

Watkins Memorial High School



2018 - 2019
Student Handbook

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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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10	11	12	◆	14	☉	16
17	☉	19	20	21	22	23
24	25	26	27	28		

APRIL						
S	M	T	W	T	F	S
	▼	2	3	4	5	6
7	8	9	10	11	12	13
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
						1
2	☉	4	5	6	7	8
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16	17	18	19	20	21	22
23	▼	25	26	◆	28	29
30						

NOVEMBER						
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11	12	◆	14	15	16	17
18	◆	20	☉	☉	☉	24
25	26	27	28	29	30	

JANUARY						
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		☉	☉	☉	☉	5
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13	14	15	16	17	▼	19
20	☉	22	23	◆	25	26
27	28	◆	30	31		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	■	▼	23
24	☉	☉	☉	☉	☉	30
31						

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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

Approved: 12-21-17

Calamity Info: Make-up days beyond 5 begin May 31, 2019 until 173 days

PREFACE

The purpose of the Student Handbook is to provide a general understanding of the rules that govern Watkins Memorial High School. We hope the information presented will clarify policies and make procedures easier to understand. It is the student's responsibility to share this handbook and code of conduct with his/her parents/guardians. Participation in many of the programs and activities available at Watkins Memorial High School will enhance the learning experience and help prepare students for life. Parents and students are also encouraged to stay actively involved and communicate with teachers, school counselors, and/or administrators with questions or concerns.

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 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.

DISTRICT MISSION

The mission of the Southwest Licking Local School District 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, value beauty, diversity, and cooperation, 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 standard.

WMHS MISSION

Watkins Memorial High School is committed to academic achievement, the well being of our students, and the principle that all students can learn and can appreciate learning. We will provide programs which will enable students to be responsible, respectful citizens with a passion for learning that prepares them for a variety of postgraduate options. We will provide an academic environment conducive to critical and creative thinking. The mission will be accomplished by skilled and dedicated staff providing personalized instruction and by the support of family and community.

SOUTHWEST LICKING SCHOOLS BOARD OF EDUCATION

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

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

SOUTHWEST LICKING SCHOOLS ADMINISTRATION

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

WATKINS MEMORIAL HIGH SCHOOL ADMINISTRATION

Michael Tanchevski, Principal
Melissa Ladowitz, Assistant Principal
Mark Kurth, Dean of Students
Lisa Morelli, Athletic Director

EXPECTATIONS

We expect every student and staff member to demonstrate Warrior PRIDE, which involves striving to be:

- Prepared
- Respectful
- Independent
- Diligent
- Engaged

ACADEMICS

ALTERNATIVE CONDITIONS FOR ELIGIBILITY FOR DIPLOMA

For students who do not earn the minimum number of points required by the state on end of course exams, state guidelines regarding alternative options will be followed.

COURSE RE-TAKE

A student may re-take a course with administrator approval. 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). In all cases, 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.

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. Students will receive a letter grade on their high school transcript for each high school course taken. 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. No courses, other than those listed above, will be accepted for credit. Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

CREDIT FLEXIBILITY OPTION

The Southwest Licking Schools credit flexibility plan is designed to focus on supporting and accelerating student learning and reflects the need for students' readiness for careers and college without remediation. This plan gives students the opportunity to move on to higher order content by learning in ways that are not limited to seat time in our high school building. If a student chooses to participate in the credit flexibility option, he or she will be allowed to experience a broader scope of curriculum options, increase the depth of study available and customize the time needed to complete coursework. Credit flexibility means more choice for students and families in deciding how, when and where students learn and earn high school credit.

C-TEC

Acceptance to the C- TEC requires that each student should have passed 2 units of English, 2 units of science (one life and one physical), 2 units of mathematics, 2 units of social studies (World Studies and American Studies), and completed all physical

education and health requirements. Students who complete grades 11 and 12 at C-TEC are required to have passed 4 units of English, 3 units of social studies, 3 units of math, 3 units of science, ½ unit of health, and ½ unit of physical education.

ELIGIBILITY TO PARTICIPATE IN GRADUATION CEREMONIES

It is the policy of the Board of Education that only those students who have successfully completed all requirements for graduation will be permitted to participate in graduation exercises. Each graduate must meet all requirements for graduation as set forth by the Southwest Licking Board of Education, the State Board of Education, and the State of Ohio. Students must pass all parts of the Ohio Graduation Test to qualify for graduation, or meet the conditions for Alternate Graduation Requirements.

FINES AND FEES

Watkins Memorial High School charges specific fees for some activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

Student fees are required to be paid annually by check or money order. Unpaid fees will be accumulated from year to year and will be carried forward from building to building. Payment of student fees is a requirement of students wishing to be considered for early dismissal. Additionally, all fees must be paid prior to participation in graduation exercises.

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.

GRADE REPORTS

Student grades for interims (progress reports), 9 weeks, semester, exam and final grading periods will be available using ProgressBook at the middle and end of each 9 weeks.

GRADES

Students will receive a letter grade for each course taken during the four nine-week periods. Semester marks in each subject are based on the two marking period grades and the semester examination (40%, 40%, and 20%). Final marks for the year are based on the nine weeks grades and the semester exams (20%, 20%, 10%, 20%, 20%, and 10%).

GRADING SCALE

MARK	REGULAR POINT VALUE	HONORS POINT VALUE	AP POINT VALUE	PERCENT RANGE		POINT RANGE	
				STARTING %	ENDING %	STARTING POINT	ENDING POINT
A	4.0	4.34	5.0	92.50	100	3.83	4
A-	3.67	4.0	4.67	89.50	92.49	3.50	3.82
B+	3.34	3.67	4.34	86.50	89.49	3.16	3.49
B	3.0	3.34	4.0	82.50	86.49	2.83	3.15
B-	2.67	3.0	3.67	79.50	82.49	2.50	2.82
C+	2.34	2.67	3.34	76.50	79.49	2.16	2.49
C	2.0	2.34	3.0	72.50	76.49	1.83	2.15
C-	1.67	2.0	2.67	69.50	72.49	1.50	1.82
D+	1.34	1.34	1.34	66.50	69.49	1.16	1.49
D	1.0	1.0	1.0	62.50	66.49	0.83	1.15
D-	0.67	0.67	0.67	59.50	62.49	0.50	0.82
F	0.0	0.0	0.0	0	59.49	0.0	0.49

All courses with an Honors title, Dual Enrollment, College Credit Plus classes (if approved by the high school), and all Advanced Placement courses will be given a weighted grade. Honors courses are on the 4.3 grading scale. Dual Enrollment, College Credit Plus, and Advanced Placement courses are all on the 5.0 grading scale. College credits can be awarded for Dual Enrollment and College Credit Plus classes. Advanced Placement courses can earn college credit if the student earns a 3, 4, or 5 on the exam as determined by the college they will be attending.

- **Yearlong Class with Midterm and Final Exams**
In order to pass for the year, the student must pass the 2nd Semester.
- **Semester Class with Final Exam**
In order to pass for the semester, the student must pass 2 out of the 3 grades (2 quarter grades and a final exam grade)

GRADUATION REQUIREMENTS

Twenty one (21) units of credit are required for graduation. One unit of credit is received for most yearlong courses and one-half unit of credit is received for most one semester courses.

- Four units in English
- Three units in social studies:
 - one unit of world studies
 - one unit of American studies
 - one unit of American government
- Three units of science
 - one unit of life science
 - one unit of physical science
 - one additional unit of either life science or physical science
- Four units of math including one unit of algebra II
- One-half unit of health
- One-half unit of physical education
 - typically 1/4 unit each during ninth and tenth grades
- One unit of fine arts (art or music)
- Additional five (5) units of credit in any courses to equal 21 credits

NOTE:

Each student is personally responsible for periodically evaluating his/her past, present, and future program of study to insure all minimum standards are met prior to graduation. All students in grades 9-12 should schedule a minimum of six class periods each semester. Only one study hall is permitted each semester.

Students involved in extracurricular activities should be aware that they must have a 1.5 GPA and have passed 5 classes in the previous 9 weeks (not including Physical Education or Conditioning).

HONORS DIPLOMA

Students may choose to pursue the Academic or Career Tech Honors Diploma under the state's previously established criteria or revised criteria. Students may also choose to pursue the STEM, Arts, or Social Science and Civic Engagement Honors Diploma. More information can be found on the Ohio Department of Education's website.

Under the previously established criteria, the Diploma with Honors will be awarded to any student who completes the college preparatory curriculum in high school by meeting any seven of the following eight criteria:

1. Earn four units of English
2. Earn four units of mathematics, which shall include Algebra I, Algebra II and Geometry and another higher level course or a four year sequence of courses that contain the equivalent content
3. Earn at least four units of science includes chemistry and physics
4. Earn four units of social studies

5. Earn either three units of one foreign language or two units each of two foreign languages
6. Earn one unit of fine arts
7. Maintain an overall high school grade point average of at least 3.5 on a four point (4.0) scale
8. Obtain a composite score of 27 on the American College Testing programs (ACT) tests or 1210 composite score on the Scholastic Assessment Tests (SAT).

Under the previously established criteria, the student who completes an intensive career/technical education curriculum in the high school must meet any seven of the following eight criteria to receive a Diploma with Honors:

1. Four units of English may be a half unit of applied communication.
2. Four units of mathematics must include algebra and geometry, algebra II or equivalent and another high level course or a four year sequence of courses that contain equivalent content.
3. Four units of science that includes two units of advanced science.
4. Four units of social studies.
5. Four units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
6. Maintain an overall GPA of 3.5 on a 4.0 scale.
7. Obtain a composite score of 27 on the ACT or a composite score of 1210 on the SAT.
8. Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent.

HONOR ROLL

Those students who receive a 3.0 grade point average for all courses and have no D's or F's will be considered as honor students at Watkins Memorial High School.

INCOMPLETES

A student who receives an incomplete grade (I) for a grading period will be given two weeks from the end of the grading period to complete the work, unless special permission is granted from the principal. If the work is not completed in that time the "I" changes to an "F".

NATIONAL HONOR SOCIETY

Juniors and seniors with a cumulative GPA of a 3.5 or sophomores with a cumulative GPA of a 4.0, at the end of the first semester of the current school year will be notified that they are eligible to become a member of the Watkins Memorial Chapter of the National Honor Society.

1. All students who meet the academic criteria will be asked to complete a student activity form. This form is not an application for membership; it is to be used as a working paper by the Faculty Council in their selection proceedings.
2. The names of the students who complete and return the student activity form by the given deadline will be placed on a sheet which will be distributed to all

teachers at Watkins Memorial High School. Teachers will rate each students' character (defined as respect, responsibility, trustworthiness, fairness, caring, and citizenship) on a scale of one (1) through five (5). 1 is unacceptable, 2 is poor, 3 is average, 4 is good, and 5 is excellent. These evaluations are working papers which will be used to compile an average score. The individual evaluations will not be saved. Students who have met the above criteria and average four (4) or above on the character survey will be eligible to be selected as members of the Watkins Memorial National Honor Society.

3. The Faculty Council will review all of the collected information and will make the final decision concerning selection or non-selection.
4. Students who are not selected to become members of the Watkins Memorial National Honor Society may ask the Chapter Advisor for the area(s) in which they were deficient. Specific reasons for non-selection will not be discussed. Students and/or parents who are still not satisfied may then discuss the matter with the building principal. If a non-selected student or his/her parents are still not satisfied, they should follow the Southwest Licking Schools due-process procedure. Parents and students must understand that no student has a right to be selected for membership in the Watkins Memorial National Honor Society.

OPT-OUT

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.

PRESIDENTIAL AWARDS FOR EDUCATIONAL EXCELLENCE

These awards will be presented to graduating seniors who have met the following criteria:

1. Attained an "A"-average or equivalent, accumulated over grades 9, 10, 11 and the first semester of grade 12. The "A"-average is defined as equivalent to a 3.5 on a 4 point scale or a 90 on a 100 point scale.
2. Received a score in the 11th or 12th grade, placing them at or above the 85th percentile in reading or math on any nationally standardized college admissions examination, such as SAT or ACT.

PROGRESSBOOK

Parents can access grades on a daily basis by logging onto ProgressBook, our web-based grading program. An application for a ProgressBook account can be found in the front of this handbook and should be returned to the school.

STATE TESTING

Graduation Requirements for 2019 and Beyond

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. The courses in which students take an end-of-course exam will be: English I and II, algebra I, geometry, physical science or biology, American history and American government. Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

Students who take physical science, American history or American government as part of Advanced Placement, International Baccalaureate, college dual credit or credit flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation.

Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

TEST DATES

The following test dates are available by going to the following websites.

ACT - actstudent.org

SAT - sat.collegeboard.org

AP Tests - apstudent.collegeboard.org

AIR Tests - education.ohio.gov/Topics/Testing/Test-Dates

PSAT – collegeboard.org/psat-nmsqt

*Registration Deadlines for some exams may be one to two months in advance. Be sure to check online or with your school counselor for these dates.

VALEDICTORIAN AND SALUTATORIAN

Eligibility for recognition of Valedictorian and Salutatorian honors will be limited to students who meet the administrative guidelines for eligibility. Eligible students must be in good standing relative to attendance and student discipline standards. Students who are approved for, and accept, early admission to a college or university program in their senior year are not eligible for these honors.

The class Valedictorian and Salutatorian will be determined annually through the established method for determining class rank, computation of the grade point average (GPA).

Computer computations of class rank will be verified by the high school counselor for the top five students in the graduating class. The guidance counselors will verify the results and present the results to the principal. Upon acceptance of the verified data, the principal will issue the official notification letters to the Valedictorian and Salutatorian.

The Valedictorian will be the student with the highest GPA as computed at the end of the fourth report period of the senior year.

The Salutatorian will be the student with second highest GPA as computed at the end of the fourth report period of the senior year.

In cases of ties in GPA, if all grades are identical, the student with the highest number of Advanced Placement/Honors courses will be awarded the appropriate Valedictorian/ Salutatorian status. If there is still a tie for Valedictorian, Co-Valedictorians will be honored, in alphabetical order. If there is still a tie for Salutatorian, Co-Salutatorians will be honored, in alphabetical order.

Any discrepancy or dispute will be referred to the Superintendent for resolution. The Superintendent's decision will be final.

SAFETY AND SECURITY

EMERGENCY MEDICAL AUTHORIZATION

State law requires all students to have an Emergency Medical Authorization completed and signed by a parent or guardian. These online forms are very important in case of an emergency. Students are to have a current emergency medical information submitted within ten days of the beginning of the school year. Any changes occurring in the medical status or contact numbers should be reported to the office as soon as possible.

EMERGENCY PROCEDURES

1. Accurate information will be made available to parents and staff members through radio and television stations in Columbus and Newark and the district website.
2. An announcement will be made only when our schools will be closed or delayed.
3. Schools will be open if no announcement of closing or delay is made.
4. Please do not call school offices, radio or television stations. Such calls only tie up lines which should be open in order to cope with the emergency.
5. An automatic phone call will be made in the event of a school emergency – if you are not on the automated list please call the SWL District office at 927-3941 to update your information.

EMERGENCY PROCEDURE FOR FIRE DRILL

During fire emergency, students should exit classrooms and areas as indicated by the arrows on the map at the end of this handbook. The exit should be as quickly and as quietly as possible. As they exit teachers are to take their grade book containing a class roster and slips for notifying the office of the accounting of their students. As they leave the classroom, the lights are to be off and the door shut. DO NOT lock the classroom door. Students are to remain outside and away from the building until given instructions from their teacher to return inside. Teachers are to notify the secretary that all of their students are accounted for or submit names of students who are not present and not on the absence list.

EMERGENCY PROCEDURE FOR TORNADO WARNING

The following procedure will be used when a tornado has been sighted. There will be three short blasts on a bullhorn or a constant high pitched buzz on the PA system. Upon hearing the predetermined signal, the following action should be taken:

1. All hallway classrooms (hallways 100-700) are to remain inside the classroom. Students are to sit along the wall and away from the door.
2. All classes at the end of each hallway (100-700) with an exterior window are to go the classroom directly beside their classroom. For example, room 414 will proceed to room 412. Room 411 will proceed to room 407.

3. In both the Guidance and Administrative areas, personnel are to go to an interior office without windows. People in the kitchen are to go to the Media Center.
4. Students and teachers in the cafeteria area are to go to the Media Center.
5. Students in 802 or 804 classrooms are to proceed into the visual communications area. Students in 806 or 808 classroom are to proceed to the storage area.
6. Students in the music room 810, the band room 812, and the auditorium are to proceed to the hallway between these classrooms and the gym.
7. Students in the gym are to proceed into the locker room areas and students in the weight room are to stay there.

FIRST AMENDMENT RIGHTS

Students have the right, protected by the First Amendment to the US Constitution, to exercise the 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:

1. is obscene, libelous, pervasively indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. constitutes insulting or “fighting” words, the very expression of which injures or harasses other people (ie. threats of violence, defamation of character or of a person’s race, religion, or ethnic origin)
4. presents a clear and present likelihood that, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

LOCKS AND LOCKERS

If requested, a student will be provided a school locker. If there is not a built in lock, students are responsible for providing a lock. Defacing school lockers with graffiti or other inappropriate signs or words will not be tolerated and will be subject to disciplinary action.

PUBLICATIONS/POSTERS

With the right of expression, students must assume the responsibility to express themselves appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions, badges, buttons or other insignia. All items must meet school guidelines.

1. Material may **not** be displayed or distributed if it:
 - a. Is obscene, libelous, indecent or vulgar
 - b. Advertises any product or service not permitted to minors by law
 - c. Intends to be insulting or harassing
 - d. Intends to incite fighting or present a likelihood of disrupting school or a school event.

2. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission must be granted to display or distribute during lunch periods or after school in designated locations.
3. All posters must first be approved by the administration before they can be hung or displayed in the halls.

TELEPHONES

Students will be notified only of emergency calls from parents or guardians. Phones in the main office will not be available to students during the school day except with permission of a staff member. Unauthorized use of office phones will result in appropriate discipline.

VALUABLES

Please leave your valuables at home. The school is not responsible for stolen or lost items. Please mark your jackets, tennis shoes and other clothing with your name.

VIDEO RECORDING, PHOTOGRAPHING, AND NEWS RELEASE

During the school year, we have occasion to videotape or photograph students. The purpose of the video recording may include classroom displays, school-wide displays, the school website (www.swl.k12.oh.us), publicity in the news media, or as part of professional development for our teaching staff. Further, we may be teaching our students how to produce video/photographic 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.

We are asking for you to acknowledge and consent to video recording and photographing of your child. Your consent 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 to deny permission, please make your decision known to your child. Let him/her know that when these events take place, he/she should ask to be excused from the picture or video.

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 a 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, at least 24 hours in advance, with the principal and teacher.

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, he/she 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 office. Likewise, no visitor may confer with a student in school without the approval of the principal.

STUDENT SERVICES

FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Southwest Licking Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Southwest Licking Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Southwest Licking Schools has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Address/Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The primary purpose of directory information is to allow the district to include this type of information in certain publications such as: a playbill, showing your student's role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

Notification of Rights under FERPA

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:

- 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.

- 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.
- 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.]

Students/Parents have 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

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 below are met.
- 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.
- 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.
- 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.
- 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.
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - develop, validate, or administer predictive tests
 - administer student aid programs or

- o improve instruction.
- To accrediting organizations to carry out their accrediting functions
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as “directory information” under §99.37.

MEDIA CENTER AND COMPUTER SERVICES

The media center has print, non-print, and electronic resources to supplement the high school curriculum. The media center is used for classes doing research, students working during study halls, and for special activities.

Students are not charged fines for overdue books, but grade cards may be held until overdue books are returned or paid for if lost. Seniors must return all materials before graduation.

The WMHS computer lab and media center have computers available for student use during the school day. No food or drink is permitted in the media center or computer lab.

MEDICATIONS

1. Students are not to possess any medications. Emergency medication, an epi pen or inhaler, shall be permitted on 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. When at all possible, medications should be administered at home, and efforts should be made to schedule dosing around the school day. However, if medication must be given during the school day, your child must have a completed “Medication Authorization” form on file in the office. Ohio Revised Code and district policy do not permit the administration of prescription medication without the Medical Authorization form which requires written parental/guardian AND physician consent as well as information stating how much and how often the medication should be given. This form is available in the front office.
3. The Medical Authorization form and the medication must be kept in the main office.
4. Over the counter medication such as acetaminophen (Tylenol) or ibuprofen (Motrin, Advil) are not provided for students and cannot be self-administered or administered by school personnel without parental consent on the “Medical Authorization” form.
5. Notification of a student’s need for medication and/or special attention relative to his/her health should be indicated on the emergency procedure card.

6. Parents/Guardians are required to notify the office of any change in health status of their child, including medication changes, illnesses, disabilities, etc.
7. Students shall never administer any medication to another student and students should not ask teachers for any medications.
8. Any student with medical accommodations must have a letter from their physician stating their specific accommodations. This letter must be updated at the beginning of each school year.

MEDICAL RECORDS

A complete medical record is kept for each student by the school nurse. The nurse is on call for emergencies and may be available for consultation by a student with a medical problem. Tests for eyes, ears and tuberculosis may be conducted throughout the school year.

NONDISCRIMINATION

It is the policy of the Southwest Licking Local School Board not to discriminate, in violation of Federal and State law, on the basis of race, color, national origin, ancestry, religion, gender, age, or disability in admission to, access to, treatment in, or employment in any service, program or activity sponsored by the Southwest Licking Local School Board. Inquiries or complaints regarding compliance with this policy or the nondiscrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in employment act of 1975, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, or Title IX of the Education Amendments of 1972 should be directed to:

Civil Rights Coordinator
Southwest Licking Local Schools
P.O. Box 18,
Etna, Ohio 43018-0180

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 of 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 the address are as follows:

Pupil Services Coordinator
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 his address are as follows:

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

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.

The school nurse's 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.

SCHEDULE CHANGE GUIDELINES

Any changes in a student's schedule must be handled through the guidance department. During the spring, a series of scheduling activities take place to assist each student in course planning and to allow individual counseling by teachers and counselors. The final step of the scheduling process verifies the student's selections and offers an opportunity to correct or change selections. Reasons that justify changes in schedules include the following:

- Semester imbalances
- Successful completion of summer school
- Schedule changes for extra-educational options approved by the administration
- Adjustments for a student with a diagnosed disability
- A senior needs to make a change to ensure meeting graduation requirements
- A teacher and student request a more appropriate level of a subject/course
- A technical error was made in the schedule

- A prolonged illness which leads to excessive absences making a normal load too heavy
- If space is available, adding a class and dropping a study hall

Schedules will not be changed unless they meet the criteria outlined in the Course Description Guide.

STUDENT RECORDS

Each student's record will be kept in a confidential file at the high school. Information in a student's record will be available for review by the parent or legal guardian, adult students (18 years or older), and those designated by federal law or district regulations. Parents may submit a written note to request that the student's name, address, and telephone number not to be released without their prior consent.

STUDENT ATTENDANCE

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

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 (see procedure below)
- College visitation (see procedure below)
- Special administrative permission (not to exceed more than two times per year)
- Court appointment

UNEXCUSED ABSENCES

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.)
- Babysitting
- Job interview
- Car trouble

EXCESSIVE ABSENCES/HABITUAL 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.

EARLY DISMISSAL

If a student plans to leave school early he/she should:

1. submit a written note from the parent/guardian before the start of 1st period.
2. Sign out in the office before leaving school.

Students who desire to leave school for any reason or due to an illness must come to the office. Office personnel will notify a parent **prior** to giving the student permission to leave. Students leaving without permission or who do not sign out may be subject to disciplinary action.

PRE-ARRANGED AND PRE-APPROVED VACATIONS

Every year the school receives requests from parents/guardians to have students take family vacations. Parents/guardians should make every effort to avoid taking their son/daughter out of school as it results in students falling behind in their studies; however, if it is absolutely necessary to take the student out of school, the following procedure will be utilized to excuse students for this purpose:

1. The parent/guardian must write a letter to the school. The letter must be received at least two days in advance of the vacation.
2. The student must be travelling in the company of the parent/guardian or their designee while on vacation.
3. The Principal or Assistant Principal will approve or disapprove the vacation.
4. The letter will be attached to a Vacation Request Form, which the student will carry to each of his/her teachers to sign.
5. After the student has obtained all of the required signatures, he/she is to return the form to the attendance office, where it will be placed in the student's file.
6. The student is responsible for all assignments and assessments missed during the vacation period. It is the student's sole responsibility for checking on and making up any work he/she has missed. Make-up work will be scheduled before or after the absence, at the teacher's discretion. If the school was notified in advance of the vacation, reasonable efforts will be made to prepare a general list of assignments for the student to do while he/she is absent.

COLLEGE VISITATION

Juniors and seniors planning on furthering their education after high school are permitted to visit a college or school they anticipate attending. Juniors may have one day per school year; seniors may have two days. Arrangements for this visitation must be made at least one day in advance to ensure permission is granted for an excused absence. Any further days requested may be viewed as a legitimate absence if all of the guidelines are followed. The following procedures must be completed prior to permission be granted.

1. The student must complete the College Visitation Form. The form must be signed by the parent/guardian and indicate the college or school being visited and the date of the visit.

2. The completed form must be submitted to the attendance office and Principal or Assistant Principal for initial approval.
3. After office approval has been granted, the student will be required to ask each of his/her teachers to sign and approve the request. At this time, the student will make arrangements to make up work that he/she will be missing.
4. After the student has obtained all of the required signatures, he/she is to return the form to the attendance office, where it will be placed in the student's file.

Approval will not be granted if arrangements are not made prior to the day of visitation.

LOSS OF DRIVING PRIVILEGES

A student who is absent without a legitimate excuse for at least 60 consecutive hours in a month or at least 90 total hours may have his/her driving privileges denied, suspended, or revoked.

REPORTING AN ABSENCE

When a student is absent, the parent or guardian should call the school at 740-927-3846 by 8:00 am (accessible 24 hours/day) to report the absence. The call should include: the student's name, the school year of the student, the relationship of the caller to the student, and the reason for the student's absence. If a parent does not report a student's absence, the dean of students or other office personnel may attempt to call to verify the student's whereabouts.

TARDY TO SCHOOL

Students are expected to be in class on time. This means being in the classroom prepared to begin work when the tardy bell rings.

Tardies may be exempted and excused in the same way as absences. A medical or court excuse are the only excuses accepted to exempt a tardy. Tardies will count towards the attendance policy. Being in the office when the tardy bell rings is not an excuse for being late to first period class. If you are ill, and as a result are tardy to school, your parent must call that morning to receive an excused tardy.

Students who arrive after 7:20 will sign in at the office and proceed to their first period class. They will receive a pass marking them excused or unexcused. Penalties for school tardies will accumulate each 9 weeks, then restart the next 9 weeks. Students who fail to sign in are subject to disciplinary action.

Tardiness to School Penalties:

1st Tardy: Verbal Warning

2nd Tardy: Verbal Warning

3rd Tardy: 45 min Detention

Every 3rd Tardy after – 2 Hour After School

MAKE-UP WORK

A student who has been absent excused from school is responsible for arranging make-up work with his/her teachers. The student will be granted one day per each day of absence to make up work. Work must be handed in on time or the student may lose credit for the incomplete/unsubmitted work.

If a student is going to be absent for an extended time, more than two days, due to an illness, the parent/guardian may call the attendance office to make arrangements to pick up work for the student or email the student's teachers directly for assignments.

STUDENT ACTIVITIES

ATHLETICS

As a member of the Licking County League (LCL) and Ohio High School Athletic Association, Watkins Memorial High School encourages student participation in a number of interscholastic sporting activities that include: baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, swimming, tennis, track and field, volleyball, and wrestling.

EXTRA AND CO-CURRICULAR ACTIVITIES

Extracurricular activities (athletics, marching band performances, musical, and cheerleading), while meaningful to the high school experience, are not tied to academic course credit; however, co-curricular activities are tied to academic course credit. To help defray the costs of extra and co-curricular programs, participation fees will be charged to students. There is a family maximum, but there are no payment plans for extra and co-curricular fees. The participation fees for athletics and activities must be paid before a student can compete. The fee is non-refundable. Additionally, the fee does not guarantee playing time, nor result in control over any conditions of the team or activities. It also does not alter the policies of Watkins Memorial High School or the Southwest Licking Board of Education, nor does it alter the district's extra and co-curricular code of conduct or the individual team/activity rules.

EXTRACURRICULAR ELIGIBILITY

The Southwest Licking Local Board of Education recognizes there is a need for academic prerequisites for participation in extracurricular activities. **IT IS THE STUDENT'S RESPONSIBILITY TO TAKE THE REQUIRED NUMBER OF CREDITS EACH NINE WEEKS TO MAINTAIN ELIGIBILITY.** It is recommended that participants in extracurricular activities take six courses, not including physical education, to maintain eligibility. Before student-athletes change their schedules, they should confirm with their coach, the athletic director, and their counselor that changing their schedule does not jeopardize their eligibility.

Participation in extracurricular activities is not a right but a privilege that may be regulated. Therefore, all students who participate in any interscholastic or other extracurricular activities at any time must meet the following regulations from date of enrollment or date of participation, whichever comes first. Regulations concerning drugs and alcohol will be in effect for all athletes and other extracurricular participants at all times, including summers, while enrolled as a student grades 7-12 in any school in the Southwest Licking Local School District.

Any Watkins Memorial High School student participating in interscholastic athletics or marching band must be present at least one-half of the school day to participate in practice or a contest on that day. A student absent more than ½ day on Friday may not participate or compete with the team or group on the weekend. One-half day is

designated as before or after 10:51. Final determination of participation will be made by administration.

The regulations below establish academic prerequisites for extracurricular participation in this school district.

1. In order to participate in an extracurricular activity, a student must be passing 5 one-half or full credit courses, and maintain a minimum grade point average of 1.5 for the preceding nine weeks in order to maintain eligibility for the following grading period. This is based on the final nine weeks grade.
2. Students not meeting the 5 one-half or full credit course requirement and the minimum grade point requirements shall be declared ineligible at the end of the grading period. The student will be ineligible to participate in any extracurricular activity for the following grading period. Students who are enrolled in a co-curricular course (marching band) will be deemed ineligible for the extracurricular portion of the course (performances at games, contests, etc.). If a student in marching band becomes ineligible after the first or fourth grading period, the course grade will be determined by in-class performance and assessment.
3. The establishment of passing or failing grades and grade point averages shall be on a cumulative basis from the beginning of the current grading period.
4. For eligibility purposes, summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year or for lack of enough subjects taken the preceding grading period.

CLUBS

It is hoped that students at Watkins Memorial will find interest in any of several student clubs and/or organizations established for their benefit. Below is a list of those activities in which high school students may choose to participate. Any student or faculty member who feels that a specific organization should be added to our school program should make application to an administrator in charge of extracurricular activities for permission to organize. All organizations must have adequate faculty sponsorship, documented sufficient interest by students, sufficient funding or plans to provide funding and approval of the principal. Some examples of activities are:

Art Collective	Anime	Play Production
Ski Club	Quiz Bowl/In the Know	Student Council
Robotics Club	Fellowship of Christian Athletes	

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STUDENT CONDUCT

STUDENT GUIDELINES FOR REASONABLE CONDUCT AND RESPONSIBILITY

The Board of Education and school administration recognize the rights of students as individuals. It is also recognized that these rights must be balanced with the interests of an orderly and effective educational process in a school environment conducive to the healthy growth and development of all students. Teachers must be able to teach, supervise and conduct their educational program. Students should not lose their right to a good education because of the disruptive actions of other students. In general, we all must consider the rights of others and assume the responsibilities that our rights place upon us. In order that this may be accomplished, the following student code of conduct for Watkins Memorial High School is established. According to the degree of the infraction, disciplinary action may be assigned at the discretion of the administrator.

There will be zero tolerance for certain offenses. ZERO TOLERANCE means that a student committing any of the following offenses may immediately receive an out of school suspension with a recommendation to expel. ***Board policy defines the following as zero tolerance offenses: firearm 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 detention, suspension, or expulsion. Depending upon the nature and seriousness of the offense, referral may be made to the Licking County Juvenile Court.

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, extra and co-curricular events, or other school activities or programs. In addition, the 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.

AUTHORIZATION

The administration shall have the power and the responsibility to regulate student behavior and to discipline student whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the administrator.

DISCIPLINARY MEASURES

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, 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, the student will be given a written notice of the intention to suspend which will contain the reasons for the possible 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.

Potential consequences include:

- Verbal warning/reprimand
- Written warning/reprimand
- Restorative justice
- Restitution (constructive service to the school)
- Restrict or remove privileges
- Detention (lunch /after school)
- Parent phone call
- Written letter sent home
- Student contract
- 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

DUE PROCESS PROVISIONS

In all cases where disciplinary action is anticipated concerning a student, the student will have the opportunity at an informal hearing to state his/her case. In the case of an emergency removal from a class or from school for more than twenty-four hours, a hearing will be scheduled within seventy-two hours and the student will be given the opportunity to challenge the reasons for removal and any further action that may be taken. In cases of suspension, a student will be given a written notice of the intention to suspend, containing the reasons for the suspension. The student, parent, and/or their representative will have the opportunity to appear before a hearing officer designated by the Superintendent to challenge the reason for the suspension. In the case of expulsion, the Superintendent will issue a written notice of the intention to expel, which will include reasons for the expulsion. In an expulsion, the student, the parent and/or representative, will have the opportunity to appear before a hearing officer designated by the Superintendent to challenge the reasons for the expulsion.

OUT OF SCHOOL SUSPENSION (OSS)

An out of school suspension constitutes the removal of school attendance and all school activity privileges for a period of one to ten days. On out of school suspension, a student will be allowed to make up work and earn full credit. Suspended students are not permitted to be at any practice, game, or scrimmage or any school activity, home or away, or on school property. This is to be in effect until the student returns to school from the suspension. If the out of school suspension is related to drugs or alcohol, the student may be required to successfully complete the recommended Drug and Alcohol Program. Suspended days will count against the student's attendance.

SEARCH AND SEIZURE

A student's person, personal property (including electronic devices) or vehicle may be searched at any time the student is under the jurisdiction of the Board of Education and there is reasonable suspicion to believe that the student has on his/her person or the personal property or vehicle an item or items that constitutes or is evidence of a violation of law or school rules or may be a threat to the safety or security of the student, others, or property. Such items may be confiscated and/or turned over to law enforcement agencies.

Students are responsible for all items they bring on school grounds, such as the contents of vehicles, whether known or unknown. Students are also responsible for all the contents of backpacks and items in possession, whether known or unknown. Random searches of lockers and the parking lot may include the assistance of dogs trained to detect the presence of drugs.

SURVEILLANCE CAMERAS

Surveillance cameras are mounted in and around various locations throughout the building, exterior property, and on buses. Students may be recorded at any time.

CODE OF CONDUCT VIOLATIONS

ASSAULT/FIGHTING/UNAUTHORIZED CONTACT

Students shall not engage in physically aggressive behavior including unauthorized contact. Consequences will align with the severity of the action. Assault may be defined as one party's aggressive attack on another. Fighting may be defined as all parties engaging in unauthorized contact. Students shall not encourage, instigate or threaten to carry out unauthorized touching/fighting/assault through electronic means including (but not limited to) electronic messaging or videoing. Such conduct may result in the same penalties as the actual unauthorized contact, fight or assault. Students shall not record, post, or transmit fights/assaults.

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 DANCES/SCHOOL EVENTS

Students must follow school rules at all school events.

Dances are sponsored for Watkins Memorial High School students and their dates. Middle school students may not attend. If a WMHS student has a non-Watkins guest, he/she must have completed the guest forms prior to the dance. Administrative must approve or decline the attendance of recent graduates. Photo ID will be required for non-Watkins guests.

Chaperones have the authority to dismiss students from dances/events at any time. Once a student leaves the dance/event, he/she may not return unless authorized by a chaperone.

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 another particular student 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 Memorial High School. Electronic communication of threats, harassment or other forms of inappropriate language is also prohibited and may also result in disciplinary action.

Anyone who believes he/she has been the victim of bullying should report the alleged acts immediately. Students should report such complaints to a teacher, counselor, administrator, or other staff member or can report online at 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.

Students must remain in the cafeteria until dismissed. Students will not be permitted to roam through the building during lunch periods. Lunch is a closed period, and students are not permitted to leave school grounds or be in unauthorized areas.

CELL PHONES/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 class time without approval may be subject to discipline.

Any student using using a cell phone or any other electronic device in a disruptive or inappropriate manner may be subject to discipline. "Inappropriate manner" includes, but is not limited to: making inappropriate videos/pictures, taking unauthorized

videos/pictures, posting inappropriate and/or unauthorized videos/pictures to the internet, and/or transmitting/sharing inappropriate and/or unauthorized videos/pictures.

Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Parents will be contacted before any search of a cell phone or electronic device.

CHEATING/PLAGIARISM/ACADEMIC INTEGRITY

Students shall not cheat or plagiarize any school work or have in their possession materials that could be used to do so. Plagiarism is copying someone else's words or ideas without giving them credit. Cheating is using someone else's work as your own, or to complete your own; it also includes allowing others to use your work. Plagiarism or cheating can be done electronically as well as physically. Plagiarism and/or cheating may result in disciplinary consequences and parent notification. In addition, credit for the assignment may be determined by the administration.

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.

DAY CARE

It is expected that students with children will make appropriate day care arrangements; therefore, the caring, housing, or visiting of children during school hours is expressly prohibited.

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 AND ALCOHOL

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.

Students at Watkins Memorial High School may 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.

On the first offense for possession, use, or showing 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.

If 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, being under the influence of, or possession of drug related paraphernalia may result in expulsion.

A breathalyzer is available for administrative personnel to use. Students are subject to checks both during school hours and at school events.

FAILURE TO SERVE DETENTION

Detentions may be assigned and served at the discretion of the classroom teacher or administrator. Teachers can give a 30 minute lunch detention or a 45 minute after school detention. Failure to serve a 30 minute lunch detention may result in a 45 minute after school detention. Failure to serve a 45 minute after school detention may result in a 2 hour after school detention. Failure to serve 2 hour after school detentions may result in the assignment of in school suspension.

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.

FALSE REPORT

A student shall not knowingly give false information to any school personnel.

FORGERY

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

A student shall not submit a school related note, letter, form, or document on which a signature or initials are forged.

GAMBLING

Students shall not engage in gambling of any form on school property.

HALL PASSES

Students out of class during class periods must carry a teacher signed hall pass. Students are expected to go directly to their destination and return to class immediately. Students may not leave class to go to the vending machine.

HARASSMENT

A student shall not harass any other student or any member of the staff. Harassment may be described as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communication devices, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing the individual.

Anyone who believes he/she has been the victim of harassment should report the alleged acts immediately. Students should report such complaints to a teacher, counselor, administrator, or other staff member or can report online at www.swl.k12.oh.us.

HAZING

No student shall perform any act or coerce another person, including the victim, to perform any act of initiation into any organization that creates substantial risk of causing mental or physical harm to any person.

INAPPROPRIATE TOUCHING (PUBLIC DISPLAY OF AFFECTION)

Students shall not engage in kissing, hugging or suggestive actions and/or behavior on school property.

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.

LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION

No student may leave the school grounds without the proper permission from the high school principal or designee. Students must sign out before leaving the building and must sign in when they return to the building the same school day. The following conditions will apply:

1. The school nurse, school secretary, or high school principal must notify parents/guardians before a student will be permitted to leave the school grounds due to illness or for any other reason. The school nurse, high school principal, or principal's designee must be seen before permission will be granted. This rule also applies to eighteen-year-old students.
2. Students requesting to leave the school grounds to return home for something forgotten, change of clothing, etc., must have the permission of a parent/guardian before permission to leave is granted. Permission for leaving for the above reasons is at the discretion of the principal or his/her designee.
3. To leave the school for a "guided learning activity" or field trip, a student must have authorized papers signed by a parent/guardian and on file in the high school office or with an employee responsible for the trip.
4. Being in the parking lot without permission from the principal or his/her designee is prohibited. It is considered an "unauthorized area" and may result in a 2 hour after school.
5. We have closed lunch periods, NO student is permitted to leave for lunch or order food in. Having parents dropping off food for their son/daughter is strongly discouraged, unless absolutely necessary.

LOOK ALIKE WEAPONS

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

NON-INSTRUCTIONAL AREAS MISCONDUCT

Running, boisterousness, horseplay, and extreme loudness are not acceptable, and loitering in restrooms is prohibited. Students acting as an accessory to a rule violation may receive the same misconduct penalty; for example, a student acting as a lookout for tobacco use, a drug sale, etc. may receive the same penalty as the other people involved. Students are expected to comply with reasonable requests made by staff in all non-instructional areas as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the teacher does not end at the classroom door but extends throughout the building and grounds. Students are also expected to cooperate with hall monitors, security persons, cafeteria workers, and all other school personnel.

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.

PRESENCE IN UNAUTHORIZED AREAS

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

REFUSAL TO ACCEPT DISCIPLINE

When a student refuses to accept the discipline for an infraction, the refusal may result in a more serious disciplinary action.

REPEAT VIOLATIONS

Any student who repeatedly violates the provisions of this code of conduct 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 or co-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 or co-curricular event.

SMOKING AND TOBACCO

A student shall not use tobacco, tobacco derivatives, e-cigarettes or e-cigarette paraphernalia 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. The district may agree to reduce the consequences of a subsequent violation if the student and family agree to satisfactorily complete an acceptable evaluation and/or treatment process at their own expense.

Students at Watkins Memorial High 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.

STUDENT DRESS

These guidelines are to be regarded as minimal acceptable standards, and teachers or sponsors of extra-curricular activities may, with the administrative approval, impose additional requirements for the general safety, hygiene, or appearance of the group.

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your schoolwork.

- Pants must be worn at the waist.
- Low-cut blouses or tops are not acceptable.
- Clothing that exposes any undergarments is not acceptable.
- Shorts, dresses, and skirts must be of appropriate length to be able to function during the school day.

- Mesh tops, tank tops, muscle shirts, slips, spaghetti straps, midriffs (tops too short to be tucked in while sitting down) are not acceptable.
- Sleeveless shirts are required to have at least a “2-inch finger width strap” and no low cut sides.
- Hats, hoods and bandanas are not permitted.
- Clothing should not have excessive tears or holes.
- Clothing that bears reference (words, symbols, or graphics) to drugs, alcohol, tobacco, sex, gangs, or weapons; has obscene, suggestive or profane statements or pictures; or contains offensive, racially-based, or discriminatory messages is not permissible. Clothing that has a double meaning or that is contrary to the educational mission of the school is not permissible.
- Sleepwear or slippers are not appropriate school attire.
- Heavy chains, chains with wallets, or any type of jewelry that is dangerous or unsafe (spiked wristbands, etc.) are not acceptable.
- Shoes must be worn at all times and cannot cause excessive wear or damage to school property.

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 final ruling on any clothing disruptive to the educational process.

STUDENT DRIVING

The rules below apply to all students who operate any type of vehicle on the way to or from school, school activities, or on school grounds. Violation of these rules may result in removal of driving privileges and/or discipline measures as specified in the code of conduct. Student driving and student parking are a privilege extended to those exhibiting good judgment and responsibility in the operation and supervision of a vehicle. Although parking areas are provided as a convenience, they, as well as any vehicle on them, are subject to school supervision, control, and search (in the case where school officials feel there is a reasonable suspicion for a search).

1. VEHICLES MUST BE OPERATED IN A RESPONSIBLE MANNER AT ALL TIMES.
2. Students shall not park motor vehicles in any area designated as off limits to student vehicles. As parking is limited, student parking privileges may be restricted by a policy (see parking pass policy below).
3. Students shall not loiter in vehicles on school grounds.
4. Upon arriving, students shall park their vehicles in their proper parking space, leave the parking lot area and report to the building.
5. Students shall not go to vehicles during the school day without permission.

6. The transporting of other students off school grounds when they do not have permission to leave is not permitted.
7. All state and local traffic laws must be obeyed.
8. When you drive to school you must accept the consequences for your inability to get to school on time. Mechanical breakdown, weather conditions, train delays and other similar incidents WILL NOT be acceptable reasons for excused tardiness.
9. NO CONTRABAND, such as but not limited to, alcoholic beverages, illegal drugs, drug paraphernalia and weapons, are to be kept in any vehicle.
10. No 3-wheel or 4-wheel ATV vehicles are permitted to be driven to school as a means of street transportation.
11. Parking passes are \$20.00. Students may purchase parking passes in the guidance office, paying by check or money order. Any car in the student lot must have a pass displayed in clear view. Parking passes will be issued when schedules are picked up on a first come, first serve basis for juniors and seniors. After the initial two-week period, any student may purchase a pass. Students will only be allowed to park in areas allocated for their grade. This location is the only one the student is allowed to use to park their car. If the student loses her/his pass, a new one must be purchased. Parking passes are not transferable, and will be randomly checked throughout the year. Cars parked without visible parking passes may be towed at the owner's expense.
12. If a student becomes too ill to drive their car home, the student must be picked up by a parent or someone listed on the emergency medical authorization. We recommend that the student's vehicle not be left overnight on the school grounds. The school shall not be responsible for the safety of any vehicle left on school property.
13. Students at school are required to stay on school grounds. Students leaving school grounds without authorization may be considered to be in an "unauthorized area" and subject to school discipline. This includes arrival in the morning and during lunch periods.

Violations of student driving rules may result in a loss of driving and/or parking privileges.

TEXTBOOKS AND SCHOOL-ISSUED EQUIPMENT

Textbooks and school issued equipment furnished free to students remain the property of the school and are only loaned to the student. Students are responsible for returning all books and other equipment issued to them at the end of the school year, in good condition. Students will be required to pay for any lost, stolen, or damaged books or school issued equipment.

THEFT

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

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. Disciplinary consequences will be assigned in correlation with the degree of the threat.

TRUANCY FROM CLASS

Truancy from class (class cuts) are cumulative for the school year. Truancy is considered when a student is unexcused from any assigned period, class, or study hall. Habitual truancy is considered a repeat violation.

UNAUTHORIZED FIRES

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

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 profane, vulgar, racially/religiously/sexually derogatory, or obscene language or gestures toward any other student or toward any school personnel in such a manner that could be offensive or disruptive.

WEAPONS AND EXPLOSIVES

Students shall not have in their possession or on school property guns or other weapons, including look-alikes, firecrackers or other explosive devices (i.e. stun guns, knives or mace). Such possession may result in immediate removal with intent to expel. Periodic searches may be conducted.

BUS CONDUCT

TRANSPORTATION RULES

1. Students shall arrive at the bus stop before the bus is scheduled to arrive. students must stay back 10 feet upon the arrival and stopping of the bus. OBSERVE THE DANGER ZONE.
2. Behavior at school bus stops must not threaten the life, limb, or property of any individual.
3. Students must leave and board the bus at locations to which they have been assigned - unless parental and administrative consent is obtained beforehand.
4. Students must observe safety rules for crossing streets, especially the "10 ft. rule" and the "driver hand signal".
5. Students must go immediately and directly to available or assigned seats.
6. Students must remain seated - keeping aisles and exits clear.
7. Students MUST obey the driver at all times.

8. Students must not use profane language or obscene gestures.
9. Students must not eat, drink, litter, or spit, on the bus.
10. Students must not use/have alcohol, drugs, pornography, or tobacco products on the bus.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students must not put head, arms, or other body parts outside the bus windows.
13. Students must not bring animals, pets, glass containers, or weapons onto the bus.
14. Students must not engage in horseplay, loud talking or fighting.
15. Students must be quiet at railroad crossings.
16. Students must ride their assigned bus only.
17. Any violations of the above stated rules may result in discipline in accordance to the student TRANSPORTATION MANAGEMENT POLICIES

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. Students violating management regulations may receive written warning stating the cause and conditions. At this time, the building principal or designee will have a conference with the student. 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 student of written warning.
2. Meeting with principal or his designee, discussion of problem
 - a. Warning - student warned - letter sent to parents/guardians

- b. Possible suspension from bus - student informed verbally of punishment. Letter sent to parents/guardians with information on appeal process to Superintendent or his designee.
- c. Possible second suspension from bus, may be longer than first, same notification as b
- d. Expulsion - Shall be conducted by the Superintendent in compliance with the law. Certified letter will be sent to parents/guardians. student 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 student may require a modification of the above procedures and shall be accomplished in accordance to the law.

Note: Bus riding is a privilege. students 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.

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/.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent of other designated district personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Director of Transportation of designee. 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.

ALMA MATER

The Black and Gold is waving high
Above resounding cheers;
Our voices ring with songs of praise
that toll the passing years.
Free the echoes ever roll
Through halls the Warriors grace
Our hands of friendship lifted high
Will reach through time and place.

