Southwest Licking
LOCAL SCHOOLS

2026-2027 EARLY LEARNING CENTER HANDBOOK

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

Debra Moore, President
Kandee Engle, Vice President
Michael Miller, Member
Dr. Tanya Moore, Member
Catherine Spindler, Member

District Leadership

Dr. Kasey Perkins, Superintendent
Mike Tanchevski, Assistant Superintendent
Tonya Sherburne, Director of Human Resources
Jared Ball, Director of Academic Affairs and Business Operations
Dan Davis, Director of Student Services
Ashley LeJeune, Director of Specialized Services and Assessment
Richard Jones, Treasurer

Introduction **4**
Forward 4
Mission Statement 4
Philosophy Statement 4
District Information Sources 4
School Closings and Delays 5
Equal Educational Opportunity / Prohibition Against Discrimination 5
Notification Of Section 504 And Title IX 5
Program Information **7**
Licensed By The Department Of Children And Youth 7
Entrance Requirements And Registration 7
Enrollment 8
Late Pick Up 8
School Calendar and Attendance **8**
School Calendar 8
Attendance Philosophy 8
Attendance Policy 8
Bus Transportation 8
Student Drop-Off And Pick-Up 8
Student Dismissal During School Hours 9
School Hours 9
Parent-Teacher Conference Days 9
Academic Information 9
Illness While At School 10
Early Dismissal Of Students 10
Withdrawal From School 10
Code of Conduct **11**
Important Notices 11
Discipline Options 11
Scope Of Jurisdiction And First Warning 12
Due Process And Right Of Appeal 12
Questioning Of Students 13
School's Right To Search 13
Code Of Conduct Violations 13
Harassment Guidelines 15

Classroom Management 16
Dress Code 16
Playground Rules 16
Bus Rules 17
Bus Code Of Conduct 18
Health and Safety 20
Health Regulations 20
Emergency Medical Authorization 20
Immunization Requirements 20
Classroom Snacks 20
Control Of Noncausal-Contact Communicable Diseases 21
Control Of Communicable Diseases 21
Head Lice 22
Health Screenings 22
Medication 22
Injury/Incident Reporting 23
Non-Smoking / Vaping Information 23
Required Drills 24
Role Of The School Nurse 24
General Information 25
Classroom Celebrations 25
Copyright Infringement 25
Daily Schedule 25
FERPA And Directory Information 25
First Amendment 26
Fundraising Activities 26
Lost And Found 26
Posters / Community Announcements 26
Program Evaluation 26
Technology Usage Policy 27
Valuable Personal Property 28
Video Recording Release Information 28
Visitor Information 29

Introduction

Forward

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 Intermediate School
    - Watkins Middle School
    - Watkins Memorial High School
- IOS and Android Mobile App: SWL Schools
- Final Forms: Email Notification System
- School Messenger: Phone Notification (calling and texting)

School Closings and Delays

Parents will be notified if school is dismissed early or canceled 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

TITLE IX

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and it is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. The District's policy and procedures can be found on the District Website.

The following individual has been designated as the District's Title IX Coordinator. Such coordinator is authorized to coordinate the District's efforts to comply with the responsibilities of Title IX.

Tonya F. Sherburne
Director of Human Resources
740-927-3941
tsherburne@laca.org
927-A South Street
Pataskala, OH 43062

Program Information

Licensed By The Department Of Children And Youth

The Southwest Licking Early Learning Center is licensed by the Ohio Department of Children and Youth. To obtain the most recent compliance report log onto www.education.ohio.gov and go to the Early Learning topics tab. You will then find the compliance report listed under the preschool licensing tab. You may also contact the Ohio Department of Education at 1-877-644-6388 or email ELSR@education.ohio.gov.

Entrance Requirements And Registration

1. 1.Our program is designed for students with disabilities ages 3-5 with the understanding that if they are 5 on or before the first day of the school, they will attend kindergarten with the recommendation of the IEP team.
2. If your child has an IEP or you suspect a disability call 740-927-5437 for enrollment information.
3. Peer models are an essential part of running a preschool for students with disabilities. Here is how we decide which students will be enrolled.
    1. Current students that are not enrolling in Kindergarten.
    2. Then, students age 3-5 based on application date submitted (date/time) and completed ELC screening.
    3. Peer models must be toilet trained to enroll in our preschool program.
    4. Peer models should interact well with others, engage in age appropriate activities without assistance and separate from a parent easily. The child must demonstrate good communication, have the ability to follow directions and must model appropriate behavior.
4. Tuition is $200 a month and will be due on the 1st of each month (September through May). August tuition is $100 and is due at time of registration to secure each student's spot on our roster.

Short months, five-week months, holidays, and snow days have been averaged. This means you will pay the same amount each month (September through May). Reductions will not be made for a child's absence due to illness. There also will be no reductions for family vacations.

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 tuition will be refunded to the person who made the original payment.

Enrollment

To secure enrollment for the school year:

1. Complete the Pre-Application
2. Sign up and attend a Peer Screening appointment
3. Complete Final Forms, including uploading all documents

Once steps 1-3 are completed and all documents are reviewed and approved by the registrar you will be notified to pay a $100 deposit that covers August tuition. Enrollment is not finalized until all steps are completed. Students are enrolled on a first come, first served basis.

Tuition

1. Tuition is $200 a month and will be due on the 1st of each month (September through May). August tuition is $100 and is due upon completion of enrollment to secure each student's spot on our roster. A $15 late fee will be charged to tuition payments received after the 15th of the month. If tuition payment is not received by the last school day of the month, the student will not be permitted to return to school until the full balance has been paid.
2. For returning students only, August tuition is expected the first week of school. If unpaid by the end of the month, a $15 late fee will be applied to your tuition account.
3. Tuition for months September- May have been prorated. Reductions will not be made for a child's absence due to illness or personal vacations. 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 tuition will be refunded to the person who made the original payment.

Late Pick Up

Parents/Guardians of peer model(s) who pick up their child after the scheduled pick-up time will be charged an *automatic late fee of $10 and an additional $1.00 per minute, per child.* Late pick up fees must be paid in full by the 15th of the next month. We understand that emergencies happen. After the *third late pickup,* this policy will take effect.

School Calendar and Attendance

School Calendar

The school calendar can be found here.

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.
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.

Bus Transportation

Only students with an IEP are provided bus transportation. Typically developing peer models enrolled are not eligible for transportation to and from preschool by the district.

Student Drop-Off And Pick-Up

Students will enter and exit from the east parking lot. Students will always be accompanied by an adult. Those adults picking up and dropping off students must park, exit their vehicles and walk their students to the school doors. Students are only released to those that are listed on their emergency contact list completed at the time of registration. To update emergency contacts please visit Final Forms and contact the school secretary.

If there is a late student pick up the student will go to the office to sit with a staff member and the parent will be contacted. Repeat late pick ups will be addressed with administration.

Student Dismissal During School Hours

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

1. If it is known in advance that the child needs to leave school, parents should send a note to the teacher. At the time the child is to leave, parents must report to the office and the child will be called to the office and dismissal will take place from the office.
2. Parents, guardians, or the responsible person assigned by the parent to pick up the child at school must sign out that child in the office. The person picking up the child will be asked to show picture identification such as a driver's license. This will happen each and EVERY time.

Any person other than the parent or legal guardian who is picking up a student must be listed on the child's emergency card. Otherwise, a parent must send in a note or call the school to give approval for the child to be released.

School Hours

- Morning Class 9:05-11:50
- Afternoon Class 12:40-3:25

Parent-Teacher Conference Days

October 8th 4:00-7:00pm
October 23rd 4:00-7:00pm
October 25th 8:30am-3:30pm
Febuary 13th 4:00-7:00pm
Febuary 20th 4:00-7:00pm

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

Academic Information

The Southwest Licking Early Learning Center will be following the standards set by the Ohio Department of Education. To view the Early Learning Standards please visit:

http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards/Birth-Through-Pre_K-Learning-and-Development-Stand.

The SWL Early Learning Center uses the Highscope, Heggerty, and Handwriting Without Tears Curriculum programs which are aligned to the Early Learning Standards. Through the Daily Routine including Greeting Time, Planning Time, Work Time, Cleanup Time, Recall Time, Snack Time, Small-Group Time, Large-Group Time, Read-Aloud and Outside Time, students cover the standards.

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. A child needs to be without a fever (temperature of 100° or greater), have not vomited or had diarrhea for 24 hours before returning to school. 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. If it is known in advance that the child needs to leave school, parents should send a note to the teacher. At the time the child is to leave, parents must report to the office and the child will be called to the office and dismissal will take place from the office. To make afternoon dismissal procedures more efficient, report all dismissal changes to the school office by 2:30 p.m.
2. Parents, guardians, or the responsible person assigned by the parent to pick up the child at school must sign out that child in the office. The person picking up the child will be asked to show picture identification such as a driver's license.
3. Any person other than the parent or legal guardian who is picking up a student must be listed on the child's emergency card. Otherwise, a parent must send in a note or call the school to give approval for the child to be released.

Transition Plans

The program meets with families to develop an individualized transition plan that supports a child’s transition to another classroom or educational setting. The program shall have a plan that includes strategies to support the individualized needs of the child during the transition process. The plan shall include the name of the staff member completing the plan, the child’s name, the parent/guardian signature and date of development, and opportunities for family input. The program shall submit a document describing the process they follow for transition meetings.

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.

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 At (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

Rule 3301-37-10 Behavior management/discipline.

A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.
C. Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
D. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
    a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
    b. No discipline shall be delegated to any other child.
    c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
e. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
g. Techniques of discipline shall not humiliate, shame, or frighten a child.
h. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
i. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

E. The parent of a child enrolled in a center shall receive the center's written discipline policy.
F. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

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, but not limited to 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

1. ASSAULT/FIGHTING - A student shall not cause physical injury or behave in such a manner to cause
2. 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.
3. BULLYING - Bullying behavior by any student in the Southwest Licking School District is strictly prohibited. "Bullying" in accordance with Ohio House Bill 276 & 116, means any intentional written, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. It may also include

violence in a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds, or at any school sponsored activity, on school provided transportation, or at any official school bus stop. It includes behaviors that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

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

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

iii. Reporting: Anyone who believes they have 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.

4. CELL PHONE (CAMERAS/ELECTRONIC DEVICES) - The use of cell phones or electronic devices during school hours is prohibited.
5. COMPUTER TECHNOLOGY - Students must be in compliance with the network and internet acceptable use and safety agreement.
6. DANGEROUS WEAPONS AND INSTRUMENTS - A student shall not possess, handle, transmit, or conceal any firearm, knife, explosive or other dangerous objects or instruments.
7. DISRUPTION OF SCHOOL PROCESS - A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school.
8. DRUGS, ALCOHOL AND TOBACCO - The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
    a. A student shall not possess, use, transmit, show evidence of consumption of and/or sell any controlled substance, steroids, alcoholic beverage, counterfeit drugs (covered under House Bill 535) or any other non-medicinal substance while on school grounds, at any school related activity (home or away) or on school buses, rented carriers or other school arranged transportation. The only exception to this rule is the case of a medical prescription substantiated by a doctor.
    b. 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, vaping devices, e-cigarettes, etc. and other types of holders.
9. 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.

10. HARASSMENT - A student shall not harass any other student or any member of the staff. Harassment may be described as sexual, racial, religious or any other incident that creates a hostile, intimidating or offensive environment.
11. HORSEPLAY -A student shall not engage in any activity such as running, tripping, shoving, and throwing of objects or other "horseplay" that may endanger themselves or others on school property
12. INAPPROPRIATE TOUCHING (PUBLIC DISPLAY OF AFFECTION) - Students shall not engage in hand-holding, in kissing, hugging or suggestive actions and/or behavior.
13. INSUBORDINATION - A student shall follow the first reasonable directions and will comply with the reasonable requests of all school personnel. Disrespect includes but is not limited to the use of profanity and the refusal to abide the reasonable request the first time it is made. Failure to accept prescribed disciplinary action under this code may be considered willful disobedience. School staff is acting “in loco parentis”, which means that the school staff is allowed, by law, to direct a student as a parent would.
14. LOOK-A-LIKE WEAPONS - A student shall not possess any items that resemble a dangerous weapon.
15. PHYSICAL CONTACT - A student shall not touch another student inappropriately for any reason.
16. PRESENCE IN UNAUTHORIZED AREAS - Students shall not be in any areas designated as off-limits without prior permission.
17. 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.
18. THEFT - A student shall not steal or knowingly be in possession of stolen articles either public or private.
19. TRUANCY AND CLASS CUTTING - A student shall not be truant from a class or school. A student is considered truant any time he or she is absent from school or class without the permission of the school.
20. VANDALISM AND DESTRUCTION OF PROPERTY - A student shall not willfully destroy or damage any public or private property.
21. VULGAR AND OBSCENE LANGUAGE - Students shall not use vulgar or obscene language or gestures toward any other student or toward any school person in such a manner that could be offensive or disruptive.

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 18 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.

Classroom Management

The goals of discipline in early childhood are to help children develop self-control and problem solving techniques. Children develop these skills by experiencing opportunities to make decisions and learning from their consequences. Our preschool staff act as facilitators, helping young children express their feelings appropriately and generate solutions.

Classroom management is designed to respect the emotional needs and feelings of each child. Classroom management is non-threatening and respects the dignity of each child. Limits and boundaries are structured in a clear, consistent and fair manner. Rules and expectations are taught, practiced and reinforced on a regular basis. In addition, children are taught the rationale for those rules and expectations, which aids in the development of their personal judgment.

Our staff is proactive and establishes appropriate expectations in children regarding their physical, cognitive, social and emotional behavior. Interventions are implemented as potential problems arise and used as learning experiences for the children. As needed, individual behavior-management programs are developed with the involvement of the parent to meet the individual needs of a child.

Dress Code

Selection of school dress is a parental responsibility. While at preschool, your child will have many opportunities for play and new experiences. Please dress your child in comfortable clothing that is appropriate to the weather. It is helpful if children wear clothes they can manage themselves. For the safety of your child, students are not permitted to wear flip-flops, shoes called "heelies", or slippers. Clothing that makes 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. School staff will offer alternative clothing or call home for a change of clothing if it is warranted.

Playground Rules

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

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 exitsx
- 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

Students 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.

Severe Clause: the building administrator may assign a bus suspension, and 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 his designee, discussion of problem
    a. Warning: student warned, letter sent to parents/guardian
    b. Five day suspension: student informed verbally of punishment. Certified letters sent to parents/guardians with information on appeal to the superintendent's designee. Parent/Guardian will have 24 hours before punishment may be initiated
    c. Ten day suspension: same notification as above

d. Expulsion: shall be conducted by the superintendent in compliance with the law. Certified letter will be sent to the parent/guardian. Student or parent/guardian will have 24 hours to appeal, or at that time, expulsion will be initiated
e. Suspension or immediate removal of a handicapped student may require a modification of the above procedures and shall be accomplished in accordance with the law.

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

Health and Safety

Health Regulations

Emergency Medical Authorization

State law requires all students to have an Emergency Medical Authorization Form completed and signed by their parent or guardian. Please be sure to update **FinalForms** 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 a 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.

https://www.swl.k12.oh.us/departments/departments/health-services

Classroom Snacks

Each classroom sets aside some time for a quick snack. Parents can send a snack in a lunchbox with their student. You will receive more information from individual teachers. In an effort to protect each child's safety some classrooms will be designated as "nut free" and parents will be notified by the teacher. If your son/daughter has a peanut, tree nut or food allergy, please contact your child's school to share the information. Here are some alternative snack choices: https://snacksafely.com/peanut-treenut-free/

Below are some healthy snack suggestions.

Grains	Veggies	Fruits	Proteins/Dairy
dry whole grain cereal	veggie “matchsticks”	fresh fruits	low-fat cheese slices
whole grain crackers	bell pepper rings	dried fruit	string cheese
mini rice cakes	cherry tomatoes	canned fruit	mini yogurt cups
sliced bread	steamed broccoli	apple slices	fat-free or low-fat milk
mini bagels	green beans	tangerine	low-fat cottage cheese
graham crackers	sugar peas	strawberry or banana	egg slices or wedges
whole wheat tortillas	avocados	pineapple	bean dip/hummus
baked whole grain snack chips	homemade salsa	kiwi	slices of lean turkey or chicken
pretzels or popcorn		peach/nectarine	pumpkin seeds
		mango, melon, grapes	sunflower seeds, soy nuts

Control Of Noncausal-Contact Communicable Diseases

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

Control Of Communicable Diseases

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

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

For a full list, visit ODJFS - Communicable Disease Chart

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

All students entering the Early Learning Center must obtain a Child Medical Statement which must include the child's name, date of brith, height, weight and any limitations or health conditions including allergies, medciations, and dietary restrictions. It must include an updated shot record as well a statement of verification from the physicial/clinic/hospital providing the documentation. It is recommended but up to physician discretion to include blood lead adn hemoglobin levels. The Child Medical Statement must be updated annually with current information to maintain enrollment in the Early Learning Center.

Every year students in preschool 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.

Oral Health Screenings are completed on an annual basis. Resources are shared with families as needed.
https://education.ohio.gov/Topics/Student-Supports/School-Wellness/Student-Health-and-Medication-Supports/Supporting-Student-Oral-Health

If a family or individual needs assistance finding a care provider please contact the Early Learning Center office for more information.

Child Medical Statement (form):
https://education.ohio.gov/getattachment/Topics/Early-Learning/Preschool-Licensing/Licensing-Child-Medical-Statement.pdf

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.

Injury/Incident Reporting

If a child is injured while at school, the parent/guardian will be notified. Attempts will be made to call teh parent/guardian and a written report will be sent home with the child for review the day of the incident.

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

Classroom Celebrations

Classroom celebrations may happen throughout the school year. Due to space constraints, parties may have a limited number of volunteers. No siblings or other students are permitted. Teachers will coordinate with parents regarding allergies and treats.

All parents and siblings are welcome at other building wide events.

Birthday treats must be non-edible. Invitations to a child's birthday party held outside of the school day should not be distributed during school hours unless all classroom students are invited.

Deliveries - Deliveries of flowers, balloons, gifts, food, etc., are not permitted. Any items dropped off will be kept in the office until the end of the school day and may not be taken on buses.

Community Partners

Head Start: https://leadscaa.org/what-we-do/head-start.html
Licking County Board of Developmental Delays: https://lcountydd.org/early-childhood/
Community Preschools: https://elc.swl.k12.oh.us/additional-information
Pataskala Neighborhood Bridges: https://www.neighborhoodbridges.org/community/pataskala-oh

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.

Daily Schedule

The program's daily schedule will be posted for the class. The schedule will include but not be limited to: a balance of both quiet and active play throughout the day, which shall meet the individual needs of the children aligned with the Early Learning Content Standards adopted by the State Board of Education.

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

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

Posters / Community Announcements

All posters and announcements must either be approved by the principal or the Superintendent's office.

Program Evaluation

Every year, a survey is provided to all parents and consumers as to their satisfaction with services received and provided through the Early Learning Center preschool program. These evaluations are reviewed by the school personnel and used to create goals and objectives to improve services. The plan identifies the results and feedback from the surveys. It is important that parents make sure their voices are heard through this process in order to ensure positive and effective improvement of services.

Records Transfer

Records Transfer Policy: Policy Manual, Section J: Student, Student Records, Code: JO, Adopted 5/18/17
Policy Manual, Section J, Student, Student Records, Code: JR-O, Adopted 5/18/17
https://go.boarddocs.com/oh/swl/Board.nsf/Public?open&id=policies

Technology Usage Policy

Introduction

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. 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. b. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
    c. c. Never agree to get together with someone you "meet" on-line without prior parent approval.
    d. 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 the 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 27 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.

Valuable Personal Property

The school district will NOT accept responsibility for the loss, damage, or theft of personal property. Valuable personal property should be left at home. Electronics are to be turned off, kept out of sight, and not used during the school day unless authorized by building policy. The use of any personal property that is contrary to building policy may result in disciplinary action and confiscation of the item(s). At the building leadership's discretion, confiscated items may only be returned to a student's parent or guardian.

Video Recording Release Information

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 or a designated area and must provide 24 hours notice to ensure we can accommodate your request. They are not permitted to bring siblings or go to recess. Parents are encouraged to meet with their child's teacher during non-instructional hours to discuss concerns and to obtain answers to their questions. Teachers have regularly scheduled time periods for this type of conferencing. If a parent has a concern, s/he should address the matter first with the teacher, and then, if not rectified, with the principal.

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