



# Wickliffe Public School

Student Handbook

2023-2024

## *Administration*

Superintendent- Jamie Carney

## *Board of Education*

President- Cody Scott

Vice-President- Stephanie Beck

Clerk- Connie Newton

## **INTRODUCTION**

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the Board of Education, faculty, and administration. This information has been carefully prepared and presented so that it will be of great value in helping the student adjust to our school and to become an integral part of it.

This handbook is written to provide the students with the basic rules of the school district. It is intended to be a guide for you to acclimate to school. Every attempt has been made to make rules equally fair to the students.

Students and parents should read and become acquainted with the contents of this handbook. It will help you as we begin the new school year. Changes have occurred from last year's handbook. If you have any questions, please see your teacher or administrator. We are always open to good suggestions for improvement of our school.

Wickliffe Public School will provide interpreters for parents who are deaf, Hispanic LEP, and Cherokee LEP. Interpreters will be available during enrollment, parent/teacher conferences, and at any other time when it is necessary for parents to have contact with the school. Contact Michelle Hammer for more information at 918-434-5559.

## **WARRIORS' VISION**

Wickliffe Public School will provide students a premier education for an ever-changing tomorrow.

## **WARRIORS' MISSION**

It is our mission at Wickliffe Public School to produce quality citizens who will excel in all capacities. Wickliffe Warriors are problem solvers, inquiry thinkers, and responsible independent leaders.

## **Student Code of Conduct for Wickliffe Public School**

We, the students and staff of Wickliffe Public School, in order to encourage a more prosocial environment, create tolerance and acceptance, ensure accommodations and fairness, respect the value of others, promote courtset towards all, and secure and uninterrupted learning environment for ourselves, do ordain and establish these rights and responsibilities for WPS.

### **RIGHTS OF WICKLIFFE STUDENTS AND STAFF**

- I have the right to learn and teach without destruction.
- I have the right to aim for excellence and to do my personal best.
- I have the right to feel safe and secure in my environment.
- I have the right to expect my possessions to be safe.

### **RESPONSIBILITIES OF WICKLIFFE STUDENTS AND STAFF**

- I will exercise self restraint and reduce the disruptions to create a positive learning environment.
- I will encourage, support, and praise others working to do their personal best.
- I will prevent harm to others, both physically and emotionally, and will encourage others to do the same.
- I will value the worth of others and respect their possessions.

## **WICKLIFFE STANDARDS**

Your success this school year depends on your EFFORT and INVOLVEMENT, RESPECT for yourself and others, and assuming RESPONSIBILITY for your actions.

Because we value education:

1. We are on time, prepared, and participate in class.
2. We respect the space and property of others.
3. We are considerate in language and actions.
4. We follow directions the first time they are given.

## **SCHEDULE**

Morning Arrival – Main Building doors will open at 7:30 A.M. Buses are scheduled to arrive 7:30-7:40 A.M. Breakfast will be served from 7:35 to 8:00 A.M. **Students should be in their classes by 8:00 A.M.**

Afternoon Dismissal –**For the safety of the students, please follow these directions. Any messages to students/changes in transportation should be done prior to 2:30 P.M.**

Students who ride the bus will be dismissed at 3:20 P.M. Buses pull out at approx. 3:25 P.M.

After the buses have left, car riders may be picked up by circling by the porch and staff members will help students get in vehicles.

## **ATTENDANCE**

**Please contact the school by 10:00 A.M. every time a child will not be in attendance.**

Attendance is one of the most important factors of academic success. Students shall not miss more than ten (10) days per semester in order to receive a passing grade. These ten (10) days include all excused and unexcused absences. The superintendent will consider known cases of extreme illness, injury or emergencies if the days exceed ten.

**Excused Absence:** An absence will be considered excused if a parent has contacted the school either by phone or in writing. Excused absences are illness, family emergencies, personal business, and professional appointments.

Students who receive an excused absence will be allowed to make up missed work within an allotted amount of time.

**Unexcused Absence/Truancy:** Absences are unexcused if students are absent from

school without the knowledge and consent of their parents, and parental contact with the school.

**Tardy:** Students who are tardy will need to report to the office for a tardy slip. Students are considered tardy if they are not in class by 8:07 a.m. or if they are checked out before 3:10 p.m. Three (3) unexcused tardies, A.M or P.M., will result in an unexcused absence.

**Ten-Day-Activity Rule:** Students at Wickliffe School shall not exceed ten (10) days in out-of-classroom activities during one school year.

### **Virtual Learning Student Attendance**

For the purposes of attendance, instructional activities are defined as:

- Completion of course assignments that are used to record a grade for a student that is factored into the student's grade for the term in which the assignment is completed;
- Instructional meetings with a teacher;
- Testing;
- School-sanctioned field trips; and
- Orientation.

For the purposes of attendance, on pace for course completion is completing weekly course work as assigned in order to have successful completion of the course by the end of the grading period.

1. For the purposes of attendance, a student virtually attending Wickliffe shall be considered in attendance for a quarter if the student:
  - a. Completes instructional activities on no less than ninety percent (90%) of the days within the quarter;
  - b. Is on pace for on-time completion of the course as defined by the Wickliffe Board of Education;
  - c. Completes no less than seventy-five percent of the assigned activities within the quarter of the academic year. 70 O.S. §3-145.8 2.
2. For a student who does not meet any of the criteria set forth in paragraph 1 of this policy, the amount of attendance recorded shall be the greater of:
  - a. The number of school days during which the student completed the instructional activities during the quarter;
  - b. The number of school days proportional to the percentage of the course that has been completed;
  - c. The number of school days is proportional to the percentage of the required minimum number of completed instructional activities during the quarter.
3. For students attending Wickliffe for less than the full quarter, the attendance shall be determined based on a proportional amount of the required attendance policy provisions set forth herein based upon the date of enrollment of the student.



## **CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS**

It is the policy of the Board of Education that a Parent/Guardian who is awarded legal custody of a child by court action shall file a copy of the current court decree, awarding such custody, with the school. If a court decree to the contrary is absent, both natural Parent/Guardians have the right to view the student's school records, to receive progress reports, to visit the child briefly at school, and to participate in Parent/Guardian and teacher conferences (not necessarily together in the same conference).

## **NONDISCRIMINATION**

The Wickliffe Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The Wickliffe Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status, or gender."

When an open forum is created, whereby non-curricular groups are allowed to meet on school premises, Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to the Superintendent who is the Title IX/504/ADA Compliance Coordinator.

## **IMMUNIZATIONS**

All students are required to keep complete immunization records on file in the main

office. These records must be kept in compliance with Oklahoma State Immunization Law.

The newest law requires that all seventh grade students show proof of having received one dose of T-dap (tetanus, diphtheria and pertussis) vaccine **before attendance is allowed.**

Contact the Attendance Office, the Health Department or your family physician for an updated list of required vaccinations.

If a student is "in process" and has not completed immunization, he/she will be allowed to attend school. However, the Parent/Guardian is required to provide documentation, signed by a licensed physician or public health authority, as each subsequent immunization is received.

Exemption forms are available from the Health Department. Exemptions may be medical, personal, or religious reasons.

### **BACTERIAL MENINGITIS**

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 people per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is the highest among children 2 to 18 years old.

Meningitis is contagious. Someone with meningitis will become very ill. In some cases, it can be fatal or cause permanent disabilities, such as blindness, deafness, amputations or brain damage.

Vaccines against pneumococcal disease are recommended. Your family doctor or the Health Department can provide you more information on this and other communicable diseases.

### **MINUTE OF SILENCE**

According to state law, Wickliffe will observe approximately one minute of each school day, which will occur at the beginning of the student's first hour class. The minute of silence is designated for the purpose of allowing each student the opportunity to exercise his/her individual choice to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract or impede other students in the exercise of their individual choice.

### **VISITORS**

Parents are invited and encouraged to visit our school at any time. For safety reasons, we require all visitors to check in at the main office when they enter the school. Visitors will sign in at the office and will be issued a visitor's badge. The visitor will check out at the office when the visit is over. Parents wishing to have a conference with a child's

teacher should call in advance so that we can make arrangements for the visit.

\*Students are NOT permitted to have student visitors in classes.

### **DRESS CODE**

Students are expected to dress in a manner that is acceptable for school and school activities. Even though it is impossible to cover all styles of attire and appearance, the following have been identified as unacceptable for school purposes and will not be permitted.

1. Jeans, slacks, shorts, or pants worn below the waistline, "sagging". The hem of both shorts and skirts must be reasonable length.
2. Tank tops, muscle shirts, see-through or low cut shirts/blouses, and shirts that reveal the midriff.
3. Identified gang-related clothing or colors.
4. Clothing that advocates the use of alcohol, illegal drugs, and tobacco products.
5. Obscene or profane language and/or symbols on clothing or jewelry.
6. All students are required to wear shoes. Shoes not designed for street-wear, such as house shoes will not be permitted.
7. Extreme hairstyles, contacts, and visible body piercing that disrupt the educational process or endanger the health and safety of students will not be permitted.
8. Hats, sunglasses, headbands, and bandannas are not to be worn in the buildings.

### **MONEY AND VALUABLES**

Large quantities of money or objects of substantial value should not be brought to school.

**The school assumes NO responsibility for lost or stolen articles.**

Items will be taken up and returned at the end of the school day. If a student repeats this violation, the item(s) will be picked up and kept in the office until the end of the school year.

### **LOST AND FOUND**

Please write your child's name in his/her outerwear (coats, jackets, sweatshirts) and backpacks.

Lost and found items will be turned in at the office and placed in a designated area. Items that are not claimed on a weekly basis are donated to a charitable organization.



## **USE OF TELEPHONE**

Students are not permitted to use the office telephone. Emergency calls will be made for the student by a Wickliffe School staff member. After-school plans should be discussed at home before the child comes to school. Students will not be allowed to call home during school hours to get permission to go home with another student. Students will not be called out of class for phone calls, except in the case of an emergency. Messages may be left in the office and will be forwarded to students.

## **ELECTRONIC WIRELESS DEVICES/CELL PHONES**

Wickliffe Public School promotes an environment for instructional learning that is safe and secure. Therefore, in order to foster digital citizenship, students are urged to practice mature and responsible cell phone usage. The District establishes rules for the use of wireless communication devices during the school day

Students may possess wireless communication devices during school hours under the following conditions:

1. In the classroom, the device must be turned off and not be visible.
2. Students are prohibited from using the device except when a teacher allows the use of the device for academic purposes. Each teacher may decide whether usage of devices is allowed to be used in their classroom.
3. Beyond the authorized classroom use, elementary and intermediate students may only use their electronic devices before or after school hours.
4. Students are not allowed to have cell phones in the cafeteria or during lunch recess while outside or in the gym.
5. No electronic devices may be used in areas where a reasonable expectation of privacy exists, including, but not limited to, restrooms and locker rooms.
6. School personnel shall have the authority to detain and search any student upon the reasonable suspicion that the student is misusing the communication device. School personnel shall have the authority to confiscate the device from the student's possession.
7. Refusal by a student to give the device to school personnel when requested may result in discipline to be administered at the discretion of the Administrator.
8. School personnel have the right to create a secure area where cell phones could be stored during class time.
9. Misuse of the wireless communication device may result in additional discipline consequences. Examples of misuse include, but are not limited to, cheating, unauthorized use, or the creation or sharing of inappropriate pictures or video.

A violation of any part of this policy may result in disciplinary consequences as well as the confiscation of the wireless communication device. The confiscated device may be picked up by the student after school.

For second and subsequent violations of the policy the wireless communication device will be held in a secure area of the Main Office and a parent/guardian will be responsible for picking up the phone at the end of the school day.



## **PROGRESS REPORTS**

All students, in First grade through Eighth Grade, will receive progress reports during the 4th week of each grading period. Teachers will indicate ways that a student may improve his/her work on the report. Parents/Guardians are asked to sign the reports and return them to the school with the student

A Teacher will notify Parents/Guardians if their child has a (D) or is in danger of failing at any time during the grading period.

Report cards are issued every nine weeks.

*If a parent desires a report on student progress other than one that is routinely issued please contact the office.*

## **SPECIAL EDUCATION**

Special education means specially designed instruction, at no cost to the parents, to meet unique needs of a child (ages 3-21) with one of the following disabilities: autism, deaf-blindness, deafness, or hearing impairments, developmental delays, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, serious emotional disturbance, specific learning disabilities, speech or language impairments, traumatic brain injury or visual impairment.

Special education services may include:

- Specially designed instruction in the classroom (regular classroom with support services, part-time special education classroom, and full-time special education classroom).
- Specially designed instruction in the home, hospital, institution, or other setting;
- Speech-language pathology services;
- Physical education with modifications;
- Vocational education with modifications;
- Related services such as transportation, speech-language pathology, physical and occupational therapy, identification and assessment, and counseling.

Wickliffe school embraces a philosophy of inclusion in the regular school community for all students. To the maximum extent appropriate, students with disabilities are included in the regular educational environment. The amount of time to be spent in general education classes is determined by the Individualized Education Program (IEP) for each student on an individual basis.

## **PROFICIENCY-BASED PROMOTION**

Proficiency-based promotion (PBP) provides the opportunity for students to move forward in their educational endeavors by subject, course, and/or grade level based on mastery of Priority Academic Skills (PASS), not upon time spent in classes or completion of assignments. Parental involvement is integral in the PBP process as is the consideration of the student's social, emotional, and intellectual needs. PBP is intended to serve those unique students whose needs cannot be met by following a traditional timetable and sequence but who require promotion beyond current placement. In accordance with state statutes, Credit by Exam assessments are offered twice per year prior to the beginning of the school year to affect the following school year's grade placement and at the end of the school year to affect the following year's grade placement. Students requesting PBP must complete the application process and take the criterion-referenced test(s) within one of the two assessment periods designated by the district.

## **SAFETY-WEAPONS POLICY**

Dangerous weapons are a threat to the safety of the students and staff of the school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school district.

For the foregoing reasons, possession by any student of a dangerous weapon, as that term is defined by this policy, or replica, or facsimile of a dangerous weapon while on school property, at a school sponsored event or on a school bus/vehicle.

A dangerous weapon includes, BUT IS NOT LIMITED TO, guns (real or toy), knives of any kind, brass knuckles of any kind, laser lights, darts, ice picks, firecrackers, explosives, cigarette lighters, matches, hand chains, glass containers and an replicas or facsimiles of the foregoing items; or any item of instrumentality which is used to threaten harm or is used to harm any person. The foregoing list of "dangerous weapons" is descriptive and by way of example only, and is not to be considered an exclusive or limiting list of weapons.

Any student who violates this policy will be placed under immediate emergency suspension pending investigation.

**GUN-FREE SCHOOL** - according to Oklahoma statutes and Board policy, a student who brings a gun to school will be suspended from the school for a period of not less than one year.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the Superintendent. Out-of-school suspensions shall be subject to the procedural safeguards set forth in the district's policy.

It is the policy of this school district to refer to the appropriate criminal justice or juvenile delinquency system any student who violates this policy. Any firearm seized from a student by any school employee shall be immediately delivered to a law enforcement authority for disposition pursuant to applicable law.

## **CONDUCT**

We expect members of the Wickliffe School Community to show respect towards other members of the community – students, teachers, all support personnel, and visitors in our school. Individuals, adults and/or students who do not demonstrate respect will be asked to leave.

**FELONY CHARGES MAY BE FILED AGAINST ANY PERSON COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE.**

## **STUDENT DISCIPLINE POLICY**

"The teacher of a child attending a public school shall have the same rights as a parent to control and discipline such a child during the time the child is in attendance or in transit to the school or classroom presided over by the teacher." (Article VI Section 114, School Laws of Oklahoma)

Wickliffe is a community with rules and regulations. Those who enjoy the rights and privileges it provides, must also respect the responsibilities that inclusion demands, including respect for and obedience to school rules.

## **CLEAR BEHAVIORAL STANDARDS**

- No Violence
- No Disrespect: physically or verbally
- No Drugs
- No Bullying
- No Conduct which jeopardizes the safety of others
- No Blaming others for one's own mistakes
- No Profanity
- No Threats
- No Interference with the right of others to learn
- No Disregard for the health and safety rights of others
- Respect Yourself
- Demonstrate moderation in dress and appearance
- Use Self-control at all times
- Conduct yourself with pride

Inappropriate behaviors at school, while in school vehicles or while attending school events will result in disciplinary action. The seriousness of the violation and the student's age will determine which of the following interventions that may be used to

correct the behavior:

**INTERVENTIONS:**

STUDENT CONFERENCE  
STUDENT/PARENT CONFERENCE  
LOSS OF PRIVILEGE  
DETENTION  
CORPORAL PUNISHMENT  
OUT-OF-SCHOOL SUSPENSION  
EXPULSION

**Classroom Management Expectations** - Each classroom teacher is expected to send you a letter that outlines class rules and expectations. In addition, teachers will identify how both positive and negative behaviors will be recognized in their classrooms.

**Parent/Guardian Notification** – When a student's behavior warrants the attention of the office, it is documented and the parent will be notified. Parents will receive a copy of the documentation in the mail and one will be on file in the Superintendent's office. In some cases, the Parent/Guardian will be notified immediately.

**STUDENT DISCIPLINE**

The Wickliffe Public School Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms.

Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offense;

The effect of the offense on other students;



Whether the offense is physically or mentally injurious to other people;

Whether the incident is isolated or habitual behavior;

The manifestation of a disability;

Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action

19. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case.

In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators' appropriate means of discipline for specific infractions.

### **SEARCH AND SEIZURE**

Students shall not have any reasonable expectation of privacy in the contents of a school locker, desk or other school property.

All school personnel have access to school lockers, desks, and other school property in order to supervise properly the welfare of the students. The administration of Wickliffe School has the authority to detain and search or authorize the search of any Wickliffe student or property in the possession of the student. Students may be required to submit to searches of purses, book bags, etc. Students may be detained or searched under the following circumstance: student is on school premises, in transit under the authority of the school, and/or attending any school sponsored or authorized function.

### **DRUG-FREE SCHOOLS**

In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the Board has implemented a developmental based drug and alcohol education prevention program for grades Kindergarten through eighth (K-8). Students are hereby notified that the use, possession or distribution of illicit drugs, non-intoxicating beverages (as defined by state law) and alcohol is wrong and harmful. Therefore, standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs, non-intoxicating beverages and alcohol by students on school premises or as part of its activities. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation and suspension as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students established by the "The Drug

Free Schools and Communities Act Amendments" PL10 1-226, which requires that State, as well as focal educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

### **TOBACCO PRODUCTS**

Possession, smoking, and the use of tobacco products in any form, as well as simulated tobacco products, are prohibited on the school district's property. The prohibition includes school buildings and grounds.

### **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING**

Statement of Legislative Mandate and Purpose:

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to "create an environment free of unnecessary disruption" and also requires school districts to actively pursue programs for education regarding bullying behaviors. Wickliffe School prohibits harassment, intimidation, and bullying.

Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

### **PLAYGROUND RULES**

#### **North Playground (PK-4<sup>th</sup>)**

- No pushing or shoving.
- No hanging by feet from monkey bars. (Monkey bars should not be used in preschool or kindergarten.)
- No throwing rocks or acorns.
- No walking on top of tunnels.
- No walking up slides.
- No sliding down rails.
- No blocking slide.
- No hiding from playground supervisors.
- No tackle football or other tackling games.
- No inappropriate language.
- No running on playground equipment.



### **South Playground (5th-8th)**

- Stay within the vision of the duty supervisors.
- No foul language.
- No tackle football or other tackle games.
- No rough play.
- No stuffing the ball on the basketball court.
- No throwing rocks or nuts.
- Bullying or threatening of other students will not be tolerated.

### **All School Rules**

- Show respect to all staff and fellow students.
- Walk on sidewalks.
- Keep hands and feet to yourself.
- Take care of school property.
- Return equipment to proper storage areas.
- Do not go behind the gym.

Students, who refuse to abide by the above mentioned rules after being warned, will be asked to report to their homeroom or to the office. Students who are involved in fights or those who will not change their behavior when warned will be sent to the office immediately.

### **TRANSPORTATION**

Riding the bus is a privilege offered by the school district. Students are urged to regard the bus as another classroom as far as conduct is concerned. Please use good manners and judgment when you are on the bus. The driver has absolute authority and is expected to maintain discipline to prevent accidents. Any activity causing distraction of the driver or vandalism to the bus will be cause for the loss of the privilege of riding the bus.

### **Bus Riding Rules**

Riding the bus is a privilege and the privilege may be removed for not abiding by the bus riding rules.

*Prior to loading the bus, students should:*

1. Be on time to the designated bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Respect people and their property while waiting on the bus.

*While on the bus, students should:*

1. Keep all parts of the body inside the bus.
2. Help keep the bus safe and clean.
3. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and results in a serious accident. (The life you save may be your own.)
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats (etc.) must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Maintain possession of books and other articles
7. (Keep the aisles clear).

*After leaving the bus, students should:*

1. Go at least ten (10) feet in front of the bus. Stop, check traffic and wait for the bus driver's signal then cross.
2. Go home immediately; staying clear of traffic.
3. Help look after the safety and comfort of small children.

### **VIDEO SURVEILLANCE POLICY**

The district is committed to nurturing a safe, caring and positive environment. In order to provide for the personal safety and security of students, staff and patrons while on district property and while attending district functions, as well as to protect district property, the Board supports the use of video surveillance of vehicles and school property in accordance with guidelines established by the administration. The Superintendent and/or appointed designee(s) will be responsible for managing and auditing the use and security of video surveillance cameras. This policy is expected to encourage individuals to demonstrate respect for themselves, for others and for the surroundings.

### **HEALTH SERVICES**

School children sometimes complain of illness at school and are unable to continue with their class work. We use the following criteria to make decisions about whether to send a child home or return a child to class:

1. A child with a temperature of 100 degrees.
2. A child who vomits at school.
3. A child who reports diarrhea and states that he/she is having difficulty getting to the restroom on time.
4. A child with a questionable rash.
5. A child with "pink eye" and who has discharge in the eye.
6. A child who is so uncomfortable that he/she is not able to function in school.

Students becoming ill during the school day should report to the office. Except in an emergency, all students must have a pass from their classroom teacher before coming to the office. If there is a necessity to go home, the office will inform the parent. The student will be released to the parent when they have been signed out in the office.

## **MEDICATION**

To administer prescription and non-prescription medication, the pharmaceutical container with the correct dosage, the name of the drug and the student's name clearly labeled must be brought to the school. Para-professionals will administer the medication. If you have questions containing policy, please call the school.

## **HEAD LICE**

Every effort is made to curtail the spread of head lice to students and others associated with Wickliffe School. If head lice or nits are found on the child, the following steps will be taken:

1. Parents will receive a written notice. Before the child/children may return to school, they will need to be treated and rid of the problem; this should not result in a truancy problem for the child.
2. The child will be re-checked for signs of lice and/or nits.
3. If lice or nits are present the child may be sent or taken home, providing proper supervision for the child is available.
4. A student is allowed to return to school when a doctor, nurse, medical clinic, or other certified medical personnel needs to confirm in writing that the child is free of nits and lice.

## **SCHOOL PROPERTY**

If, for whatever reason, a student cannot return a textbook, library book, uniform or any other equipment that is checked out to him/her, the student will be charged for the cost of the item. If books or other school property is not returned when a student transfers to another school, this may cause delay in sending the records to the receiving school.

## **LIBRARY REGULATIONS**

- The school library will be open to students from 9:00-3:25 daily.
- Only trained librarians are allowed behind the circulation desk.
- Only the librarians may check books in or out.
- Preschool and Kindergarten children are not allowed to check books out of the library, but will have access to the library.
- Students in grades 1-4 may check out one (1) book at a time, unless there is a special request from the teacher, and then special permission may be granted.
- Students in grades 5-8 may check out two (2) books at a time, unless there is a special request from the teacher, and then special permission may be granted.
- A student who has overdue library materials will not be allowed to check out other materials until the problem is resolved. The librarian will send out notices.
- Reference books and encyclopedias must be used in the library, except upon



special request from a classroom teacher.

- Books are to be returned to the library in the book drop at the circulation desk.
- Library books, encyclopedias, etc. should not be marked in, torn or in any way destroyed.
- The library is a place for research and recreational reading. Students are expected to keep the noise level low. Constructive "busy noise" is acceptable.
- No food or drink in the library.

## **TECHNOLOGY PROTECTION MEASURE & INTERNET SAFETY**

Wickliffe School is pleased to offer students access to a computer network for the internet and other educational sources. Wickliffe's computer network and the internet offer vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence by facilitating resource sharing innovation and communication. To gain access to the computer network and internet, all students must obtain parental permission as verified by signature on the Wickliffe AUP form. Should a parent prefer that a student not have internet access, use of the computers is still possible *for* more traditional purposes such as word processing, remediation and program specific software. Students will be asked to sign a new policy each year before they are given access to the Wickliffe computer network.

*Wickliffe School does not provide access to part-time online courses in internet-based instruction.*

## **ACTIVITY & ATHLETIC RULES**

While on school trips, sponsors are in charge and students will be held accountable for all their actions. Students are expected to behave in an acceptable manner and are still subject to all school rules.

### **Eligibility for Extracurricular Activities**

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Wickliffe will run eligibility checks each Friday morning to determine eligibility for the following Monday. The period of probation and ineligibility will always begin on Monday following eligibility check.

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of eligibility check, he/she will be placed on probation for the next week period. If a student is still failing one or more classes the next week on grade check day, he/she will be ineligible to participate during the next week period. The period of probation/ ineligibility begins on Monday and ends on Sunday.

A passing grade is 60% or better.



If a student quits any sport for whatever reason, he/she will not be allowed to return to that sport for the remainder of the school year.

If a game is missed, without good reason (illness, family crisis, etc.) the player will sit out an amount of time which will be determined by the coach.

Other things that can determine playing time, which is left to coaches' discretion, are attitude, work ethic, following directions, and sportsmanship.

### **EVACUATION & SAFETY PLANS**

The safety of our students and staff is a priority for the school. We have plans for intruders, fire, tornadoes and other possible crises. These plans are reviewed and practiced throughout the year. If you have a question about our procedures, please call.

If you are visiting the school during a crisis, we ask for your cooperation in keeping the safety of our student body. Students will not be released if a situation arises that requires us to implement one of these plans until the administration has deemed the situation as safe.

**Tornado** - if a tornado warning is announced while you are visiting the campus, we ask that visitors go to the girls' restroom in the gym, or the kitchen office.

**Fire** - if a fire warning is announced while you are visiting, we ask that you join the rest of the school community on the softball field.

### **AHEA PL99-5519**

In response to the Asbestos Hazard Emergency Act, PL 99-5519 and EPA regulations, in the summer of 2005, we completed a re-inspection of our buildings that contained asbestos building materials. The inspection results indicate that areas that contain asbestos pose no health problems. The management plan and results of the re-inspection are available for your viewing during office hours. Please call for an appointment.

### **FAMILY & EDUCATIONAL RIGHTS & PRIVACY P&T. PI 93-380**

The revised Family Rights & Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without prior consent, only you and authorized individuals having legitimate educational interest will have access to student educational records. These rights are:

The right to inspect and review the student's education records within 45 days of the

day the district receives the request for access. Parents or eligible students should submit a written request to school administration that identifies the record(s) they wish to inspect. School administration will arrange for access and notify the parent or eligible student 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 of eligible students believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. The school administrator will clarify and identify the part of the record in question, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW, Washington, DC 20202-4605

### **PUPILS RIGHTS AMENDMENT (PPRA) 20 U.S.C.- 1232H**

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct surveys, collection and use of information for marketing purposes and certain physical exams.

These rights include:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a the US Department of Education

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family

3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of:**

1. Any other protected information survey regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student , except for hearing, vision or scoliosis screenings or any other physical exam or screening permitted or required under state law.
3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell otherwise distribute the information to others.

**Inspect upon request and before administration or use:**

1. Protected information surveys of students'
2. Instruments used to collect personal information from students for any of the above marketing; sales or other distribution purposes
3. Instructional material used as part of the educational curriculum.

The Wickliffe Public School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection disclosure or use of personal information for marketing, sales or other distribution purposes. The district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents and eligible students, such as through U.S. mail, or email at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt out of participating in: collection, disclosure or use of personal information for marketing, sales or other distribution; administration of any protected information survey not funded in whole or in part by ED; any non-emergency, invasive physical examination or screening as described above. Parents/eligible students who believe their rights have been 'Violated may file a complaint with the Family Policy Compliance Office; US Department of Education; 400 Maryland Avenue, SW, Washington D.C. 20202-460.

**USDA Nondiscrimination Statement FY2023**



The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at:

*[www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)*  
or at any USDA office, or call 866-632-9992 to request the form.

You may also write a letter containing all of the information requested in the form. Send you completed complaint form or letter to USDA by mail at US Department of Agriculture, Director Office of Adjudication, 1400 Independence Avenue, SW, Washington D.C. 20250-9410, by fax 202-690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish)

USDA is an equal opportunity provider and employer.

### **PARENT/GUARDIAN CONCERNS**

The Board of Education recognizes that situations of concern to Parents/Guardians or the public may arise in the operation of this district. The purpose of this procedure is to secure at the lowest possible level a resolution for concerns. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the directors, the Superintendent and the School Board.

The following steps are procedures recommended by the Board to be followed by the persons with questions or concerns regarding the operation of the school district:

1. Matters concerning individual students and their teachers or coaches should first be addressed with the teacher or coach.
2. Unsettled matters from the above (1), or problems concerning the school district should be directed to the Superintendent, Mrs. Carney
3. Mrs. Carney will investigate the matter.
4. If the above procedures do not resolve the matter satisfactorily, the complainant may pursue the matter formally with the Board of Education.



## **BOARD POLICY**

Policies governing the Wickliffe School Board may be obtained from the office of the Superintendent.

***Forms to address the Board can be requested in the business office.***

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**Wickliffe Public School  
Official Signature Agreement Page for Policies  
School Year 2023-2024**

I understand that my child, \_\_\_\_\_, a \_\_\_\_\_ grade student in Wickliffe Public School been given access to a student handbook through the school website: <http://wickliffeschool.com> or can secure a written copy, if I do not have internet access by contacting the school in writing. The handbook outlines school policies including dress code, gang activity, grading system, harassment, medication, retention, etc. (to name a few of the topics covered). I hereby agree to help my child understand and abide by the school policies.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
date

As a student of Wickliffe Public Schools, I understand it is my responsibility to read the school policies and agree to abide by them.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
date

