



**2022-2023**  
**SWL**  
***DIGITAL ACADEMY***  
***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

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

## District Leadership

Dr. Kasey Perkins, Superintendent  
Mike Tanchevski, Assistant Superintendent  
Dr. Tanya Moore, Director of Curriculum and Instruction  
Dan Davis, Director of Student Services  
Richard Jones, Treasurer

## Southwest Licking Digital Academy

Director: Ryan Brown

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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)

## **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

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	▼	13
14	▼	▼	●	●	●	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER						
S	M	T	W	T	F	S
						1
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16	17	18	19	■	▼	22
23	24	25	26	◆	▼	29
30	31					

DECEMBER						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	☼	☼	☼	☼	☼	24
25	☼	☼	☼	☼	☼	31

FEBRUARY						
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APRIL						
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30						



AUGUST	
▼	12 No School: Staff Development
▼	15 No School: Waiver Day
▼	16 No School: Teacher Planning
●	17 First Day for A-K
●	18 First Day for L-Z
●	19 All Students Attend

SEPTEMBER	
☼	5 No School: Labor Day
▼	19 No School: Staff Waiver day
◆	22 Conferences 9-12

OCTOBER	
◆	13 Conferences K-8
■	20 End of First Quarter
▼	21 No School: Staff Development
◆	27 Conferences K-12
▼	28 No School: K-5 ONLY: Conferences

NOVEMBER	
◆	17 Conferences 9-12
☼	23 No School: Conference Trade Day Staff
☼	23-25 No School: Thanksgiving Break
▼	28 No School: Staff Waiver day

DECEMBER	
☼	19-30 No School: Winter Break

JANUARY	
☼	2 No School: Winter Break
	3 Students Return from Winter Break
■	12 End of Second Quarter
▼	13 No School: Staff Development
☼	16 No School: Martin Luther King

FEBRUARY	
◆	2 Conferences K-8
◆	9 Conferences K-12
☼	17 No School: Conference Trade Day Staff
☼	20 No School: President's Day

MARCH	
■	23 End of Third Quarter
▼	24 No School: Staff Development
☼	27-31 No School: Spring Break

APRIL	
☼	7 No School: Good Friday
▼	10 No School: Staff Waiver day

MAY	
▼	8 Kindergarten Screening (No School KDG ONLY)
★	20 Graduation
■	26 End of Fourth Quarter/Last Day Students
☼	29 Holiday: Memorial Day
▼	30 No School: Teacher Workday
▼	31 No School: Staff Waiver Day

SEPTEMBER						
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NOVEMBER						
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JANUARY						
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MARCH						
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MAY						
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28	☼	▼	▼			

Calamity info: Make-up days beyond 5 begin May 30, 2023 until 173 days

1st Quarter : August 17- October 20 = 45 days

2nd Quarter: October 24- January 12 = 44 days

3rd Quarter: January 17-March 23 = 46 days

4th Quarter: April 3- May 26 = 38 days

## WMS and WMHS Code of Conduct

The Watkins Memorial High School and Watkins Middle School Handbooks and Codes of Conduct apply to students enrolled in the SWL Digital Academy. The handbooks can be found at [www.swl.k12.oh.us](http://www.swl.k12.oh.us).

### Enrollment

SWL Digital Academy enrollment is open to students in grades 6-12 who attend or reside in the Southwest Licking Local School District. For more information please contact Ryan Brown, Director of Logistics, at 740-927-3941 or email: [rbrown@laca.org](mailto:rbrown@laca.org)

#### Who Can Enroll?

Currently, enrollment is open to students in grades 6-12 who live in the Southwest Licking School District and who are already enrolled in our school, a digital academy, online school, or are currently being homeschooled. Students must be full-time students and enroll for a minimum of five classes, unless fewer classes are needed to meet graduation requirements.

High school students who wish to enroll part time will need to do so through their high school counselor. The Digital Academy is for full-time digital students in grades 6-12 only.

#### Who Should Enroll?

- Students who are already successfully learning at home but whose home-schooling is insufficiently comprehensive and requires the kind of augmentation offered by SWLDA's formal and standards-based online curriculum.
- Students who desire to move through the curriculum at their own pace.
- Students who need additional credits for graduation.
- Students with medical issues that require a more personalized curricular approach.
- Students who have been removed from school for disciplinary reasons but who are committed to and capable of regaining their focus on academic pursuits in the independent and solitary context of online instruction delivered in their homes.
- Students who need to recover previously failed courses and are full-time with the digital academy.

Additionally, a student's enrollment and successful participation in the school are predicated upon the following:

- The student and the student's parent/guardian must provide supervision within the home, at all times during which the student is engaged in SWLDA's program of study, adult supervision of such a nature as to ensure the student's safe and responsible participation in the program.
- Occasionally, face-to-face meetings with a teacher or other staff may become necessary. In such cases, and except as otherwise agreed by SWLDA or required by law, the meetings will take place on Southwest Licking school property.



## Student Participation

The SWLDA student must be self-motivated and have the ability to learn independently. The student must enjoy reading, researching, and problem solving. Without these abilities or interests success in the digital academy will be difficult.

Students and parents are expected to communicate with the SWLDA coordinator and/or assigned hub teacher on a regular basis. Students are required to attend the orientation meeting, standardized testing, and IEP meetings (if applicable). We welcome parents to join us at any time for explanation, conference, or assistance. All of these meetings will take place on Southwest Licking school property.

For a typical class, a student needs to plan approximately 5 hours per week to stay on track with assignments (1 hour a day per class). It is the responsibility of the student to contact SWLDA if they have a question or a need.

High School students, please note that Southwest Licking Digital Academy grades are **not weighted**.

Students are expected to maintain passing grades, keep current with their course pacing, and log the appropriate amount of seat time for each course. Failure to meet these requirements may result in a parent/student meeting and the student being withdrawn from the digital academy and enrolled in the appropriate in-person building.

Students with 504 Plans, IEP's or EL Services are required to attend the arranged virtual or agreed-upon in-person sessions with their services providers. Failure to do so may result in a parent/student meeting and the student being withdrawn from the digital academy and enrolled in the appropriate in-person building.

## Fees

There will be a \$50 fee for the digital academy. Additional fees will be assessed for all failed courses and devices that are damaged or not returned. Parents/guardians and students will be required to sign a waiver if borrowing a district-owned device for the school year.

## Course Offerings

Courses are offered on the Edmentum Courseware platform. There are no AP/CCP/Honors courses available on Edmentum. Edmentum courses are not NCAA approved.

## High School Courses

<b><u>English Courses</u></b> Ohio English 1 End-of-Course A/B Ohio English 2 End-Of-Course A/B English 11, A/B English 12, A/B	<b><u>Math Courses</u></b> Ohio Algebra 1, A/B Ohio Geometry A/B Algebra 2, A/B Precalculus, A/B Probability and Statistics Consumer Mathematics
<b><u>Social Studies Courses</u></b> Ohio Modern World History, A/B Ohio American History End-of-Course A/B Ohio American Government End-of-Course Economics	<b><u>Science Courses</u></b> Physical Science, A/B Biology, A/B Earth and Space Science, A/B Environmental Science, A/B Chemistry, A/B Physics A/B
<b><u>Health and PE Courses</u></b> Health Physical Education	<b><u>World Languages</u></b> French 1, A/B French 2, A/B German 1, A/B German 2, A/B Spanish 1, A/B Spanish 2, A/B Spanish 3, A/B
<b><u>Career and Technical Courses</u></b> Culinary Arts, A/B Game Development Graphic Design and Illustration, A/B Introduction to Finance Principles of Business, Marketing, and Finance, A/B Principles of Engineering and Technology, A/B Principles of Health Science, A/B Web Technologies, A/B	<b><u>Elective Courses</u></b> Academic Success African American Studies Art History and Appreciation Civics, A/B Gothic Literature Introduction to Anthropology Introduction to Astronomy Introduction to Fashion Design Introduction to Marine Biology Introduction to Social Media Introduction to Veterinary Science Introduction to Visual Arts Music Appreciation Mythology and Folklore Native American Studies: Contemporary Perspectives Nutrition and Wellness

	Personal Finance Psychology, A/B
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### Middle School Courses

<b><u>English Courses</u></b> English 6, A/B English 7, A/B English 8, A/B	<b><u>Math Courses</u></b> Math 6, A/B Math 7, A/B Math 8, A/B Ohio Algebra 1, A/B Ohio Geometry A/B
<b><u>Social Studies Courses</u></b> Ohio Social Studies 6, A/B Ohio Social Studies 7, A/B Middle School US History, A/B	<b><u>Science Courses</u></b> Science 6, A/B Science 7, A/B Science 8, A/B
<b><u>Health and PE Courses</u></b> Health * ** Physical Education * **	<b><u>World Languages</u></b> Spanish 1, A/B * **
<b><u>Career and Technical Courses</u></b> Career Explorations Introduction to Finance	<b><u>Elective Courses</u></b> Academic Success Music Appreciation

\* 8th graders only

\*\* for high school credit

### **Attendance**

To meet the attendance requirement of 1,001 total seat hours as a participant of the SWL Digital Academy, students must be actively engaged in all courses throughout the week. While there is some flexibility within the week, students should submit assignments no later than Friday at 11:59 PM each week.

As part of the SWL Digital Academy attendance requirements, the district will monitor seat time through Edmentum and IXL. Students will also be required to complete and turn in guided notes from each section within each core subject. Unit post-tests will not be unlocked until the guided notes are completed and turned in. Students will be able to work ahead as long as they are still turning in each section's guided notes prior to moving on within the unit.

## Student Expectations

Students will be expected to meet the following expectations each week:

1. Login to Edmentum each school day for daily attendance.
2. Complete and submit at least one guided notes packet for each core subject each day school is in session. Explanation: for a five day school week, students will submit twenty completed guided notes packets. Five each from each of the four core subject areas (English, Math, Science, and Social Studies)
3. Students must login to IXL and complete 1.67 hours/core subject/week (20 minutes/day/core subject).
4. Students must make necessary support staff aware once they are ready to take unit post-assessments.