



**WICKLIFFE HIGH SCHOOL**  
*Inspiring Students to Learn, Lead, and Serve*

**2018-2019 Student Handbook and Code of Conduct**

**WICKLIFFE HIGH SCHOOL**

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**School Hours – Start: 7:30 AM – Dismissal: 2:30 PM**

**WICKLIFFE CITY SCHOOLS**

**[www.wickliffeschools.org](http://www.wickliffeschools.org)**  
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This document is in alignment with the Wickliffe Board of Education policies at the time of publication. Policies, procedures, rules, information, and guidelines in this handbook are subject to changes in Wickliffe Board of Education Policy, Ohio Revised Code, and United States federal law.

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Bullying / Hazing / Dating Violence

## **GENERAL INFORMATION**

### **WICKLIFFE CITY SCHOOL DISTRICT VISION**

The Wickliffe City School District will be an exemplary district. To that end, the District will:

- Develop a strategic growth plan that will serve as its guidance document for the vision. The plan will be based on an on-going review of quantitative and qualitative data, educational and workforce trends, and the needs of the students and the community. The plan is focused enough to be implemented and evaluated, and broad enough to meet the changing needs of its stakeholders.
- Provide students with a core curriculum complemented with a variety of elective courses and extra-curricular activities. This program will stimulate intellectual curiosity, require students to demonstrate that they have learned how to learn, and enables them to become productive and effective citizens.
- Recognize the importance of each individual student by facilitating each student's transition to and through high school, providing the information and support that enables him/her to develop appropriate educational and career goals, and will monitor the academic, behavior, and emotional progress of each student
- Recruit, hire, and retain individuals with exceptional skill in their field, true passion for the work of education, and extraordinary compassion for people.
- Provide continuous professional development to staff so that they will continue to develop their skills in the ever-changing nature of their work.
- School is a joyful place that provides a warm, inviting, and safe environment. Students will enjoy their school experience, and develop a sense of pride in their school and community
- Recognize the importance of establishing effective partnerships with the larger community (parents, residents, businesses, governmental agencies, and other organizations) and will work to partner with these groups to improve the educational program and the community.
- Recognize that the benchmark for success is student learning, achievement, conduct, citizenship, and character.

### **WICKLIFFE HIGH SCHOOL MISSION**

The high school's central goal is to advance the vision of the Wickliffe City School District, and to do that by creating a positive, engaging learning community that challenges and motivates our students to reach their true potential. We strive to motivate our students to:

- Nurture a positive school culture that promotes strong and healthy relationships
- Adopt a global perspective that fits into a dynamic, shifting, and interconnected world community
- Adhere to values of integrity and accountability for behavior and academic success
- Develop a life-long passion for learning and problem-solving
- Collaborate with all students and staff to reach full potential as contributing members of society

Wickliffe High School is committed to excellence and will utilize emerging technologies and innovations to foster an engaging learning environment. By building positive relationships and fostering real and authentic learning experiences, the district will empower its students to become life long learners who lead and serve in their communities.

## **A MESSAGE FROM WICKLIFFE HIGH SCHOOL**

Welcome to your high school. We are excited for another outstanding year of opportunities for the students of Wickliffe High School, where generations of pride and tradition run deep.

Wickliffe High School is the embodiment of our commitment to provide an outstanding education that prepares students for a fulfilling life after high school. We are committed to providing a dedicated staff, outstanding facilities, and high expectations for quality student performance inside and outside the classroom.

Please familiarize yourself with the contents and important policies contained in this handbook. Our administration and staff are counting on each of you to meet the responsibilities required of good citizens to contribute the time, energy and dedication to make our high school a positive learning environment for all. Please pay special attention to important policies related to student attendance, eligibility, and code of conduct.

Our best wishes to each of you for a successful school year. We look forward to another year of opportunities and celebrations of each of your successes this school year. Wickliffe High School welcomes each and everyone for an exciting and rewarding school year.

### **WICKLIFFE HIGH ALMA MATER**

Wickliffe High forever onward  
Hail be to thee,  
Alma Mater ours forever  
Faithful, proud and free  
  
Love and loyalty we offer  
To you, our great Alma Mater  
On the ridge you stand so proudly  
Hail Wickliffe High

### **WICKLIFFE FIGHT SONG**

Oh when the Wickliffe boys all fall in line, we're gonna win  
again another time.  
And for the Blue and Gold we'll yell and yell, and for the  
football team we'll yell and yell and yell,  
We're gonna fight, fight, fight for every yard, we're gonna  
circle in and hit 'em hard.  
We're gonna put old (opposing school) on the sod, on the sod,  
RAH, RAH, RAH

## **WICKLIFFE HIGH SCHOOL TENETS**

### **POSITIVE SCHOOL CULTURE**

The Wickliffe High School community values the individual learning differences and needs of each student in the building. Communication between staff, parents, and students is important for the success of our school. Students are expected to communicate with all adults and foster the value of treating each other with respect and goodwill. Likewise, staff members will communicate regularly with parents/guardians and students. We strive to motivate students to take ownership in their own learning, enjoy their time spent in the building, and adhere to the principals of our mission and code of conduct. Our students will recognize and celebrate each student's pursuit of education and personal satisfaction. Creating a strong sense of school pride is a part of this vision.

### **PASSION FOR LIFE-LONG LEARNING**

The staff at Wickliffe High School will model for our students the importance of a life-long pursuit of learning. Students will receive assistance in identifying their passions through self-assessment, varied experiences through extra-curricular and technological opportunities, and by receiving regular communication and feedback from counseling staff and teachers with regards to performance. Our students are expected to be inquisitive, curious, and dedicated to problem solving, as these skills are vital in the new global workplace.

### **COLLABORATIVE LEARNING**

Wickliffe High School values collaboration as a part of the district vision. Students will respect each other's right to a positive learning environment. We will reach our full potential as contributing members of society by embracing this value. Students are encouraged to participate in a variety of extra-curricular options to connect themselves to other students and the larger community. Students should draw connections between classes and ask for assistance and intervention if they are struggling. Wickliffe High School will provide students with targeted intervention and feedback, and allow students to grow in a collaborative team environment.

### **ADOPTING A GLOBAL PERSPECTIVE**

Wickliffe High School will challenge students to adopt a global perspective by utilizing technology as a tool for experiential growth and learning. Additionally, students will be encouraged to develop compassion for others through worthy community service and student programming; students will always be challenged to go above and beyond the minimum requirements of service.

## **NOTIFICATIONS AND STATEMENTS**

### **GOOD FAITH**

This handbook is created and updated annually in good faith as a guiding document for parents and students to use as a resource. While most situations and regulations are addressed, this book may not be exhaustive of all circumstances. Anything not directly addressed in this document will be handled by the administration with the best interest and safety of students and the whole campus in mind. In the event that any inaccuracies are present in this handbook, the administration reserves the right to act in good faith to ensure all school functions are successfully administered.

### **STUDENT RECORDS / FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

FERPA gives parents and legal guardians certain rights with respect to their children's education records. Their rights include:

- The right to inspect and review the student's educational records within the timeframe provide in Ohio Revised Code. Parents are requested to provide a written/email request to the principal that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes is inaccurate. They should write to the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate.
- For substantial records requests, the district may charge a per-page fee to cover the cost of reproduction of the requested documents.

The exception to disclosure of student information without consent is the release of directory information. The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: *student name, address, telephone listing, date and place of birth, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received.*

### **TITLE IX POLICY NOTIFICATION**

It is the policy of the Wickliffe Board of Education not to discriminate on the basis of sex in its educational program, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with the Title IX may be directed to: Wickliffe City Schools Superintendent, 2221 Rockefeller Road, Wickliffe, OH 44092

July 2018							<b>WICKLIFFE CITY SCHOOL DISTRICT</b> <b>2018-2019 School Calendar</b>	January 2019						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	
29	30	31					27	28	29	30	31			
August 2018														
S	M	T	W	T	F	S	February 2019							
			1	2	3	4	S	M	T	W	T	F	S	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	
26	27	28	29	30	31		24	25	26	27	28			
September 2018														
S	M	T	W	T	F	S	March 2019							
						1	S	M	T	W	T	F	S	
2	3	4	5	6	7	8	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	24	25	26	27	28	29	30	
October 2018														
S	M	T	W	T	F	S	April 2019							
	1	2	3	4	5	6	S	M	T	W	T	F	S	
7	8	9	10	11	12	13	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	21	22	23	24	25	26	27	
28	29	30	31				28	29	30					
November 2018														
S	M	T	W	T	F	S	May 2019							
				1	2	3	S	M	T	W	T	F	S	
4	5	6	7	8	9	10	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	19	20	21	22	23	24	25	
25	26	27	28	29	30		26	27	28	29	30	31		
December 2018														
S	M	T	W	T	F	S	June 2019							
						1	S	M	T	W	T	F	S	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	23	24	25	26	27	28	29	
30	31						30							

Approved:  
February 22, 2018

- New Teacher Orientation
- Staff Workshop
- First/Last Day of Classes
- No School
- Early Release

## BELL SCHEDULE

Students and staff will follow this bell schedule during the school year unless otherwise noted by the administration. Announcements will take place at the start of first period. Students have a 4-minute bell change to potentially go to their lockers, the restroom, and the next class.

Period	Times
1	7:30 – 8:26 (56 mins)
2	8:30 – 9:18 (48 mins)
3	9:22 – 10:10 (48 mins)
4 Lunch	4a 10:14 – 10:36 (22 mins) 4b 10:40 – 11:02 (22 mins)
5 Lunch	5a 11:06 – 11:28 (22 mins) 5b 11:32 – 11:54 (22 mins)
6 Lunch	6a 11:58 – 12:20 (22 mins) 6b 12:24 – 12:46 (22 mins)
7	12:50 – 1:38 (48 mins)
8	1:42 – 2:30 (48 mins)

### COMMUNICATION

Wickliffe High School offers several methods to ensure effective and efficient communication between parents and teachers. Parents should ensure that the office has updated address, telephone, and email contact information. Parents may contact teachers via email (format: [firstname.lastname@wickliffeschools.org](mailto:firstname.lastname@wickliffeschools.org)) or may contact the main office to leave a message for a specific teacher or team. Please allow 24 hours for a teacher to respond to your communication. District employees are bound by Board of Education Policy and state law and are limited in the amount of information that can be provided to non-parents/non-legal guardians. (See STUDENT RECORDS & FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT).

### COMMUNICATION PROCEDURES

During the course of the school year problems, questions, and concerns will arise. To help ensure that these issues are resolved as effectively and efficiently as possible, Wickliffe High School enforces the following communication hierarchy:

1. Parents should first contact the specific faculty/staff member or coach and allow that individual to address and resolve the issue.
2. In the event that the issue is not resolved, the parent may contact the assistant principal, school counselor, or athletic director for aid in addressing and resolving the concern.
3. The parent may contact the principal to address the issue if the first two steps do not result in a resolution to the issue. The principal may require a parent/staff member conference to address the issue.
4. The parent may contact the Superintendent in the event that steps 1-3 have not resulted in a resolution.



## **THE ACADEMIC PROGRAM**

Refer to the Wickliffe High School Course Catalog.

## **GUIDANCE AND COUNSELING SERVICES**

### **SCHOOL COUNSELORS**

The services of trained School Counselors are available to all students for the purpose of educational, social and vocational assistance. Each student is assigned a counselor and will meet with them at least twice during the school year. However, any time that you have a problem or question regarding school, you should feel free to contact either of the counselors for assistance.

A student who needs to see his/her school counselor may:

1. Fill out a guidance appointment slip, which is found in the guidance office. Leave the appointment request on the board located in the guidance reception area. The counselor will call the student to the office at an appropriate time during the day.
2. In an emergency, a student should see a secretary, counselor, or nurse immediately.
3. A counselor can be contacted before or after school or during lunch periods in the guidance office.

The testing program at Wickliffe High School extends to all grades, nine through twelve. The results from these tests are used in a number of ways. The guidance staff and teachers use them to determine and meet the needs of students. They are used in curriculum studies. They give each student some idea of where he/she stands and can aid him/her greatly in vocational planning. Therefore, all students should put forth their best efforts at test time.

Throughout the year the guidance office announces part-time job opportunities to interested students. Students seeking part-time employment are encouraged to notify the guidance office.

Students and parents may obtain updated information on the Wickliffe High School Guidance website. Our website has a great deal of important and useful information. Please check regularly as updates are frequently made.

### **COLLEGE AND CAREER PLANNING / TEN YEAR PLAN**

As WHS prepares students to be college and career ready, planning and learning about career pathways begins in grade five. Throughout the year many colleges and universities are invited to Wickliffe to acquaint students with their institution, admission requirements, and academic and social programs. Students may visit with as many as three representatives with teacher and counselor approval. Additionally, students will take part in creating their 10-year goals and plans. Wickliffe High School will provide many opportunities for students to learn about potential careers and educational paths. In addition, resources are available in the counseling office to help students with career planning and college selection.

### **COLLEGE VISITATIONS**

Sophomores, juniors, and seniors are permitted to visit colleges during a school day. The maximum days allowed for excused college visitation is two days. Students must present a note from their parents/guardians granting permission to visit a particular college prior to the actual college visit. Upon receipt of a note, the attendance secretary issues a planned absence form that must be signed by the classroom teachers. Teacher notification forms are returned to the attendance secretary. School days missed due to college visitations will not count as days absent for students pursuing outstanding attendance recognition.

### **INTERVENTION ASSISTANCE TEAM**

The Intervention Assistance Team is composed of staff members who provide expertise, support and care for students having difficulties in academic classes or in behavioral responsibilities. This is accomplished by providing extra school and/or community resources to students in need. In addition, this group provides teachers with support and strategies for developing the best plan for student success. Staff or parents should make referrals to the counselor. A school counselor or administrator usually leads the team.

### **SCHOOL TRANSFER/WITHDRAWAL**

Pupils withdrawing from school should obtain a withdrawal permit from the front office secretary. The student should give prior notice to the teacher so that a student may complete all work due prior to the withdrawal date. All fees must be paid and materials must be returned in order for records to be released to the next school. If the pupil withdraws during the summer, the high school office should be notified so that a transcript of credits may be sent to the new school.

### **AGE OF MAJORITY**

Any student who has reached the age of eighteen (18) is still expected to follow all school rules and regulations outlined in the student handbook and the adopted Board of Education Student Code of Conduct. Parents of eighteen-year-olds will continue to be consulted in all decisions related to the student's education.

### **EMANCIPATION RULES**

Requirements for admission and continued enrollment for emancipated individuals:

1. An emancipated person who is at least eighteen but under twenty-two years of age may attend Wickliffe High School if he/she 1) lives in the district apart from his/her parent(s), or any other relatives 2) supports him/herself by his/her labor, and 3) has not been granted a high school diploma or certificate of attendance.
2. Prior to admission, such students must 1) provide documentation of residency, 2) show evidence of at least thirty days of continuous employment, 3) submit a personal budget documenting that income from employment meets or exceeds expenses, and 4) provide a statement from the employer(s) with the student's work schedule demonstrating that the schedule does not interfere with the school schedule.
3. After admission, emancipated students must 1) attend school regularly with fewer than fifteen days of absence, 2) document by the tenth day of each month that living expenses from the prior month have been paid, and 3) document by the tenth day of each month that continuous employment has been maintained by submitting copies of pay vouchers from the previous month.

## **EXTRA-CURRICULAR ACTIVITIES**

### **CLUBS AND SPORTS**

Wickliffe High School encourages students to develop a well-rounded education that involves being a part of the school community by participating in clubs and sports. Students who embed themselves into the culture of the school feel as though they are a part of a positive place and they develop skills to help them multi-task and collaborate to reach goals. Pupils not under supervision of a faculty member are to be out of the building by 2:45 pm on a school day.

#### **Activities**

Blue Devils for Change  
 Student Council  
 National Honor Society  
 Class Officers  
 Rockefeller Road Revue  
 Choir  
 Marching Band  
 Office Aides  
 Yearbook

#### Academic Challenge

Nerd Club  
 Culture Club  
 Green Devils

#### **Fall Sports**

Cheerleading  
 Cross Country  
 Football  
 Golf  
 Soccer  
 Volleyball

#### **Winter Sports**

Basketball  
 Bowling  
 Cheerleading  
 Wrestling

#### **Spring Sports**

Baseball  
 Softball  
 Boys Tennis  
 Track and Field

### **ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY**

To seek membership or participation in any of these activities, a student should request information from the main office or athletic office and become familiar with the following OHSAA Bylaws:

- All beginning ninth graders must have passed a minimum of five of all subjects in which enrolled the immediately preceding grading period.
- Grades 9-12: To be eligible, a student-athlete must have received passing grades in a minimum of five one-credit courses or the equivalent, in the immediately preceding grading period. (Note: Students taking post-secondary options must comply with these standards.) Semester and yearly grades have no effect on OHSAA eligibility.
- In addition, students must have a 1.5 GPA and no more than one F.
- Summer school grades cannot be used to substitute for failing grades from the last grading period of the regular school year.

A student may be denied participation in any extracurricular activity for violation of the Code of Student Conduct for any rule or regulation specific to that activity or for athletes not meeting the eligibility requirements.

## **ATTENDANCE POLICY**

### **ABSENCE(S) (Board Policy JED)**

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, in all cases; the school must be notified of the specific reason for each absence.

Absences after 10 days must be accompanied by a physician's note explaining the reason for the absence.

The Wickliffe City Schools are obligated to follow attendance laws, policies, and procedures as set forth by the Ohio Department of Education and the Ohio Revised Code.

### **Ohio definitions for school attendance**

#### **Habitual Truancy:**

- Absent 30 or more consecutive hours without a legitimate excuse; and/or

- Absent 42 or more hours in one month without a legitimate excuse; and/or
- Absent 72 or more hours in one year without a legitimate excuse.

**Excessive Absences:**

- Absent 38 or more hours in one school month with or without a legitimate excuse; and/or
- Absent 65 or more hours in one school year with or without a legitimate excuse.

Students who meet one or more the above stated definitions will be subject to Ohio attendance laws, policies, and procedures.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student’s family;
3. death in the family;
4. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days) or
8. court appearance obligations.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips out of the District. Students who are taken out of school for trips or vacations are not authorized to do so by the school. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to complete while he/she is absent.

**TARDY TO SCHOOL**

Students are expected to arrive to school on time daily. This means they are in their classrooms, seated and ready to learn, by 7:30 AM each day. The following consequences will be assigned to students accumulating multiple late arrivals to school:

Five tardies in one semester:	Detention
Eight tardies in one semester:	Two Detentions
Ten tardies in one quarter:	Individualized Consequence
Twelve tardies in one quarter:	Individualized Consequence

**ATTENDANCE REQUIREMENTS: EVENING ACTIVITIES**

On the date of any event the student must be in school for at least one-half of the day (7:30-11:00 or 11:00-2:30).

**PLANNED ABSENCE POLICY (SEE LEAVING THE BUILDING)**

No student may leave school at any time without a permit to go home issued by the main office. A student leaving without permission is considered truant for the portion of the day that he/she is not in the building and is subject to disciplinary action. The following is the procedure that students are to follow if they are to receive a dismissal slip for a planned absence to leave school for an excused reason:

1. Bring a note signed by your custodial parent stating the reason (see below ‘Reasons for a Planned Absence). Phones calls will not be accepted.
2. Pick up your dismissal slip from the main office after first period.
3. When you leave the building you will need to sign out on the designated sign out sheet in the main office, noting the time that you are exiting the building. You may only enter and exit the building through the main doors by the main office.
4. If you are returning to school the same day the dismissal pass is issued, report to the office and sign in.
5. ***Upon your return to school, bring written verification of your appointment to the main office.***

Reasons for a dismissal slip are as follows:

1. Medical or dental appointment and/or treatment confirmed by a doctor. Student must provide the administration with documentation from a doctor or dentist upon returning to school.
2. Death of a family member or to attend a funeral
3. Religious holidays

4. Court and/or legal requirements. Student must provide the administration with documentation from the court upon returning to school.
5. Extenuating circumstance, which in the judgment of the administration constitutes a good and sufficient cause for absence from school.

## **CLINIC / HEALTH SERVICES**

### **SCHOOL CLINIC**

The primary goal of the clinic in the school setting is to strengthen the educational process. The school clinic helps students acquire health knowledge, develops attitudes conducive to healthful living, and meets needs resulting from disease, accidents, congenital defects or psycho-social adjustments. The health status of a student bears a direct relationship to the quality of the student's educational achievement. To maintain an optimum health status for learning, some students may require medication. When it is necessary for students to receive medication, the following guidelines are to be followed:

The administration of any drug (prescription or over-the-counter) must be accompanied by a written order from a physician, as well as the permission of the parent or guardian, to administer the medication. Medication administration forms are available in the school office and can also be accessed from the district website.

Parent permission must indicate they have given their approval for both the specific medication to be given and for the approved personnel to administer the medication

New medication administration forms must be submitted at the beginning of each school year and no initial dose of medication is to be given at school.

If a student becomes ill or is hurt in school, he/she must not leave the building, but must report to the clinic. **Students cannot be signed out for illness without first visiting the clinic.** Students are not to use cell phones to contact parents regarding signing out due to illness. Students who need to see clinic personnel during class time should have a pass from their teacher before reporting to the clinic. When the clinic is closed, students should report to the main office. Student may not remain unattended at any point when ill. Students must communicate and are required to have passes moving to and from the clinic.

### **EMERGENCY MEDICAL FORMS**

Wickliffe High School REQUIRES that emergency information for each student be supplied by a parent or legal guardian by the first day of school. The purpose of the emergency medical information and authorization is to enable parents to authorize EMERGENCY treatment for children who become ill or injured while under school authority when parents cannot be reached. If parents are out of town or are unavailable for an extended period, the name and phone number of the temporary guardian must be given to the school office. This is to ensure the safety of your child. A copy of this form is available in the high school office or on the district website; copies will also be mailed home during the summer months.

### **INHALERS/EPI-PEN**

In order for a student to possess and use an inhaler at school, he/she must have written approval from the student's physician, parent, or other caretaker, and demonstrate to the school nurse, or health specialist, appropriate use of the inhaler. The principal and/or the school nurse/health specialist must have received copies of these required written approvals.

### **FOOD ALLERGIES**

Food allergies can be life threatening. The foods most likely to cause an allergic reaction are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Because peanut allergies are the most common and severe, we request that parents and students do not bring in any peanut or nut containing products for classroom celebrations and projects. To help reduce the risk of accidental exposure to these foods we ask that you follow these guidelines:

- If a student has a food allergy, the parent must inform the school at the beginning of each school year using the Emergency Medical Form (which are mailed home during the summer, or can be picked up at the district website and high school office). Please call the school nurse/health specialist prior to the first day of school to discuss specific food allergies.
- If an Epi-pen has been prescribed, please make sure one is available at school.
- Students should work with their parents and health professionals to learn ways to manage the allergy at school.
- Students with allergies should only eat snacks that they bring from home

## **BUILDING POLICIES, PROCEDURES, AND GUIDELINES**

### **ACTIVITY/CLUB ACCOUNTS**

All money collected from activities, clubs, etc., must be turned in by 8:15 AM the following morning to the high school bookkeeper. District procedures and Wickliffe City School Board policy must be followed; please see section IGDG. All fundraising activities engaged in by school groups must have prior approval by the principal. The request should be submitted by the advisor to the principal three weeks before the activity is to begin. In addition, an accounting of all moneys raised and spent is required for all fund raising activities. Deposit of funds must be followed according to district procedure and board policy.

### **ALL-CALL/REVERSE 911 SYSTEM**

The High school regularly sends out timely updates regarding events and important information.

### **ANNOUNCEMENTS**

Announcements will be made at the beginning of first period. Students are to remain seated in their first period classes and talking is not permitted during these announcements, as the information being provided is often very important for students and staff to hear. The announcements are posted outside of the main office and can often be found on the school website, as well.

### **ASSEMBLIES**

From time to time, the high school will hold various student assemblies for different situations (pep rallies, special speakers, student government day, etc). Assemblies are great for establishing school spirit and creating a positive school culture. We expect our students to represent our district with proper behavior at all times. Students should conduct themselves with good taste. Poor behavior at assemblies may result in non-participation at future assemblies and consequences assigned by the office.

### **BEFORE THE SCHOOL DAY BEGINS**

Upon entering the building, students shall report to the cafeteria until 7:20 AM. At 7:20 AM, students may go to their lockers and get books needed for the morning classes. Orderly conduct is expected. When the three-minute warning bell rings at 7:27 AM, all students should report to their first period class.

### **BUS RULES AND REGULATIONS**

State law and the transportation department determine bus rules. Students may receive disciplinary consequences from both the transportation department and the school.

### **CELL PHONE and ELECTRONIC DEVICE USE (Board Policy JFCK)**

All students are permitted to have electronic devices that are used for educational purposes under the direction of a classroom teacher. Electronic devices may not disrupt the educational process. The administration reserves the right to confiscate any items considered inappropriate for a school setting.

All personal electronic devices must be used in a responsible and legal manner. Students using their own devices are subject to the District Acceptable Use Policy and Guidelines, Board approved Bring-Your-Own-Technology guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and/or disciplinary action as appropriate.

1. Students and parents understand the school accepts **no responsibility** for lost/damaged cell phones.
2. Any inappropriate/unauthorized use of a cell phone will result in confiscation of the phone until the end of the day. A second offense will result in confiscation until a parent comes to the school to retrieve the device. A third offense will result in confiscation of the phone, parent retrieval, and after school detention. Any offenses past the third will result in confiscation, parent retrieval, and progressive discipline.
3. The possessing, taking, or sharing of obscene or illegal images, whether by electronic data transfers (i.e. texting, e-mailing, etc.) may constitute a crime under state and/or federal law and may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
4. **The contents of a cell phone may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the student Code of Conduct.**
5. Any electronic device that can cause a disruption is not permitted in school at any time. Cameras and video recorders are permitted only when required as part of a school assignment. **Unauthorized use of camera phones, cameras, video equipment or any other recording device for taking pictures of or recording school personnel, students, or documents is strictly prohibited. This prohibition applies in all situations within the school's jurisdiction. Unauthorized use and/or video or audio recording of other students or staff may result in disciplinary consequences including suspension from school.**

### **EARLY RELEASE/LATE ARRIVAL**

Students who do not have a class at the beginning or end of their day will be assigned to a study hall. Students may apply for early release and/or late arrival provided that they meet specific criteria. These criteria will be outlined on the early release/late arrival application. The privilege of early dismissal/late arrival may be restricted at any time.

### **ENTRANCE AND EXIT FOR TECH/CCP/OUTPLACED**

Students that attend Tech or CCP or any outplaced programs must sign in and out upon entering and exiting the building. If they are exiting the building and their bus has not arrived yet, they are to wait quietly in the cafeteria until their bus arrives. If students return to the building from their program during a class period, they are to sign in in the main office and proceed directly to the cafeteria to wait for the bell to ring for the next class period. The students are not permitted to go to their locker or any other part of the building unless they receive permission from the main office staff.

### **FEES & FINES**

School fees and fines will be announced by your subject teachers and can be found on the high school website. All students will be required to pay their fees within fifteen days after the beginning of each semester. Band, athletic, and any other school uniforms are to be returned to the school when the teacher or coach asks for them. If a student cannot produce a school uniform (band, athletic, etc.) upon the coach's request, or it has been lost or destroyed, he/she must pay for the uniform. All accrued fees and fines must be paid before a student can graduate. *If fees and fines are not paid, students are not permitted to participate in the Commencement Ceremony and no transcript will be sent to future educational institutions or businesses.*

### **FIRE ALARM/DRILL PROCEDURES**

Every student should be aware of fire signs posted in every room of the school. In case of an alarm, you should first respond to the immediate command of the supervising teacher, then proceed quickly and silently to the designated area outside the building via the proper passage or exit.

### **FOOD AND BEVERAGES**

Food and beverages (other than water) are not permitted in the classrooms.

- Food and beverages brought from home or purchased at school to be consumed at lunch should be kept in the student's locker until his/her scheduled lunch period.
- Water in a clear container is permitted in the classroom.
- Students may not bring beverages to school in coffee mugs or other containers that conceal the contents.
- Students who do not have a scheduled lunch period must make arrangements with one of their teachers during the lunch periods for permission to bring food to class.

### **HALL PASSES**

Students are only permitted in the halls during bell change times in between classes. Passes issued for students by teachers shall be for emergencies only. WHS expects all students to play their role in creating a respectful and peaceful environment. All students must have a hall pass during class time unless otherwise specified by their classroom teacher. Students shall use the nearest restroom to the room they are in at the time. When walking in the hall or outside the building, students will not disturb classes that are in session.

### **GYM LOCKERS**

Students should have a personal lock for their gym locker. The school is not responsible for stolen, missing, or damaged property.

### **INTERNET USAGE/ACCEPTABLE USE POLICY (Board Policy EDE-R)**

The purpose of these administrative guidelines is to provide District network and Internet access for educational purposes. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology and (3) enhance information gathering and communication skills. The student and his/her parents/guardian are given a copy of these guidelines, the Frequently Asked Questions About the Internet and the Rules of Etiquette When Using a Computer Network and are required to sign a form agreeing to abide by them. If the form is not signed and returned to the student's school office or if the form is returned indicating that a student is not to independently access the Internet, the District will not provide the student with the right to independently access the Internet or District network.

The intent of these guidelines is to ensure compliance with all District network and Internet acceptable use policies approved by the District.

1. The use of the District network and Internet access is a privilege, which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software and the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or message. The District reserves the right to remove files, limit or deny access and refer the student for other disciplinary actions.
2. Users will not reveal their personal home addresses or phone numbers or those of other students or colleagues.

3. The District reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable. Students are not to use their District-approved technology to obtain, view, download or otherwise gain access to such materials.
4. All information services and features contained on the District network or the Internet resources are intended for the private and exclusive use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e., advertisements, political lobbying) in any form is expressly forbidden.
5. Each user is responsible for the appropriate use of his/her access privilege, e.g. account and password. Any problems or misuse that arise are the responsibility of the user and will be grounds for loss of access privileges and other discipline.
6. Each user shall not view, use or copy passwords, data access, or networks to which they are not authorized.
7. Any misuse of the District network and Internet access will result in suspension of the access privilege and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - A. intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users;
  - B. users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
  - C. developing and/or transmitting inappropriate graphics;
  - D. transmitting sexual or ethnic slurs and/or jokes;
  - E. soliciting other users or permitting unauthorized access;
  - F. misrepresenting other users on the network and/or Internet;
  - G. disrupting the operation of the network and/or Internet through abuse of the hardware or software;
  - H. malicious use of the network and/or Internet through hate mail, harassment, profanity, vulgar statements, discriminatory or offensive remarks;
  - I. interfering with other's use of the network and/or Internet;
  - J. extensive use for non-curriculum-related communication;
  - K. illegal installation or copyrighting software;
  - L. unauthorized downloading, copying or use of licensed or copyrighted software;
  - M. allowing anyone access other than the account holder or
  - N. placing copyright material on the system without the author's permission.
  - O. sending or forwarding spam, chain letters, or other mass unsolicited mailers.
8. The use of District network and Internet access resources are for the purpose of (in order of priority):
  - A. support of the academic program;
  - B. telecommunications;
  - C. general information and
  - D. recreation.
9. The use of District-owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. The District reserves the right to determine which uses constitute acceptable use and to limit access to such use. The District also reserves the right to limit the time of access and priorities among competing acceptable users.
10. The District network and Internet access do not warrant that the functions of the system will meet any specific requirements the user may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation or inability to use the system.
11. Users are required to diligently delete old mail messages on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
12. The District and/or network reserve the right to log Internet use and to monitor electronic mail space utilization by users. Therefore, the District may periodically make determinations on whether specific uses of the network and Internet are consistent with the acceptable use practice.

13. Should the user transfer a file, shareware or software which infects the network with a virus and causes damage, the user will be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the District.
14. The user may not transfer or download any file, shareware or software from information services and electronic bulletin boards without the permission of a teacher or administrator. The user will be liable to pay the cost or fee of any file, shareware or software transferred, whether intentional or accidental, without permission.
15. The District reserves the right to revoke user access on the District network and Internet to prevent unauthorized activity.
16. Users are expected to report security virus or violations to a teacher or network administrator.
17. Students or staff who violate these guidelines or who violate any other provisions of the Code of Student Conduct or other Board policies or rules in connection with the use of Internet or District network, are subject to disciplinary action including denial of the privilege of Internet or District network access as well as other discipline action including detention, suspension or expulsion depending on the degree and severity of the violation.

#### Disclaimer of Liability

The District shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions or third parties encountered through a computer network; for any changes incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the District to guarantee confidentiality of email sent and received over any computer network.

#### **LEAVING THE BUILDING**

**Once students arrive on school property, they are not permitted to leave the building or grounds at any time during the school day unless proper procedures are followed.** This includes acquiring an exit pass from main office personnel, then signing out in the main office. The school day officially begins when a student arrives on school property. The school day officially ends when his/her last scheduled teacher dismisses the student.

#### Students normally leave school for the following reasons:

1. Illness (sent home by the clinic or other school personnel after parent contact).
2. Doctor's appointment (released by main office personnel with note brought in from parent prior to time of appointment).
3. Personal (at the discretion of administrators).

Students will only be released with a written note from the student's parent/guardian specifying the legitimate and specific reason for leaving school. Phone calls will not be accepted as a method of excusing a student from school.

Students are released only to a parent or guardian, except in emergency situations (determined by an administrator). In an emergency situation a student will then also be released only to those individuals listed on the student's emergency medical card as an emergency contact.

#### **LOCKERS**

Lockers are the property of Wickliffe High School and are assigned by the office for the convenience of students. Only school related materials are to be stored in lockers.

- Lockers should not be shared with other students.
- Lockers should be kept clean and kept locked at all times. Sums of money and other valuables should not be kept in school lockers. The school is not responsible for items stolen or left behind.
- Each student will be required to use the school issued lock and locker assigned to them.
- Pupils are permitted to go to their lockers before school, during hall passing times, and at the end of their school day, or when a teacher grants permission.
- No coats, jackets, etc., should be taken to the pupil's last period class, or assembly.
- Any decoration of lockers must be done according to guidelines established by the main office. Any questions or concerns should be directed to the assistant principal.
- The administration reserves the right to search a locker if reasonable suspicion exists that drugs, alcohol, tobacco, weapons, or any other item detrimental to an individual(s), may be present within the locker.

#### **LOST AND FOUND**

The lost and found is located in the main office. It provides a means by which lost articles may be returned safely to their owners. Articles found are to be taken directly to the office. If a student is missing an item, this is a great first place to check.



## **LUNCH**

Lunch may be brought from home or purchased at school. While the lunch hour can be a welcome break from classes, it also must be a time where proper etiquette is followed. Good manners should always be displayed.

- Lunches may not be eaten outside of the cafeteria, unless there are prior arrangements made with a classroom teacher or because scheduling forces it
- Students are not to order lunch from outside the school or bring lunches in for one another (ex. Pizza)
- During their assigned lunch period, students are to remain in the cafeteria during the entire period unless they have permission from the cafeteria monitor or administration.
- Students are to throw their trash away and keep their area clean.
- Students are not permitted to leave the building for lunch.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (Board Policy JP)**

### Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a system-wide basis. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

### Prohibited Practices

The District does not engage in practices prohibited by State law.

### Restraint

Physical restraint may not be used as a form of punishment or discipline or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. Restraint may be used only as specified by Board policy JP.

### Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control. Seclusion may be used only as specified by Board policy JP.

### Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of meeting those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

### Training and Professional Development

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session. All student personnel, as defined by OAC 3301-35-15 are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

## **POSTERS**

Any student wanting to display a poster in the classroom must obtain permission from that specific teacher. Any student wanting to display a poster or sign anywhere else in the building must obtain permission from the school administration before doing so.

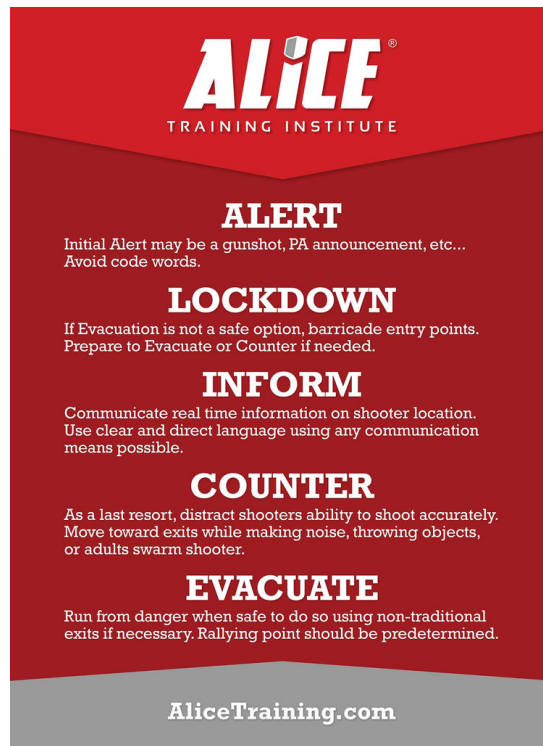
## **SCHOOL DANCES**

School dances are held at various times throughout the school year, bringing students together socially at the school, or off site. All school rules will still apply at school dances. In addition, students will not be permitted to leave the building/site and then return to the dance. Students must arrive by the specified time in order to enter. Students may be subject to drug and/or alcohol screening to enter. Student's attire and dance must be appropriate for the occasion and good taste should be practiced. Any group wishing to sponsor a dance must seek prior approval from the faculty sponsor and the principal. A list of appropriate chaperones must also be submitted and confirmed.

For prom, students must be passing four classes in order to attend. The administration will select a date that grades will be checked and eligibility will either be confirmed or denied at that point.

## **SCHOOL SAFETY/ALICE ALERT/DRILL (Board Policy EB)**

The state of Ohio requires that schools have at least one school safety drill per year; however, additional practice drills may take place. Safety drills have a purpose – to ensure student and staff safety. In the case of an emergency situation students and staff will be notified by PA announcement as to specific information and/or instructions.



## **SPORTING EVENTS**

Visitors from other schools and members of the community will gain a lasting impression of Wickliffe High School from the way we conduct ourselves during games at home and away. Students represent their families and the district and are expected to show school spirit, cheer for the Blue Devils, and do so with good taste and sportsmanship at all times. We encourage students to be in attendance at our athletic events, as it creates a sense of unity that we want to achieve at the high school. If rules and proper decorum are not maintained at events, however, disciplinary action can be taken by administration.

## **STUDENT PARKING**

A limited number of spaces are provided in the student parking lot for seniors and juniors who receive permission to drive to school. Students who wish to park their car on campus are required to obtain a parking permit from the office. Student drivers are to use only the student parking lot (the parking lot in the front of the building to the south of the Board of Education offices and the parking lot on the Northwest side of the building up until the yellow line). Parking elsewhere will cause your car to be ticketed, towed, or result in the student losing their parking privileges. A student who parks in an area other than the student parking lot, or who parks in the student parking lot without an affixed parking permit (or special written permission), may receive a parking citation from the Wickliffe City Police Department. Students wishing to drive to school must register with the office and meet the requirements listed on the forms for car registration. Students must clearly display their parking tag from their rearview mirror. School officials have the right to inspect the inner contents of any vehicle that is parked on school property. Students who drive recklessly or inappropriately on school property at any time will face disciplinary action and will lose their privilege to drive to the High School. The Wickliffe City School District accepts no responsibility or liability for vehicles parked in District-owned parking lots, or the contents therein. Individuals using District parking lots do so entirely at their own risk.

## **SCHOOL PSYCHOLOGIST**

The school psychologist is available to students through referral by a counselor, administrator, teacher, or parent. The school psychologist provides services in the fields of guidance, standardized testing, individual child study, and special education evaluations.

## **SCHOOL VISITORS**

It is the policy of the Wickliffe City Schools that all visitors are required to report to the main office directly upon entering the building. Violators will be considered to be trespassing and appropriate action will be taken. This is for the protection and security of all students. Anyone entering the building during the day must enter through the main entrance (Door #1). Visitors will not be allowed in any other part of the building without permission from the administration. Visitors are not permitted to come in and eat lunch in the school cafeteria with any student. The Board of Education has outlined specific procedures for parents/guardians who wish to observe a classroom. Those specific procedures can be found in Board Policy KK-R.

## **SEARCH AND SEIZURE**

Student lockers, desks, cabinets, and similar property are the property of the Wickliffe City School Board of Education provided to students as a convenience for their use. Therefore, lockers and other such property carry no expectation of privacy for the students who occupy them. This property and their contents are subject to search at any time.

## **SKATEBOARDS, ETC.**

Skateboards, roller blades, roller skates or scooters may not be used in the building or on school property. Using these items in school or on school grounds may result in confiscation, parent notification and/or retrieval, and/or administrative discipline.

## **SPEECH AND LANGUAGE**

A Speech/Language Pathologist is available for testing, diagnosis, therapy, and corrective instruction for speech problems.

## **STUDENT DRESS (Board Policy JFCA)**

The school is the student's place of business. Dress and appearance should reflect this attitude. In general, clothing should be attractive, practical, comfortable, simple and modest. It should also be appropriate for participation in school activities and for the weather.

The school retains the right to rule against specific items of clothing and general appearance. In some cases, any student whose clothing or appearance is sufficiently offensive or disruptive as to impair either the student's learning or the learning of others will be sent to the office. If the violation cannot be immediately corrected, the student will be kept in the office until it is corrected.

It is expected that all students will be neat, clean, and appropriate while attending school. These specific guidelines will be followed:

1. Undergarments should never be visible.
2. Shirts, blouses, and dresses should cover the entire torso. Strapless shirts, spaghetti straps, off-the-shoulder tops, and low-cut tops are not allowed.
3. Transparent fabric, and mesh material are not acceptable unless an appropriate undershirt is worn with it.
4. Vulgar, offensive, and objectionable pictures or advertising are not appropriate for school and are not permitted. This includes, but is not limited to, references to illegal behavior, obscenities, hate speech, and alcohol/drugs.
5. Only prescription eyeglasses and/or prescription sunglasses are permitted.
6. Book bags and coats/jackets should remain in lockers during the school day unless staff members grant specific permission.

We strive for consistency. Administrators and teachers will determine dress code offenses. It is understood that no dress code policy can seek to cover all eventualities nor can the policy predict fashion trends. Therefore, anything that may cause a distraction to the educational process or is deemed inappropriate by administration is not permitted. If there is doubt as to whether or not an item of clothing is acceptable, do not wear it.

## **TEXTBOOKS, SUPPLIES, TECHNOLOGY HARDWARE, AND PROPERTY**

Except for workbooks and other supplies students retain, all books are the property of the Board of Education and are loaned to students who are responsible for them throughout the school year. Students in certain subjects (technology, art, music, etc.) may be required to pay a nominal fee for the use of such supplies. Fees for special events and pay to participate are separate fees. The parents will assume the cost of damaged/lost texts, lost or damaged technology hardware, or other school property that is damaged. Parents may also be responsible for necessary repairs as a result of damage to school property.

## **TORNADO ALARMS/DRILLS**

The signal for the tornado alarm/drill will be an announcement over the PA system. During a tornado alarm/drill, students **must** observe the following regulations:

1. Remain silent.
2. Listen for direction via the PA system.
3. Carefully follow the instructions of the staff member.

As a general rule, students in most classrooms will report to an assigned hallway and kneel, in a single line, close to and facing the lockers. Teachers will give specific instructions in the event of an alarm/drill.

## **WORK PERMITS**

The child labor laws of the state of Ohio require that all persons must have a work permit until the age of 18 if they wish to work. These laws exist to protect the welfare of each student by requiring certain standards of employers. Therefore, you must get a work permit for any job you hold until you are 18 years of age.

The following procedure is used at Wickliffe High School to obtain a working permit:

1. Obtain employment.
2. Pick up your Application for Employment Certificate from the high school front office.
3. Have the form completed:
  - a. By the applicant and parent
  - b. By the employer
  - c. By either the family physician or company doctor
4. Take completed card, together with Birth Certificate to the main office secretary and sign the Age and Schooling Certificate.
5. Report for work.
6. When you discontinue your work with that employer, he will return your work permit to the Student Personnel Office.
7. A copy of your permit is sent to the Ohio Department of Industrial Relations at Columbus.
8. If you change jobs, the above steps must be repeated to get a working permit for your new job with one exception; your physical examination is good for one year.

## **STUDENT CODE OF CONDUCT (Board Policy JFC)**

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

The Board’s philosophy is that good order and discipline are best thought of as being positive, not negative; of helping a student to adjust rather than as punishment; of turning unacceptable conduct into acceptable conduct. Order and discipline are largely a matter of morale, of positive classroom atmosphere and interpersonal relationships and of self-discipline and pride.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable up to and including suspension or expulsion. The rules and standards set forth apply to conduct on school premises, on school buses or any other school vehicle, or involving school property or at any school-sponsored event or function. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs or conduct that is inimical to the welfare of the school, other students or school personnel.

Determination of what penalty to apply will be made by the appropriate administrator, consistent with Board of Education policy and state law.

The Board will comply with all provisions of State law with reference to the procedural standards for the suspension, expulsion, emergency removal and permanent exclusion of students from public schools.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a

school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters that might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The rules and standards set forth apply to conduct on school premises, at school events, on school buses, or involving school property. Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose, or creates a likelihood that it will interfere with the health, safety or well-being, or the rights of other students, is prohibited. Violation by a student of one or more of the rules of conduct will result in disciplinary action(s) such as parental contact, assignment of detentions, Saturday School, In-School Restriction (ISR), emergency removal, suspension, and/or expulsion. Respect will be emphasized. Disrespect toward students, teachers, and administrators will not be tolerated. This code is consistent with the district's more detailed code of conduct and board policies.

## **PROHIBITED CONDUCT**

1. Damage or destruction of District or private property.
2. Smoking or possession of smoking materials including electronic cigarettes.
3. Use of threats, profanity or obscene language, written or verbal, directed toward or in the presence of school personnel, other students or visitors. This shall include use of obscene gestures and signs and publication or distribution of obscene materials authored by others.
4. Insubordination in refusing to comply with directions of school personnel or otherwise acting in defiance of school authority.
5. Truancy from class or school.
6. Repeated tardiness to class or school.
7. Possession, consumption, transmittal, evidence of use, sale or being under the influence of alcoholic beverages, illegal narcotics or drugs, a counterfeit controlled substance or look-alike drug or possession of paraphernalia for use with drugs. Transfer of prescription drugs of any kind is prohibited, as is possession or use of any prescription drug for which the student has not been written a prescription. Violation of this section may also result in notification to the registrar of motor vehicles and the county juvenile judge.
8. Damage, destruction, theft or unauthorized removal of school property or equipment or personal property of any school personnel, another student or visitor and/or the possession of any stolen property.
9. Use, possession, handling, transmittal, selling or concealing any object that can be classified as a weapon or dangerous instrument, including a knife or firearm, while on school grounds, at school-sponsored or related activities, functions or events off school grounds or at any other time the student is subject to the authority of the school is prohibited. The definition of a firearm shall include any weapon or facsimile (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are prohibited from bringing a firearm or facsimile on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities.

Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis. Matters which might lead to a reduction of the expulsion period include: An incident involving a student with a disability and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator or any other reason relevant to each incident. Students are also prohibited from bringing or possessing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above. Violation of this section will also result in notification to the registrar of motor vehicles and the county juvenile judge.

10. Fighting among two or more students.

11. Assault, assault and battery, any inflictions of physical harm or threat thereof to any school personnel, other student or visitor.

12. The act of extortion (strong-arm or shakedown) from any person.

13. Violation of parking lot regulations.

14. Loitering in unauthorized areas.

15. Disruption of school; students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

- occupying any school building, school grounds or part thereof;
- blocking the entrance of any school building or corridor or room therein;
- setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
- making by telephone call, letter or other means a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds. The Superintendent is authorized to expel a student from school for up to one full year for making a bomb threat to a school building or to any premises at which a school activity is occurring;
- activating or attempting to activate an emergency alarm system in the absence of an emergency;
- preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing function of any school, class or activity or any lawful meeting or assembly on or off the school property;
- preventing or attempting to prevent students from attending class or any school-sponsored or related activity or event;
- except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored activity or event;
- continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.

16. Disrespect - to intimidate, insult or in other manner abuse verbally or in writing, any member of the school staff or student body. Disrespect includes distributing or publishing any material, regardless of who authored the materials, which includes defamatory statements about any individual or ethnic/racial/religious group.

17. Forgery - falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms or correspondence that is school related.

18. Unauthorized fire setting.

19. Failure to serve or adhere to consequences assigned by teachers, educational aides, bus drivers, principals or other administrators or any other appropriate school personnel.

20. Harassment and/or hazing - students shall not threaten, act or participate in any act or acts that injure, degrade, disgrace or tend to injure degrade or disgrace any student.

21. Sexual harassment - is any activity of a sexual nature that is unwanted or unwelcome including, but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling or pressure to engage in sexual activity. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he/she is a victim of sexual harassment in violation of this policy should immediately notify the Superintendent, who is the Title IX coordinator, or the student's building principal or other administrator with whom the student feels comfortable. A complete copy of the District's sexual harassment policy may be obtained by contacting the building principal.

22. Electronic devices - A staff member must approve the use of electronic devices. The administration reserves the right to confiscate any items used inappropriately or without the permission of a staff member. Students may not record/video other students or staff. (See CELL PHONE & ELECTRONIC DEVICE USE.)

23. Failure to provide evidence/providing false information/lying - students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving, false or fictitious accounts to any school official, police official, fire official or any other person acting in an official or lawful capacity.

#### ACADEMIC HONESTY

Honesty is essential to both individual and institutional integrity.

- Cheating is defined as an attempt by a student or students to better their grade on any graded assignment, oral or written, by methods or devices beyond those that are permitted by the classroom teacher.
- A student who helps another student cheat is considered equally guilty and is subject to the same penalties.
- The student whose name appears on the assignment should complete all student work. Parents/guardians and other adults may assist the child, but ultimately, the student is responsible for the completion of each assignment.

#### PLAGIARISM

Plagiarism is an act of fraud.

All of the following are considered plagiarism:

- turning in someone's else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work

24. Violating acceptable use policy - students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.

25. Dress and appearance - students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others and which does not distract from the educational environment.

26. Trespassing

- Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.
- Students already under suspension, expulsion or emergency removal shall not enter upon grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal.

27. Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Ohio Revised Code) is prohibited and may subject the offender to expulsion of up to one year.

28. Gangs are prohibited. A gang is defined as any non-school-sponsored group; possibly of a secret or exclusive membership, whose purpose or practice includes the commission of illegal acts, violation of school rules and regulations, establishment of territory or turf or any action that threatens the safety or welfare of others. Gang activities such as initiation, recruitment, wearing of colors (items or articles that are gang membership identifiers), fighting, assault, hazing or establishing turf on titled school property, at school functions and school-related activities are prohibited.

29. Other Conduct - It should be noted that other possible student conduct, persistent disobedience, or gross misconduct might also serve as grounds for suspension or expulsion when the conduct violates the criminal law or is contrary to the school's educational mission.

30. Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Any student responsible for making a false report of that nature may be subject to school discipline up to and including expulsion from school.

## **DISCIPLINE**

To provide the very best possible learning situation, Wickliffe High School students are expected to adhere to the established basic standards in the classroom and throughout the school. Any student who causes a disruption, thus depriving others of learning opportunities, will be subject to consequences for his/her actions. Insubordinate behavior will not be tolerated. Parents are expected to assist the staff in promoting good discipline relative to the learning situation in school. All students have the right to be free from any form of intimidation, harassment, or other threat against them. Wickliffe High School will be a safe environment for all students and those who would violate the safety of others will be subject to consequences for his/her actions. In addition, any student who is disciplined for a violent/threatening offense may be required to have a threat assessment completed.

The Wickliffe City School Board of Education adopts the Code of Student Conduct annually. Rules and regulations are consistent in all grades, with the administration at each building level given the latitude to exercise discretion in applying behavior modifying techniques. Corrective measures may differ based on age, maturity, grade, number of other offenses, and severity of the offense.

## **DUE PROCESS**

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of his/her rights.

Due process procedures are:

1. applied equally to all and
2. enforced in a manner that involves:
  - A. adequate and timely notice and opportunity to prepare a defense;
  - B. an opportunity to be heard at a reasonable time and in a meaningful manner and
  - C. the right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

## **AFTER SCHOOL/DETENTION**

After school/Detention is an alternative discipline measure that may be used by an administrator. The exact times and location will be provided to the student prior to the assignment. Students are expected to bring schoolwork and remain on task. Failure to report, leaving early, being tardy, or misbehavior during detention may result in further disciplinary consequences.

## **EMERGENCY REMOVAL**

Pending completion of the procedures set forth in Suspensions or Expulsions, when circumstances are such that a student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or at school-sponsored or related activities or events, the Superintendent, principal or assistant principal may remove a student from curricular or extracurricular activities or from the school premises, for a period not exceeding 72 hours, without complying with the notice and hearing requirements for suspension or expulsion. In like circumstances, a teacher may remove a student from curricular or extracurricular activities under his/her supervision without complying with the notice and hearing requirements of suspension or expulsion. As soon as practicable after making such removal, the teacher shall submit the reasons for removal to the principal in writing.

If a student is removed, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student, as soon as practicable, prior to the hearing. The hearing must be held within three school days from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure for suspension unless it is probable that the student may be subject to expulsion. In that event, hearings shall be held in accordance with the procedure for expulsion, except that the hearing shall be held within three school days of the initial removal. The school official that ordered, caused or requested the student's removal shall be present at the hearing.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than 24 hours and is not subject to suspension or expulsion.

## **SUSPENSION**

Suspension is defined as the denial to a student, for a school period of at least one but no more than 10 school days, of permission to attend school and to take part in any school. Suspension may be extended beyond the current semester or school year. This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than 24 hours and is not subject to suspension.

When the alleged misconduct becomes known, the student will be given written notice of the intention of suspension and the reasons



for such action by the Superintendent, principal or assistant principal. The student will be given an opportunity to appear at an informal hearing before the Superintendent or his/her designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within one school day after the time of a student's suspension, the Superintendent, principal or assistant principal shall send written notice of the suspension to the student's parent, guardian or custodian and the Treasurer of the Board. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian or custodian to appeal the suspension to the Board's designee within seven calendar days of the suspension order.

#### Suspension Appeals Procedure

1. A student or his/her parent, guardian, or custodian may appeal his/her suspension to the Board's designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board not later than seven calendar days after the suspension letter was mailed. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the suspension or expulsion.
  - The Board, by a majority vote of its full membership or by the action of its designee, may affirm the suspension or may reinstate the affected student or may otherwise reverse, vacate or modify the order of suspension.
  - The Board appoints the Superintendent as its designee to hear all suspension appeals, except where the suspension was issued by the Superintendent. If the Superintendent issued the suspension, the Board appoints the Elementary School Principal as its designee to hear the suspension appeal. All appeal hearings on suspensions and may be heard in executive session at the election of the party appealing. The Board or its designee shall take action on the suspension or appeal in public session.
2. A verbatim record shall be kept of all hearings under this paragraph.
3. Decisions of the Board or its designee may be appealed under State law.

#### **EXPULSION**

Expulsion is defined as the denial to the student, for a period exceeding 10 school days, of permission to attend school and to take part in any school function or the denial or permission to attend a particular class or classes or to take part in an activity for such a period. Expulsions may extend beyond the current semester or school year.

Prior to any expulsion, the Superintendent shall give the student and his/her parent, guardian or custodian written notice of the intention to expel and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear before the Superintendent or his/her designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Superintendent or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions and notification of the time and place to appear. The time to appear shall not be sooner than three nor later than five days after the notice has been mailed unless the Superintendent grants an extension of time at the request of the student or his/her guardian, custodian or representative. Such extensions shall not exceed five days. If an extension of time is granted, the Superintendent shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within one school day after the time of any expulsion, the Superintendent shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board. The notice shall specify the duration of the expulsion and the reasons therefor. It also shall include notification of the right of the student and his/her parent, guardian or custodian to appeal the expulsion to the Board or to its designee within seven calendar days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than 24 hours and is not subject to expulsion.

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property, as defined by State law, may subject the offender to expulsion of up to one year. Additionally, bomb threats and violations of the weapons in schools policy may result in expulsion of up to one year. The Superintendent may reduce the one-year expulsion on a case-by-case basis. Matters which might lead to a reduction of the expulsion period include an incident involving a student with a disability and the incident is a manifestation of the disability, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator or any other reason relevant to each incident.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

## Expulsion Appeals

1. A student or his/her parent, guardian or custodian may appeal his/her expulsion to the Board or its designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board within seven calendar days of any expulsion. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the expulsion.
  - The Board, by a majority vote of its full membership or by the action of its designee, may affirm the suspension or expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of suspension or expulsion.
  - The Board shall hear its own suspension and expulsion appeals, unless it appoints a designee, on a case-by-case basis. All Board hearings on suspensions and expulsions may be heard in executive session at the election of the party appealing. The Board shall take action on the suspension or expulsion appeal in public session.
2. A verbatim record shall be kept of all hearings under this paragraph.
3. Decisions of the Board or its designee may be appealed under State law.

## **BULLYING/HAZING/DATING VIOLENCE (Board Policy JFCF-R)**

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds; at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
  - E. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above promptly notify the building principal/designee of the event observed and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

## Complaints

### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review.

### 2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review.

### 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

All incidents are to be reported to the Superintendent or his/her designee.

## Intervention Strategies

### 1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students. School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

### 2. Administrator Responsibilities

#### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed

inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions has not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

False Reports

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Any student responsible for making a false report of that nature may be subject to school discipline up to and including expulsion from school.