Southwest Licking
LOCAL SCHOOLS

2026-2027 WATKINS MIDDLE SCHOOL 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
Dr. Tanya Moore, Member
Catherine Spindler, Member
Michael Miller, Member

District Leadership

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

Watkins Middle School

Principal: Joel Baker
8868 Watkins Road
Pataskala OH 43062
740-927-5767

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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 the 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 that 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 Local Schools
    - Pataskala Bridge Academy
    - Early Learning Center
    - Kirkersville Elementary
    - Pataskala South Fork 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 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 the School Board policy which prohibits discrimination on the basis of disability. Any employee or parent who feels that he/she or his/her child has been discriminated against on the basis of 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

Notification of Policy

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.

2026-2027 School Calendar

2026-2027 SCHOOL CALENDAR

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	♥	♥	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Staff 13 Students 11

OCTOBER

S	M	T	W	T	F	S
				♦	2	3
4	5	6	7	8	9	10
11	12	13	14	♦	■	17
18	♥	♥	♥	☼	☼	24
25	26	27	28	29	30	31

Staff 20 Students 17

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	☼	☼	☼	☼		

Staff 14 Students 13

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	♦	5	6
7	8	♦	10	11	☼	13
14	☼	16	17	18	19	20
21	22	23	24	25	26	27
28						

Staff 18 (+1 trade) Students 18

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	♥	

Staff 22 Students 21

JUNE

S	M	T	W	T	F	S
		♥	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

Staff 1 (trade day) Students

AUGUST		
		Busing Registration Deadline
♥	13	No School: Professional Development
♥	14	No School: Teacher Planning
	17	First Day A-K (K-5) and grades 6 & 9 only
	18	First Day L-Z (K-5) and all HS and MS students
	19	All students grades K-12
SEPTEMBER		
☼	7	No School: Labor Day
♦	17	Teacher Conf. 6-12
OCTOBER		
♦	1	Teacher Conf. K-12
♦	15	Teacher Conf. K-5
■	16	End of First Quarter
♥	19	No School: Professional Development
♥	20	No School: Student Success Day
♥	21	No School: Professional Development
☼	22-23	No School: Fall Break
NOVEMBER		
♥	10	No School Professional Development
☼	25	No School: Conference Trade Day
☼	25-27	No School: Thanksgiving break
DECEMBER		
■	17	End of Second Quarter
♥	18	No School: Professional Development
☼	21-31	No School: Winter Break
JANUARY		
☼	1	No School: Winter Break
	4	Students Return from Winter Break
☼	18	No School: Martin Luther King Day
FEBRUARY		
♦	4	Teacher Conf. K-12
♦	9	Teacher Conf. K-12
☼	12	No School: Conference Trade Day
☼	15	No School: Presidents Day
MARCH		
■	18	End of Third Quarter
♥	19	No School: Professional Development
☼	22-26	No School: Spring Break
APRIL		
♥	30	No School: Professional Development Wellness Day
MAY		
♥	10	Kindergarten Screening No School KDG only
⊗	22	Graduation
■	27	End of QTR. Last Day for Students
♥	28	No School: Teacher Work Day
☼	31	No School: Memorial Day
JUNE		
♥	1	No School: Professional Development Trade Day

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	☼	8	9	10	11	12
13	14	15	16	♦	18	19
20	21	22	23	24	25	26
27	28	29	30			

Staff 21 Students 21

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	♥	11	12	13	14
15	16	17	18	19	20	21
22	23	24	☼	☼	☼	28
29	30					

Staff 18 (+1 trade) Students17

JANUARY

S	M	T	W	T	F	S
					☼	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	☼	19	20	21	22	23
24	25	26	27	28	29	30
31						

Staff 19 Students 19

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	29	30	31			

Staff 18 Students 17

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	♥	11	12	13	14	15
16	17	18	19	20	21	⊗
23	24	25	26	■	♥	29
30	☼					

Staff 20 Students 19

♦ Conferences
♥ No School: Staff Reports
■ End of Quarter
☼ No School
⊗ Graduation
♥ No School KDG Only

Calamity Info: Make-up days beyond 5 begin May 28, 2027 until 173 days

total days = Teacher 183 (186 minus 3 trade days)
total days = Students 173 (exceptions grades 1-5,7,8,10-12 = 172, K =171)

Update BOE 2/19/26

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 the 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.)
- Baby-sitting
- Job interview
- Car Trouble

Middle School Hours

- Doors Open: 7:24 am
- School Day Begins: 7:35 am
- Dismissal: 2:25 pm

Students will be permitted to enter the building at 7:24 am each school day. Students arriving prior to 7:24 am each day do so at their own risk as there is no staff supervision at this time. Students must be in their first-period class before the tardy bell, at 7:35 am.

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 south side of the building by the gymnasium entrance. We will unload two lines of vehicles at a time at designated cones. Students will be able to enter the building starting at **7:24 am**. If for some reason you must have your student at the school earlier than **7:24 am** we would encourage you to utilize the school transportation that is available to every student. Students will come to the building and go to their locker before reporting to homeroom. Students that are picked up will also be picked up on the south side of the building at the same exit. We will begin student pick up at 2:25 pm each afternoon.

Attendance Procedure

Daily attendance will be taken during home room. Students arriving after the 7:35 am bell until 8:34 am are considered tardy to school. An absence of more than half ½ day (10:55 am cutoff) will result in denied participation in any extracurricular activity for that day. Students arriving after 7:35 am must sign in at the

office and receive a pass to class before proceeding to their homeroom. If you are tardy due to illness your parent must sign you in or call the office that morning to receive an excused tardy.

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

Parent Contact Regarding Student Absences

When a student is absent, the parent or guardian must call the school at (740) 927-6807 by 7:55 am. (Accessible 24 hours/day to report absences). Please indicate the following when reporting a student's 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
- 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: • 38 or more hours in one school month OR • 65 or more hours in one school year	• 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: • 30 or more consecutive hours OR • 42 or more hours in one school month OR • 72 or more hours in one school year	• 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.	• Attendance Officer files a complaint in juvenile court not later than 61 days after plan implementation.

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

Tardiness to School Penalties:

1st Tardy: Verbal Warning

2nd Tardy: Verbal Warning

3rd Tardy: lunch detention

6th Tardy: 45 minute after school

9th Tardy and 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 at 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 an 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 1:40 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. If any person other than the parent or legal guardian is picking up a student, a parent must send in a note or call the school to give approval for the child to be released.

Withdrawal from School

Parents must 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 of 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 principals have the authority to suspend. In case of an out-of-school suspension, you will be given 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.

The 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

- Verbal warning/reprimand
- Written warning/reprimand
- Community service in lieu of another consequence
- Restrict or remove privileges
- Restorative Circles/Mediation
- Detentions (lunch /after school)
- Parent phone call
- Written letter sent home
- Student contracts
- Parent/teacher conference/administrator
- Request for parent visit to the classroom to monitor the behavior
- Referral to MTSS team (Multi-tiered systems of support)

- Referral to counselor/school psychologist
- Emergency removal from classroom/building
- In school study
- 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 detention to a student who is not in any of their classes.

- Lunch detentions may be assigned at a teacher's discretion. Parents will not be notified in the event a student receives lunch detention.
- Tuesday & Thursday After School Detentions will be served from 2:35pm - 3:20pm or 2:35pm - 4:35pm at Watkins Middle School. Parents are responsible for transportation. During after-school detention, students will spend 45 minutes or two hours quietly studying. A missed detention or accumulation of detentions may result in a suspension.

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 Watkins Middle School by a staff member throughout the day. Students are able to complete all of their work for full credit. The in-school study provides an alternative to parents that cannot pick up their students from after-school detention. The in-school study is offered on Wednesday and Friday.
- Detention: Tuesday and Thursday school or lunch detentions may be assigned by any staff member. After-school detentions are to be served on the assigned date. Lunch detentions will be served at the discretion of staff members. After school detentions may be 45 minutes or 2 hours and will be served at the middle school. **Students will have one week to serve their after-school detention. Failure to serve the after-school detention may result in an In-School Study or Out of School Suspension.**

Zero Tolerance:

- Zero tolerance means that a student committing any of the following offenses will immediately receive an Out-of-School-Suspension with a 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, in school study, out-of-school suspension, or expulsion. Depending upon the nature and seriousness of the offense, a 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 to 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 – A student shall not cause physical injury or behave in such a manner to cause physical injury to anyone in the school environment or physically attack another with little or no provocation. The instigator of a fight may receive a more severe penalty. Disciplinary action may be taken on those who videotape or do not leave the scene of a fight when asked.
- BEHAVIOR AT DANCES/SCHOOL EVENTS – Students must follow school rules at all school events. School discipline may result from inappropriate behavior at school events.
- BULLYING –Harassment, intimidation, or bullying behavior by any student/school personnel in the Southwest Licking School District is strictly prohibited. "Bullying" in accordance with Ohio House Bill 276 & 116, means any intentional written, graphic or physical act including electronically transmitted

acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. It may also include violence in a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds or at any school-sponsored activity, on school-provided transportation, or at any official school bus stop. It includes behaviors that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
    - A student shall not physically or verbally threaten another student, teacher, school employee, or any person at school or at any school-sponsored function.
    - No student shall direct words or phrases towards a school employee or employee's family member(s) considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual. This applies throughout the calendar year for all students enrolled in Watkins Middle School. Electronic communication of threats, harassment, or other forms of inappropriate language is also prohibited and may also result in disciplinary action.
    - *Reporting: Anyone who believes 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.*

- CAFETERIA – A school cafeteria is a place where students must be particularly concerned with the rights of others and be sensitive to the image and reputation of their school. Specific guidelines for proper behavior in the cafeteria including: 1) refraining from cutting in lunch lines; 2) the disposal of refuse from lunch in the provided cans; 3) refraining from the throwing of food.
- CELL PHONE/CAMERAS/ELECTRONIC DEVICES – Watkins Middle School recognizes the importance of communication and collaboration and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school will enforce the following:
    - Electronic devices are defined as but not limited to: Cell phones, Smart watches, Smart (META) glasses, and wireless headphones.
    - Cell phones and all mobile devices shall be **TURNED OFF** before entering first-period class.
    - Cell phones and all mobile devices **are not allowed** to be used in a classroom, library, locker room, cafeteria, or restroom.
    - Cell phones and all mobile devices can be turned back on at the end of the school day.
    - Cell phones and all mobile devices are not allowed to be used during transition times or between classes
    - If a student needs to make an emergency call during the day, they are to come to the office.

- If a phone is taken from the student during the day, parents will be required to come to school to pick the phone up. Multiple offenses may result in other disciplinary actions.
- Any student using a cell phone or electronic device in a disruptive or inappropriate manner may be subject to school penalties. "Inappropriate manner" includes but is not limited to: making inappropriate videos, taking unauthorized videos, social media interaction that is disruptive to the educational process, and/or posting of those videos on the internet. Penalties may range from 2-hour after school to Out-of -School-Suspension with expulsion recommendation depending on the severity of the offense. The administration will not investigate lost or stolen cell phones or electronic devices.

- COMPUTER TECHNOLOGY – Students must be in compliance with the network and internet acceptable use and safety agreement as stated on page 31 of this agenda book. (Loss of privileges, suspension, and possible financial responsibility for any repair of computer equipment or software)
- DISRUPTION OF THE EDUCATIONAL PROCESS – A student shall not cause a disruption of any curricular, extracurricular activity, or normal operation of the school.
- DRUGS AND ALCOHOL
  - The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
  - A student shall not possess, use, transmit, 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, vape cartridges, dab pens, etc., and other types of holders.
  - 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.
  - The second offense of possessing, using, finding evidence of consumption, or possession of drug-related paraphernalia may result in expulsion.
  - Students at Watkins Middle School can receive substance abuse counseling by contacting the school counselor. Students with a possible problem are encouraged to seek help before disciplinary action becomes necessary. Students may be referred to outside agencies for evaluation and counseling at their own expense.

- FALSE ALARMS – A student shall not cause a false alarm to be sounded. This includes fire alarms, bomb threats, tornado sightings, or any other alarm that might cause panic or disrupt normal school operations. Proper authorities may be notified in the event of any violation.
- FORGERY – A student shall not sign another person's name to any school-related note, letter, form, or document.
- GAMBLING – A student shall not engage in gambling of any form on school property.
- HARASSMENT – A student shall not harass any other student or any member of the staff. Harassment may be described as sexual, racial, religious, or any other incident that creates a hostile, intimidating, or offensive environment.
- HORSEPLAY – A student shall not engage in any activity such as running, tripping, shoving, and throwing of objects or other "horseplay" that may endanger themselves or others on school property.
- INAPPROPRIATE READING MATERIALS – A student shall not possess any book, magazine, newspaper clipping, reprint, etc. deemed inappropriate by the administration.
- INAPPROPRIATE TOUCHING (PUBLIC DISPLAY OF AFFECTION) – Students shall not engage in hand-holding, 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 by 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.
- LUNCHES- Any outside lunch deliveries from third party delivery companies during the school day are prohibited. This includes door dash, grubhub, business deliveries, etc.
- 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 a recommendation for expulsion to the full limit of the law)
- PRESENCE IN UNAUTHORIZED AREAS – Students shall not be in any areas designated as off-limits without prior permission.
- REPEAT OFFENDER – Any student who repeatedly violates the provisions of this conduct code will be subject to increasingly severe disciplinary actions and/or referral to a law enforcement agency.
- SEXUAL MISCONDUCT – No student shall have physical/sexual contact with another person at any time, on the school property or at a school-sponsored activity, home, or away. No student shall expose him/herself indecently while on the school grounds, participating or attending an extra-curricular activity home or away, or while riding in a school vehicle to or from school grounds. No student shall

take part in any sexual activity while on the school grounds, on any school vehicle, or at any other school facility during an extra-curricular event.

- THREAT – A student shall not verbally or in writing threaten any other student or any member of the staff. Such threats are considered to be intimidating. Punishment will be assigned in correlation with the degree of the threat.
- THEFT – A student shall not steal or knowingly be in possession of stolen articles either public or private.
- TOBACCO/SMOKING – A student shall not use tobacco 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 and a three (3), five (5), or ten (10) day out of school suspension may be issued to violators. The district may agree to reduce the second suspension if the student and family agree to satisfactorily complete an acceptable evaluation and/or treatment process at their own expense.
- TRUANCY AND CLASS CUTTING – A student shall not be truant from a class or school. A student is considered truant any time he or she is absent from school or class without the permission of the school.
- UNAUTHORIZED FIRES – A student shall not cause, produce or create any unauthorized fire while on school grounds.
- UNAUTHORIZED USE OF PHONE – The use of personal cell phones or personal electronic devices during class time is prohibited.
- VANDALISM AND DESTRUCTION OF PROPERTY – A student shall not willfully destroy or damage any public or private property.
- VAPING – 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 administrator from the testing facility. Upon receipt/review of the results, if the administration is able to clearly establish that no illegal substance has been discovered, the administrator may reduce the violation to a Smoking and Tobacco offense.
- 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 provide 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

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

- Pants may have holes that are in the middle of the thigh or lower.
- Pants must be worn at the waist.
- Low-cut blouses or tops that expose skin are not allowed.
- Undergarments should not be visible.
- Shorts, dresses, and skirts must be middle of the thigh or longer.
- Mesh tops, tank tops, muscle shirts, slips, spaghetti straps, midriffs (tops too short to be tucked in while sitting down) are not allowed. Sleeveless shirts are required to have at least a "3 finger width strap".
- Hats, hoods, and bandanas are not allowed.
- Animal ears and tails are not permitted
- Clothing that makes reference (words, symbols, or graphics) to drugs/alcohol/tobacco, offensive or racial bias language, vulgar or offensive wording that is contrary to the educational mission of our school are not allowed.
- No blankets are allowed to be brought to school.
- Clothing that has suggestive/sexual language is not allowed.
- Coats are not allowed in class.
- Heavy chains, chains with wallets, or any type of jewelry that is dangerous or unsafe (spiked wrist bands, etc.) are not allowed.

Parents, your help and cooperation with the enforcement of the dress policy are 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 the final ruling on "any" inappropriate dress.

Cafeteria Rules

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 and student identification number on it. Students will place their payment in one of the drop boxes located in the main hall by the gym or in the cafeteria in the morning and applied to their account prior to meal service. 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.

Any time a family's economic situation changes parents are encouraged to apply for free and reduced lunch. 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 iTunes or Google play store. You will find menus, nutrition information, and any menu changes.

Library Rules

The Library's print, non-print, and electronic resources supplement the middle school curriculum in a quiet atmosphere conducive to studying and reading. The Library is open for use from 7:35am – 2:25pm school days. Books or chromebooks are loaned with the expectation that the borrower will treat any book or chromebook with respect and pay for its replacement if necessary. Payment for lost books or chromebooks will be refunded if the book is found and returned in good condition. The Library may be closed for special activities or if classes need to do research.

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 the 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 your 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 the wastebaskets 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 parents or guardians and school authorities.
- 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 a 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 for 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 buses/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 a written warning stating the cause and conditions. At this time, the building principal or his designee will have a conference with the student. The following actions may result:

- The driver issues a verbal warning and has a conference with the student.
- The driver issues a second verbal warning changes the seat if appropriate.

- First Bus Write-Up: the student may be issued 2-hour after-school detention. The building administrator will have a conference with the student and mail a copy of the 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, 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. Pupils are required to be in school and attend all regular classes while under suspension/expulsion from riding the bus.

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

Use of Telephone

Students are not permitted to use the office or classroom telephone. Students and/or teachers will not be called from class to answer the telephone except in the case of an emergency.

Curriculum, Instruction, & Assessment

Introduction

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

The counselors at the secondary level 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. Secondary 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 education services and is available to students without parental consent. Confidentiality is maintained for students who receive school counseling support unless there is a concern involving the student's safety or the safety of 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 Guidance Counselor is available throughout the day for parent and student consultation. Contact the counselor with any special education concerns, scheduling issues, academic needs, or family matters. The counselor may also conduct classroom observations of students to assist in parent/teacher conferences and academic decisions. (Mollie Hahn A-G, Kelly Parker H-M & Paris Huggins N-Z).

Course Retakes

A student may re-take any high school credit course. The point value of the higher of the two grades (retake course grade or original grade) will be the only one averaged into the student's cumulative grade point average (GPA). However, the academic record of both courses will be reflected on the student's transcript. Credit for the course will not be duplicated. This retake policy applies only to classes offered through the district. Credit flex cannot be utilized for course 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.

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 assessment 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.

Field Trips

The Board of Education recognizes that field trips when used for teaching and learning integral to the curriculum is 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.

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

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

Schedule Changes / Dropping a Class

Schedule changes will be made only under special circumstances. A parent's signature and administrative approval must accompany the request or evidence of direct communication between both parties.

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. 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.

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.

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

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

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

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

It is the student's responsibility to ask for make-up work after an absence. *We are on a nine-week grading period. Report cards are issued every nine weeks with a progress report being issued at week five of each nine weeks, upon request. Progress reports and grade cards are updated on the online program known as Progress Book.

Credit Below the 9th Grade

Southwest Licking Schools will award credit for "high school courses" taken prior to the ninth grade in compliance with State law. In most instances, the letter grade benefits a student's cumulative grade point average. Therefore, students will receive a letter grade on their high school transcript for each high school course taken. If prior to the end of the student's freshmen year, the student and parent wish to change the letter grade into a passing "P" grade, the student and parent must request this change in writing. Upon written request, the letter grade will be replaced with the "P" grade. Per Ohio law, students new to the district desiring such credit must provide their respective counselor the following documentation on their previous school's letterhead: 1) that the course which credit is being pursued was a high school course, and 2) that the course was taught by a teacher who held the appropriate secondary teaching license/certificate for the course. No courses, other than those listed above, will be accepted for credit. Students electing to re-take any course will not receive high school credit or a grade for the course below the ninth grade.

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.

Retention Policy

Passing and Failing (all grades):

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

Final decisions concerning promotion/retention are the responsibility of the administration.

Health & 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.

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.

To protect the health and safety of students, school personnel, and the community at large, Board of Health regulations that pertain to communicable diseases are followed. A child, who has been diagnosed with a

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 7th grade 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 are 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 in or out-of-school suspension during the current nine weeks may be unable to attend assemblies.

Bell Schedule

Homeroom-	7:35-7:40
1st-	7:40-8:23
2nd-	8:26-9:09
3rd-	9:12-9:55
FOCUS Block-	9:58-10:23
4th-	10:26-11:13
5th-	11:16-12:02
6th-	12:05-12:51
7th-	12:55-1:38
8th-	1:41-2:25

Book Bags

Bookbags must be placed in lockers at the beginning of the school day. Students **may not** carry bags throughout the building without expressed permission from administration. Students that require carrying a book bag due to a physical condition may receive a pass from the office with permission from administration.

Dance Guidelines

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

Parents/Guardians must provide transportation home by 8:00p. Violation of this policy may result in students being prevented from attending future school dances.

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

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:
    - his/her birth certificate or similar documentation authorized by law as proof of age and birth date.
    - 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 Pay Schools Central. See the 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

FERPA permits SWL to disclose Personally Identifiable Information ("PII") from a student's education records, without prior consent, when such information has been appropriately designated as "directory information" and the parent has not opted out of the disclosure of such designated information. Directory information is information in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the student's name, address, telephone number, photograph, date and place of birth, major field of study, dates of attendance (i.e., the period of time during which the student attends or attended the school), participation in officially recognized activities and sports, weight and height if a member of an athletic team, and honors and awards received. The primary purpose SWL uses directory information includes adding names to playbills, yearbooks, honor roll or other recognition lists, graduation programs, and sports activity sheets. FERPA provides that a school may disclose, without consent, directory information if the school has given notice to parents of the types of PII that it has designated as directory information and the process, the parent's right to restrict the disclosure of such information, and the period of time within which parents may notify the school that they do not want any or all of these types of information designated as directory information. SWL will provide this notice by any means likely to inform parents of their rights, including but not limited to handbooks, school activities, newsletters and the school's website.

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 fundraising 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.

Gifts and Flowers

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

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

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

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

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

Posters / Community Announcements

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

Riding Bikes or Scooters to the Building

Bicycles must be parked immediately upon arriving at school and remain there until all buses have left the lot.

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

Sports

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

Sports for 7th and 8th-grade boys include:

Basketball	Golf
Cross Country	Track
Football	Wrestling

Sports for 7th and 8th-grade girls include:

Basketball	Softball
Cheerleading	Track
Cross Country	Volleyball
Golf	Wrestling

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

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

Student 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

The use of cell phones, iPods, iPads, Smart technology, or any other type of electrical device during the school day will result in disciplinary action. Laser pointers are not permitted in the building or on the bus at any time. We would also discourage students from bringing large amounts of cash or other items of value to the school. The school is not responsible for lost or stolen items.

Visitor Information

The Board of Education welcomes and encourages scheduled visits to the 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 encouraged to email their child's teacher to schedule a time to meet with them during non-instructional hours to discuss concerns and to obtain answers to their questions. Teachers have regularly scheduled time periods for this type of conference. 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.*