

SOUTHWEST LICKING LOCAL SCHOOLS



2016-2017 ELEMENTARY STUDENT/PARENT HANDBOOK

**SOUTHWEST LICKING LOCAL SCHOOL DISTRICT
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 ability, 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.

Kirkersville Elementary School
Box 401 215 North Fifth Street
Kirkersville, Ohio 43033-0401
927-7281

Etna Elementary School
8500 Columbia Road
Pataskala, Ohio 43062
927-5906

Pataskala Elementary School
395 South High Street
Pataskala, Ohio 43062
927-3861

Dear Parents,

Throughout the year, many questions arise about elementary school schedules, procedures, and policies. To help answer these questions and to help students and parents who are new to our district, we provide this handbook of general information. We also welcome your calls and visits to our schools. If our handbook does not provide the information you need to know, please contact us.

We believe that our schools and parents must work together to provide a complete learning experience for our children. Please join with us in our work to make the best education possible for our students.

Our elementary schools are a source of pride in our community. Students, staff, and parents work together to develop a wholesome environment and an enthusiastic attitude toward school and academic progress. We look forward to the year ahead and to our association with you and your child.

Please take time to review with your child the information provided in this handbook and complete and return the Signature Page located on the last page of this handbook.

Sincerely,

SWL Elementary Principals

PHILOSOPHY OF SOUTHWEST LICKING SCHOOLS

The Southwest Licking School District believes that the educational process is a cooperative effort between the school, the home, and the community. Each individual student will be accepted into the educational program as a person of unique individual worth, taking into consideration his/her personal goals, capacity for learning, and growth patterns. The student will be provided with a stimulating, wholesome environment, and opportunities for learning experiences that will challenge the individual to strive toward the development of his/her highest 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 total person. Therefore, the schools will provide learning experiences which will contribute to the mental, physical, emotional, moral, and social development of the student. The school will provide the opportunity for the learning of basic skills such as reading and mathematics, vocational and scientific training, love of country, appreciation of the arts and humanities, creative expression, and use of leisure time. Along with this, the schools will prepare the student for a democratic way of life and citizenship. This will include developing positive values with a respect for justice, law, property, and the rights, feelings, and opinions of others.

SOUTHWEST LICKING SCHOOLS BOARD OF EDUCATION

Debra Moore, President
Daniel Bell, Vice President
Kandee Engle, Member
Don Huber, Member
Roger Zeune, Member

Superintendent of Schools, Robert Jennell
Assistant Superintendent, Kasey Perkins
Director of Communications and Student Services, Paula Brunton
Richard D. Jones, Treasurer

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

Notification of Section 504 and Title IX

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

The district compliance officer for Section 504 of the Rehabilitation Act and address are:

Paula Brunton
Director of Communications and Student Services
Southwest Licking Local School District
927-A South Street
Pataskala, Ohio 43062
Phone: 740-927-3941

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

The Title IX Compliance Officer for the Southwest Licking Local School District and address are:

Robert T. Jennell
Superintendent
Southwest Licking Local School District
927-A South Street
Pataskala, Ohio 43062
Phone: 740-927-3941

2016-2017 SCHOOL CALENDAR

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	♥	♥	♥	♥	♥	20
21	•	•	24	25	•	27
28	29	30	31			

OCTOBER						
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9	10	♦	12	13	14	15
16	17	18	19	■	☀	22
23	☀/♥	25	26	27	28	29
30	31					

DECEMBER						
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25	☀	☀	☀	☀	☀	31

FEBRUARY						
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30						

JUNE						
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AUGUST	
12	Busing Registration Deadline
♥ 15	No School: Staff Development
♥ 16-18	No School: Waiver Day
♥ 19	No School: Teacher Planning
♥ 22-24	Kindergarten Screening (KDG ONLY)
• 22	First Day Grades 1-5, 6 & 9
• 23	First Day Grades 10-12, 7-8
• 26	First Day Kindergarten

SEPTEMBER	
☀ 5	No School: Labor Day
♦ 22	Conferences 9-12
♥ 26	No School: Waiver Day

OCTOBER	
♦ 6	Conferences K-8
♦/♥ 7	No School K-5 ONLY: Conferences K-5
♦ 11	Conferences K-8
■ 20	End of First Quarter
☀ 21	No School: COTA Day
♥ 24	No School: Professional Development

NOVEMBER	
♦ 15	Conferences 9-12
☀ 23	No School: Conference Trade Day Staff
☀ 24-25	No School: Thanksgiving Break

DECEMBER	
■ 21	End of Second Quarter
☀ 22-30	No School: Winter Break

JANUARY	
☀ 2	No School: Winter Break
♥ 3	No School: Professional Development
4	Students Return from Winter Break
♦ 12	Conferences K-8
☀ 16	No School: Martin Luther King Day
♦ 17	Conferences K-8

FEBRUARY	
♦ 7	Conferences 9-12
☀ 17	No School: Conference Trade Day Staff
☀ 20	No School: President's Day

MARCH	
■ 16	End of Third Quarter
♥ 17	No School: Professional Development
☀ 27-31	No School: Spring Break

APRIL	
☀ 14	No School: Good Friday
♥ 17	No School: Waiver Day
♦ 18	Conferences 9-12

MAY	
⊗ 19	Graduation
• 26	Last Day For Students
☀ 29	No School: Memorial Day
♥ 30	Last Day for Teachers

SEPTEMBER						
S	M	T	W	T	F	S
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18	19	20	21	♦	23	24
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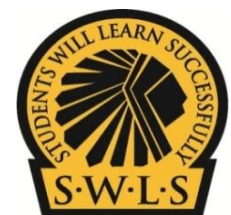
NOVEMBER						
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JANUARY						
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15	☀	♦	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH						
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12	13	14	15	■	☀/♥	18
19	20	21	22	23	24	25
26	☀	☀	☀	☀	☀	

MAY						
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7	8	9	10	11	12	13
14	15	16	17	18	⊗	20
21	22	23	24	25	•	27
28	☀	♥	31			

- ♦ Conferences
- ♥ No School: Staff Reports
- End of Quarter
- ☀ No School
- ⊗ Graduation



BOE Amended 4-21-16

Calamity Info: Make-up days beyond 5 begin 5/30 until 173 days

SECTION I: ENROLLMENT/HEALTH INFORMATION

EQUAL EDUCATIONAL OPPORTUNITY

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.

SCHOOL VISITORS

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

Parents are welcome to have lunch with their student in the cafeteria. They are not permitted to bring siblings or go to recess. Parents are encouraged to meet with their child's teacher during non-instructional hours to discuss concerns and to obtain answers to their questions. Teachers have

regularly scheduled time periods for this type of conferencing. If a parent has a concern, s/he should address the matter first with the teacher, and then, if not rectified, with the principal.

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

PARENT/TEACHER CONFERENCE DAYS

Elementary parent/teacher conferences will be held on the following dates:

October 6.....	K-8
October 7.....	K-5
October 11.....	K-8
January 12.....	K-8
January 17.....	K-8

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

SCHOOL CANCELLATION

Parents will be notified if school is dismissed early or cancelled by district "Robo Call" and the following Radio and T.V. stations:

Columbus Channel 10-WBNS-TV
Channel 4-WCMH-TV
Channel 6-WSYX-TV
Columbus 97.1 FM- WBNS
Channel 28-WTTE-TV
92.3 FM-WCOL
97.9 FM-WNCI
94.7 FM-WSNY
100.3 FM 1430 AM-WCLT
790 AM-WHTH
101.7 FM-WNKO

95.5 FM-WHOK
ONN-OHIO NEWS NETWORK

Please tune your radio or TV to one of the above stations if you feel there is a possibility that school will be closed. In general, radio stations get the news of closings on the air more quickly than TV stations. Additionally, the district website www.swl.k12.oh.us will post cancellations and closings and you may sign up via the website to receive email alerts from the district office regarding school delays and cancellations. Once again, SWLS will be using the Pre-K Notification Service to notify parents through a phone call or email message. Please contact Shawn Toy with changes or questions at stoy@laca.org or 740-927-3941. PLEASE DO NOT CALL THE SCHOOL.

**NOTIFICATION OF SECTION 504
AND TITLE IX**

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

The district compliance officer for Section 504 of the Rehabilitation Act and the address as follows:

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

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The Title IX Compliance officer for the Southwest Licking Local School District and the address is as follows:

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

**EMERGENCY MEDICAL
AUTHORIZATION**

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

IMMUNIZATION REQUIREMENTS

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

ENTRANCE REQUIREMENTS & REGISTRATION

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

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

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

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

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

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before **September 30** of the year in which s/he applies for entrance and has completed the kindergarten program of this District or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if a request

is made to and approved by the building administrator. The Superintendent shall require that each child who registers for entrance to school provide:

A. his/her birth certificate or similar documentation authorized by law as proof of age and birth date.

B. a certified copy of any custody order or decree together with any modification in such an order or decree.

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

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

VISION & HEARING SCREENINGS

Every year students in Kindergarten, 1st, 3rd, and 5th grades are screened for possible vision and hearing problems. Parents are contacted if a discrepancy is noted during this screening, and will be advised of the possibility that further testing may be required.

STUDENT ARRIVAL BEFORE SCHOOL HOURS

Students should not arrive at school more than five minutes prior to the start of the day. If a student arrives prior to the school day they do so at their own risk as there is no staff supervision at this time.

STUDENT DISMISSAL DURING SCHOOL HOURS

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

1. If it is known in advance that the child needs to leave school, parents should send

a note to the teacher. At the time the child is to leave, parents **must** report to the office and the child will be called to the **office and dismissal will take place from the office. To make afternoon dismissal procedures more efficient, report all dismissal changes to the school office by 2:50 p.m.**

2. Parents, guardians, or the responsible person assigned by the parent to pick up the child at school must sign out that child in the office. The person picking up the child will be asked to show picture identification such as a driver's license.

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

WITHDRAWAL FROM SCHOOL

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

ACCIDENTS AND ILLNESS

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

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 storage and dispensation 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 Reyes 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, Caledryl, 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.

School Nurse

A registered nurse is employed by the Board of Education of the Southwest Licking School District.

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.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

CONTROL OF COMMUNICABLE DISEASES

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

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

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

HEAD LICE (PEDICULOSIS)

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.

LOST AND FOUND

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

SECTION II: ACADEMIC INFORMATION

STUDENT PLACEMENT

At each school, students in each applicable grade level are divided into the available number of classes of equal numbers to the extent possible. Adjustments from this assignment may be made on the recommendation of the teacher for educational purposes and only after taking into consideration the following criteria, in no particular order of priority:

- A. ability and performance
- B. social and emotional development
- C. learning styles
- D. personalities of students and teachers
- E. interactions with other students
- F. male/female balance

The student's principal has the ultimate authority regarding student placement decisions.

GRADING AND GRADE REPORTING

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 a descriptor that most accurately describes the student's progress in meeting the standards/expectations of the course or grade level. In grades K-5 the following progress descriptors are used.

M = Meets the grade level standard.

The goal for all students is to meet the academic standards/grade level expectations. Students who receive an M have a proficient understanding of the course/grade level content and consistently perform at a high level.

P = Demonstrates progress toward meeting the grade level standard.

The letter "P" indicates the student has basic understanding and is partially proficient at meeting grade level expectations. The student understands the basic concept or skill, but has not yet reached the proficient level. The student's performance varies in consistency with regards to accuracy, quality, and level of support. There is still a little work to be done in this area.

R = Demonstrates limited understanding of the grade level standard.

The letter "R" indicates the student has minimal understanding and does not meet grade-level expectations. The student's performance is inconsistent even with guidance and support. Students receiving an "R" will need additional support and/or interventions in order to make the progress needed to meet the grade level expectations.

E = Exceeds grade level standard.

The letter "E" indicates the student has advanced understanding and exceeds grade level expectations. A student receiving a "E" demonstrates academically superior skills in that specific area. This student applies learning and concepts in new and varied ways, challenges him or herself to think deeply to make connections, and demonstrates this advanced knowledge at school.

I = Required work not completed.

In rare cases, a student may not have completed enough work for the teacher to accurately describe his/her progress. In this case students are expected to complete the necessary work.

NA = The standard was not assessed this grading period.

Additional information on grades and grade reporting may be found on the district's website.

CLASSROOM PARTIES

Fall festival and Valentine parties are scheduled parties held in the classroom. Due to space constraints parties will be limited to no more than 5 parent volunteers. No siblings or other students are permitted. All parents and siblings are welcome at building wide events. In order to accommodate numerous food allergies, birthday treats must be non-edible. All other party treats will be coordinated with the classroom teacher. *Invitations to a child's birthday party held outside of the school day should not be distributed during school hours.*

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.

STUDENT FEES

Consumable instructional and supplemental supplies are necessary for instruction during the school year. The school charges parents for these supplies by assessing fees. A notice explaining these charges will be sent to parents in September. Each school is responsible for collecting these fees from its students. Parents may pay fees using an installment plan. **Unpaid fees are accumulated from year to year and**

students are not permitted to participate in the graduation ceremony unless all fees are paid. Please send your payment to school with your child or pay with SPS EZpay. See link on the home page of our website, www.swl.k12.oh.us. Checks should be made out to Southwest Licking Schools.

HOMEWORK

"Homework" refers to those assignments prepared by the student outside of the school or independently while in attendance at school.

The Board of Education acknowledges the educational validity of out-of-school assignments as extensions of the instructional program.

DRESS REGULATIONS

Selection of school dress is a parental responsibility. Parents should be discreet in selecting school clothes. Because of safety concerns, students are not permitted to wear flip-flops and shoes called "heelies".

Distracting types of clothing and hairstyles that disrupt the educational process are not permitted in school. In the upper grades distracting clothing may include, for example, tank tops, bare midriffs, spaghetti straps and short shorts/skirts/dresses (should be fingertip length when standing with arms at sides). Please encourage your child to dress neatly, appropriately, and in accordance with the weather.

RECESS

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

CAFETERIA

Southwest Licking Elementary 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. 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 students name on it. This will be given to the teacher 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.

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. Breakfast is provided free to all students. Should you have any questions regarding the breakfast or lunch program please call 740 927-3941 and ask for Food Service.

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

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.

ELECTRONIC DEVICES

The use of cell phones or electronic devices during class time or any part of the school day is prohibited, unless specifically approved by the classroom teacher for educational purposes. Students using cell phones or electronic devices during class time or throughout the school day without approval will be penalized. The device may also be confiscated and held in the office until the end of the day. Repeat offenses may warrant parent pickup of device.

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 and pictures, taking unauthorized videos and pictures and/or posting of those on the internet. Penalties may range from a conference with the student to Out of School Suspension with expulsion recommendation depending on the severity of the offense. Administration will not investigate nor be held responsible for lost, stolen or damaged cell phones or electronic devices.

USE OF LIBRARY

Students are invited to use library resources to expand their reading interests and to research assigned topics or special personal interests. Resources that are not returned, or are returned damaged, will be replaced or repaired at the student's expense. Costs for lost or damaged materials will be

determined based on replacement costs of the resources as determined by library staff and the building principal.

REPORT CARDS AND PROGRESS REPORTS

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

SECTION III: ATTENDANCE/TARDY POLICIES

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.

GENERAL ATTENDANCE INFORMATION

A student's absence from school is excused by parent notification for a maximum of **THREE (3)** school days per quarter. All other absences from school beyond the **THREE (3)** school days per quarter may require additional verification in order to be excused (i.e. doctors note, court documentation).

If questionable or **unexcused** absences reach 5 school days a building administrator or designee will contact the parent(s)/guardian(s) by phone.

If questionable or **unexcused** absences reach 7 days parents/guardians will be sent a letter from the building principal addressing the issue and possible consequences.

If questionable or **unexcused** absences reach 10 days parents/guardians will be sent a letter informing them of referral to the Licking County attendance officer and/or Licking County Juvenile Court.

TARDINESS

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

- Tardy = one hour or less for students in grades K-5 (any time of the day away from the building including early sign-out)
- 1/2 Day = one to four hours away from the building for students in grades 1-5
- Full Day = four hours or more away from the building for students in grades 1-5 and any time over 1 hour away from the building for kindergarten students

- Six (6) tardies per quarter is designated as the maximum allowed for normal circumstances. If tardies exceed six (6) per quarter, a phone conference with the building principal or their designee will be initiated and documented. Habitual tardiness may result in disciplinary action and/or a referral by the principal or their designee to the county attendance officer.
- When a child is going to be absent from school, the parent or guardian must notify the school prior to 9:30 a.m. on the day the child is absent unless previous notification has been given.
- A written excuse may also be sent to school with the child and given to the teacher on the day of his return, if the parent has not contacted the school on the day of the child's absence. Excuses will be accepted for forty-eight (48) hours after the return of the child to school, though it is most helpful to the teacher if the excuse accompanies him/her on the actual day of return.
- Students who are tardy for school must be accompanied by a parent to check into the office before going to their classrooms so their attendance can be properly recorded.
- An "excused" absence or tardy is one that is acceptable under board policy. An "excused" absence or tardy still counts as an absence or tardy.
- Early sign-out will appear on the report card as a tardy.

ROLE OF THE ATTENDANCE OFFICER

The attendance officer is an employee of the Licking County Juvenile Court and Licking County Educational Service Center. The attendance office is responsible to conduct investigations of student attendance

following referral by the school. The officer is charged with investigating student records, conducting interviews with school officials, students, and parents/guardians; informing all parties of the laws of compulsory school attendance and making appropriate referrals as necessary.

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

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

Southwest Licking Local School District also recognizes the following:

- Pre-arranged and pre-approved vacations will be considered an excused absence up to 12 days. (Parents must complete a vacation form for principal approval)
- 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

SECTION IV: STUDENT CODE OF CONDUCT

This Student Code of Conduct conforms with the philosophy that good order and discipline within the school setting provide the most favorable atmosphere for learning.

It is a fundamental requirement that student respect for school employees will be accompanied by an equal respect for the student on the part of the school employees.

To maintain safe and effective conditions within the school setting, including the transportation of students to and from school and school sponsored events, a violation by a student of any one or more of the following offenses may result in disciplinary action, including but not limited to detention, suspension of bus privileges, suspension from class, loss of right to participate in extra curricular activity and referral to Juvenile Court. When theft or damage to private or public property or injury to another party is involved, the offender shall be responsible for restitution.

When disciplinary action is anticipated concerning a student, the student will be given all due process rights that apply. Because students in elementary schools develop social skills at different times, consequences may vary for primary (grades K, 1, 2, and 3) and intermediate (grades 4 and 5).

JURISDICTION AND FIRST WARNING

These discipline regulations apply to conduct while school is in session, at school sponsored activities, on school premises, off

school premises at any school sponsored activity or event, in any vehicle whose use is controlled or organized or arranged by the school, or at any time when the student is subject to the authority of the Board of Education or school personnel.

Student violation of these rules constitutes a first warning.

1. **ASSAULT:** A student shall not cause or attempt to cause physical injury to another person. Depending upon the severity of the behavior as determined by the building principal or their designee, the following consequences may be administered:

After school detention, Saturday School, Alternate Educational Placement, in or out of school suspension for a period of 1-10 days, recommendation to the Superintendent for expulsion.

2. **DAMAGE AND/OR THEFT OF SCHOOL OR PRIVATE PROPERTY:** A student shall not cause or attempt to cause damage to school or private property, steal or attempt to steal school or private property.

Consequences: Parents will be responsible for monetary restitution for damages, after school detention, Saturday School, in or out of school suspension for a period of 1-10 days, recommendation to the superintendent for expulsion.

3. **HAZING:** No student shall do any act or coerce another person, including the victim, to do any act of initiation to any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person.

Consequences: depending upon severity, time out, parent conference, after school

detention, in or out of school suspension for a period of 1-10 days.

4. **DANGEROUS WEAPONS AND INSTRUMENTS:**

A student shall not possess, handle, transmit, or conceal any firearm, knife, explosive or other dangerous objects of instruments.

Consequence: Zero tolerance will be observed at all grade levels. This will result in a minimum 2-day and a maximum 10-day out of school suspension with the possible recommendation to the superintendent for expulsion. **Possession of "look-alike" weapons determined by the by the building principal or their designee to be threatening, will result in the same consequences as those listed for real weapons.**

5. **DEFIANCE:** A student shall not defy the valid authority of supervisors, teachers or administrators.

Consequences: Teacher conference, principal (or their designee) conference, parent phone call/conference, after school detention, in or out of school suspension for a period of 1-10 days. If extremely severe, a recommendation to the superintendent for expulsion could occur.

6. **DISRUPTION OF SCHOOL:** A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school.

Consequences: Teacher conference, principal (or their designee) conference, parent phone call/conference, after school detention, referral to building intervention assistance team, Saturday

School, in or out of school suspension for a period of 1-10 days.

7. **DRUGS AND ALCOHOL:** A student shall not possess, use, transmit, be under the influence of and/or sell any controlled substance, alcoholic beverage, counterfeit drugs (covered under House Bill 535), or any other non-medicinal substance while on school grounds, at any school related activity, or on school buses, rented carriers or other school arranged transportation. The only exception to this rule is in the case of a medical prescription substantiated by a doctor. A student shall not possess any drug related paraphernalia which shall include, but not be limited to: tobacco rolling papers, pipes, and other types of holders for drug use, roach clips, etc. Disciplinary action for substance abuse offenses: The sale or transmission of, or possession of any of the substances indicated above may result in expulsion from school.

First offense for possession, use, or being under the influence of any of those substances or possession of paraphernalia may result in suspension with a recommendation for expulsion the school may offer to dispense with the expulsion proceedings provided that:

- The student and family agree to comply with an appropriate evaluation and/or treatment process as recommended by a building administrator.
- There is documented evidence that the student did complete the recommended evaluation and/or treatment program.
- Failure to satisfactorily complete the recommended program will result in expulsion.

- Second offenses of possession, use, being under the influence of, or possession of drug-related paraphernalia will result in expulsion.
8. **SMOKING OR POSSESSION OF TOBACCO:** A student shall not possess or use tobacco. Any violation of this offense may result in a referral to the Licking County Juvenile Court or Job and Family Services.
9. **STUDENT ACTIVITIES:** A student shall comply with the rules and regulations of said club, organization, department and/or school. Depending on the severity of misbehavior, the student may not be allowed to continue to participate in the activity.
10. **REMOVING OR ALTERING RECORDS:** A student shall not remove any student record from its official place of deposit without permission of the record custodian or alter or in any way change any such record. Violation of this offense may result in: a conference with the principal or principal designee, parent conference, or after school detention.
11. **BULLYING/HARASSMENT:** No student shall be involved in the use of insulting, degrading, ridiculing, or interpretive language toward other persons on school property, on the bus, or at school functions. ***Bullying is defined as follows: any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.*** Harassment may be described as sexual, racial, religious or any other incident

that creates a hostile, intimidating or offensive environment. Such slurs may be communicated by written word, verbal statements, aggressive actions, symbols, or other forms of communication. The school will protect the rights of students regardless of race, religion, sex, economic status, national origin, age, or handicap in these matters and violators will be disciplined accordingly. Report Bullying/Harassment incidents to building staff.

Consequences: After school detention, Saturday School, Alternate Educational Placement, in or out of school suspension for a period of 1-10 days, recommendation to the superintendent for expulsion.

12. THREATS

Threats which would or could result in bodily harm or injury will result in the following consequences:

Teacher conference, principal or principal designee conference, parent phone call, parent conference, after school detention, and if severe enough as determined by the building principal, could result in:

1st offense; 1-2 days suspension

2nd offense: 1-5 days suspension

3rd offense: 1-10 days in or out of school suspension with recommendation for expulsion to superintendent.

13. CELL PHONE/CAMERAS/ ELECTRONIC DEVICES

The use of cell phones or electronic devices during school hours is prohibited, unless specifically approved by the classroom teacher for educational purposes. Administration reserves the right to take cell phones or batteries until the end of the school day from students using cell phones or electronic devices during school without approval. Repeat offenses may warrant parents to pick up

phones or batteries after school. Consequences: Loss of privileges, time out, after school detention, in-school suspension, out of school suspension.

14. COMPUTER TECHNOLOGY

Students must be in compliance with the Network and Internet, School-Issued Accounts Acceptable Use Policy as available on the district website. Consequences: Loss of privileges, time out, after school detention, in or out of school suspension, and possible financial responsibility for any repair of computer equipment or software.

SEARCH AND SEIZURE

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.

RULES AND REGULATIONS FOR STUDENTS RIDING THE BUS

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

Before the bus arrives:

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

Boarding the bus:

- Form a line and wait for the bus to come to a full stop.
- Be polite and take your turn getting on the bus. Do not push or shove.

- If you must cross the street, do not cross until signaled to do so by the driver. Check the traffic, then walk, don't run. Cross at least ten (10) feet in front of the bus.
- Use the handrail.
- Go directly to your seat and remain seated throughout the ride.

Conduct on the bus:

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

- Do not vandalize, deface or litter the bus. Please use waste baskets provided.
- No selling of candy or other items on the bus.
- Do not tamper with safety equipment
- Students will exit the bus only through the front doors - the only exception is during the conduct of emergency drills or an emergency.
- Transportation of animals, insects and glass containers is prohibited.
- Do not harass other students in any way.
- Do not block the aisles or emergency exits.

Leaving the Bus:

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

In Case of Emergency:

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

Violation of the above rules may result in reprimand, parental contacts, and referral to the transportation director or building principal for further actions which may include reprimand, parental conference, detention, suspension of bus riding privilege, Saturday school, and/or out of school suspension.

Suspension of Bus Riding/Transportation Privileges

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

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

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

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

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

BICYCLES

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

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 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.

FIRE/TORNADO/INTRUDER 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.

STUDENT FUND RAISING

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

Fund raising in school must be approved by the principal.

APPENDICES

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) provides parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to amend a record should write the school, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education

programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

**SOUTHWEST LICKING LOCAL SCHOOL DISTRICT
VIDEO RECORDING, PHOTOGRAPHING, AND NEWS RELEASE**

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

Please understand that the school district cannot prevent the publication of your student's likeness and name by the local media, but it will make every effort not to use it in its own publications. It is the district's policy not to post a student's last name with a picture on the district website.

We are asking for you to acknowledge and consent to video recording and photographing of your child. Your consent allows us to make public the pictures and videos we take, knowing that you are aware that your child may appear in these media. If you choose to deny permission, please make your decision known to your child. Let him/her know that when these events take place, he/she should ask to be excused from the picture or video.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, the district provided Google Account and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Designee may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network/email account and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

**SIGNATURE PAGE
FOR SCHOOL AGENDA BOOK
STUDENT/PARENT HANDBOOK
VIDEO RECORDING AND PHOTOGRAPHING AGREEMENT
STUDENT NETWORK/INTERNET ACCEPTABLE USE AGREEMENT**

Student's Full Name (Please Print Clearly): _____

School: _____ Grade: _____

Parent/Guardian's Name (Printed): _____

I have received the Student /Parent Handbook and I have reviewed its content with my son/daughter.

Signature of Parent/Guardian Date Student Signature Date

VIDEO RECORDING AND PHOTOGRAPHING

As the parent or legal guardian of this student, I have read and understand the terms of the School District's Video Recording and photographing Policy.

_____ You have my permission to include my child in photographs and videotapes.

_____ Please do not include my child in any photographs and videotapes at school.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

STUDENT NETWORK AND INTERNET ACCEPTABLE USE & SAFETY AGREEMENT

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Agreement and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet -- i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account for my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: _____ Date: _____

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy, Agreement and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy, Agreement and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

Bus Discipline Guidelines

Bus drivers will complete the referral form that has been established with Mr. Liston who is the district transportation director.

Procedure to be followed:

1. Bus driver may complete a bus write up form and will submit it to the principal or principal designee for their records. The bus driver will contact the parent to discuss the situation that occurred on the bus. Student will receive a warning from the bus driver.
2. Second bus write up may be given to the principal or principal designee. The principal or principal designee, will conference with the student and contact the parent. Student will receive consequence that is worked out between parents and the principal or principal designee, (seat moved, sitting in the front seat, etc.), with the understanding that the next bus write up will result in a suspension from the bus.
3. Third bus write up may be given to the principal or principal designee. The principal or principal designee, will conference with the student and contact the parent. The student will be suspended from the bus for one school day. The student must attend school for the bus suspension to count. Any student missing school on the day of a bus suspension will be suspended from the bus the day they return to school.
4. Fourth bus write up: All procedures in step three may be followed, the bus suspension will be two school days. The same attendance provisions from step three will apply.
5. Fifth bus write up: Same procedures as step three. The bus suspension will be five school days. The same attendance provisions from step three will apply.
6. Sixth bus write up: Same procedures as step three. The bus suspension will be ten school days. The same attendance provisions from step three will apply.
7. Seventh bus write up: The student will be removed from the bus for the rest of the school year.

If at any time there are extenuating circumstances or an elevated incident then the principal or principal designee has the final decision on the length of the bus suspension and or discipline.

Please sign below and return bottom portion to school. Please keep top portion for your records.

Parent Signature _____

Students Signature _____

[Type text]

SCHOOL – PARENT COMPACT

The Southwest Licking Local Schools and the parents of our students, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school district and parents will build and develop a partnership that will help children achieve the State’s high standards.

School Responsibilities

Southwest Licking Local School’s Etna Elementary School, Kirkersville Elementary School and Pataskala Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables our students to meet the State’s student academic achievement standards as follows:** *Each school will teach the state and local board adopted content standards, recognizing the various instructional needs of all students.*
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement.** *This year’s conferences will be held on the following dates:*

October 6.....K-5
October 7.....K-5
October 11.....K-5
January 12.....K-5
January 17.....K-5

- 3. Provide parents with frequent reports on their children’s progress.** *The school will provide reports as follows:*

Interim Report Sept. 23
Report Card Oct. 31
Interim Report Nov. 18
Report Card Jan. 9
Interim Report Feb. 10
Report Card Mar. 24
Interim Report Apr. 28
Report Card Jun. 2

- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as arranged by the teacher and parent.** *Please call the building secretary to arrange a time to speak with your child’s teacher.*
- 5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities.** *Please contact your building secretary to learn about numerous volunteer opportunities. Each elementary building is supported by an active P.T.O. Ask for information about this volunteer group.*

Parent Responsibilities

As parents, we will support our child's/children's learning in the following ways:

- *Monitoring attendance*
- *Making sure that homework is completed*
- *Monitoring the amount of television my child/children watch*
- *Volunteering in my child's school*
- *Participating, as appropriate, in decisions relating to my children's education*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail*
- *Serving, to the extent possible, on policy advisory groups, such as being a Title I parent representative, a member of the district's school improvement committee, a school support team or other school advisory or policy groups.*

Student Responsibilities

As students, we will share in the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parent or guardian all notes and information received by me from my school each day.*

Principal

Parent

Student

Date

Date

Date