation Act of 1973 and its accompanying regulations prohibit the discrimination towards any individual on the basis of his/her disability. Accordingly, all employees of The Southwest Licking Local School District are expected to adhere to School Board policy which prohibits discrimination on the basis of a disability. Any employee, or parent who feels that he/she or his/her child has been discriminated against on the basis of disability should, file a written complaint with the district compliance officer.

The district compliance officer for Section 504 of the Rehabilitation Act and the address as follows:

Pupil Personnel Director
Southwest Licking Local School District
927-A South Street
Pataskala, Ohio 43062
Ph. 740-927-3941

It is the policy of the Southwest Licking Board of Education to maintain a working and learning environment for all its employees and students by providing fair and equitable treatment including freedom from sexual discrimination and sexual harassment. Any employee or parent who feels that he/she or his/her child has been subjected to sexual discrimination or sexual harassment should file a written complaint of the alleged act to the Title IX Compliance Officer for the Southwest Licking Local School District. The written complaint should state in detail the basis of the complaint, the names of the persons involved and the dates of the specific complaint.

The Title IX Compliance officer for the Southwest Licking Local School District and the address is as follows:

Superintendent
Southwest Licking Local School District
927-A South Street
Pataskala, Ohio 43062
Ph. 740-927-3941

EMERGENCY MEDICAL AUTHORIZATION

State law requires all students to have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian. Please notify school office personnel immediately when there is a change of address, phone, custody, emergency phone number, etc. These records are very important in case of an emergency. *Please note your children cannot be released to anyone other than those designated on the emergency medical form and your children can not attend school or participate in any off-school activity without a completed emergency medical authorization form.*

IMMUNIZATION REQUIREMENTS

In order to safeguard the school community from the spread of certain communicable diseases and in accordance with the Ohio Revised Code, upon enrollment to the Southwest Licking Local Schools, students must provide written documentation of vaccination against the following diseases: Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, and Varicella. These requirements will be in accordance with the Immunization Summary for School Attendance as established by the Ohio Department of Health.

ENTRANCE REQUIREMENTS & REGISTRATION

As required by the Ohio Revised Code, the Southwest Licking Local Schools shall be free to all school residents between six (6) and twenty-one (21) years of age.

A person between six (6) and eighteen (18) years of age is of compulsory school age.

Students entering kindergarten in the Southwest Licking School Local Schools must be five (5) years of age by August 1st of the current school year. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board may admit to kindergarten such children as may be ineligible by reason of age but demonstrate the ability and need to undertake a program of education.

The Board will designate the necessary standards and testing programs required for such early admission.

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before September 30 of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if a request is made to and approved by the building administrator. The Superintendent shall require that each child who registers for entrance to school provide:

- A. his/her birth certificate or similar documentation authorized by law as proof of age and birth date.
- B. a certified copy of any custody order or decree together with any modification in such an order or decree.

If such documents are not provided, the child shall not be admitted and appropriate law enforcement authorities are to be notified.

The Superintendent shall also ensure that each child entering the District's kindergarten or first grade program for the first time has been properly screened for any medical or health problems as well as those related to hearing, vision, speech, and communications (Board Policy 5112).

VISION & HEARING SCREENINGS

Every year students in Kindergarten, 1st, 3rd, and 5th grades are screened for possible vision and hearing problems. Parents are contacted if a discrepancy is noted during this screening, and will be advised of the possibility that further testing may be required.

STUDENT ARRIVAL BEFORE SCHOOL HOURS

Students should not arrive at school more than five minutes prior to the start of the day. If a student arrives prior to the school day they do so at their own risk as there is no staff supervision at this time.

STUDENT DISMISSAL DURING SCHOOL HOURS

When parents have occasion to take pupils out of school during the school day, the following procedure should be followed:

1. If it is known in advance that the child needs to leave school, parents should send a note to the teacher. At the time the child is to leave, parents must report to the office and the child will be called to the office and dismissal will take place from the office. To make afternoon dismissal procedures more efficient, report all dismissal changes to the school office by 2:50 p.m.
2. Parents, guardians, or the responsible person assigned by the parent to pick up the child at school must sign out that child in the office. The person picking up the child will be asked to show picture identification such as a driver's license.
3. Any person other than the parent or legal guardian who is picking up a student must be listed on the child's emergency card. Otherwise, a parent must send in a note or call the school to give approval for the child to be released.

WITHDRAWAL FROM SCHOOL

Parents need to notify the school office several days in advance of withdrawing from school. All fees must be paid and books and materials must be returned upon withdrawal from school. In accordance with O.R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit.

ACCIDENTS AND ILLNESS

If a child has a serious accident or illness at school, the parents will be notified to come and get the child. In general, health services standards suggest that a child with a temperature of 100° or greater should be kept home. At the beginning of each school year, parents are asked to complete an Emergency Medical Authorization form designating the person, doctor, or hospital to be called in case of an emergency and parents cannot be reached.

MEDICATION

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be administered accordingly:

1. Students are not to possess any medications. Emergency medication, such as an epi pen or inhaler, shall be in a student's possession only if the student has prior written permission from his/her parent AND physician and has a "Self-Administration of Medication" form on file in the office. All other medication must be administered through the main office.
2. An appropriate person appointed by the building principal will supervise and secure the proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Aspirin must be treated as a prescription medication because of its link to Reyes Syndrome.
3. Written permission on the "Parental Release for the Administration of Medication At School" form must be received from the parent or guardian of the student, requesting that the School District comply with the physician's order.
4. The designated individual must receive and retain a statement, which complies with O.R.C. 3313.713 and is signed by the physician who prescribes the drug. These forms are available in each school and MUST be sent with prescription medication.
5. The parent, guardian or other person having care or in charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician changes. Whenever possible, prescription medicine and signed permission forms should be delivered to the school office by the parent/guardian.
6. No employee who is authorized by a Board of Education to administer a prescribed drug and who has a copy of the most recent physician's statement will be liable in civil damages for administering or failing to administer the drug, unless she/he acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
7. *Non-prescription medication (i.e. Tylenol, Advil, Caledryl, cough drops etc.) must be brought to the office when the student first enters the building. Medication shall not be brought by the student on the bus. In order for the non-prescription medication to be dispensed at school, it must be accompanied by a completed and signed "Parental Release for the Administration of Medication at School" form. These forms are available from the office. All faxed orders must be followed by the original form within three (3) days or the medication will not be given. Whenever*

possible, non-prescription medicine and signed permission forms should be delivered to the school office by the parent/guardian.

8. No person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

SCHOOL NURSE

A registered nurse is employed by the Board of Education of the Southwest Licking School District.

ROLE OF THE SCHOOL NURSE

The role of the school nurse is to support student success by the promotion of the health and safety of individual students, as well as the promotion of wellness in the school community as a whole.

His/her predominant tasks include collaborating to assist students with chronic health challenges, conducting health screenings and assessments with appropriate health care referrals, providing direct care for acute illness or injury, maintaining accurate records of immunization, implementing measures for the control of communicable diseases, and by providing teaching and training to school personnel as needed.

CONTROL OF NONCAUSAL-CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the district examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

CONTROL OF COMMUNICABLE DISEASES

The control of the spread of communicable diseases is essential to the well-being of the school community and to the efficient operation of schools.

Communicable diseases include smallpox, diphtheria, scarlet fever, and other strep infections, hepatitis, whooping cough, mumps, typhoid fever, measles, rubella, AIDS, and others as designated by federal or state health authorities.

To protect the health and safety of students, school personnel, and the community at large, Board of Health regulations which pertain to communicable disease are followed. A child, who has been diagnosed with bacterial infection such as strep throat, skin or eye infections, must be on antibiotic therapy for 24

hours before returning to school. A child should also be without a fever (temperature of 100° or greater) or have not vomited for 24 hours before returning to school. On the recommendation of the school nurse, any student who appears to be ill or who has been exposed to a communicable disease may be excluded from the classroom, the building, or isolated within the school.

HEAD LICE (PEDICULOSIS)

A child that is found to have head lice must undergo proper treatment with a lice-killing shampoo before returning to school. Parents will be notified and given instructions for proper treatment. Upon returning to school the child must be checked by the appropriate school personnel.

Parents can avoid recurrences and limit transference to other family members by checking their child's head regularly for signs of infestation.

LOST AND FOUND

Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, boots, etc. to help insure safe-keeping. Each school has a lost and found area. Encourage your child to check the lost and found regularly. *Unclaimed items are given to a charitable organization at the end of each quarter.*

CLASSROOM SNACKS

In an effort to protect each child's safety, ALL 3 Elementary buildings will only permit peanuts and tree nuts in the cafeteria and the staff lunch/break room. All instructional spaces (classrooms) will be nut free. There is a lengthy list of alternative snack choices that can be found on our building websites or using this link: <https://snacksafely.com/snacklist-20180323.pdf>. If your son/daughter has a peanut, tree nut or food allergy, please contact your child's school to share the information.

SECTION II: ACADEMIC INFORMATION

GRADING

Grades are intended to be an accurate description a student's progress toward meeting the academic standards/expectations for a specific course or graded level subject. Teachers use a variety of methods during the course of a grading period to gather evidence of student progress. This data is routinely recorded in the district's web based grading program, Progress Book. Parents may access this information at any time by registering for a Progress Book username and password. Using primarily the summative assessment data that was collected during the grading period, teachers assign the descriptor that most accurately describes the student's progress in meeting the standards/expectations of the course or grade level.

In grades K-3 the following progress descriptors are used.

- M = Meets the grade level standard. - The goal for all students is to meet the academic standards/grade level expectations. Students who receive an M have a proficient understanding of the course/grade level content and consistently perform at a high level.
- P = Demonstrates progress toward meeting the grade level standard. - The letter "P" indicates the student has basic understanding and is partially proficient at meeting grade level expectations. The student understands the basic concept or skill, but has not yet reached the proficient level. The student's performance varies in consistency with regards to accuracy, quality, and level of support. There is still a little work to be done in this area.
- R= Demonstrates limited understanding of the grade level standard. - The letter "R" indicates the student has minimal understanding and does not meet grade-level expectations. The student's performance is inconsistent even with guidance and support. Students receiving an "R" will need additional support and/or interventions to in order to make the progress needed to meet the grade level expectations.
- E = Exceeds grade level standard. - The letter "E" indicates the student has advanced understanding and exceeds grade level expectations. A student receiving a "E" demonstrates academically superior skills in that specific area. This student applies learning and concepts in new and varied ways, challenges him or herself to think deeply to make connections, and demonstrates this advanced knowledge at school.
- I = Required work not completed. - In rare cases, a student may not have completed enough work for the teacher to accurately describe his/her progress. In this case students are expected to complete the necessary work.
- NA= The standard was not assessed this grading period.

In grades 4-5 the following grading scale is used.

	PERCENT RANGE	
MARK	STARTING %	ENDING %
A	92.50	100
A-	89.50	92.49
B+	86.50	89.49
B	82.50	86.49
B-	79.50	82.49
C+	76.50	79.49
C	72.50	76.49
C-	69.50	72.49
D+	66.50	69.49
D	62.50	66.49
D-	59.50	62.49
F	0	59.49

Mark	Percent Range
+	89.5% - 100%
/	69.5% - 89.49%
-	0% - 68.49%

Additional information on grades and grade reporting may be found on the district's website.

STUDENT PLACEMENT

At each school, students in each applicable grade level are divided into the available number of classes of equal numbers to the extent possible. Adjustments from this assignment may be made on the recommendation of the teacher for educational purposes and only after taking into consideration the following criteria, in no particular order of priority:

- A. ability and performance
- B. social and emotional development
- C. learning styles
- D. personalities of students and teachers
- E. interactions with other students
- F. male/female balance

The student's principal has the ultimate authority regarding student placement decisions.

2240B - ALTERNATIVE LEARNING ACTIVITIES FOR OPT-OUT STUDENTS

Situations may arise in which the parents have requested that their child not participate in a particular instructional activity. Board of Education policy authorizes that such requests are to be honored if the reason relates to a conflict between the subject matter and religious or philosophical beliefs held by the parents. Requests may not be honored, however, if the reason relates not to subject matter but to pedagogy or other concerns. In such cases, the parent should be referred to the Superintendent.

When a student is to be excused from an activity, the teacher should:

- A. prepare an alternative activity in the general subject area which the student can work at on his/her own to reinforce and/or extend acquired learning of content and/or skill or develop new knowledge or skill;
- B. arrange for a work location for the student that is properly supervised and provides access to help, if and when needed;
- C. try to ensure that there are no repercussions for the student either academically or socially as a result of not participating in the regularly-scheduled activity;
- D. keep a record of the alternative activity for communication with the parents, if such information is requested.

CLASSROOM PARTIES

Fall festival and Valentine parties are scheduled parties held in the classroom. Due to space constraints parties will be limited to no more than 5 parent volunteers. No siblings or other students are permitted. All parents and siblings are welcome at building wide events. In order to accommodate numerous food allergies, birthday treats must be non-edible. All other party treats will be coordinated with the classroom teacher. *Invitations to a child's birthday party held outside of the school day should not be distributed during school hours.*

TEXTBOOKS

All textbooks are the property of the Board of Education. They are loaned to the student free of charge. A student is responsible for the care of the free textbooks issued to him. In case of damage or loss, the student must pay for repairing or replacing the book. Please note that records may be withheld if books are not returned.

STUDENT FEES

Consumable instructional and supplemental supplies are necessary for instruction during the school year. The school charges parents for these supplies by assessing fees. A notice explaining these charges will be sent to parents in September. Each school is responsible for collecting these fees from its students. Parents may pay fees using an installment plan. Unpaid fees are accumulated from year to year and students are not permitted to participate in the graduation ceremony unless all fees are paid. Please send your payment to school with your child or pay with SPS EZpay. See link on the homepage of our website, www.swl.k12.oh.us. Checks should be made out to Southwest Licking Schools.

If a refund is requested, regardless of who provided the original funds, the refund will be reduced or completely applied to any unpaid student fees for the student and any siblings. Any money in excess of the unpaid student fees will be refunded to the person who made the original payment.

HOMEWORK

"Homework" refers to those assignments prepared by the student outside of the school or independently while in attendance at school.

The Board of Education acknowledges the educational validity of out-of-school assignments as extensions of the instructional program.

DRESS REGULATIONS

Selection of school dress is a parental responsibility. Parents should be discreet in selecting school clothes. Because of safety concerns, students are not permitted to wear flip-flops and shoes called “heelies”. Distracting types of clothing and hairstyles that disrupt the educational process are not permitted in school. In the upper grades distracting clothing may include, for example, tank tops, bare midriffs, spaghetti straps and short shorts/skirts/dresses (should be fingertip length when standing with arms at sides). Please encourage your child to dress neatly, appropriately, and in accordance with the weather.

RECESS

Students go outside for recess when the weather permits and the temperature or wind chill is no lower than 20 degrees. All students are expected to go outside for recess unless they obtain prior approval from the principal.

CAFETERIA

Southwest Licking Elementary Schools have a closed lunch. Students are not permitted to leave the school grounds.

Students bringing lunches from home are required to eat in the cafeteria. Healthy snacks and beverages are also available for purchase. According to the District Wellness Policy students are not permitted to bring soda or energy drinks. Due to food allergies and health conditions, food purchased or brought from home can be consumed only by the student and not shared.

Our goal is to provide students adequate time to eat lunch, therefore, meal payments are required in advance and are not taken during meal service. Parents are able to send in a check or cash payment on the day of service, provided it is in an envelope or baggie with the students name on it. This will be given to the teacher in the morning and applied to their account prior to meal service. There is also, an online prepay option available at www.myschoolbucks.com. The online prepayment option provides a “bonus” meal when a 20 meal prepayment is made, and also can be set up to notify parents via email when their account balance is low.

Parents and students should not expect to charge lunch payments. Please be advised that our current meal charge policy only allows for charging up to 3 meals, and after the 3 charge maximum is reached a “courtesy meal” is provided. The courtesy meal consists of a cheese sandwich and orange juice. Parents will be notified via our automated calling system when their account is in arrears to avoid the courtesy lunch being received.

Applications for free and reduced lunches can be completed online at: www.schoollunchapp.com. Applications are also available by request at any school building front office. Breakfast is provided free to

all students. Should you have any questions regarding the breakfast or lunch program please call 740 927-3941 and ask for Food Service.

Menus are now mobile. Download the NutriCafe app. from the iTunes or Google play store. You will find menus, nutrition information and any menu changes.

USE OF TELEPHONE

Students are not permitted to use the office or classroom telephone. Students and/or teachers will not be called from class to answer the telephone except in the case of an emergency.

ELECTRONIC DEVICES

The use of cell phones or electronic devices during class time or any part of the school day is prohibited, unless specifically approved by the classroom teacher for educational purposes. Students using cell phones or electronic devices during class time or throughout the school day without approval will be penalized. The device may also be confiscated and held in the office until the end of the day. Repeat offenses may warrant parent pickup of device.

Depending on the severity of the behavior as determined by the building principal or their designee, the consequences outlined in the Code of Conduct will be followed.

USE OF LIBRARY

Students are invited to use library resources to expand their reading interests and to research assigned topics or special personal interests. Resources that are not returned, or are returned damaged, will be replaced or repaired at the student's expense. Costs for lost or damaged materials will be determined based on replacement costs of the resources as determined by library staff and the building principal.

REPORT CARDS AND PROGRESS REPORTS

Report cards will be sent home one week after the end of the quarter as indicated on the district calendar. Progress reports will be sent at midpoint of each grading period.

SECTION III: ATTENDANCE/TARDY POLICIES

ATTENDANCE PHILOSOPHY

It is the philosophy of the Board of Education of the Southwest Licking local School District that attendance is the responsibility of the student and his/her parents/guardians. The responsibility of the School district is to provide instruction.

Frequent absences of students from learning experiences during the school year disrupt the continuity of the instructional process and result in decreased academic interest and achievement.

ATTENDANCE POLICY

Ohio revised Code Section 3321.04, Compulsory Attendance Law states:

Every parent of any child of compulsory age (between 6 years and 18 years of age) who is not employed under an age and schooling certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend for the full time the school or program is in session.

The primary responsibility for school attendance rests with the student and then with the parents/guardians. The parent/guardian is responsible for permitting only excusable absences as identified by the State Department of Education and the Southwest Licking Local School District.

ROLE OF THE ATTENDANCE OFFICER

The attendance officer is an employee of the Licking County Juvenile Court and Licking County Educational Service Center. The attendance office is responsible to conduct investigations of student attendance following referral by the school. The officer is charged with investigating student records, conducting interviews with school officials, students, and parents/guardians; informing all parties of the laws of compulsory school attendance and making appropriate referrals as necessary.

Excused absences per Ohio Revised Code Section 3321.04 are as follows:

- Personal illness (a written physician's statement may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Superintendent

Southwest Licking Local School District also recognizes the following:

- Pre-arranged and pre-approved vacations will be considered an excused at the discretion of administration
- College visitation
- Special administrative permission (not to exceed more than two times per year)
- Court appointment

The following list of excuses is examples of, but not an exhaustive list of reasons for unexcused absence:

- Truancy
- Tardy
- Oversleeping
- Visiting
- Shopping
- Missing the school bus or ride to school
- Absent from school but able to be away from home after school hours
- Appointments other than doctor or dentist (tanning, hair etc.)
- Baby-sitting
- Job interview
- Car Trouble

EXCESSIVE ABSENCES/CHRONIC TRUANCY:

Please refer to the following chart

	Triggering Event	Steps to be Taken
Excessive Absences	<p>Student is absent (excused or unexcused) for:</p> <ul style="list-style-type: none"> ● 38 or more hours in one school month <p>OR</p> <ul style="list-style-type: none"> ● 65 or more hours in one school year 	<ul style="list-style-type: none"> ● School develops and utilizes a Truancy Intervention Plan for the student. ● School provides written notice of to the parent within 7 days of the triggering absence.
Habitual Truancy	<p>Student is absent (unexcused) for:</p> <ul style="list-style-type: none"> ● 30 or more consecutive hours <p>OR</p> <ul style="list-style-type: none"> ● 42 or more hours in one school month <p>OR</p> <ul style="list-style-type: none"> ● 72 or more hours in one school year 	<ul style="list-style-type: none"> ● School assigns to the student to an Absence Intervention Team within 7 days of the triggering absence. ● School makes three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services. ● Absence Intervention Team develops an Absence Intervention Plan for the student within 14 days of being assigned. ● School provides written notice of Absence Intervention Plan to the parent within 7 days of the plan's development.
	<p>Student refuses to participate OR fails to make satisfactory progress on Absence Intervention Plan.</p>	<ul style="list-style-type: none"> ● Attendance Officer files a complaint in juvenile court not later than 61 days after plan implementation.

SECTION IV: STUDENT CODE OF CONDUCT

DISCIPLINE

The purpose of discipline is to develop self-control, character, orderliness, and respect. It is a necessary part of the educational process and school environment. The school environment includes school sponsored activities (dances, field trips, etc.). With an understanding of the purpose of discipline in a school, a better student attitude can develop. Listed below are some of the consequences (not in any order and not in total) for violations to the student code of conduct. Depending on the number of violations a student can be considered a repeat offender and the consequences will become more severe. The principal and/or assistant principal have the authority to suspend. In case of an out-of-school suspension, you will be given a written notice of the intention to suspend which will contain the reasons for the suspension, and due process will be administered. Students who are suspended from school are not permitted to attend any school activities or any school events or be on school grounds during their suspension time.

CONSEQUENCES

- Verbal warning/reprimand
- Written warning/reprimand
- Restorative Justice
- Restitution
- Restrict or remove privileges
- Detentions (before/ lunch /after school)
- Parent phone call
- Written letter sent home
- Student contracts
- In-School Suspension
- Parent/teacher conference/administrator
- Request for parent visit to classroom to monitor behavior
- Referral to IAT team (Intervention Assistance Team)
- Referral to counselor/school psychologist
- Emergency removal from classroom/building
- Out-of-school suspension (student may continue to do school work for full credit)
- Send student home to change clothes
- Recommendation for expulsion
- Referral to juvenile court
- Notify appropriate law enforcement agency

SCOPE OF JURISDICTION AND FIRST WARNING:

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Student possession of these rules constitutes a first warning. No further warnings will be given. Any student who repeatedly violates the provisions of this conduct code will be subject to increasingly severe disciplinary actions and/or referral to a law enforcement agency and will be defined as a repeat offender.

CONDUCT VIOLATIONS

ASSAULT/FIGHTING

A student shall not cause physical injury or behave in such a manner to cause physical injury to anyone in the school environment or physically attack another with little or no provocation.

BARRICADES (SAFETY DEVICES)

Each room is equipped with a classroom barricade which is attached to the wall. Students are not permitted to handle or misuse these devices at any time.

BULLYING

Bullying behavior by any student in the Southwest Licking School District is strictly prohibited. "Bullying" in accordance with Ohio House Bill 276 & 116, means any intentional written, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. It may also include violence in a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds, or at any school sponsored activity, on school provided transportation, or at any official school bus stop. It includes behaviors that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

A student shall not physically or verbally threaten another student, teacher, school employee, or any person at school or at any school sponsored function.

No student shall direct words or phrases towards a school employee or employee's family member(s) considered to be slanderous, degrading in nature, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual. This applies throughout the **calendar** year for all students enrolled in Southwest Licking Schools. Electronic communication of threats, harassment or other forms of inappropriate language is also prohibited and may also result in disciplinary action.

CELL PHONE (CAMERAS/ELECTRONIC DEVICES)

The use of cell phones or electronic devices during school hours is prohibited, unless specifically approved by the classroom teacher for educational purposes.

COMPUTER TECHNOLOGY

Students must be in compliance with the network and internet acceptable use and safety agreement.

DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any firearm, knife, explosive or other dangerous objects or instruments.

DISRUPTION OF SCHOOL PROCESS

A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school.

DRUGS, ALCOHOL AND TOBACCO

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

A student shall not possess, use, transmit, show evidence of consumption of and/or sell any controlled substance, steroids, alcoholic beverage, counterfeit drugs (covered under House Bill 535) or any other non-medicinal substance while on school grounds, at any school related activity (home or away) or on school buses, rented carriers or other school arranged transportation. The only exception to this rule is the case of a medical prescription substantiated by a doctor.

A student shall not possess any drug related paraphernalia while on school grounds, at any school related activity (home or away), or on school buses, rented carriers or other school arranged transportation. Possession shall include items found in a student vehicle while on school property. Drug paraphernalia shall include, but not be limited to, tobacco rolling papers, matches, lighters, pipes, roach clips, etc. and other types of holders.

FALSE ALARMS

A student shall not cause a false alarm to be sounded. This includes fire alarms, bomb threats, tornado sightings or any other alarm that might cause panic or disrupt normal school operation.

HARASSMENT

A student shall not harass any other student or any member of the staff. Harassment may be described as sexual, racial, religious or any other incident that creates a hostile, intimidating or offensive environment.

INAPPROPRIATE TOUCHING (PUBLIC DISPLAY OF AFFECTION)

Students shall not engage in hand-holding, in kissing, hugging or suggestive actions and/or behavior.

INSUBORDINATION

A student shall follow the first reasonable directions and will comply with the reasonable requests of all school personnel. Disrespect includes but is not limited to the use of profanity and the refusal to abide the reasonable request the first time it is made. Failure to accept prescribed disciplinary action under this code may be considered willful disobedience. School staff is acting “in loco parentis”, which means that the school staff is allowed, by law, to direct a student as a parent would.

LOOK-A-LIKE WEAPONS

A student shall not possess any items that resembles a dangerous weapon.

PHYSICAL CONTACT

A student shall not touch another student inappropriately for any reason.

PRESENCE IN UNAUTHORIZED AREAS

Students shall not be in any areas designated as off-limits without prior permission.

THREAT

A student shall not verbally or in writing threaten any other student or any member of the staff. Such threats are considered to be intimidating. Punishment will be assigned in correlation with the degree of the threat.

THEFT

A student shall not steal or knowingly be in possession of stolen articles either public or private.

TRUANCY AND CLASS CUTTING

A student shall not be truant from a class or school. A student is considered truant any time he or she is absent from school or class without the permission of the school.

VANDALISM AND DESTRUCTION OF PROPERTY

A student shall not willfully destroy or damage any public or private property.

VULGAR AND OBSCENE LANGUAGE

Students shall not use vulgar or obscene language or gestures toward any other student or toward any school person in such a manner that could be offensive or disruptive.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the students in their care. To that end, school authorities may search a person or property (including vehicles, purses, backpacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

RULES AND REGULATIONS FOR STUDENTS RIDING THE BUS

Students are not permitted to ride a different bus than the one to which they are assigned.

Before the bus arrives:

- Arrive at your regular pick-up spot five minutes before the bus.
- Walk facing traffic if there are no sidewalks.
- Wait off the roadway, not in the street.
- Stay off lawns, and avoid horseplay, scuffling, and fighting.

Boarding the bus:

- Form a line and wait for the bus to come to a full stop.
- Be polite and take your turn getting on the bus. Do not push or shove.
- If you must cross the street, do not cross until signaled to do so by the driver. Check the traffic, then walk, don't run. Cross at least ten (10) feet in front of the bus.
- Use the handrail.
- Go directly to your seat and remain seated throughout the ride.

Conduct on the bus:

- Follow the directions of the driver, including seat assignment when given.
- Sit three to a seat, if necessary, and be careful to keep the aisles clear.
- Walk to your seat and remain there. Stay seated and quiet while the bus is moving.
- Do not block the aisles or emergency exits
- Items that can be carried by the student without taking up room of another student on a crowded bus, or without blocking the center aisle, may be carried on the bus. Items too large to fit on your lap should be left at home or taken to school by parents.
- Talk to the driver only if it is an emergency. (Drivers need to keep their minds on driving and their eyes on the road.)
- Talk quietly so that the driver can hear traffic sounds.
- Keep hands and head inside the bus. Do not stick anything out of the windows or throw anything out of the bus.
- Toys are not allowed at school unless an individualized plan has been approved by a district representative.

- Open or close windows only when requested by the driver.
- Loud, profane language or yelling is not permitted.
- Eating is not permitted on the bus.
- Smoking is not permitted on the bus. Open flames (matches and/or lighters) are not permitted on the bus.
- No weapons of any kind or explosive materials are permitted on the bus.
- Do not vandalize, deface or litter the bus. Please use waste baskets provided.
- No selling of candy or other items on the bus.
- Do not tamper with safety equipment
- Students will exit the bus only through the front doors - the only exception is during the conduct of emergency drills or an emergency.
- Transportation of animals, insects and glass containers is prohibited.
- Do not harass other students in any way.
- Do not block the aisles or emergency exits.

Leaving the Bus:

- Remain seated until the bus comes to a full stop.
- Use the handrail. Do not push others
- Students must get off the bus at their regular stop unless they have written permission from parent or guardian and a school authority.
- If you must cross the road, wait for a signal from the driver. Cross at least ten (10) feet in front of the bus.

In Case of Emergency:

Remain seated and quiet. Listen for instructions from the driver and be ready to follow these instructions. If instructed to get off the bus, do so quietly, quickly and calmly. Gather with others at a safe spot away from the bus and traffic flow. Do not leave.

Violation of the above rules may result in reprimand, parental contacts, and referral to the transportation director or building principal for further actions that align with the Code of Conduct.

Suspension of Bus Riding/Transportation Privileges

Students on a bus or other authorized Board of Education transportation vehicles are under the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of the school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct.

Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the director of transportation or designee.

Students whose transportation privileges are suspended more than 10 consecutive days will have the opportunity to appeal the decision to the Superintendent of schools.

Any additional guidelines regarding conduct on school bus/vehicles, as well as general information about the school transportation program, will be made available to all parents and student and posted in a central location.

BICYCLES

Bicycles must be parked immediately upon arriving at school and remain there until dismissal.

1. Parking of bicycles must be done in the proper location near each building.
 2. No bicycles are to be ridden on or around the school grounds during the school day.
 3. The school is not responsible in any way for damage or theft of bicycles.
-
1. If there is a lightning storm at the time of dismissal, students may be required to leave their bicycles and return to pick them up at a less dangerous time.

FIRE/TORNADO/INTRUDER DRILLS

These drills will be practiced at each school building. Students will learn how to respond to each situation and will become familiar with the prevention of injury or loss of life in case of fire, tornado or intruder emergency.

STUDENT FUNDRAISING

The Board permits fund raising by students in school, on school property or at school-sponsored events only when the profit is going to be used for school purposes or for an activity connected with the schools.

Fundraising in school must be approved by the principal.

COPYRIGHT INFORMATION

Any use of the Southwest Licking Local Schools trademark must have prior written approval of the superintendent or designee and must be produced, manufactured, or sold under license Southwest Licking Local Schools. See www.swl.k12.oh.us for an application for use.

APPENDICES

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) provides parents and students who are 18 years of age or older ("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 after the day the school receives a request for access.

Parents or eligible students should submit to the school a written request that identifies the records 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.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to amend a record should write the school, clearly identify the part of the record they want changed, 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 student of the decision and 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 student when notified of the right to a hearing.

1. The right to provide written consent before the school discloses personally identifiable information (PII) from 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, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

NETWORK/INTERNET ACCEPTABLE USE POLICY

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

USER RESPONSIBILITIES:

- A. Students are responsible for their behavior and communication on the Internet. In using the Computer network and Internet, students are not to reveal personal information such a home address or telephone number. Using a last name or any other information which might allow a person to locate a student is not permitted unless permission of a supervising teacher has been obtained.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or Passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities such as uploading a worm, virus, Trojan horse, bomb or other harmful form of programming or vandalism; accessing other computers, networks, or information systems.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board Policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally accepted rules of network safety and etiquette: Be polite, courteous, and respectful in your messages to others. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher. Never agree to get together with someone you "meet" on-line without prior parent approval. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

H. Use of Internet to access, process, distribute, display or print child pornography and other obscene, inappropriate and/or harmful material is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g. viruses) are also prohibited.

I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected. 23

K. Students must secure prior approval from a teacher or principal before joining a Listserv (Electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

L. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or principal. All such authorized communications must comply with these guidelines.

M. Privacy in communication over the Internet and the Network is not guaranteed. To ensure Compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

N. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

O. Disclosure, use an/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."

P. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.