

**WATKINS MIDDLE SCHOOL  
2018-2019**

Principal: Ryan Brown  
Assistant Principal: Katie Piacquadio  
Administrative Intern: Steve Hare  
Guidance Counselors: Mrs. Julie Matheny and Mr. Dean Bulmer

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**This School Agenda Belongs To:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Student # \_\_\_\_\_ Homeroom # \_\_\_\_\_

**MISSION STATEMENT**

The mission of the Watkins Middle School community is to develop independent, self-disciplined, respectful, and confident learners. Our students will be able to communicate, solve problems, and be productive members of society. The school community will provide a range of academic, practical, cultural, technological, and physical opportunities in a safe and encouraging environment.

**PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag, of the United States of America, and to the Republic, for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

**PBS PLEDGE**

We are respectful, we are responsible, we are resourceful, and we are Warriors.

**STUDENT EXPECTATIONS**

- Students will respect themselves, respect others, and respect our environment.
- Students will be in school and in class on time
- Students will come prepared to learn according to their teachers expectations
- Students will dress appropriately for school

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## **WELCOME**

The students and staff of Watkins Middle School are pleased to welcome every student back for an exciting school year. We are proud of the quality of teaching and the commitment of our students. Please take some time to review the following information in order to make this year fun and productive.

## **ADMINISTRATION**

If you would like a conference with the principal, assistant principal, dean of students or guidance counselors, please leave your name and number in the office.

## **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.

## **ARRIVAL AND DISMISSAL**

Students will be permitted to enter the building at 7:00am each school day. Students must be in their first period class before the tardy bell, at 7:20am. Upon dismissal, please leave the building promptly and in an orderly fashion. Use the sidewalks and do

not run. Buses will wait a limited time. **Students are not permitted to be at school after school hours without adult supervision. Disciplinary action may result from students in unauthorized areas after school hours.**

Students that are dropped off by alternative transportation will be dropped off on the northeast side of the building by the cafeteria/gymnasium entrance. We will unload three cars at a time at designated cones. Students will be able to enter the building starting at **7:00**. If for some reason you must have your student at the school earlier than **7:00** we would encourage you to utilize the school transportation that is available to every student. Students will come in the building and report directly to Cafeteria North. Students that are picked up will also be picked up on the northeast side of the building at the same exit. We will begin student pick up at 2:10 each afternoon.

## **ASSEMBLIES**

The nature of an assembly will determine what behavior will be acceptable. Pep rallies and sports assemblies would allow a more relaxed and enthusiastic atmosphere. Students are to remain in their assigned seats unless otherwise instructed by school staff. Students who have received an out of school suspension during the current nine weeks may be unable to attend assemblies.

## **ATTENDANCE PHILOSOPHY**

It is the philosophy of the Board of Education of 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.

When a student meets the following absence criteria, the Licking County Attendance Officer is notified:

- 30 consecutive hours
- 42 hours in a month
- 72 hours in a year

#### **GENERAL ATTENDANCE INFORMATION**

A student's absence from school is excused by parent notification for a **maximum of THREE (3)** school days per quarter. All other absences from school beyond the **THREE (3)** school days per quarter may require additional verification in order to be excused (i.e. doctor's note, court documentation).

Parents will be notified of student absences by telephone

#### **TRUANCY**

Truant from school is defined as: When a student is missing from school and the parents/guardians are not aware of his/her absence; or when a student is missing from school and the parents/guardians are aware of the student's absence but the absence is not excused; or when a student is absent and there is no contact from any parent/guardian to the school about the absence.

In the event the school and parent/guardian do not make contact, the parent/guardian should send a written explanation upon the student's first day back to school. Students will be notified upon their return if the absence is excused. Students have three days to bring a note regarding the absence.

**Penalty:** 2 Hour After School for every day truant

#### **EXCESSIVE ABSENCES**

Excessive absences are defined by law as an excused or unexcused absence accumulating in 38 or more hours in one school month or 65 or more hours in one school year. Parents will receive written notice from the school within seven days of the triggering absence.**HABITUAL TRUANCY**

All attendance matters will be conducted in accordance with the guidelines provided in House

Bill 410. If the student begins to demonstrate a trend toward unexcused absences, an Absence Intervention Team will be formed to address the causes of unexcused absences. The student's family will be contacted three times using the latest contact information provided to the district to invite family participation in the Absence Intervention Plan. If there is no response from the family, school staff and advisers from community resources will develop a plan, which will be mailed home within ten days. During the next 60 days, progress will be monitored; excessive absence as defined by HB 410 may result in charges within the juvenile court before the plan period concludes at the conclusion of the plan, for court intervention to resolve the causes of unexcused absence.

#### **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 officer 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 by the Superintendent
- **Southwest Licking Local School District also recognizes the following:**

- Pre- arranged and pre-approved vacations (see guidelines)
- College visitation (see guidelines)
- Special administrative permission (not to exceed more than two times per year)
- Court appointment

**The following is list of excuses are 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

#### **ATTENDANCE PROCEDURE**

**Daily attendance will be taken first period. Student absences will be determined by the following guidelines:**

1. Students arriving after the 7:20 bell until 8:20 are considered tardy to school.
2. Students arriving after 8:20 and before 11:20 are considered absent for ½ day.
3. Students who leave school before 10:51 will be considered absent for a full day.

4. Students who arrive after 12:25 will be considered absent for a full day.
5. Students who leave school after 10:51 will be considered absent for ½ day
6. Students who leave and return to the school within 1 ½ hours or less will receive a tardy depending on the reasons (see absences) it may be exempt, excused or unexcused.
7. These times apply regardless of the individual student schedule

**A full day absence will result in denied participation in any extracurricular activity for that day.**

Students arriving after 7:20 must sign in at the office and receive a pass to class before proceeding to first period. **If you are tardy due to illness your parent must sign you in or call the office that morning to receive an excused tardy.**

#### **Tardy to School:**

Students are expected to be in class and prepared to work before the tardy bell rings. Students will be subject to disciplinary action after the third tardy to class each nine week period.

#### **Tardiness to School Penalties:**

- 1<sup>st</sup> tardy: Verbal Warning
- 2<sup>nd</sup> tardy: Verbal Warning
- 3<sup>rd</sup> tardy: 45 minute detention
- 6<sup>th</sup> tardy: 2 hour after school
- 9<sup>th</sup> tardy and after: 2 hour after school detention

#### **Reporting an absence:**

When a student is absent, the parent or guardian must call the school at **927-6807** by 8:00 a.m. (Accessible 24 hours/day to report absences). Please indicate the following when reporting a student absence: student's name, grade, the relationship of the caller to the student, and the reason for the absence. If a parent does not report a student's absence, school office personnel must attempt to call during the morning of the absence to verify your child's whereabouts.

#### **BEHAVIOR**

All students are expected to behave in a polite and courteous manner during school and at all school functions. Being responsible for one's own behavior is a sign of maturity. Students are expected to keep hands and feet to themselves and treat others, themselves and property with respect. A copy of the Student Code of Conduct (refer to Page 15) is included with this book and also posted in the building.

**BELL SCHEDULE:**

Our daily schedule is as follows:

1 <sup>st</sup> Period	7:20—8:06	(46)
2 <sup>nd</sup> Period	8:09—8:53	(44)
3 <sup>rd</sup> Period	8:56—9:40	(44)
4 <sup>th</sup> Period	9:43—10:27	(44)

5A Lunch	10:30—11:00	(30)
5BC Class	11:03—12:06	(63)

5AB Class	10:30—11:33	(63)
5C Lunch	11:36—12:06	(30)

5AC Class	10:30—11:00 <b>and</b> 11:36—12:06	(60)
5B Lunch	11:03—11:33	(30)

Ace Block	12:09 - 12:39	(30)
6 <sup>th</sup> Period	12:39—1:23	(44)
7 <sup>th</sup> Period	1:26—2:10	(44)

**BOOK BAGS**

Book bags, shoulder bags string bags etc., are not permitted in class. The student is responsible for carrying what is needed for class.

**BUS RIDING POLICY**

The transportation department requires that students are picked up in the mornings and dropped off in the afternoons at their assigned stops. If a student must ride a bus other than the one regularly assigned because of an emergency, your parents must call the bus garage to make arrangements. Students shall not violate any of the bus transportation rules. Violation may result in suspension of the bus riding privilege. No chewing gum, candy, food items, or beverages are permitted on any bus.

Students may not ride home on motorized vehicles or in cars unless with a member of the immediate family. A note from the parents must be on file in the office.

**School Bus Rules:**

1. Students should be at their bus stops 5 minutes before their scheduled time. Students are to board the bus at PM dismissal promptly.
2. Students must wait in a safe location clear of traffic and away from the traffic and back from the bus stop.
3. Behavior at the bus stop must not threaten life, limb, or property of any individual.

4. Students must go directly to their assigned seat so the bus may resume safely. Students must remain seated, keeping aisles and exit clear.
  5. Students must not use profane/obscene language or gestures. Use of profanities or gestures will result in an automatic bus suspension.
  6. Bus Driver's have the right to assign seats.
  7. Students must observe classroom behavior and obey the driver promptly with respect.
  8. Students will not eat or drink on the bus unless stated for medical reasons per a doctor's note. Doctor's note is to be on file with the transportation office at the start of the school year.
  9. Students are not permitted to have tobacco, alcohol or drug products on the bus.
  10. Students must not throw any object on or from the bus.
  11. Students may only bring articles on the bus that can fit on their laps.
  12. Students must ride or board the bus at the location to which they have been assigned unless they have written approval of school personal to do otherwise.
  13. Students must keep all body parts inside the bus at all times.
  14. Students must cross the street or road at least 10 feet in front of the bus and follow the signals from the driver before crossing the street.
  15. Students are not permitted to transport animals, or glass containers on the bus.
  16. Students shall not possess, handle, transmit or conceal any object which might be considered a weapon or instrument of violence. Matches, lighters, laser pointers, etc. are prohibited.
  17. Students must be absolutely quiet at all railroad crossings.
  18. Parents are responsible for any damages
  19. Horseplay/fighting/pushing/touching/tripping will result in an automatic bus suspension.
- Violation of these rules is sufficient cause for the issuance of an Unsatisfactory Conduct report. Students are given a copy of that report to take home and have signed by a parent/guardian and returned to the bus driver within (2) two school days. Disciplinary action resulting from the receipt of a written form can result in a bus suspension of up to 15 days. Repeated violations can result in loss of transportation privileges.**
- \*\*\*Suspension of bus riding (Policy # 5610.04)**
- Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has 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 a 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/Student Discipline Code. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Director of Transportation or designee. Students whose transportation privileges are suspended more than ten (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 students and posted in a central location.

## BUS CONDUCT

### **RULES AND REGULATIONS FOR STUDENTS RIDING THE BUS**

Pupils violating management regulations may receive written warning stating the cause and conditions. At this time, the building principal or his designee will have a conference with the pupil. The following actions may result:

- The driver issues a verbal warning and has a conference with the student.
- The driver issues a second verbal warning, changes the seat if appropriate.
- First Bus Write up. The student may be issued a 2 hour after school detention. The building administrator will have a conference with the student and mail a copy of Bus Write up notification letter home to parents.
- Second Bus Write up, student may be suspended from the bus for 1 day. The building administrator receives a copy of the Bus Write up and will contact parents. Copy of Bus Write up and any bus suspension forms will be mailed home to parents.
- Third Bus Write up, student may be suspended from the bus for 3 days. The building administrator receives a copy of the Bus Write up and will contact parents.

Copy of Bus Write up and any bus suspension forms will be mailed home to parents.

- Fourth Bus Write up, student may be suspended from the bus for 5 days. The building administrator receives a copy of the Bus Write up and will contact parents. Copy of Bus Write up and any bus suspension forms will be mailed home to parents.

**Severe Clause:** The building administrator may assign a bus suspension, an out-of-school suspension, or recommend expulsion from the bus and/or school. This step will be utilized in such cases including, but not limited to: physical aggression, obscene behavior, and disrespect to a staff member or hazardous behavior.

### **Procedure of Due Process:**

1. Driver informs pupil of written warning.
2. Meeting with principal or his designee, discussion of problem,
  - a. Warning - pupil warned - letter sent to parents/guardians.
  - b. Five day suspension - pupil informed verbally of punishment. Certified letter sent or parents/guardians with information on appeal to superintendent's designee. Parent/Guardian will have 24 hours before punishment may be initiated.
  - c. Ten day suspension –same notification as b.
  - d. Expulsion - Shall be conducted by the superintendent in compliance with the law. Certified letter will be sent to parent / guardian. Pupil or parent/guardian will have 24 hours to appeal, or at that time, expulsion will be initiated.
  - e. Suspension or immediate removal of a handicapped pupil may require a modification of the above procedures and shall be accomplished in accordance to the law.

Note: Bus riding is a privilege. Pupils are required to be in school and attending all regular classes while under suspension/expulsion from riding the bus.

Note: Loss of bus riding privileges includes all Southwest Licking buses - athletic, band, chorus, field trips, etc.

### **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. A la carte choices are also available. You may borrow lunch money against your student I.D. number in the cafeteria as a charge. Any student may be allowed to charge, up to a limit of two (2) lunches. All charges must be paid within a seven day period. Free and reduced lunch forms will be made available to all students. The

lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in the wastebaskets
- Leaving the table and floor around your place in a clean condition for others
- No food may be taken from the cafeteria unless approved by a staff member
- No food or drink items are to be taken to the buses.
- Cash cannot be withdrawn from lunch account

School staff may assign seats in the lunch room at any time during the school year.

### CLINIC

The clinic is located in the office. Report to your teacher first; explain your problem and the teacher will see that you get to the clinic with a pass. Do not loiter any other place when you are ill. **Students may not call their parents from personal cell phones.** This may result in disciplinary action (two hour detention). If we cannot help you, we will notify your family to come after you. **Remember** – we cannot give you any type of medication. Any prescription or non-prescription medication to be taken in school must be placed in the office upon arrival at school by an adult and an Administration of Medicine form MUST be on file. Inhalers and Epi pens can be carried by the student, but a medical form must be on file in the office. A note from a parent is necessary for the use of cough drops or water bottles during the day.

### 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 individuals, 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 screening 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. Vision and scoliosis screenings are conducted annually at the MS for all 7th grade students. The parent or guardian will be notified about any failed

screenings. Please contact the school nurse if you do not wish your child to participate in these screenings.

### COMPUTER USE POLICY

Students can find a computer use policy form in their agenda book. Each student and parent will be asked to read and sign the policy in the appropriate spaces. **Please note: please ensure that all areas intended to be checked, are. If those areas are not marked, it must be assumed that you child has not been granted permission to access the Internet.** The user policy form MUST be on file in the computer lab before privileges are granted. Until students return the computer use policy form, students will be denied access to the Internet.

**\*\*\*Parents please remember**—you can track the academic progress of your child through Progress Book. If you have not yet obtained access to Progress Book, please call or email Lori Graves for more information: lgraves@laca.org.

### CONFERENCES

Conferences will be scheduled in the fall and winter. Dates are posted in the district calendar and the district web page.

### COURSE OFFERINGS

Refer to the curriculum guide on Watkins Middle School webpage.

### COURSE RE-TAKE

A student may re-take any course. The point value of the higher of the two grades (retake course grade or original grade) will be the only one averaged into the student's cumulative grade point average (GPA). However, the academic record of both courses will be reflected on the student's transcript. Credit for the course will not be duplicated. This retake policy applies only to classes offered through the district. Credit flex cannot be utilized for course re-takes. Additionally, since credit is not awarded for the class the second time, the course also DOES NOT count toward the five (5) required courses needed for athletic eligibility.

### DANCE GUIDELINES

Dances are for **Watkins Middle School students only** and typically will be held from 6:00 – 8:00 p.m. Teacher and parent chaperones will monitor the dances. All school rules will be enforced during the dances. Students may be asked to call home for an early ride if in violation of school policy.

Parents/Guardians must provide transportation home by 8:15pm. Violation of this policy may result in students being prevented from attending future school dances.

School Dances are a privilege. Students may not be permitted to attend dances due to previous out of school suspensions and/or previous problems at after school events.

### **DEBTS OWED THE SCHOOL**

All financial obligations are expected to be paid each year. Such obligations include, but are not limited to school fees and lost or damaged textbooks and library books. Middle school debts are transferred to the high school. High school graduation is not permitted if debts are still owed.

### **AFTER SCHOOL DETENTIONS**

You should fully understand that any staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign a detention to a student who is not in any of their classes.

**Lunch detentions** may be assigned at a teacher's discretion. The assigning teacher will be responsible for monitoring the detention. Parents will not be notified in the event a student receives a lunch detention.

**Tuesday & Thursday After School** - After school detentions will be served from 2:15-3:00 or 2:15-4:15 at Watkins Middle School. Parents are responsible for transportation. During after school detention students will spend 45 minutes or two hours quietly studying. A missed detention or accumulation of detentions may result in a suspension.

### **DISCRIMINATION**

#### **(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 a disability should file a written complaint

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

Pupil Services Coordinator  
Southwest Licking Local School District  
927A South Street  
Pataskala, Ohio 43062  
Phone: 740-927-3941

#### **Title IX:**

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 would 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 her address is:

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

### **DRESS**

**The school dress code will be observed at school and during any after school functions such as a dance.**

- Pants with holes must be at the knee or lower. Patches are acceptable as long as no skin is showing.
- Pants must be worn at the waist.
- Low-cut blouses or tops that expose skin are not allowed.
- Undergarments should not be visible.
- Shorts, dresses and skirts must be fingertip length or lower.
- Mesh tops, tank tops, muscle shirts, slips, spaghetti straps, midriffs (tops too short to be tucked in while sitting down) are not allowed. Sleeveless shirts are required to have at least a "4 inch finger width strap".
- Hats, hoods and bandanas are not allowed.
- Clothing which makes reference (words, symbols or graphics) to drugs/alcohol/tobacco, offensive or racial bias language, vulgar or offensive wording which is contrary to the educational mission of our school are not allowed.

- Clothing that has suggestive/sexual language is not allowed.
- Coats are not allowed in class.
- Sleepwear is not appropriate school attire.
- Heavy chains, chains with wallets, or any type of jewelry that is dangerous or unsafe (spiked wrist bands, etc.) are not allowed.
- Parents, your help and cooperation with the enforcement of the dress policy is greatly appreciated.

A change of clothes may be provided by the parents or by the office if the parents are unable to provide alternative clothing. **Repeated violation of the school dress code may result in disciplinary action.** The administration reserves the right to make the final ruling on “any” inappropriate dress that disrupts the learning process.

### **ELIGIBILITY**

Eligibility for student athletes is governed by the Ohio High School Athletic Association.  
(See Athletic Handbook)

### **E-MAIL**

An alternative for reaching a teacher is through the use of e-mail. Available e-mail addresses will be listed on each teacher’s individual course syllabus. E-mail contact should be used only for school related questions or concerns. Progress Book through the district web site will also offer some options for parents as to homework assignments and grades.

### **EMERGENCY CARDS**

State law requires an emergency card for each student must be on file in the office. The cards must be signed by a parent or guardian on both the front and back, and are to be returned to school within one week after school begins in the fall. A student may be excluded from school until this requirement is fulfilled. There is a space provided for the name and telephone number of someone to be called in case of illness or injury to your child when we are unable to reach you. We MUST have the name of at least one person to be called. If that person is not the custodial parent, the office needs written permission to release a student to a stepparent. Please include stepparents’ names on the emergency cards.

### **ENROLLMENT OF NEW STUDENTS**

Parents are required to bring the following documentation with them when enrolling their child:

1. Birth certificate
2. Proof of residency (utility bill/lease, etc.)

3. Custody documents, if applicable
4. Documentation of special education services, if applicable
5. Social Security Number
6. Immunization Records

### **FERPA AND DIRECTORY INFORMATION**

The Southwest Licking School District follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. The primary purpose of directory information is to allow the school to include this information in certain publications. Examples include: playbills, yearbook, honor roll or other recognition lists, graduation programs and sports activity sheets. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received.

**Parents who do not want directory information for their child released must contact the district office in writing and request this information not be released.**

### **FIELD TRIPS**

Periodically, and as district funds and policy permit, field trips may be scheduled as an extension of the academic program. A notice to parents in advance of the trip will occur. Specific arrangements of the trips will be provided by the supervising teacher. Parental permission is required for all field trips. School rules and regulations will be in effect at all times. Field trips are a privilege.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills (which are required by law) and lockdown drills at regular intervals are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and quietly. The teacher in each classroom will give instructions. A map is posted in each room showing the exit routes.

### **FIRST AMENDMENT**

Students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unsponsored written material, petitions, buttons, badges, or other insignia, except expression which:

- is obscene, libelous, pervasively indecent or vulgar;
- advertises any product or service not permitted to minors by law;

- constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin;
- presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

**Electronic transmission of words or photographs that violate the above guidelines of protected speech, including those intended to harass or intimidate other people may result in disciplinary action.**

### **FUND RAISERS**

The Board will permit fund raising by students or on school property or at any school-sponsored event only when the profit is to be used solely for school purposes or for an activity connected with the schools.

The selling of chances (**raffles**) to raise funds for school sponsored activities by students is prohibited.

### **GIFTS AND FLOWERS**

Gifts and/or flowers will be delivered to WMS students at the end of the school day just prior to the dismissal bell.

### **GRADING**

It is our policy to use the alphabetic system for grading. Our method is weighted in the following manner:

- A 93 - 100
- A- 90 - 92
- B+ 87 - 89
- B 83 - 86
- B- 80 - 82
- C+ 77 - 79
- C 73 - 76
- C- 70 - 72
- D+ 67 - 69
- D 63 - 66
- D- 60 - 62
- F 0 - 59
- I = Incomplete work that must be made up within a two week period or failure will result.

**Exceptions:** Pass/Fail and extenuating circumstances will be the final decision of administration, teachers, and guidance counselors.

**It is the student's responsibility to ask for make-up work after an absence.**

\*We are on a nine-week grading period. Report cards are issued every nine weeks with a progress report being issued at week five of each nine weeks, upon request. Progress reports and grade cards are updated on the online program known as Progress Book.

### **CREDIT BELOW THE NINTH GRADE**

Southwest Licking Schools will award credit for "high school courses" taken prior to the ninth grade in compliance with State law. In most instances, the letter grade benefits a student's cumulative grade point average. Therefore, students will receive a letter grade on their high school transcript for each high school course taken. If, prior to the end of the student's freshmen year, the student and parent wish to change the letter grade into a passing "P" grade, the student and parent must request this change in writing. Upon written request, the letter grade will be replaced with the "P" grade. Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course; and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course. Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

### **GUIDANCE COUNSELORS**

A Guidance Counselor is available throughout the day for parent and student consultation. Contact the counselor with any special education concerns, scheduling issues, academic needs, or family matters. The counselor may also conduct classroom observations of students to assist in parent/teacher conferences and academic decisions.

\*\*\* Ms. Julie Matheny and Mr. Bulmer

### **HARASSMENT**

#### **Nondiscrimination and Anti-Harassment Guidelines**

It is the policy of the Southwest Licking Local Board of Education not to discriminate, in violation of federal or state law, on the basis of race, color, national origin, ancestry, religion, sex or activity sponsored by the Southwest Licking School Board of Education.

A student/employee shall abide by the board's Nondiscrimination and Anti-Harassment Guidelines.

Prohibited discrimination or harassment includes, by way

of example, slurs, verbal or physical conduct of a sexual, harassing, or discriminatory nature, intimidation by threats of or actual physical violence, verbal or physical conduct commonly understood to convey hatred, contempt or prejudice or to insult or stigmatize an individual, unwelcome sexual advances or requests for sexual favors, solicitation of sexual activity or reference to sexual themes in a manner discriminatory or harassing verbal, nonverbal or physical conduct, which is based on the recipient's race, color, national origin, ancestry, citizenship, veteran's status, religion, disability, age, gender or sexual orientation.

Students who have reason to believe that harassment or discrimination has occurred should promptly report the incident to the building principal or the Civil Rights Coordinator. Employees should promptly report to a building principal (or immediate supervisor if the employee is not assigned to a building) or Civil Rights Coordinator. The board's Nondiscrimination and Anti-Harassment Guidelines provides a complaint procedure for making a complaint of discrimination or harassment.

Retaliation against any individual who files a complaint or participates in an investigation is prohibited.

For further information about the board's Nondiscrimination and Anti-Harassment Guidelines or the applicable complaint procedures, please contact:

**Superintendent**, 927A South Street, Pataskala, OH 43062. Phone number: 740-927-3941.

## **HOMEWORK POLICY**

### **Per Board Policy 2330**

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

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

The Superintendent shall develop rules for the assignment of homework according to these guidelines:

**1.** Homework should be a properly planned part of the curriculum, extending and reinforcing the learning targets.

**2.** Homework should help students learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning weaknesses.

**3.** Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

## **HONOR ROLL**

Any student receiving all grades of a B- or higher during a grading period will be placed on the honor roll list.

## **LOCKERS**

You will be assigned a school locker. All lockers are school property and are subject to random search at any time with no expectation of privacy. Use only the locker assigned to you and keep it locked at all times. All personal items and book bags are to be kept in lockers. Do not tamper with another locker or give your combination to another person. You are responsible for all items in your locker.

- Restricted times for locker use will be announced in the fall each year.
- Hall lockers may not be used during after-school and evening activities, unless approved by the teacher responsible for the activity.

Gym lockers – The P.E. teachers will assign P.E. lockers. Keep them locked at all times.

## **LOST AND FOUND**

If you find lost articles you are asked to take them to the office where the owner can claim them. Please mark your materials so they can be identified. Lost items will be kept for a reasonable period of time. After that time, items will be donated to local charities.

## **MEDIA CENTER**

The media center's print, non-print and electronic resources supplement the middle school curriculum in a quiet atmosphere conducive to studying and reading. The media center is open for use from 7:15 a.m. – 2:20 p.m. school days. Books are loaned with the expectation that the borrower will treat any book with respect and pay for its replacement if necessary. Payment for lost books will be refunded if the book is found and returned in good condition. The media center may be closed for special activities or if classes need to do research.

**PBIS- (Positive Behavior Interventions & Systems)**

PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. PBIS’s key attributes include pro-activity, data-based decision making, and problem-solving orientation.

**PRESCRIPTION/NON-PRESCRIPTION POLICY**

(Refer to “Clinic” on Page 7 of this agenda book.)

**PROGRESS REPORTS**

Student progress reports are available online on Progress Book. Paper copies are sent home quarterly.

**PTO**

The Middle School has a PTO. These involved parents are dedicated to helping students and staff improve educational goals, and to provide financial assistance. Want to be a part of it? Sign up during orientations and open houses in the fall. WMS—PTO... a strong partnership!

**RETENTION POLICY (Board Policy 5410)**

Passing and Failing (all grades):

- Efforts shall be made to remediate a student’s difficulties and to inform parents in advance of a student’s possible retention. Further, relevant staff members shall be consulted and involved in a student’s promotion, placement or retention; however, that decision is the responsibility of the student’s principal with parental right of appeal to the superintendent. The decision rendered by the superintendent is final.
- Final decisions concerning promotion/retention are the responsibility of the administration.

**SAFE SCHOOL HELP LINE**

**1-866-548-3847 ext. 108**

**SCHEDULE CHANGES/DROPPING A CLASS**

Schedule changes will be made only under special circumstances. A parent signature and administrative approval must accompany the request.

**SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced through the PreK-12 Notification System. Phone

numbers need to be current to remain on this district-wide calling system. We will also notify over the following radio stations: WNCI, WCLT, WCOL, WBNS and WTVN. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies. The district’s school closing information is available at [www.cancellations.com](http://www.cancellations.com) and at [www.swl.k12.oh.us](http://www.swl.k12.oh.us). If school is canceled for the day, no athletic practices or contests will take place at the middle school level.

**NOTIFICATION SYSTEM INFORMATION:**

SWLS will once again be using the PreK-12 Notification Service to notify you of school delays/closings, special events, or important news through a phone call or email message. Messages are delivered within minutes using the Southwest Licking School’s caller ID showing on your phone so you know the call is important. This emergency service will announce incidents that require immediate parent action. Parents can have up to four phone numbers and four email addresses in the system to maximize the opportunity to be contacted at home, work, or in the car. Your primary phone number has already been uploaded into the system.

You have the ability to manage your own emergency contact information via the web and telephone using the following directions:

1. You will need to assign yourself a four digit PIN by calling the *PreK-12 Notification System Family Hotline* at 1800-846-4976 from your primary telephone number (this is the main number you entered on your school paperwork).
2. Once you have created a PIN, you can log on as parents on the <http://www.prek12notification.com/users/login> website.

NOTE: You cannot change the primary telephone number except by calling the school district office at 740-927-3941 extension 2002.

Telephone numbers and email addresses are secure and will not be shared with a third party.

If you would like to opt out of this notification service or have questions please contact Shawn Toy at 740-927-3941 extension 2002 or by email at [stoy@laca.org](mailto:stoy@laca.org).

**SCHOOL STORE/SCHOOL SUPPLIES**

Our school store will offer school supplies, fun items, and selected black and gold spirit-wear items for purchase.

**SEARCH AND SEIZURE POLICY**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion

that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Random search may include the assistance of dogs. Dogs will not be used to search human beings.

### **SPORTS**

We are a member of the O.H.S.A.A. and the Licking County League and are governed by their rules and regulations.

#### Sports for 7<sup>th</sup> and 8<sup>th</sup> grade boys include:

Football	Basketball	Track
Cross country	Wrestling	Golf

#### Sports for 7<sup>th</sup> and 8<sup>th</sup> grade girls include:

Volleyball	Basketball	Track
Cross Country	Cheerleading	Golf
Softball		

A physical is required before a student may try out for any athletic team. Seventh and eighth grade cheerleading squad members are governed by the same rules as the sports teams and are expected to meet the same academic standards to participate. Statisticians and managers are also governed by the above rules.

**\*NOTE:** If a schedule conflict arises between an academic commitment in which a grade is given, and an extra-curricular commitment, the academic commitment will take precedence.

### **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](http://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.

### **STUDENT INSURANCES**

Student insurance is available at a nominal cost and is optional. If you are insured under this plan and you are injured, you will be given a claim form from the office. This form must be completed by your parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

### **CELL PHONE, ELECTRONICS & SOCIAL MEDIA**

The use of cell phones or electronic devices during school is prohibited, unless specifically approved by the classroom teacher for educational purposes. Students using cell phones or electronic devices during school hours without approval may be assigned a 2 hour after school detention. The phone may also be held in the office until the end of the day. **Repeat offenses may warrant parent pickup of the device.**

Any student using a cell phone or electronic device in a disruptive or inappropriate manner may be subject to school penalties. "Inappropriate manner" includes but is not limited to: making inappropriate videos, taking unauthorized videos, social media interaction that is disruptive to the educational process and/or posting of those videos on the internet. Penalties may range from 2 hour after school to Out of School Suspension with recommendation for expulsion depending on the severity of the offense. Administration will not investigate lost or stolen cell phones or electronic devices.

### **STUDENT-OWNED ITEMS**

The use of cell phones, iPods, ipads, cd players, or any other type of electrical device during the school day without staff approval may result in disciplinary action. Laser pointers are not permitted in the building or on the bus at any time. We would also discourage students from bringing large amounts of cash or other items of value to school.

### **SURVEILLANCE CAMERAS**

Surveillance cameras are mounted in various locations throughout the building. It is conceivable that students will be videotaped at any time during the school day.

## **TEXTBOOKS**

All basic textbooks are loaned to you for use during the school year. Teachers will list the condition of the book when it is issued. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade and school are written in the books in case they are misplaced. We do charge a fine for abuse, misuse, or lost books. Money will be refunded if the lost book is found and returned in the same condition as it was issued.

## **VACATIONS (Pre-Planned Absences)**

Students are permitted to go on vacation during the school year without penalty under the following conditions:

1. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
2. The student is required to complete a pre-planned vacation form prior to being absent for the vacation.
3. The student may be given approximate assignments and materials and pages to be completed.

## **VIDEO RECORDING, PHOTOGRAPHING, AND NEWS RELEASE**

During the school year, we have occasions to videotape or photograph students. The purpose can be for classroom displays, school-wide displays, the school website ([www.swl.k12.oh.us](http://www.swl.k12.oh.us)), and publicity in the news media or as part of professional development for our teaching staff. In a word, there are many ways and reasons for capturing our students in pictures or film. The opportunities for such experiences seem to be growing and we may at some point be teaching our students how to produce video documentation of their own work. Please understand that the school district cannot prevent the publication of your student's likeness and name by the local media, but it will make every effort not to use it in its own publications. It is the district's policy not to post a student's last name with a picture on the district website. Due to the increase in frequency of students being photographed or videotaped, we are asking for your acknowledgement of and consent to this process. This allows us to make public the pictures and videos we take, knowing that you are aware that your child may appear in these media. If you choose not to give your permission, please make it clear to

your child what your decision is. Let him or her know that when these events take place, he or she should ask to be excused from the picture or video. Please sign and indicate your decision in this matter on Page 26.

## **VISITORS**

Parents are always welcome but are required to give 24 hrs notice before visiting individual classrooms. All other guests or persons visiting the school must make an appointment with school staff prior to arrival and report to the main office upon arrival to sign in and receive a visitor's badge.

All doors to the building will be closed and locked shortly after the first bell. Office personnel will let individuals in to the building.

## **WITHDRAWAL PROCEDURE**

Notify the office of the date you will be leaving and your new address if it is available. Clean out your locker and turn in all school owned property to the office. All fees and debts must be paid before records will be released to your new school. A parent/guardian withdrawal form will need to be completed.

## **YEAR BOOK**

A year book will be published and offered to everyone in a pre-sale in the fall and continue to be available for sale throughout the year. It will be delivered the last week of school.

## **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](http://www.swl.k12.oh.us) for an application for use.

**WATKINS MIDDLE SCHOOL**  
**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. 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 the consequences will become more severe. A repeat offender may be issued a behavioral contract based on a point system. 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.

- Verbal warning/reprimand
- Written warning/reprimand
- Community service in lieu of another consequence
- Restrict or remove privileges
- Detentions (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.**

## WATKINS MIDDLE SCHOOL CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES

### DEFINITION OF DISCIPLINE CONSEQUENCES

Expulsion: Removal from school and all school related activities for a designated period of time set by the superintendent. Students and parents are entitled to attend an expulsion hearing before the superintendent prior to a student being expelled.

Suspension: Removal from school and all school related activities as designated by the building principal. The length of an out of school suspension may be from 1 to 10 days. Students may have the opportunity to make up all work.

In-School Suspension: Students will be monitored at the high school by a staff member throughout the day. Students are able to complete all of their work for full credit. In-school suspension provides an alternative to parents that cannot pick –up their student from after school detention. In-school suspension is offered on Tuesday, Wednesday and Thursdays.

Detention: Tuesday and Thursday school or lunch detentions may be assigned by any staff member. After school detentions are to be served on the assigned date. Lunch detentions will be served at the discretion of staff members. After school detentions may be 45 minutes or 2 hours and will be served at the middle school. **Students will have one week to serve their after school detention. Failure to serve the after school detention may result in an In School Suspension or Out of School Suspension.**

### ZERO TOLERANCE

Zero tolerance means that a student committing any of the following offenses will immediately receive and Out of School Suspension with recommendation for expulsion.

Board Policy 5610 defines the following as zero tolerance offenses: firearms or knife; bomb threats; serious violent, disruptive, or inappropriate behavior by its students that results in serious physical harm to persons or to property as defined in O.R.C. 2901.01(A)5 or O.R.C. 2901.01(A)6.

*A violation of any rule following may result in disciplinary action including but not limited to: detention, out of school suspension, or expulsion. Depending upon the nature and seriousness of the offense, referral may be made to the Licking County Juvenile Court:*

**ACADEMIC INTEGRITY** - Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, copying others quiz or test answers, and plagiarism.

**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. The instigator of a fight may receive a more severe penalty. Disciplinary action may be taken on those who videotape or do not leave the scene of a fight when asked.

**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.

**BEHAVIOR AT SCHOOL DANCES/EVENTS** - Students must follow school rules at all school events.

**BULLYING** - Harassment, intimidation or bullying behavior by any student/school personnel 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 Watkins Middle School. Electronic communication of threats, harassment or other forms of inappropriate language is also prohibited and may also result in disciplinary action.

*Reporting: Anyone who believes he/she has been the victim of bullying, intimidation or harassment (including sexual harassment) by a student or an employee of the district should report the alleged acts immediately. Students should report such complaints to a teacher, counselor, or other staff member or can report online at [www.swl.k12.oh.us](http://www.swl.k12.oh.us).*

**CAFETERIA** - The school cafeteria is a place where students must be particularly concerned with the rights of others and to be sensitive to the image and reputation of their school. Specific guidelines for proper behavior in the cafeteria include: 1) refraining from cutting in lunch lines; 2) the disposal of refuse from lunch in the provided cans; 3) refraining from the throwing of food

**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. Students using cell phones or electronic devices during school without approval may be assigned an after school detention. Administration reserves the right to take cell phones or batteries until the end of the school day. Repeat offenses may warrant parents to pick up phones or batteries after school.

**COMPUTER TECHNOLOGY** – Students must be in compliance with the network and internet acceptable use and safety agreement as stated on page 22 and 23 of this agenda book.

(Loss of privileges, suspension, and possible financial responsibility for any repair of computer equipment or software.)

**DISRUPTION OF THE EDUCATIONAL PROCESS** – A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or normal operation of school.

### **DRUGS AND ALCOHOL**

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. On the first offense for possession, use, or after finding evidence of consumption of any of those substances or possession of paraphernalia may result in a ten (10) day OSS with a recommendation for expulsion. The District may agree to reduce the first suspension if the student and family agree to satisfactorily complete an acceptable evaluation and/or treatment process at their own expense.

There is documented evidence that the student did complete the recommended evaluation and/or treatment program.

- Failure to satisfactorily complete the recommended program may result in expulsion.
- Second offenses of possessing, use, finding evidence of consumption, or possession of drug related paraphernalia may result in expulsion.

Students at Watkins Middle School can receive substance abuse counseling by contacting the school counselor. Students with a possible problem are encouraged to seek help before disciplinary action becomes necessary. Students may be referred to outside agencies for evaluation and counseling at their own expense.

**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. Proper authorities may be notified in the event of any violation.

**FORGERY** - A student shall not sign another person's name to any school-related note, letter, form or document.

**GAMBLING** - A student shall not engage in gambling of any form on school property.

**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.

**HORSEPLAY** – A student shall not engage in any activity such as running, tripping, shoving, and throwing of objects or other "horseplay" that may endanger themselves or others on school property.

**INAPPROPRIATE READING MATERIALS** – A student shall not possess any book, magazine, newspaper clipping, reprint, etc. deemed inappropriate by the administration.

**INAPROPRIATE 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.

**PHYSICAL CONTACT** – A student shall not touch another student inappropriately for any reason.

**PORNOGRAPHY**- No student shall have pornography or pornographic paraphernalia of any kind on school grounds at any time. No student shall use school equipment to view, download, or store pornographic material of any kind. Loss of privileges will be according to the computer and internet use policy under sabotaging computer technology

**POSSESSION OF WEAPONS AND ILLEGAL EXPLOSIVES** - Students shall not have in their possession or on school property or at school activities, guns or other weapons, including look-a-likes. They will not possess firecrackers or other explosive devices (i.e. stun guns, knives or mace). A zero tolerance policy is in effect.  
(10 days out-of-school suspension with recommendation for expulsion to the full limit of the law)

**PRESENCE IN UNAUTHORIZED AREAS** - Students shall not be in any areas designated as off-limits without prior permission.

**REPEAT OFFENDER** - 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. .

**SEXUAL MISCONDUCT**- No student shall have physical/sexual contact with another person at any time, on the school property or at a school sponsored activity, home or away. No student shall expose him/herself indecently while on the school grounds, participating or attending an extra-curricular activity home or away, or while riding in a school vehicle to or from school grounds. No student shall take part in any sexual activity while on the school grounds, or on any school vehicle, or at any other school facility during an extra-curricular event.

**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.

**TOBACCO/SMOKING** – A student shall not use tobacco, tobacco derivatives, e-cigarettes, e-cigarette paraphernalia or vapor pens while on school grounds, at any school related activity home or away, or on school buses, rented carriers, or other school arranged transportation. Any violation of this offense may result in a referral to the licking county juvenile court and a three, five, or ten day out of school suspension may be issued to violators. The district may agree to reduce the second suspension if the student and family agree to satisfactorily complete an acceptable evaluation and/or treatment process at their own expense.

**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.

**UNAUTHORIZED FIRES** - A student shall not cause, produce or create any unauthorized fire while on school grounds.

**UNAUTHORIZED USE OF PHONE** – The use of cell phones or electronic devices during the school day is prohibited unless specifically approved by a school staff member for educational purposes. Students using cell phones or electronic devices during the

school day without approval may be required to leave the device in the office for the day. Multiple violations may require a parent/guardian to pick up the device at school.

**VANDALISM AND DESTRUCTION OF PROPERTY** - A student shall not willfully destroy or damage any public or private property.

**VULGAR AND OBSCENE LANGUAGE OR GESTURES** - 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.

## **SOUTHWEST LICKING LOCAL SCHOOL DISTRICT 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 as 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.

- 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.

## 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.

2. 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.

3. 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 of 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.]

4. 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))