



2020-2021

**WATKINS
MEMORIAL HIGH
SCHOOL
HANDBOOK**

Southwest Licking Local School District

Southwest Licking Local School District

Administrative Offices

927-A South Street

Pataskala OH 43062

740-927-3941

<http://www.swl.k12.oh.us>

Board of Education

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Roger Zeune, Member

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Mike Tanchevski, Assistant Superintendent

Tanya Moore, Director of Curriculum and Instruction

Dan Davis, Director of Student Services

Richard Jones, Treasurer

Watkins Memorial High School

Principal: Melissa Ladowitz

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Pataskala OH 43062

740-927-3846

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Introduction

Foreword

In order to provide specific information about certain policies and procedures relevant to being an SWL student, this handbook was developed. It is important that you take time to read and understand the information shared within this handbook. The majority of the information in the handbook is universal and applies to all SWL students, however some information is level specific. If you have any questions regarding information within the handbook, please contact the building administrator first for clarification. Please note: if any policies or administrative guidelines referenced in this document are revised, the language in the most current policy or administrative guideline prevails. Current board policies are available on the district's website.

Mission Statement

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

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

Philosophy Statement

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

Education must address the development of the whole child. 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 Information Sources

- Website: <https://www.swl.k12.oh.us>
- Facebook:
 - Southwest Licking
 - Early Learning Center
 - Kirkersville Elementary
 - Pataskala Elementary
 - Etna Elementary
 - Watkins Middle School
 - Watkins Memorial High School
- IOS and Android Mobile App: SWL Schools
- Constant Contact: Email Notification System
- School Messenger: Phone Notification (calling and texting)

School Closings and Delays

Parents will be notified if school is dismissed early or cancelled by:

- District Automated Call
- District Text Message
- Facebook Notification
- Webpage Banner
- Radio and TV News Station Announcement

Should you have any concerns regarding notification systems, please reach out to your building administrator.

Please visit the Superintendent's page on the SWL website for an explanation of how our district decides to open or close schools, offer a two-hour delayed start or resort to an early release in bad weather.

Equal Educational Opportunity / Prohibition Against Discrimination

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

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

Notification of Section 504 and Title IX

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

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

Dan Davis
Director of Student Services
Southwest Licking Local Schools
927 South Street
Pataskala, Ohio 43062
740-927-3941

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

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

Dan Davis
Director of Student Services
Southwest Licking Local School District
927 South Street
Pataskala, Ohio 43062
740-927-3941

School Calendar

2020-2021 SCHOOL CALENDAR						
AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	▼	▼	▼	15
16	●	●	19	20	21	22
23	24	25	26	27	28	29
30	31					
total: staff days 14, student days 10 or 11 as noted						
OCTOBER						
S	M	T	W	T	F	S
					2	3
4	5	6	7	8	9	10
11	12	13	14	■	▼	17
18	19	20	21	◆	▼	24
25	26	◆	28	29	30	31
total: staff days 22, student days 20 or 21 as noted						
DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	■	▼	19
20	⊗	⊗	⊗	⊗	⊗	26
27	⊗	⊗	⊗	⊗		
total: staff days 14, student days 13						
FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	◆	5	6
7	8	◆	◆	11	⊗	13
14	⊗	16	17	18	19	20
21	22	23	24	25	26	27
28						
total: staff days 19 (includes trade day off), student days 18						
APRIL						
S	M	T	W	T	F	S
				1	⊗	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
total: staff days 21, student days 21						
						
AUGUST						
▼	12	No School: Teacher Planning				
▼	13	No School: Staff Development				
▼	14	No School: Waiver Day				
●	17	First Day Grades 1-6 & 9				
●	18	All Students Grades PK-12				
SEPTEMBER						
⊗	7	No School: Labor Day				
▼	21	No School: Waiver Day				
◆	24	Conferences 9-12				
OCTOBER						
◆	1	Conferences K-5				
■	15	End of First Quarter				
▼	16	No School: Staff Development				
◆	22	Conferences K-12				
▼	23	No School: K-5 ONLY: Conferences				
◆	27	Conferences 6-8				
NOVEMBER						
◆	23	Conferences 9-12				
⊗	25	No School: Conference Trade Day Staff				
⊗	25-27	No School: Thanksgiving Break				
DECEMBER						
■	17	End of Second Quarter				
▼	18	No School: Staff Development				
⊗	21-31	No School: Winter Break				
JANUARY						
⊗	1	No School: Winter Break (All Grades)				
▼	4 - 8	No School: Winter Break (4 & 5 Grades only)				
■	4	Students Return from Winter Break (PK-3 & 6 - 12)				
▼	11	No School: Waiver Day				
■	12	Students Return from Winter Break (4 & 5 Grades)				
⊗	18	No School: Martin Luther King				
FEBRUARY						
◆	4	Conferences K-8				
◆	9	Conferences K-8				
◆	10	Conferences 9-12				
⊗	12	No School: Conference Trade Day Staff				
⊗	15	No School: President's Day				
MARCH						
■	18	End of Third Quarter				
▼	19	No School: Staff Development				
⊗	22 - 26	No School: Spring Break				
▼	29	No School: Waiver Day				
APRIL						
⊗	2	No School: Holiday Break				
MAY						
▼	10	Kindergarten Screening (No School KDG ONLY)				
■	14	End of Fourth Quarter/Last Day Students (9-12 Grades only)				
⊗		Graduation TBA				
■	25	End of Fourth Quarter/Last Day Students (PK-8)				
▼	26	Teacher Workday				
⊗	27	No School: Trade Day for Staff				
SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	⊗	8	9	10	11	12
13	14	15	16	17	18	19
20	▼	22	23	◆	25	26
27	28	29	30			
total: staff days 21, student days 20						
NOVEMBER						
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	◆	24	⊗	⊗	⊗	28
29	30					
total: staff days 19 (includes trade day off), student days 18						
JANUARY						
S	M	T	W	T	F	S
					⊗	2
3	▼	▼	▼	▼	▼	9
10	▼	12	13	14	15	16
17	⊗	19	20	21	22	23
24	25	26	27	28	29	30
31						
total: staff days 19, student days 13 or 18 as noted						
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	■	▼	20
21	⊗	⊗	⊗	⊗	⊗	27
28	▼	30	31			
total: staff days 18, student days 16						
MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	▼	11	12	13	■	15
16	17	18	19	20	21	22
23	24	■	▼	⊗	28	29
30	31					
total: staff days 19, student days 10, 16 or 17 as noted						

- ◆ Conferences
- ▼ No School: Staff Reports
- No School: (Grade specific) Staff R
- End of Quarter
- ⊗ No School
- ⊗ Graduation

approved October 17, 2019

Calamity Info: Make-up days beyond 5 begin May 26, 2021 until 173 days

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. This includes notification to the school of the absence.

Attendance Officer Role

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

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

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

Southwest Licking Local School District also recognizes the following:

- Pre-arranged and pre-approved vacations (one week in advance) may be considered excused up to 65 hours (year to date) at the discretion of administration. The form can be found at

<http://www.swl.k12.oh.us/Downloads/Family%20Vacation%20%20Trip%20Authorization%20Form.pdf>

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

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

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

High School Hours

- Doors Open: 7:00 am
- School Day Begins: 7:20 am
- Dismissal: 2:10 pm

Students will be permitted to enter the building at 7:00am each school day. Students must be in their first period class before the tardy bell, at 7:20am. Students should not arrive at school no more than five minutes prior to the start of the day. If a student arrives prior to the school day, they do so at their own risk as there is **no staff supervision at this time.**

Upon dismissal, please leave the building promptly and in an orderly fashion. Use the sidewalks and do not run. Buses will wait a limited time. Students are not permitted to be at school after school hours without adult supervision. Disciplinary action may result from students in unauthorized areas after school hours. Students that are dropped off by alternative transportation will be dropped off on the east side of the building. We will unload three cars at a time at designated cones. Students will be able to enter the building starting at **7:00am**. If for some reason you must have your student at the school earlier than **7:00am** we would encourage you to utilize the school transportation that is available to every student.

Attendance Procedure

Daily attendance will be taken first period. Students arriving after the 7:20a bell until 10:46 are considered tardy to school. An absence of more than ½ day (10:46 cutoff) will result in denied participation in any extracurricular activity for that day. Students arriving after 7:20 must sign in at the office and receive a pass to class before proceeding to first period. If you are tardy due to illness your parent must sign you in or call the office that morning to receive an excused tardy.

Parent Contact Regarding Student Absences

When a student is absent, the parent or guardian must call the school at **(740) 927-6807** by 7:30am. (Accessible 24 hours/day to report absences). Please indicate the following when reporting a student absence: student's name, grade, the relationship of the caller to the student, and the reason for the absence.

Without this notification, Ohio law requires that the school shall make at least one attempt to contact a student's parent or guardian. Contact shall be made through one of the following methods:

- A telephone call placed in person
- An automated telephone call
- A notification sent through the school's automated information system
- A text-based communication
- A notification sent to the email address of the parent or guardian
- A visit, in person, to the student's residence of record

Absences, Tardiness and Truancy

Please refer to the following chart.

	Triggering Event	Steps to be Taken
Excessive Absences	Student is absent (excused or unexcused) for: <ul style="list-style-type: none"> ● 38 or more hours in one school month OR <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	Student is absent (unexcused) for: <ul style="list-style-type: none"> ● 30 or more consecutive hours OR <ul style="list-style-type: none"> ● 42 or more hours in one school month OR <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.
	Student refuses to participate OR fails to make satisfactory progress on Absence Intervention Plan.	<ul style="list-style-type: none"> ● Attendance Officer files a complaint in juvenile court not later than 61 days after plan implementation.

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 and by 10:46 will be marked tardy to school. Students will sign in at the office, receive a pass marking them excused or unexcused, and proceed to their classes. Penalties for school tardies will accumulate each 9 weeks, then restart the next 9 weeks. Students who sign in late 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

Illness While at School

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

Early Dismissal of Students

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

1. The student should submit a written note from the parent/guardian before the start of 1st period.
2. The student should sign out in the office before leaving school.
3. Parents, guardians, or the responsible person assigned by the parent to pick up the child at school must sign out that child in the office. The person picking up the child will be asked to show picture identification such as a driver's license.
4. Any person other than the parent or legal guardian who is picking up a student must be listed on the child's emergency authorization form. Otherwise, a parent must send in a note or call the school to give approval for the child to be released.

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/guardian prior to giving the student permission to leave. Students leaving without permission or who do not sign out may be subject to disciplinary action.

Withdrawal from School

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

College Visitations

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.

Pre-Arranged and Pre-Approved Vacations

1. The parent/guardian must submit the Family Vacation / Trip Authorization Form one week in advance.
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 of 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.

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.

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.

Code of Conduct

Important Notices

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

Discipline of Students with Disabilities - Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA), and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

Notification of Criminal Activity - School staff may report suspected criminal misconduct by a student to law enforcement, including our SRO. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including removing a student from school grounds in appropriate circumstances.

Surveillance - For student safety and welfare, video surveillance cameras are placed throughout the district in buildings, on school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action and these records will remain in possession of the school / district.

Discipline Options

- Verbal warning/reprimand
- Written warning/reprimand
- Community service in lieu of another consequence
- Restrict or remove privileges
- Detentions (lunch /before school)
- Parent phone call
- Written letter sent home
- Student contracts
- Parent/teacher conference/administrator
- Request for parent visit to classroom to monitor behavior
- Referral to RTI team (Response to Intervention 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

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

- Lunch detentions may be assigned at a teacher's discretion. The assigning teacher will be responsible for monitoring the detention. Parents will not be notified in the event a student receives a lunch detention.
- Tuesday & Thursday After School Detentions will be served from 2:15p - 3:00p or 2:15p - 4:15p at Watkins High School. Parents are responsible for transportation. During after school detention students will spend 45 minutes or two hours quietly studying. A missed detention or accumulation of detentions may result in a suspension.

Additional Definitions:

- Expulsion: Removal from school and all school related activities for a designated period of time set by the superintendent. Students and parents are entitled to attend an expulsion hearing before the superintendent prior to a student being expelled.
- Suspension: Removal from school and all school related activities as designated by the building principal. The length of an out of school suspension may be from 1 to 10 days. Students may have the opportunity to make up all work.
- In-School Study: Students will be monitored at the high school by a staff member throughout the day. Students are able to complete all of their work for full credit. In-school study provides an alternative to parents that cannot pick-up their student from after school detention. In-school study is offered on Tuesday, Wednesday, and Thursdays.
- Detention: Tuesday and Thursday after school detentions may be assigned by administrators and lunch detentions may be assigned by any staff member. After school detentions are to be served on the assigned date. Lunch detentions will be served at the discretion of staff members. After school detentions may be 45 minutes or 2 hours and will be served in the library. Students will have one week to serve their after school detention. Failure to serve detention may result in an additional detention or In-School Study.

Zero Tolerance:

- Zero tolerance means that a student committing any of the following offenses will immediately receive and Out of School Suspension with recommendation for expulsion.
- Board Policy 5610 defines the following as zero tolerance offenses: firearms or knife; bomb threats; serious violent, disruptive, or inappropriate behavior by its students that results in

serious physical harm to persons or to property as defined in O.R.C. 2901.01(A)5 or O.R.C. 2901.01(A)6.

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

Scope of Jurisdiction and First Warning

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

- 1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property
- 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.

Due Process and Right of Appeal

When a student is being considered for an out-of-school suspension by the superintendent, principal, or another administrator:

- The student will be informed in writing of the potential suspension and the reasons for the proposed action.
- The student will be afforded an opportunity for an informal hearing to challenge the reasons for the intended suspension or to explain his/her actions.
- An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Students will be permitted to make up classwork, tests, papers, and/or major projects missed while serving an Out-Of-School Suspension for at least partial credit.

If the assignment of school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

The pupil, parent, guardian or legal custodian may file an appeal of the administrative decision to suspend or expel a pupil to the Board of Education or designees. A notice of appeal in writing must be filed within 5 days (suspension) or 14 calendar days (expulsion) of the formal written notice of suspension or expulsion. Failure to timely file an appeal in this manner waives any right to appeal the suspension or expulsion.

Questioning of Students

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in some situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent or guardian prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will and/or guidance counselor will remain in the room during questioning and attempt to make contact with the parent or guardian. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or designee) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will make an attempt to notify the parent if permitted to do so.

School's Right to Search

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

Code of Conduct Violations

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

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- 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. Administration 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 –Harassment, intimidation or bullying behavior by any student/school personnel in the Southwest Licking School District is strictly prohibited. “Bullying” in accordance with Ohio House Bill 276 & 116, means any intentional written, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. It may also include violence in a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds or at any school sponsored activity, on school provided transportation, or at any official school bus stop. It includes behaviors that a reasonable person under the circumstances should know will have the effect of:
 - A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
 - B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
- A student shall not physically or verbally threaten another student, teacher, school employee, or any person at school or at any school sponsored function.
- No student shall direct words or phrases towards a school employee or employee’s family member(s) considered to be slanderous, degrading in nature, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual. This applies throughout the calendar year for all students enrolled in Watkins Middle School. Electronic communication of threats, harassment or other forms of inappropriate language is also prohibited and may also result in disciplinary action.
- *Reporting: Anyone who believes he/she has been the victim of bully, intimidation or harassment (including sexual harassment) by a student or an employee of the district should report the alleged acts immediately. Students should report such complaints to a teacher, counselor, or other staff member or can report online at www.swl.k12.oh.us.*
- 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 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 PHONE/CAMERAS/ELECTRONIC DEVICES – The use of cell phones or electronic devices during school hours is prohibited, unless specifically approved by the classroom teacher for educational purposes. Students using cell phones or electronic devices during class time without approval may be subject to discipline. Any student 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.

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- COMPUTER TECHNOLOGY – Students must be in compliance with the network and internet acceptable use and safety agreement as stated on page 23 of this handbook. (Loss of privileges, suspension, and possible financial responsibility for any repair of computer equipment or software)
- 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 THE EDUCATIONAL PROCESS – A student shall not cause a disruption of any curricular, extracurricular activity, or normal operation of school.
- DRUGS AND ALCOHOL
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 - A student shall not possess, use, transmit, be under the influence 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.
 - E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances will be treated as a drug offense. Within 24 hours of the violation, the student may complete an approved drug screen with an SWL-approved testing facility. Test results must be sent directly to the school principal from the testing facility. Upon receipt/review of the results, if administration is able to clearly establish that

no illegal substance has been discovered, the administrator may reduce the violation to a Tobacco/Smoking offense.

- On the first offense for possession, use, or after finding evidence of consumption of any of those substances or possession of paraphernalia may result in a ten (10) day OSS with a recommendation for expulsion. The District may agree to reduce the first suspension if the student and family agree to satisfactorily complete an acceptable evaluation and/or treatment process at their own expense.
- There is documented evidence that the student did complete the recommended evaluation and/or treatment program.
- Failure to satisfactorily complete the recommended program may result in expulsion.
- Second offenses of possessing, use, finding evidence of consumption, or possession of drug related paraphernalia may result in expulsion.
- Students at Watkins 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.
- **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 Study.
- **FALSE ALARMS** - A student shall not cause a false alarm to be sounded. This includes fire alarms, bomb threats, tornado sightings or any other alarm that might cause panic or disrupt normal school operation. Proper authorities may be notified in the event of any violation.
- **FORGERY** - A student shall not sign another person's name or initials to any school-related note, letter, form or document.
- **GAMBLING** - A student shall not engage in gambling of any form on school property.
- **HARASSMENT** - A student shall not harass any other student or any member of the staff. Harassment may be described as 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.
- **INAPPROPRIATE TOUCHING (PUBLIC DISPLAY OF AFFECTION)** - Students shall not engage in hand-holding, in kissing, hugging or suggestive actions and/or behavior.
- **INSUBORDINATION** - A student shall follow the first reasonable directions and will comply with the reasonable request 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:

- i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.
- 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.
 - POSSESSION OF WEAPONS AND ILLEGAL EXPLOSIVES - Students shall not have in their possession or on school property or at school activities, guns or other weapons, including look-a-likes. They will not possess firecrackers or other explosive devices (i.e. stun guns, knives or mace). A zero tolerance policy is in effect. (10 days out-of-school suspension with recommendation for expulsion to the full limit of the law). Periodic searches may be conducted.
 - 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 conduct code will be subject to increasingly severe disciplinary actions and/or referral to a law enforcement agency.
- SEXUAL MISCONDUCT – No student shall have physical/sexual contact with another person at any time, on the school property or at a school sponsored activity, home or away. No student shall expose him/herself indecently while on the school grounds, participating or attending an extra-curricular activity home or away, or while riding in a school vehicle to or from school grounds. No student shall take part in any sexual activity while on the school grounds, or on any school vehicle, or at any other school facility during an extracurricular event.
- 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. Punishment will be assigned in correlation with the degree of the threat.
- TOBACCO/SMOKING – A student shall not use or possess tobacco or any tobacco derivatives, 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 second suspension 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.
- 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.
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- VULGAR AND OBSCENE LANGUAGE OR GESTURES – Students shall not use vulgar or obscene language or gestures toward any other student or toward any school person in such a manner that could be offensive or disruptive.

Harassment Guidelines

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

A student/employee shall abide by the board's Nondiscrimination and Anti-Harassment Guidelines. Prohibited discrimination or harassment includes, by way of example, slurs, verbal or physical conduct of a sexual, harassing, or discriminatory nature, intimidation by threats of or actual physical violence, verbal

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

Students who have reason to believe that harassment or discrimination has occurred should promptly report the incident to the building principal or the Civil Rights Coordinator. Employees should promptly report to a building principal (or immediate supervisor if the employee is not assigned to a building) or Civil Rights Coordinator. The board's Nondiscrimination and Anti-Harassment Guidelines provides a complaint procedure for making a complaint of discrimination or harassment. Retaliation against any individual who files a complaint or participates in an investigation is prohibited. For further information about the board's Nondiscrimination and Anti-Harassment Guidelines or the applicable complaint procedures, please contact: **Superintendent**, 927A South Street, Pataskala, OH 43062. Phone number: (740) 927-3941.

Dress Code

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.
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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 if they are able to make those arrangements. Repeated violation of the school dress code may result in disciplinary action. The administration reserves the right to make final ruling on any inappropriate dress.

Cafeteria

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

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

Our goal is to provide students adequate time to eat lunch, therefore, meal payments are required in advance and are not taken during meal service. Parents are able to send in a check or cash payment on the day of service, provided it is in an envelope or baggie with the student's name on it. Lunch money must be turned in to the box in the lobby by 10:00 am to be applied to the current day. There is also an online prepay option available at www.myschoolbucks.com. The online prepayment option provides a "bonus" meal when a 20 meal prepayment is made, and also can be set up to notify parents via email when their account balance is low.

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

Applications for free and reduced lunches can be completed online at: www.schoollunchapp.com. Applications are also available by request at any school building front office. Should you have any questions regarding the breakfast or lunch program please call 740 927-3941 and ask for Food Service.

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

Media Center

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.

Bus Rules

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

Before the bus arrives:

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

Boarding the bus:

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

Conduct on the bus:

- Follow the directions of the driver, including seat assignment when given.
- Sit three to a seat, if necessary, and be careful to keep the aisles clear.
- Walk to your seat and remain there. Stay seated and quiet while the bus is moving.
- Do not block the aisles or emergency exits
- Items that can be carried by the student without taking up room of another student on a crowded bus, or without blocking the center aisle, may be carried on the bus. Items too large to fit on your lap should be left at home or taken to school by parents.
- Talk to the driver only if it is an emergency. (Drivers need to keep their minds on driving and their eyes on the road.)
- Talk quietly so that the driver can hear traffic sounds.
- Keep hands and head inside the bus. Do not stick anything out of the windows or throw anything out of the bus.
- Toys are not allowed at school unless an individualized plan has been approved by a district representative.
- Open or close windows only when requested by the driver.
- Loud, profane language or yelling is not permitted.
- Eating is not permitted on the bus.
- Smoking is not permitted on the bus. Open flames (matches and/or lighters) are not permitted on the bus.
- No weapons of any kind or explosive materials are permitted on the bus.
- Do not vandalize, deface or litter the bus. Please use waste baskets provided.
- No selling of candy or other items on the bus.

- Do not tamper with safety equipment
- Students will exit the bus only through the front doors - the only exception is during the conduct of emergency drills or an emergency.
- Transportation of animals, insects and glass containers is prohibited.
- Do not harass other students in any way.
- Do not block the aisles or emergency exits.

Leaving the Bus:

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

In Case of Emergency:

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

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

Suspension of Bus Riding/Transportation Privileges

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

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

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

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

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

Bus Code of Conduct

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

- The driver issues a verbal warning and has a conference with the student.
- The driver issues a second verbal warning, changes the seat if appropriate.
- First Bus Write-Up: the student may be issued a 2 hour after school detention. The building administrator will have a conference with the student and mail a copy of Bus Write-Up notification letter home to parents.
- Second Write-Up: the student may be suspended from the bus for one (1) day. The building administrator receives a copy of the Bus Write-Up and any bus suspension forms will be mailed home to parents.
- Third Bus Write-Up: the student may be suspended from the bus for three (3) days. The building administrator receives a copy of the Bus Write-Up and will contact parents. Copy of the Bus Write-Up and any bus suspension forms will be mailed home to parents.
- Fourth Bus Write-Up: the student may be suspended from the bus for five (5) days. The building administrator receives a copy of the Bus Write-Up and will contact parents. Copy of the 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 of hazardous behavior.

Procedure of Due Process:

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

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

Note: loss of bus riding privileges includes all Southwest Licking buses (athletic, band, chorus, field trips, etc)

Use of Telephone

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.

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.

Curriculum, Instruction, & Assessment

Southwest Licking Local Schools offer many services to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, reading support programs, services to support English language learners, home instruction, special education and related services such as speech and language therapy, physical therapy, occupational therapy, adapted physical education services, psychological services, mental health services, and transportation. Support is also available through our school counselors, school nurses, social services, and alternative education opportunities.

The district provides all necessary instructional materials and assesses fees when appropriate for consumable supplies. Each student is responsible for all instructional materials loaned to him or her, and is expected to return all instructional materials at the end of participation in the course. Students will be responsible to pay for any instructional materials that are lost, destroyed, stolen or damaged.

School Counselor Services

School counselors help students achieve success through academic, personal, social and career development. School counselors are professional educators who assist students in the development of their self-concept, decision making skills, communication skills and character. Counselors provide services through a variety of different methods, including individual counseling, group counseling and classroom-based lessons. School counseling is part of the regular educational services and is available to students without parent consent. Confidentiality is maintained for students who receive school counseling support, unless there is a concern involving the student's safety or the safety for someone else. For students who also receive outside counseling services, parents and guardians may choose to sign a release of information to allow for collaboration between school counselors and outside professionals.

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

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 Retakes

A student may retake any course for which he/she previously earned credit 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 retakes. 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. A high school transcript from the previous school district may also be used as documentation.

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 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 meet Ohio's state testing requirements to qualify for graduation, or meet the conditions for Alternate Graduation Requirements.

Field Trips

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. In order for your child to benefit from these activities, appropriate behavior from all students is

necessary. SWL reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission is required in advance of field trips. Students will travel by school vehicles unless otherwise approved. Students will only be released during the course of the trip to parents or guardians. These releases should be made in advance by submitting a written request to the teacher. In addition, parents will be asked to sign out their child at the time of departure.

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.

Gifted Services

The state of Ohio requires school districts to identify students for potential areas of giftedness. Students are identified as gifted in cognitive ability, special academic achievement areas, and/or visual/performing arts areas through state approved assessments procedures and creative thinking through state approved assessment procedures. SWL provides a continuum of services to support the varying instructional and social emotional needs of gifted learners.

For additional information, please visit the district's website.

Homework

Per Board Policy 2330 - The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

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

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

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning targets.
2. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning weaknesses.

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

Honor Roll

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".

Schedule Changes / Dropping a Class

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.

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.

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.

State Testing

Graduation Requirements for 2019 and Beyond

In addition to course credits, students will earn points toward graduation on end-of-course exams. The courses in which students take an end-of-course exam will be: English II, Algebra I, Geometry, 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 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. See this link for the most up to date information: <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

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.

Textbooks

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

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.

Technology Usage Policy

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

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

USER RESPONSIBILITIES:

- A. Students are responsible for their behavior and communication on the Internet. In using the computer network and Internet, students are not to reveal personal information such as home address or telephone number. Using a last name or any other information which might allow a person to locate a student is not permitted unless permission of a supervising teacher has been obtained.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities such as uploading a worm, virus, Trojan horse, bomb or other harmful form of programming or vandalism; accessing other computers, networks, or information systems.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board Policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally accepted rules of network safety and etiquette:
 - a. Be polite, courteous, and respectful in your messages to others. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

- b. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - c. Never agree to get together with someone you “meet” on-line without prior parent approval.
 - d. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other obscene, inappropriate and/or harmful material is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board’s computers/network (e.g. viruses) are also prohibited.
- I. Malicious use of the Board’s computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board’s computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Students must secure prior approval from a teacher or principal before joining a Listserv (Electronic mailing lists) and should not post personal messages on bulletin boards or “Listservs.”
- L. Students are prohibited from accessing or participating in online “chat rooms” or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or principal. All such authorized communications must comply with these guidelines.
- M. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board’s computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- N. Use of the Internet and any information procured from the Internet is at the student’s own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text

graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

- O. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form".
- P. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board

Grading

Grading Philosophy

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

Performance Levels

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)

Alternative Learning Activities for Opt-Out Students

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

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

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

Report Cards

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

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 ensure 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.

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>

Honors Diplomas

(please note: students must meet all but one requirement to be eligible for any honors diploma)

Criteria	Academic Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Art Honors Diploma	Social Science/Civil Engagement Diploma
English	4 units	4 units	4 units	4 units	4 units
Math	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content ²	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content
Science	4 units, including two units of advanced science ¹	4 units, including two units of advanced science ¹	5 units, including two units of advanced science ¹	3 units, including one unit of advanced science ¹	3 units, including one unit of advanced science ¹
Social Studies	4 units	4 units	3 units	3 units	5 units
World Languages	3 units of one world language, or no less than 2 units of two world languages studied	2 units of one world language studied	3 units of one world language or no less than 2 units of two world languages studied	3 units of a world language or no less than 2 units of two world languages studied	3 units of a world language or no less than 2 units of two world languages studied
Fine Arts	1 unit	N/A	1 unit	4 units	1 unit
Electives	N/A	4 units of career technical minimum ⁶	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civic
GPA	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT	27 ACT/1280 SAT ⁵	27 ACT/1280 SAT ⁵ WorkKeys - 6 Reading/6 Math ⁷	27 ACT/1280 SAT ⁵	27 ACT/1280 SAT ⁵	27 ACT/1280 SAT ⁵
Field Experience	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ³	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ³	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ³	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ³
Portfolio	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁴	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁴	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁴	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁴

Extended Information for Honors Diplomas

¹ “Advanced science” refers to courses that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy).

² The fifth mathematics and science credit for the STEM honors diploma may be fulfilled with a single course.

³ Field Experience refers to experiential learning in either an internship or apprenticeship. Students will document their experiences by describing their understanding in a portfolio.

⁴ The student portfolio is a collection of experiential learning and competencies based on the student’s field experiences. Students will engage with professionals or scholars in the field while developing their own portfolio or ePortfolio of original work that documents the technical, critical, and creative skills representative of their honors focus. Students’ work must be reviewed and evaluated by scholars or professionals within the field/area of study in which the students’ work is focused. The scholars or professionals must be external to the district staff; students will give a presentation to showcase the work and provide an analysis of it to the school and the local community. If the student does not complete a field experience, the portfolio can be based ^{on} a collection of work related to the student’s honors diploma area of focus.

⁵ These scores are based on the 2016 ACT and SAT assessments. ODE will publish a concordance document outlining equivalent scores for past and future tests that differ from the 2016 versions.

⁶ The program must lead to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway that can lead to postsecondary credit.

⁷ Students must score a minimum of a 6 on the Math WorkKeys Assessment and a minimum of 6 on the Reading WorkKeys Assessment in order to meet the WorkKeys score requirement. The WorkKeys option applies only to the Career Tech Honors Diploma.

⁸These scores are based on the 2016 ACT and SAT assessments. Concordance tables outlining equivalent scores for past and future tests that differ from the 2016 versions will be published on the ODE website.

Health & Safety

Health Regulations

Emergency Medical Authorization

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

Immunization Requirements

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

Control of Noncasual-Contact Communicable Diseases

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

Control of Communicable Diseases

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

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

To protect the health and safety of students, school personnel, and the community at large, Board of Health regulations which pertain to communicable disease are followed. A child, who has been diagnosed with bacterial infection such as strep throat, skin or eye infections, must be on antibiotic therapy for 24 hours before returning to school. A child should also be without a fever (temperature of 100° or greater) or have not vomited for 24 hours before returning to school. On the recommendation of the school nurse, any student who appears to be ill or who has been exposed to a communicable disease may be excluded from the classroom, the building, or isolated within the school.

Head Lice

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

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

Health Screenings

Every year students in 9th and 11th grades are screened for possible vision and hearing problems. Parents are contacted if a discrepancy is noted during this screening, and will be advised of the possibility that further testing may be required.

Medication

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

1. Students are not to possess any medications. Emergency medication, such as an epi pen or inhaler, shall be in a student's possession only if the student has prior written permission from his/her parent AND physician and has a "Self-Administration of Medication" form on file in the office. All other medication must be administered through the main office.
2. An appropriate person appointed by the building principal will supervise and secure the proper storing and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Aspirin must be treated as a prescription medication because of its link to Reye's Syndrome.
3. Written permission on the "Parental Release for the Administration of Medication At School" form must be received from the parent or guardian of the student, requesting that the School District comply with the physician's order.
4. The designated individual must receive and retain a statement, which complies with O.R.C. 3313.713 and is signed by the physician who prescribes the drug. These forms are available in each school and MUST be sent with prescription medication.
5. The parent, guardian or other person having care or in charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician changes. Whenever possible, prescription medicine and signed permission forms should be delivered to the school office by the parent/guardian.

6. No employee who is authorized by a Board of Education to administer a prescribed drug and who has a copy of the most recent physician's statement will be liable in civil damages for administering or failing to administer the drug, unless she/he acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
7. *Non-prescription medication (i.e. Tylenol, Advil, Caladryl, cough drops etc.) must be brought to the office when the student first enters the building. Medication shall not be brought by the student on the bus. In order for the non-prescription medication to be dispensed at school, it must be accompanied by a completed and signed "Parental Release for the Administration of Medication at School" form. These forms are available from the office. All faxed orders must be followed by the original form within three (3) days or the medication will not be given. Whenever possible, non-prescription medicine and signed permission forms should be delivered to the school office by the parent/guardian.*
8. No person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Non-Smoking / Vaping Information

The Ohio Department of Health prohibits smoking in all enclosed public places within the state. SWL is committed to providing students, staff and visitors with a smoke-free environment. Smoking and vaping is expressly prohibited in all SWL buildings, on school property, on the school bus and at events occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events.

Required Drills

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

Role of the School Nurse

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

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

General Information

Assemblies

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

Copyright Infringement

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

Entrance Requirements and Enrollment

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

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

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

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

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

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

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

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

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

Fees

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

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

FERPA and Directory Information

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

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

First Amendment

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

- is obscene, libelous, pervasively indecent or vulgar;
- advertises any product or service not permitted to minors by law;
- constitutes insulting or fighting words, the very expression of which injures or harasses other people (threats of violence, defamation of character or of a person's race, religion, or ethnic origin);

- presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

Fundraising Activities

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

Fundraising in school must be approved by the principal.

Lost and Found

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

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.

Posters / Community Announcements

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.

Riding Bikes, Skateboards, or Scooters to the Building

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

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

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 10:46. Final determination of participation will be made by the 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 an 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	

Student Insurance

Student insurance is available at a nominal cost and is optional. If you are insured under this plan and you are injured, you will be given a claim form from the office. This form must be completed by your parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the

insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

Unauthorized Use of the Building

Students are not to remain at school after dismissal unless they are part of a school activity supervised by a teacher, advisor or coach. Any student using the building without authorization and supervision will be referred to the local police authorities. No students will be permitted to use the building when school is not in session without authorization and supervision and will be subject to school disciplinary action. Students who remain after discussion to use outdoor recreational facilities do so at their own risk. The school district assumes no responsibility for them.

Valuable Personal Property

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.

Visitor Information

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

Parents are welcome to have lunch with their student in the cafeteria. They are not permitted to bring siblings. Parents are encouraged to meet with their child's teacher during non-instructional hours to

discuss concerns and to obtain answers to their questions. Teachers have regularly scheduled time periods for this type of conferencing. If a parent has a concern, s/he should address the matter first with the teacher, and then, if not rectified, with the principal.

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