



# **WICKLIFFE MIDDLE SCHOOL**

*Inspiring Students to Learn, Lead, and Serve*

**2022-2023**

## **Student Handbook and Code of Conduct**

*WMS Main Office – 440-943-3220*

*Absence Reporting - 440-943-3240*

*Clinic – 440-943-7745*

*Staff email format: [firstname.lastname@wickliffesd.org](mailto:firstname.lastname@wickliffesd.org)*

Ms. Lori Rodman, Principal

Ms. Tiara Durrah, Assistant Principal

Mrs. Meghan Gabrovsek, School Counselor

School Psychologist

**School Hours – Arrival: 7:20 AM – Start: 7:30 AM – Dismissal: 2:25 PM**

### **WICKLIFFE CITY SCHOOLS**

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

*Board of Education – 440-943-6900*

Mr. Joseph Spiccia, Superintendent	440-943-6900
Mr. Lew Galante, Treasurer/CFO	440-943-6900
Mrs. Julie Ramoes, Director of Strategic Innovation	440-943-6900
Dr. Bradley Leyrer, Director of Operations & Human Resources	440-516-4064
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**

Mr. Daniel Thomeier

[dan.thomeier@wickliffesd.org](mailto:dan.thomeier@wickliffesd.org)

Mr. Donald Marn

[don.marn@wickliffesd.org](mailto:don.marn@wickliffesd.org)

Mrs. Katie Ball

[katie.ball@wickliffesd.org](mailto:katie.ball@wickliffesd.org)

Mrs. Gail Willis

[gail.willis@wickliffesd.org](mailto:gail.willis@wickliffesd.org)

Mr. Carl Marine

[carl.marine@wickliffesd.org](mailto:carl.marine@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.

## 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 extracurricular 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.

## PHILOSOPHY

Wickliffe Middle School is an educational institution with the capacity to understand, instruct, and engage the middle-aged child.

### ***We will do this by providing:***

- A solid core academic program encompassing the basic subjects: language arts, social studies, science, and mathematics.
- A variety of teaching styles that permits the child to use his/her own resources to obtain knowledge.
- Inclusion of technology and 21<sup>st</sup> Century instructional techniques and strategies to engage the child in learning opportunities.
- A comprehensive program in the fine and performing arts.
- Core grade level teams for each child for focused intervention and problem solving.
- A strong guidance program with a school counselor as the primary point of contact.
- A positive and supporting environment where adolescents can develop intellectually, physically, emotionally, and socially to become contributing members of society.

## **ACADEMICS**

### **ACADEMIC AWARDS**

Students earning a 4.0 grade point average (GPA) or higher in each of the first three quarters of the school year qualify for an Academic Excellence Award. Students earning a GPA of 3.5 – 3.9 in each of the first three quarters of the school year qualify for an Academic Achievement Award. Academic awards will be given at the end of the school year.

### **COURSE DROPS**

We determine our staffing needs and course placement based upon the number of students who request each individual course. If a student/parent requests a course, it will not be possible to drop the course without penalty (withdraw – fail). The only reasons that a student will be permitted to drop a course (without penalty) are due to: (1) clerical error, (2) academic misplacement, (3) unforeseen circumstances, such as an injury that prevents a student from taking physical education during a specific quarter/semester.

### **GRADE REPORTING**

Grade reporting will be accessible through an online reporting system. This program can be accessed through a link on the Wickliffe City Schools homepage. A username and password is required to gain access. Access information will be provided to all parents/guardians, unless specific legal documentation excludes access. The traditional A-F grading scale is utilized. The grades of A, B, C, and D are considered passing grades. Grading scales and other grade and grade reporting information are contained in the course syllabus for each course/class.

### **PARENT/TEACHER/TEAM CONFERENCES**

Please refer to the online calendar for information regarding fall and spring conference dates. In addition, teachers and grade level teams are available for parent/guardian conferences during the school year. Please contact the individual teacher or main office to schedule an in-person or phone conference.

### **PROMOTION/RETENTION**

As a general rule, promotion from grade to grade is considered on an individual basis. Academic success, attendance, social readiness, and teacher/team recommendations aid the principal in placement of students each year. An overall failing grade in three or more core academic subjects usually indicates a lack of readiness for the next grade level. Grade retention is at the discretion of the principal.

### **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 provided 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.*

## **SUMMER SCHOOL**

Any student in need of academic review or remediation in any core subject area may be required to attend and successfully complete WMS Extended Learning summer school with a passing grade. Information regarding WMS Extended Learning will be sent to parents during the fourth quarter.

## **TEACHER PREFERENCE**

Wickliffe Middle School is not able to honor parent or student requests for a specific teacher.

## **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 at 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 One-hour Detention
Six tardies in one quarter:	After-School Two-hour detention
Nine tardies in one quarter:	After-School Two-hour detention
Twelve tardies in one quarter:	Parent conference/ISD

## **COMMUNICATION**

### **COMMUNICATION**

Wickliffe Middle 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 Middle 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.

## **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:

A. occupying any school building, school grounds or part thereof;

B. blocking the entrance of any school building or corridor or room therein;

C. 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;

D. 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;

E. activating or attempting to activate an emergency alarm system in the absence of an emergency;

F. 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;

G. preventing or attempting to prevent students from attending class or any school-sponsored or related activity or event;

H. 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;

I. 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

A. 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.

B. 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.

## **DISCIPLINE**

To provide the very best possible learning situation, Wickliffe Middle 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 Middle 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 be different 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.

#### **DETENTION/MENTORSHIP**

Detentions may be given by a staff member for several reasons, including, but not limited to: tardiness, incomplete work, or for violating rules. The student is expected to serve the detention when requested by the teacher. The teacher normally gives a one-day notice, unless the teacher makes parent contact. Legitimate reasons for failing to appear for a detention should be explained in a note signed by the parent. If a student fails to serve a detention, progressive discipline may be given from the administration.

#### **IN-SCHOOL RESTRICTION (ISR)**

Students may be reassigned from the classroom to the ISR room. The recommended period of assignment shall be from one to ten days (depending on infraction). The ISR room will provide opportunities to continue the educational process for academic credit and to receive behavioral assessment. Students assigned to the ISR room may be denied participation and attendance in extra/co-curricular activities. This may also include any weekend school activity that falls between the starting and ending dates of the in-school restriction. Failure to report to the ISR room or misconduct in the In-School Restriction room may result in an out-of-school suspension.

#### **SATURDAY SCHOOL**

Saturday School is an alternative discipline measure that may be used by an administrator. Saturday School is held at Wickliffe High School. The exact times and location will be provided to the student prior to the Saturday School assignment. Students are expected to bring schoolwork and remain on task. Failure to report, leaving early, being tardy, or misbehavior during the Saturday School 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 then 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 therefore. 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;
  - A. sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - B. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - C. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
  - D. 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 a 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.

A. 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.

B. 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 a 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.



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

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

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

### **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.**

### **EXTRACURRICULAR ACTIVITIES/ATHLETIC ELIGIBILITY**

Wickliffe Middle School offers a number of activities outside the classroom setting where all students (5-8) should become involved. Wickliffe Middle School is a member of the Chagrin Valley Middle School Conference and the Ohio High School Athletic Association (OHSAA).

To be eligible to participate in interscholastic competitions, a student must:

1. Be a student in grade 7 or 8.
2. Have a minimum 1.5 GPA based on the previous nine weeks grading period.
3. Students cannot receive a failing grade in more than one course.
4. Not have turned 15 years old by August 1<sup>st</sup>.

OHSAA Bylaws for Students in Grades 7/8:

1. All beginning seventh graders are eligible insofar as the scholarship bylaw.
2. Eligibility for each grading period is determined by grades received in the preceding grading period. Per Bylaw 4-4-1, a grading period is defined as the school's Board-adopted calendar (e.g. six week, nine week, 12 week or semester). Semester and yearly grades have no effect on OHSAA eligibility.
3. Grades 7-8: To be eligible, a student-athlete must have received passing grades in a minimum of five

- of all subjects in which enrolled the immediately preceding grading period. Students who are participating via state law that permits home educated, non-public, community and
4. STEM school students to participate at public schools in the district of residence of the parents must also comply.
  5. For eligibility, summer school grades shall not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken in the preceding grading period.

Incoming 7th grade students are exempt from the criteria above for fall sports eligibility. Each prospective athlete must have an annual physical examination and present the results of the exam to the coach prior to the first practice date. On the date of any scheduled competition, an athlete, cheerleader, or performer (this includes choir, bands, plays, etc.) must be in school for at least one-half of the day (7:30-11:00 or 11:00-2:25).

Some activities may be subject to a pay-to-participate fee as determined by the Board of Education. Athletic participation is a privilege and not a right. Any student who is under penalty of discipline or whose character or conduct is such as to reflect discredit upon the school may be found ineligible to participate, per the OHSAA Code of Conduct ("Respect the Game" initiative). Due process rights will be afforded the student in such cases in the form of a meeting with one or more of the following: student, parent, advisor, athletic director, assistant principal, and/or principal. In such cases, the principal's decision is final.

Students are not permitted to stay after school to wait for an extracurricular game to start. Any student who is not a part of the extracurricular activity must go home after school and then return just prior to the start time of the event.

#### **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 CONSUMPTION**

All food should be consumed in the cafeteria (unless otherwise authorized). **Parents/guardians may only provide food for their child.** Due to student allergies, no outside food will be permitted unless specifically authorized by school staff.

#### **GYM LOCKERS**

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

#### **HALL PASSES**

It is expected that any student in the halls, for any reason and at any time during school hours, except during the changing of classes, shall have a legitimate reason, proper permission, and a pass with them from the supervising person they are supposed to be with.

#### **IMPORTANT FORMS**

All of our required district forms can be located, downloaded, and printed from the WMS website. It is imperative that required forms be submitted at the beginning of each school year. A list of required information will be provided to parents at the start of the school year.

#### **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 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 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 uses 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. Students are not to be in the parking lot before, during, or after school. 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 for the following reasons:

1. Illness (sent home by the nurse 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 are released only to a parent or guardian, except in emergency situations. 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.

**LOCKS AND LOCKERS**

Students will be assigned lockers during the first week of school. This locker is considered to be the property of the school on loan to the student. Counselors, teachers, or administrators will enter student lockers as necessary to: retrieve items at the request of the student, parent/guardian. Students are provided with a combination lock for their locker. Damaged or lost locks will be subject to a fine. Students should not permit other students to use their lockers. Lockers are subject to search.

**PHYSICAL EDUCATION UNIFORMS**

All students are required to dress appropriately for PE class (Wickliffe PE t-shirt, appropriate length dark shorts, athletic shoes). The student's name should be placed on the uniform for identification purposes. Information about the specific PE uniform will be made available on the class fee/supply list. Dark-soled gym shoes, or shoes that mark the gym floor are forbidden.

**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.

**ALICE**  
TRAINING INSTITUTE

**ALERT**  
Initial Alert may be a gunshot, PA announcement, etc...  
Avoid code words.

**LOCKDOWN**  
If Evacuation is not a safe option, barricade entry points.  
Prepare to Evacuate or Counter if needed.

**INFORM**  
Communicate real time information on shooter location.  
Use clear and direct language using any communication means possible.

**COUNTER**  
As a last resort, distract shooters ability to shoot accurately.  
Move toward exits while making noise, throwing objects,  
or adults swarm shooter.

**EVACUATE**  
Run from danger when safe to do so using non-traditional exits if necessary. Rallying point should be predetermined.

AliceTraining.com

## LOST AND FOUND

School lost and found is located in the cafeteria. All articles that are not claimed at the end of each quarter are sent to local charitable organizations.

## NO SMOKING

Board of Education policy prohibits smoking in any Board-owned building or vehicle, on school property or at a school function

## 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.

## 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 an administrator in the nurse's absences. **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 pickup 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.

## **SCHOOL COUNSELOR**

The counselor is available throughout the school day. Appointments may be arranged through the main office to discuss academic, social, personal, or family concerns with the counselor. The counselor is specially trained in guidance and counseling. Short-term individual and group sessions are a part of the middle school guidance program. The counselor is not responsible for direct discipline. The school counselor will intervene and attempt to have students and parents understand the student responsibilities in the classroom.

## **SCHOOL PSYCHOLOGIST**

A 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 at WMS. Anyone entering the building during the day must enter through the main entrance off Lincoln Road. 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 THERAPY**

A therapist is available for testing, diagnosis, therapy, and corrective instruction for speech and hearing 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.

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

- 1<sup>st</sup> Offense:** teacher warning and documentation
- 2<sup>nd</sup> Offense:** teacher warning; possible parent contact
- 3<sup>rd</sup> 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. Undergarments should never be visible.
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 extend to the tips of the student's fingers when the arm and hand are extended downward.
5. Shirts, blouses, and dresses should have sleeves covering the shoulder and the entire torso. Belly shirts, crop tops, tube tops, tank tops, halter tops, tops with spaghetti straps, muscle shirts, low-cut shirts, transparent fabric, and mesh material are not acceptable unless an appropriate undergarment is worn with it.
6. All shoes should be securely fastened throughout the day. Shoes must have a heel and a strap on them to aid in student safety. The following footwear is not permissible: flip-flops, slipper-like, shower shoes, high-heel shoes, and shoes that damage or mark the floors.
7. Vulgar, offensive, and objectionable pictures or advertising are not appropriate for middle school students and are not permitted.
8. Head covers, such as hats, 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 and coats/jackets 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.

#### **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 field trips 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.

#### **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 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