

# **Campus of Wickliffe Lower School**

**Student Handbook & Code of Conduct  
2023 - 2024**



**“Enter to learn; depart to serve.”**

*~ Mary McLeod Bethune*

**Inspiring Students to Learn, Lead and Serve**

# Campus of Wickliffe Lower School

[www.wickliffeschools.org](http://www.wickliffeschools.org)

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*Attendance, Athletics, Counselors, Technology, Transportation,  
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**Lower School hours 8:00 AM to 2:20 PM**



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## **Campus of Wickliffe Lower School Philosophy**

We respect the diversity of our children. We believe that all children can learn and are worthy of our best efforts.

Together, we will:

- Strive to develop creative and flexible thinkers, encourage them to be lifelong learners, and provide opportunities for family involvement in education.
- Provide a safe and caring environment where self-esteem, courage, mutual respect, and responsible behavior are nurtured throughout the school community.
- Prepare our students for the future and provide them with skills necessary to achieve their fullest potential.
- Utilize emerging technologies and innovations to foster an engaging learning environment
- Build positive relationships and foster real and authentic learning experiences
- Create an expectancy of SUCCESS for all.

### **Residency Requirements**

Wickliffe City Schools does **NOT** have an open enrollment policy with neighboring districts. This means that students who do not actually reside in Wickliffe with a parent or guardian (live, sleep, etc.) cannot attend our school. **Families who violate this policy will be liable for tuition fees and prosecution.**

### **Student Registration**

When enrolling a new student to Wickliffe City Schools, the following documentation will be needed with the Student Enrollment Form: All paperwork needs to be completed online.

- Residency documentation: lease or purchase agreement, rental receipt, current gas/electric bill and/or most current real estate tax bill. If the child's parents reside with a friend or family member, the owner/lessee form must be completed along with a Residency Statement
- Original of child's certified birth certificate (copy will be made and original returned)
- Copy of custody papers (if applicable)
- Copy of guardianship papers (if applicable)
- Copy of child's past academic records
- Copy of child's immunization records
- Copy of child's health records
- Copy of special education record, e.g., IEP, ETR, 504 Plan (if applicable)
- Copy of test scores (statewide testing, if applicable)

### **Entrance Requirements**

Students who enter school for the first time are required to have a complete physical examination and immunization records stating that the child has been immunized in accordance with Ohio State Law/Board Policy.

### **Custodial Parents**

In order to protect your child, if you are divorced or separated, the school requires legal proof of custody or guardianship (the order must be time-stamped by the clerk of courts and signed by a judge/magistrate). It is the parents' responsibility to provide a copy of the divorce decree, shared parenting agreement, or guardianship appointment to the school office. Failure to do so could result in your child being released to the non-custodial parent. Relatives and family members may not make informal "custody" changes by letter or affidavit. **All custody changes must be court approved. Guardianship must be filed in the court.**

**THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY CUSTODY DISPUTES/ISSUES IF CURRENT CUSTODY DOCUMENTATION IS NOT ON FILE IN THE SCHOOL OFFICE**

### **Emergency Information – Needs to be completed online due on the first day of school**

It is the parent's responsibility to return one emergency form per child online, indicating where someone can be reached in case of an accident, illness, or other emergency. **PLEASE NOTIFY THE SCHOOL OF ANY CHANGES IN THE STUDENT'S PERSONAL INFORMATION IMMEDIATELY - (e.g., CHANGES IN ADDRESS, PHONE NUMBERS, MEDICAL HISTORY, EMERGENCY NUMBERS, ETC.).**

### **Withdrawal of Students**

It is important that you notify the school as soon as possible when you decide to move. Withdrawal forms can be obtained at the school office so that entrance into the new school can be accomplished. We need to know your new address and the name and location of your new school. The school in which your child enrolls will send a request for his/her records, which will be forwarded upon receipt of the request. All obligations with the school office should be

met prior to leaving including returning textbooks and library books, settling all fees and charges, and making sure that your child's personal belongings have been collected and picked up.

## **ACADEMICS**

### **Student Records & Family Educational Rights & Privacy Act (FERPA)**

"FERPA" provides parents certain rights with respect to their children's education records. Their rights include:

- The right to inspect & review the student's educational records within 45 days of the day on which the school receives a request for access. Parents should submit to the principal a written request 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.

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 state law, directory information includes the following: student name, address, telephone listing, date and place of birth, participation in recognized activities & sports, weight and height of members of athletic teams, dates of attendance, date of graduation, awards received.

### **Parents Right To Know – Title I**

As a parent/guardian with a student attending the Campus of Wickliffe Lower School that qualifies Title I funds, you have the right to know the qualifications of your child's classroom teacher. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must provide the following information to parents/guardians who ask about the professional qualifications of their child's classroom teacher:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under an emergency or temporary status that waives state licensing requirements.
- The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
- Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

All requests must be made in writing and should include the following information: student's full name, legal parent/guardian's full name, address, city, state, zip code and teacher's name. Your request can be sent to the Wickliffe City Schools, 2221 Rockefeller Road, Wickliffe, Ohio, 44092.

### **Grade Reporting**

Report cards are available through the online parent portal of Infinite Campus at the end of each 12-week trimester grading period. Parent conferences are scheduled during the first trimester with all parents, and are always welcome throughout the year to monitor and discuss a child's progress. Grades can be accessed at any time through Infinite Campus. ***Parents are encouraged to frequently check their student's grades and call their child's teacher to arrange an appointment to discuss any academic concerns.***

The progress of students in the primary grades (grades K-3) will be reported on the adopted grade card utilizing a developmental scale for academic, social skills, and related arts classes.. Letter grades of A-F are assigned to students in grades 4 and 6 for core academic subjects (math, English language arts, science, and social studies) pass or fail in elective classes.

### **Homework**

Homework assignments are tasks directly related to current classroom academic skills and provide the student with an opportunity for practice or study outside the regular school day. Homework assignments vary in quantity and amount of time needed for completion.

It is important that parents help their child(ren) by monitoring homework assignments, showing their child(ren) how to develop good study habits, and communicating regularly with the classroom teacher when problems arise. It is the student's responsibility to complete homework and bring it to school as assigned.

## **ATTENDANCE POLICY**

### **ABSENCES (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, but in all cases, the school must be notified of the specific reason for each absence. If you do not call the school when your child is absent, the absence will automatically be unexcused. Unexcused absences will increase the likelihood of your child becoming truant.

Wickliffe City Schools is 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 Absences**

#### **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 of the above stated definitions will be subject to Ohio attendance laws, policies, and procedures. At any point, the principal may require that a physician's note be required in order for absences to be considered "excused".

Reasons for which a student absence 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 complete work missed while absent. Students who are absent from school for reasons not permitted by Ohio state law may, or may not, be permitted to complete missed 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 or parent/guardian should contact the school.

The Board does not believe that students should be excused from school for vacations or other non-emergency 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.

When a student is absent from school, he/she may be responsible for all work missed. If the student is only absent one or two days, upon returning the next day, he/she should ask all teachers for the missed assignment. Parents may call the school to get assignments for students only after three or more days of absence. Please allow 24-hour notice for homework pick-up. For the most part, parents can expect the work to be ready by 2:30 PM the day after the request. Assignments may also be available via the district-provided online grade book.

Letters will be sent home, on a continual basis, regarding attendance for both excused and unexcused absences, to keep parents and guardians informed of their child's attendance.

Once your child becomes truant, we are required by law to convene an Attendance Intervention Team to create an Attendance Intervention Plan and parent attendance at this meeting is required.

### **Reporting Absences**

***Parents are required by law to call the district absence reporting number and give the reason for the child's absence. A call must be received at 440.810.8001 prior to 7:45 AM on the day of the absence with the student's name and the reason for the absence, i.e., illness (including the child's symptoms), funeral, out of town, or doctor's appointment.*** If no call is received, we are required by the Child Abduction Law to call the student's home or parent's place of employment to confirm the student's absence.

### **Make-up Work**

Parents may call the school office to arrange for make-up work for student absences. Every effort will be made to secure make-up work in a timely manner. Students will be given one additional day beyond the number of days missed to make-up assignments. For example: 2 days absent would equal 3 days to make up work. Work not completed as outlined will be counted as a 0.

### **Student Vacations**

The Board does not believe that students should be excused from school for vacations or other non-emergency 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 absence 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 do while he/she is absent, however teachers are not required to have assignments prepared prior to vacation (in accordance with Board Policy JED).

When a family vacation must be scheduled during the school year, the parents should contact the office and teacher to make arrangements for missed assignments. Teachers are not required to have assignments prepared prior to vacation. Please make all attempts to avoid scheduling vacations just prior to or during state testing weeks which are typically scheduled in April and/or May. Specific dates can be found on the Wickliffe City Schools website.

## **CODE OF STUDENT CONDUCT (in accordance with 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's philosophy is that good order and discipline are best thought of as being positive, not negative; helping a student to adjust rather than punishment; 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 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, In-School Restriction (ISR), emergency removal, suspension, and/or expulsion. Respect will be emphasized. Disrespect toward other students, teachers, administrators, and paraprofessionals will not be tolerated. This code is consistent with the district's more detailed code of conduct and board policies.

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 be different based on age, maturity, grade, number of other offenses, and the severity of the offense.

## **SCHOOL RULES and DISCIPLINE**

### **General Conduct**

The following rules are to be adhered to by every student:

- If students eat breakfast at school, they are permitted to enter the school building at **7:45 AM**; all other students are permitted to enter the school at **8:00 AM**.
- All students will be expected to behave in a proper manner in the classroom, in the hallways, in the cafeteria, and on the playground. Students should be courteous, respectful, and obedient to all school personnel and other students.
- Students are to walk through the building in a quiet and orderly manner.
- Possession of any object that may be used, regardless of its intended purpose, to inflict injury on anyone else is prohibited.
- Parents will be held responsible for damage to school property resulting from carelessness or disregard of rules.

### **Student Behavior**

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 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, in-school restriction, emergency removal, suspension, and/or expulsion. Respect will be emphasized. Disrespect toward students, teachers, administrators, and paraprofessionals will not be tolerated.

It is the policy of the Wickliffe City School District Board of Education to have zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy. The policies conform with the philosophy that good order and discipline are best thought of as positive, not negative; of helping a student to adjust rather than as punishment; and of turning unacceptable conduct into acceptable conduct.

A violation of any of the following rules will be considered serious misbehavior, and as a result, the following discipline may be used: written assignment or work restitution, notification of parents for assistance at home, removal from a



class, parent conference, lunch and/or recess restriction, exclusion from class or privilege, suspension from school, expulsion.

- **ACADEMIC DISHONESTY** – a student shall not cheat on tests or other school assignments or attempt to better their grade by methods beyond those which are permitted by the classroom teacher.
- **ASSAULT/FIGHTING/PHYSICAL AGGRESSION** – a student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.
- **DAMAGE TO PROPERTY/VANDALISM** – a student shall not cause or attempt to cause damage to any school property or property on school premises or at any school activity on or off school grounds.
- **DISRUPTION OF SCHOOL** – a student shall not by use of violence, bullying, force, coercion, threat, harassment, disrespect, or insubordination cause material disruption or obstruction to the educational process including all curricular and extracurricular activities.
- **POSSESS OR THREATEN TO USE DANGEROUS WEAPONS/INSTRUMENTS** – a student shall not possess, handle, transmit, or conceal any object which could reasonably be considered a weapon. This list of objects includes (but is not limited to) knives, guns, firecrackers, stink bombs, matches, lighters, etc.
- **PROFANITY/OBSCENE LANGUAGE** – a student shall not use profanity or obscene language, either written or verbal, nor use obscene gestures, signs, pictures or publications.
- **REPEATED VIOLATIONS OF SCHOOL RULES** – a student shall not repeatedly fail to comply with school rules and regulations properly established for the efficient operation of the school.
- **THEFT** – a student shall not take nor consume anything belonging to another individual.
- **THREATS** – a student shall not threaten physical violence or coerce by any means, any student, teacher, school employee or other individual, nor shall a student urge another student or any other person to employ threats or intimidation.
- **SUBSTANCE ABUSE** – a student shall not possess, use, transport, purchase, have under his/her control, offer for sale, administer to another, or be under the influence of any intoxicant, hallucinogen, controlled substances of any kind, narcotics, THC, CBD, nicotine, or other dangerous drug or counterfeit or "look alike" drug. No student shall have or possess any equipment or paraphernalia for the purpose of any items listed above, including, but not limited to: vaporizers, dab pens, vape pens, wax pens, vapes, Juuls, e-cigarettes, or any like devices. Paraphernalia that can be used with drugs or other substances including, but not limited to, rolling papers, and other items used to inject, inhale, administer, deliver, inject, inhale, administer, ingest or otherwise consume a drug or substance are strictly prohibited. Prescription drugs of any kind without a valid prescription from a licensed medical professional are prohibited.
- **TOBACCO** – use, or possession, of tobacco by students in any area, or of any quantity, under the control of the school district or at any activity supervised by any school in the Wickliffe City District is prohibited.
- **OTHER CONDUCT** – it is recognized that no list of prohibited conduct can specifically encompass every action which may become a subject of discipline. The Superintendent or building principal shall have the authority to impose discipline upon a student for conduct not set forth herein if it substantially disrupts or interferes with the good order, discipline, operation, or educational process of the school or if it materially is or poses a threat to the safety of persons or property.

#### **Outline of Due Process Procedures**

**Suspension:** The Ohio Revised Code provides that a superintendent or principal may suspend a student from school for at least one (1), but no more than ten (10), school days.

- A student will be given a written notice of the intent to suspend which includes the specific reason(s) for the action.
- A student will be given the opportunity to appear at an informal hearing to challenge the reason(s) for the intended suspension, or to otherwise explain his/her actions. The parent or guardian may be asked to be present at this hearing.
- Suspension may be invoked immediately after steps 1 and 2.
- Within twenty-four (24) hours after the time of suspension, a written notice will be provided to the student and the parent, which includes, among other things, the reason(s) for such suspension, the right of the

student or parent to appeal the action, and the right to be represented in the appeal by a representative of their choice.

### **Removal**

A student may be removed from the school setting without the formal suspension and/or expulsion procedures when it is determined that his/her presence poses continuing danger to persons or property or an ongoing threat of disrupting the academic process.

### **Assembly Conduct**

Assemblies are offered to enrich the educational program at the elementary school. Dramatic, musical, educational and entertaining assemblies will be provided throughout the school year. Students who attend assemblies must adhere to several rules, including:

- Enter quickly and sit as assigned
- Show respect for those at the microphone or who may be otherwise performing (e.g., sit quietly)
- Create NO disturbance while in attendance (e.g., hands/feet to self)
- Follow adult directions
- Leave quickly and quietly upon dismissal

## **BUS CONDUCT**

### **Bus Rules & Regulations**

Wickliffe City Schools furnishes transportation in compliance with state law. To contact the Transportation Department, please call **440.943.7739**. Although delays can occur during the first week of school, buses normally operate on a prompt schedule. Please note that parents are responsible for supervision of students until such time as the student boards the bus in the morning and immediately after the student exits the bus at the end of the school day.

Students who miss their bus in the afternoon, usually do so as a result of their own lack of attention or carelessness. In this case, parents will be called to make some kind of arrangement for transportation. If someone other than the parent is providing transportation, written permission must be given to the school office; a person authorized by the parent to pick up a child must show picture identification when signing out the student.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. The bus driver's primary responsibility is to safely transport students to and from school. Strict discipline must be maintained by the driver in order to accomplish this task. Students will be assigned seats and are notified of the following rules during the first week of school.

#### **Students will:**

- Remain seated *at all times* in seat assigned.
- Behave in an orderly manner and not cause any undue noise or other disruption which could distract the driver.
- Refrain from throwing objects in, at, or from the bus.
- Stay away from the driver's seat and bus controls.
- Keep hands, arms, feet, and items inside the bus windows.
- Refrain from eating or drinking on the bus.
- Refrain from damaging any part of the bus.
- Squirt guns, water bottles, or any other objects that might serve as a weapon are prohibited on the bus.
- Refrain from fighting or swearing on the bus.
- Follow the instructions from the driver.
- Ride only the bus to which assigned.
- Get on and off the bus at assigned stop.
- At pick-up and departure, a hand signal from the bus driver is necessary before crossing in front of the bus.

### **Bus Conduct Reports**

When a student disregards the rules established for the bus, the bus driver will refer the child to the principal with a BUS VIOLATION REPORT. Students may receive discipline consequences from both the transportation department and the school.

### **Cafeteria Conduct**

Student behavior in the cafeteria is based on courtesy and cleanliness. All conduct rules of the school are applicable to the cafeteria. In addition, students are expected to use low level voices, keep food in their area, clean up their lunch packaging, remain seated unless given permission, and follow the directives of the lunch staff regarding procedures during the lunch period.

As a matter of safety for your child, no one will be dismissed from the school for lunch unless the parent or guardian comes into the office to sign the child out for the lunch period. Parents are expected to return with the child to the office to sign in the child for return to class.

***Visitors/parents will not be permitted in the cafeteria or on the playground during scheduled lunch and recess times.***

### **Playground Conduct**

Students are expected to go outside for recess every day. Generally, a child who is well enough to attend school is also well enough to participate in outdoor recess. Therefore, parents need to dress their child appropriately for the weather. Recess is held indoors for all students in adverse weather conditions (including rain/thunder/lightning and temperature below 15 degrees with wind chill).

All conduct rules of the school are applicable to the playground. In addition, students are expected to follow the instruction of the playground monitors regarding the appropriate use of equipment, areas of playground available for use, procedures for accessing restrooms, entrance to school following recess, and decisions regarding games and spaces being used for play.

Playing on the playground is a privilege reserved for those students displaying appropriate behavior. Children who violate playground rules will receive the following consequences:

- The playground proctor will first warn the student
- Next, the proctor will remove the student from the activity for a brief time, the remainder of the recess, or for several days.
- This removal may include a time to stand by the wall (not facing the wall), sit on the bench, or engage in an alternate, directed activity until the student can resume normal activity.
- In severe cases, the student will be sent to the office.

The proctor may also, at their discretion, issue a discipline slip for the teacher to address by putting the slip in the teacher's mailbox the day of the incident.

### **Restroom Conduct**

- Use a quiet voice
- Always flush the toilets and/or urinals
- Help keep the floor, mirrors, and walls neat and clean
- Writing on walls is prohibited (pencils, crayons, and pens must be left in the classroom)
- Throw paper towels in the wastebaskets, not in the toilets, sink, urinals, or on the floor/ceiling/walls.
- Keep hands and feet to self
- Standing on toilet seats or toilet paper dispensers is prohibited
- Swinging or hanging on stall doors or hanging on support bars is prohibited

## **BULLYING/HAZING/DATING VIOLENCE (in accordance with 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. All incidents of bullying/hazing are reported immediately to the superintendent or designee. ***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.***

### **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 “cyberbullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website 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;
  - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students; and/or
  - 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 the 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 and action.
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 and action.
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.

## **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. Non-Disciplinary 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 have 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 the 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.

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

Details of the District's seclusion and restraint policies and procedures are posted on the District's website.

### **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.

## **Blue Devil Behavior MATRIX** What's Inside? Blue Devil Pride!

AREA	RESPECT	RESPONSIBILITY	ACCEPTANCE
ASSEMBLY	Zero voice Look and listen to speaker	Stay in your seat/area	Hands/feet to self
BUS	Be kind Follow adult directions quickly Inside voice	Stay in your seat	Hands/feet to self
CAFETERIA	Inside voice Follow adult directions quickly	Clean up area Stay in your seat	Hands/feet to self
CLASSROOM	Be kind Follow adult directions quickly	Take care of classroom	Always do your best Hands/feet to self
HALLWAY	Zero Voice	Walking feet	Hands/Feet to self Straight line/stay to the right

<b>LATCHKEY</b>	Inside voice Follow adult directions quickly	Walking feet	Share with others
<b>MORNING GYM</b>	Inside voice Follow adult directions quickly	Walking feet Stay in your seat	Hands/feet to self
<b>PLAYGROUND</b>	Be kind Follow adult directions quickly	Use equipment correctly	Hands/feet to self Include everyone
<b>RESTROOM</b>	Use a quiet voice	Flush toilet Wash hands Throw trash away	Be quick

### **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 (FBAs) 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 addressing those needs. Behavioral Intervention Plans (BIPs) 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.

## **STUDENT EXPECTATIONS and DRESS CODE**

### **Student Expectations**

Every student who attends Wickliffe Elementary School is expected to develop into a responsible citizen. Success in school depends on learning to:

<b>RESPECT</b>	<b>RESPONSIBILITY</b>	<b>ACCEPTANCE</b>
<ul style="list-style-type: none"> <li>Be kind to school staff and classmates</li> <li>Walk through halls quietly so as not to disturb learning</li> <li>Walk on the right side of hallways and stairs</li> <li>Help others when they need it</li> <li>Use proper language at all times</li> <li>Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>Follow school and classroom rules</li> <li>Have permission from staff to leave classroom</li> <li>Have books, pencils, and other materials ready before class begins</li> <li>Complete assignments on time</li> <li>Return library books when due</li> </ul>	<ul style="list-style-type: none"> <li>Come to school every day</li> <li>Enter the building quietly and orderly and go directly to your classroom</li> <li>Come to school with a positive attitude for learning</li> <li>Complete assignments to the best of your ability</li> <li>Take pride in your personal appearance</li> <li>Follow all safety rules</li> </ul>

### **Student Dress Code**

We believe that a positive relationship exists between a student's appearance and his/her attitude, conduct, and progress toward attainment of educational goals. In keeping with this belief, please follow these guidelines:

- Dress should show modesty and good taste; no halter-style or spaghetti-strap tops, muscle shirts, midriff tops, bicycle shorts, short shorts, short skirts, or torn or baggy clothing are permitted at school.
- Students shall not wear shirts, sweaters, hats, or any other clothing articles that have slogans or words which are in poor taste or could be offensive to others (e.g., advertising or promoting tobacco products, alcoholic beverages, violence, CBD oil, vaping, etc.).
- All shoes should be securely fastened to students' feet throughout the day. No roller skates/roller blade shoes, thong sandals, flip flops, slipper-like, or shower shoes are permitted. No metal cleats or taps will be permitted on boots or shoes due to their destructive nature.
- Students should wear appropriate clothing for an educational setting. Students may wear shorts to school, weather permitting (*no shorter than four inches above the knee*). Parents, please use your best judgment. Students will not be permitted to call home for warmer clothes.
- In all questions of students' attire and its appropriateness for school, the decision of the building principal shall be FINAL.
- PLEASE put your child's name in their coat, hats, sweaters, gloves, and other items to avoid loss.

### **Physical Education Dress Code**

Students are required to dress appropriately for physical education class, which includes the following: shorts or warm-up pants, t-shirt, tennis shoes.

## **HEALTH and MEDICAL REGULATIONS**

### **School Nurse**

Our school nurse is on duty full time. She administers first aid and tends to the care of students who become ill during school hours.

### **Immunizations**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have immunizations or a waiver, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

### **Health Screenings**

Hearing – Kindergarten, 1st, and 3rd grades and students new to the school.

Vision – Kindergarten, 1st and 3rd grades and students new to the school are routinely screened on distance, color vision, and muscle balance.

### **Health Guidelines**

Please check your child for any signs or symptoms of illness before sending to school. If your child has a rash, temperature, sore throat, earache, diarrhea, or stomach ache, he/she MUST be kept home. This is for the health of your child and other children in the school. All cases of communicable diseases must be reported to the clinic (440.943.7784). Please notify the clinic if the student develops a chronic illness or has specific life-threatening allergies (e.g., bee stings, peanuts).

In the case of a student illness, the following guidelines must be followed for returning to school:

**Fever** – child should be fever-free (less than 100) without medication for 24 hours before returning to school.

**Chickenpox** – child should be out until **all** blisters are dry and scabbed (approximately 7 days from onset).

**Strep** – child must be on medication 24 hours before returning to school. ***Fast culture is NOT acceptable. The child must remain at home until the parent is notified by the doctor that the 24 hour culture result is negative.***

**Head lice** – child must obtain treatment, use prescribed shampoo or rinse, have all nits removed from hair and be checked by school nurse before returning to school. The no-nit policy may be evaluated on a case by case basis by the school nurse.



### **Administration of Medication**

Am. Senate Bill 262 requires the Board of Education to adopt a policy on the administration of medication to students that is prescribed by a physician. The Board designates the school nurse to administer such medication, with the building principal, or the principal's designee to serve as alternate in the absence of the school nurse.

Medication that is prescribed by a physician for a student will not be administered unless:

Written permission from the parent/guardian of the student requesting that the school district comply with the physician's order must accompany the medication. A form is available on the district website or upon request.

A statement signed by the physician that prescribes the medication for the student must accompany the medication. The statement must include the following:

- Name and address of child.
- Name of drug, dosage, times or intervals it is to be administered.
- Date administration of the drug is to begin and cease.
- Special instructions for administration and storage of drug.
- Any severe adverse reactions that should be reported to the physician and a phone number at which the physician can be reached in an emergency.

Medication must be received in the original prescription container in which it was dispensed by the pharmacist with the student's name, medication, dosage and prescribing physician's name. It is recommended that only the amount of medication that will be dispensed in school be sent to school. Parents must bring the medication and forms to school.

Non-prescription medication such as cough syrup, Tylenol, etc., WILL NOT BE administered at school unless the guidelines for prescription medication are followed. If the policy is not followed, the student will not be given the medication.

### **Look-Alike Drug Bill Requirement**

Wickliffe Elementary School will enforce H.B. 535 amending Section 2929.01 and enacted Section 2925.37, O.R.C. to prohibit making, selling, and possessing counterfeit drugs and related tools. At the minimum, the school student code states that the possession of a counterfeit controlled substance is grounds for suspension/expulsion from school.

### **Emergency Medical Authorization Form**

The Emergency Medical Authorization Form must be completed and signed by the parent at the beginning of each school year. This form acts as the link between school and home in time of emergency. It contains information that the school nurse must have to properly administer aid and emergency care for your child. If there are any specific instructions regarding your child, please indicate those on the back of the emergency form.

In the event of serious injury or illness and if the element of time is of primary concern, your child will be sent to the nearest hospital by the rescue squad first and notification to you will immediately follow.

**PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF YOUR PHONE NUMBER(S) CHANGE, SO YOU CAN BE REACHED IF NECESSARY!**

Medical - If students have any physical, medical or mental defects or limitations (temporary or permanent) it should be noted on their Medical Record Sheet upon admission to the Wickliffe City Schools.

Any condition which must exclude or alter physical education regulations or recess demands written permission from your physician. A physician's excuse is valid no longer than one school year.

## **INTERNET USAGE/ACCEPTABLE USE POLICY**

The intent of these guidelines is to ensure compliance with all District Network and Internet Acceptable Use Policies approved by the District. Please read over the following guidelines and sign the form agreeing to abide by them found at the end of the student handbook. Failure to sign the form and return to the student's school will indicate that a student is not to independently access the Internet, nor will the District provide the student the right to independently access the District Network.

1. The use of the District Network and Internet access is a privilege that 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 messages. 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 arises are the responsibility of the user and will be grounds for loss of access privileges and other discipline.
6. 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, 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 characteristic;
  - 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; and
  - N. copyright material may not be placed on the system without the author's permission.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. The District reserves the right to revoke user access on the District Network and Internet to prevent unauthorized activity.

14. Students or staff who violate these guidelines or who violate any other provisions of the Code of Student Conduct or other Board of Education 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.

### **PUPIL TRANSPORTATION**

Arrival and dismissal procedures are being modified due to the new Campus of Wickliffe traffic patterns.

### **SCHOOL SAFETY**

It is the policy of the Campus of Wickliffe that all visitors are required to report to the secretary at the main entrance. All visitors must have their driver's license to be scanned to receive a visitors pass before entering the main building. 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.

The following procedures must be followed to ensure security for all our students:

- Parents or visitors are not permitted to roam the halls and visit or go to classrooms unannounced. Upon entering the building, you must report immediately to the office.
- Parents and other visitors WILL NOT BE PERMITTED IN THE CAFETERIA OR ON THE PLAYGROUND DURING SCHEDULED LUNCH AND RECESS TIMES.

#### **Fire Drills**

At the sound of the fire alarm, everyone in the building is to leave the building by following the directions of the staff. All doors and windows should be closed and lights turned off before leaving the room.

During a fire drill, students must observe the following regulations:

- Leave quietly and stay with their group even when outside the building so that attendance can be taken;
- Face away from the building until the first bell is sounded;
- Then, face the building and wait for the second bell before re-entering the building; and
- Always follow the directions and instructions of the teacher or adult in charge.

#### **School Safety Drills**

The state of Ohio requires that schools have at least one school safety drill per year; however, additional practice drills may take place. The purpose of lockdown/ALICE drills is to ensure student and staff safety. When an announcement is made that the school is conducting a safety drill, students should follow the directions of the supervising teacher. If remaining in the classroom for a lockdown situation, students should not open the classroom door for anyone until an administrator or law enforcement official has cleared the building.

#### **Tornado Drills**

The ringing for the tornado drill will be the short, consecutive ringing of the bells, or a public address announcement. Teachers will give specific instruction to students as to where and how to crouch and will also stay with students until the "all clear" signal is given.

During a tornado drill, students must observe the following regulations:

- Remain quiet;
- Carefully follow the instructions of the adults;
- Report to an assigned hallway and crouch down facing the wall; and
- Remain crouched until the "all clear" signal is given.

### **SUPPORT SERVICES**

#### **Tier II Intervention**

The purpose of this team is to assist students with academic, behavioral, and/or social emotional difficulties through the development of an intervention plan. The plan may be requested by the parents, teachers, counselor, principals, school psychologist, therapist, aides, and/or any other person working with the student.

An intervention plan will be developed by the team. It may include modifications and/or accommodations within the classroom, within the building, and/or within the home. The plan may include a referral to additional building services for the child, including specially designed instruction in order to collect data during the Response to Intervention (RtI) process.

A follow-up meeting will be scheduled to evaluate the effectiveness of the plan, modify the plan, and/or develop further strategies or make additional decisions, if needed.

### **Counselor**

A full time school counselor is on staff. The counselor provides individual and small group counseling services as well as classroom guidance. This person is also available to consult with parents, teachers and other school staff. We also have contracted counseling services through Crossroads. These services are accessed through our Student Services Management Team, school counselor, or principal.

### **School Psychologist**

This person is available to all students through referral by the principal or the Tier II team. The school psychologist provides services in the areas of parent information, standardized testing, individual child study, special education, and home instruction.

### **Speech and Hearing**

Speech/language therapy is a program that deals with, and aids in, the remediation of speech and/or language impairments of students. The speech/language therapists work with children either in a group or individual setting.

The speech therapist screens all kindergarten students, all new students entering school and all Tier II referrals to determine if placement in a speech, language and hearing program would be advantageous to the student.

### **Title I Intervention**

The Title I program provides supplemental educational services to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education in both reading and math. Title I helps schools provide world-class educational opportunities to all students. In our school, we provide intervention for reading and math. For more information, please visit the ***Title I Parent Handbook*** located on our district website.

## **MISCELLANEOUS INFORMATION**

### **Birthday Parties**

It is our school policy that **non-food items ONLY** are permitted to be shared with classmates for birthday celebrations. This is for the safety of our students with allergies. Items such as pencils, stickers, or fun erasers are suggested. Also, some parents opt to purchase a game for their child's classroom instead of a birthday treat. Please do not send in balloons due to latex allergies.

Children who have a summer birthday may choose another day to celebrate with the class (with approval from the classroom teacher).

To avoid hurt feelings, party invitations may be distributed at school using the following guidelines:

- If ALL students or all students of the same gender in the classroom are invited (if this is not the case, invitations should NOT be brought to school by students).
- Invitations may be distributed at a time chosen by the classroom teacher.

Schools cannot release student addresses or phone numbers for birthdays or any other event.

### **Cell Phones**

Students are **not** permitted to use their cell phones upon entering the school in the morning, during the school day, or on school buses. Students are not permitted to have cell phones visible during the school day. If students bring cell phones to school, they are to be turned off and secured in the student's backpack. Students and parents understand that the school accepts no responsibility for lost/damaged cell phones.

### **Electronic Devices**

Electronic games, recording devices, and other devices are not permitted in school.

If students are using a cell phone or other electronic device inappropriately during the school day, Administration will be notified.

### **Field Trips**

Teachers take field trips in order to utilize community resources and provide students with experiences that enhance learning. Field trips are often used to motivate students at the beginning of a unit of study or as a culminating activity once the unit is complete. Supervision is provided by the teachers and paraprofessionals; sometimes parents are utilized if extra aid is required. No student will be allowed to participate in a field trip without the permission of a parent or guardian. Written permission slips will be sent home by the classroom teacher several days prior to the trip. Payment for field trips will be on a cash only basis. *No checks will be accepted.*

### **Food Products in School**

Classroom birthday or special day food treats are **NOT** permitted. Please see Birthday Parties above.

All classrooms are Peanut-Free. Students are not permitted to share their lunch or snack items with each other due to potential allergy considerations.

Students in classrooms that have a snack time are encouraged to bring healthy items (fruit, vegetables, crackers) that can be consumed in a brief period of time. Please do not send candy, chips, or products made in facilities containing nuts or nut products for in-class snack time.

Specific questions or concerns regarding guidelines for sending food to school may be directed to the school nurse at 440.943.7784.

***There will no longer be snacks or drinks at holiday parties.***

### **Instant Alert Notification**

The Wickliffe School District uses an automated communication system to enhance our ability to communicate with parents quickly and efficiently. Within minutes of an emergency, school officials can use this instant alert program to deliver a single, clear message to the students' parents or guardians by phone, text, or e-mail. The system can also be used to notify you of a school closing due to inclement weather or to relay other important school information. Parents may access and update settings through the Wickliffe City Schools website as often as necessary to keep contact information current and accurate. If you need help with this, please contact the school office.

### **Lost and Found**

A lost and found department is maintained in our school so that articles may be returned to their rightful owners. Students are urged to make an early effort to locate lost articles, as unclaimed articles are eventually delivered to a charitable organization.

### **Personal Belongings**

It is very important that lunch boxes, bookbags, sweaters, coats, and other apparel of this nature be marked so as to identify them easily.

Children have a tendency to want to bring their possessions to show their friends. Many of these items are disturbing to the learning atmosphere of the classroom and often can cause serious injury to a fellow student. Children should not bring any novelties or playthings to school. **NO** trading, bartering or selling of any novelty items between students is allowed at school. Radios, hand-held video games, CD players, spinners, and other expensive equipment are not allowed in school. These items can become a source of arguments, create disruption in the school environment, or be lost or stolen. If a student is caught with a device, it will be given to the office and may be picked up by a parent. The school is not liable for any loss or damage to personal valuables. The school reserves the right to ban any item not specifically listed.

### **PTO (Parent Teacher Organization)**

The Campus of Wickliffe PTO is an integral part of our school. Through the many activities, volunteer opportunities, and fund-raising projects sponsored by PTO. All parents are encouraged to join and participate in PTO events and activities whenever possible.

Meetings for the upcoming school year will be listed on the district website.

### **School Closing**

In the event it is necessary to close school because of severe weather conditions or emergencies, we will be using the Instant Alert System and local radio or television. School closing announcements will be broadcast as soon as a decision has been made. Every attempt will be made by school officials to announce school closings to the media by late evening or early morning. Parents are urged to tune into local radio and television for accurate information.

Telephone calls should not be made to school offices or the home of school officials as they will tie up phones when calls must be made to staff members and the media. Always assume that school will be open unless notified by the media.

### **School Supplies and Fees**

The Wickliffe City Board of Education provides all basic texts at no cost to the students of our school. School supply lists have been provided to families and are listed on the district website.

There is a per student charge for workbooks, web-based applications, art supplies, and special materials for the school year. Please pay this fee by September 30<sup>th</sup>. If there is a financial problem, please contact the office so payment arrangements can be made; monthly payments are permitted. If fees are not paid, they will be added to student's unpaid fees in Infinite Campus.

### **Telephone Messages**

The office phones are not to be used by students except for school business or for an emergency. In cases of illness or emergency, the office personnel will make the necessary calls. Children are discouraged from calling home for forgotten items, unless directed to do so by a teacher. We appreciate your support in helping your child accept responsibility for their work and supplies on a daily basis.

### **Title IX Policy Notification Statement**

"It is the policy of the Wickliffe Board of Education not to discriminate on the basis of sex in its educational programs, 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 Mr. Joseph Spiccia, Superintendent, 2221 Rockefeller Road, Wickliffe, Ohio, 44092, Phone: 440.943.6900 or to the Director of Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C."