



WICKLIFFE MIDDLE SCHOOL

Inspiring Students to Learn, Lead, and Serve

2021-2022

Student Handbook and Code of Conduct

WMS Main Office – 440-943-3220

Absence Line – 440-943-3240

Clinic Line – 440-943-7761

Staff email format: firstname.lastname@wickliffesd.org

Ms. Lori Rodman, Principal
Ms. Tiara Durrah, Assistant Principal
Mrs. Meghan Gabrovsek, School Counselor
Ms. Jean Fankell, School Psychologist

School Hours – Arrival: 7:15 AM – Start: 7:30 AM – Dismissal: 2:25 PM

WICKLIFFE CITY SCHOOLS

www.wickliffeschools.org

Board of Education – 440-943-6900

Mr. Joseph Spiccia, Superintendent	440-943-6900
Mr. Lewis Galante, Treasurer/CFO	440-943-6900
Mrs. Julie Ramos, Director of Strategic Innovation	440-943-6900
Dr. Brad Leyrer, Director of Operations & Human Resources	440-943-6900
Dr. Marylou Ezzo, Director of Student Services	440-943-5617
Mr. Harrison McCall, Athletic Director (office at WHS)	440-943-7729
Transportation	440-943-7739

MEMBERS OF THE BOARD OF EDUCATION

Mrs. Katie Ball - katie.ball@wickliffesd.org
Mr. Carl Marine - carl.marine@wickliffesd.org
Mr. Donald Marn - don.marn@wickliffesd.org
Mr. Daniel Thomeier - dan.thomeier@wickliffesd.org
Mrs. Gail Willis - gail.willis@wickliffesd.org

This handbook 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 based on subsequent changes in Wickliffe Board of Education Policy, Ohio Revised Code, and United States federal law.

ATTENDANCE POLICY

SCHOOL HOURS

School hours are from 7:30 AM until 2:25 PM each day. Students should **NOT** arrive earlier than 7:15 AM or remain on the campus later than 2:30 PM unless they are participating in a supervised school activity.

SCHOOL DOORS WILL NOT OPEN UNTIL 7:15 A.M. OR REMAIN OPEN LATER THAN 2:30 P.M. These procedures are designed for the safety and well-being of the student.

STUDENT DROP-OFF AND PICK-UP PROCEDURE

The front driveway loop (around the flag pole) is restricted to busses only from 7:00-7:45 AM and 2:00-2:45 PM

For the safety of our students we will be using the following procedure, please follow the guidelines below.

Drop Off:

1. **Grade 5*:** ENTER the drive nearest the library and drop off by the sidewalk next to the gym emergency exit doors. EXIT via the main entrance to the middle school (driveway between the library and Sunoco driveway). A staff member will be directing traffic.
*If you have a child in grade 5 as well as other children in grades 6, 7, or 8, use the grade 5 drop off location.
2. **Grades 6-8:** ENTER the upper library parking lot behind Sunoco through the south entrance and drop off along the fence line. EXIT via the north exit of the parking lot nearest to Sunoco.

Pick -Up:

1. **Grade 6-8:** Park in available parking spaces behind Sunoco.
2. **Grade 5:** Park in available parking spaces next to the library, or you may park in the vehicle line up next to the gym emergency exit doors.

Walkers/Bike Riders:

1. Enter or exit via the sidewalks from/to Euclid Avenue or Lincoln Road. Bike riders should walk their bike while on campus. Students may not walk or ride through the parking lots.
2. Bike riders should secure and lock their bike in one of the available bike racks located near the driveway loop.

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.

Student absences/tardies must be called in to the Absence line (440-943-3240) prior to the start of the school day. Please leave your child's name, grade, and homeroom teacher as well as parent name, phone number, and the reason for the absence/tardy. For early dismissal, please call the office in advance. **Absences after 10 days must be accompanied by a physician's note explaining the reason for 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.

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:

Three tardies in one quarter:	After-School Detention
Six tardies in one quarter:	After-School Mentorship
Nine tardies in one quarter:	After-School Mentorship
Twelve tardies in one quarter:	Out-of-School Suspension

SCHOOL CLINIC

The health aide is available daily from 7:30 AM – 2:25 PM. The health aide administers first-aid and tends to the care of students who become ill during school hours.

Any student going home because they became ill must first be evaluated in the clinic or by an administrator in the nurse's absence. **Students are not permitted to call anyone to pick them up without permission from the clinic or the main office.** Passes to the clinic are required from the classroom teacher. Emergency cases may report to the clinic as the need arises. Medication is dispensed only as prescribed by a physician.

Routine eye, ear, back and other tests are administered periodically for the continued good health of the student. The following will be the policy followed in regards to the administration of medication:

- No student shall carry or self-administer his or her own medication in school. Exclusions from this policy will be medical devices allowed by law to be carried by a student.
- New request forms must be submitted for each medication and at the start of each school year.
- Any changes in information supplied on the original medication form will require that a new medication form be completed.
- The parent/guardian of the student must pick up the unused medication at the end of the two weeks following the end of the authorization period.
- Accurate records of medication administration must be kept and filed in the student's health record.

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 a reasonable suspicion exists 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.

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.

We strive for consistency. Administrators and teachers will determine dress code offenses. If a violation is determined, the following will take place:

- 1st Offense:** teacher warning and documentation
- 2nd Offense:** teacher warning; possible parent contact
- 3rd Offense:** office referral
- Repeated/Blatant Offenses:** progressive administrative action
- Offensive/Disruptive Offense:** office referral

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 or ISR 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. See-through tops (undergarments must not be seen – Note: tights, hosiery, and underwear qualify as undergarments)
2. Pajama pants or other sleepwear are not permitted.
3. Appropriate pants, shorts, dresses, and skirts are to be worn. Females may wear stretch pants, lycra, leggings, and spandex underneath a garment that extends to the tips of the student's fingers when the arm and hand are extended downward.
4. Shorts, dresses, and skirts must not be too short. Mid thigh is acceptable.
5. Camisole tops, halter tops, low-cut tops, spaghetti straps must be worn with a covering, bare midriffs or necklines that display any cleavage are not permitted.
6. All shoes should be securely fastened throughout the day. Shoes must be secured in the back by, at minimum, a strap to aid in student safety. The following footwear is not permissible: flip-flops, slipper-like, shower shoes, slides, high-heel shoes, and shoes that damage or mark the floors.
7. Vulgar, offensive, and objectionable pictures or advertising are not appropriate and are not permitted. Apparel that displays ads or promotions of a sexual nature, alcoholic beverages, tobacco or any other drug, or which advocates violence of the use of force against any institution, individual, racial, ethnic or cultural group.
8. Headbands and bandanas that are suggestive and/or distracting are not permitted. Hats and hoods may not be worn in the building. Head covers may not be worn in the building unless required by religious doctrine.
9. Only prescription eyeglasses and/or prescription sunglasses are permitted.
10. Book bags/backpack and large coats should remain in lockers during the school day, unless staff members grant specific permission.

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.