

# Wickliffe Elementary School

*Ms. Teresia Knott*  
Superintendent

*Mrs. Melissa Cagle*  
Teaching/Principal

The staff and community of Wickliffe School is committed to providing our students a GREAT education. We are excited that you have chosen to become part of this TEAM.

Our mission is to provide our students with diverse quality educational opportunities in a safe learning environment. The students, faculty and staff will utilize research and technology to promote intellectual growth in all students.

Inside this handbook are the rules and regulations set forth by the Wickliffe School Board and the State Department of Education. These regulations are written to provide a safe and disciplined environment where the emphasis is on learning. Please take time to read this handbook and discuss it with your child.

We thank you for working with us to create a great school, community and nation – one student at a time.

## **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** – for your convenience breakfast will be served from 7:45 a.m. until 8:10 a.m. Breakfast will not be served past 8:15 a.m. **Students need to be in their classes by 8:15.** *Students will need to remain in the cafeteria until 8:00 a.m.*

**Afternoon Dismissal** -- for **safety reasons**, students will be sent to either the bus or the hallway at 3:15 (buses will pull out at 3:20)

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. For the safety of the students, please follow these directions.

## **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 principal/superintendent will consider known cases of extreme illness, injury or emergencies if the days exceed ten.

*Excessive absences will be reported to the Sheriff's Department and can lead to fines or imprisonment.*

**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 an admit from the office. Three (3) unexcused tardies will result in an unexcused absence. For a tardy to be excused, you must have a Dr.'s note or a note from a parent.

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

### **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**

Wickliffe School District does not discriminate on the basis of race, religion, sex, age, national origin, handicap, or other human differences. The Wickliffe district is aware of the provisions of Title IX and Section 504 and intends to comply with them.

### **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 Tdap (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 these immunizations, 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.

If you have questions, please contact your physician or the Mayes County Health Department. Exemption forms are available from the Health Department for those who

have medical, personal, or religious reasons for exemption.

### **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 during morning announcements via intercom. 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 anytime. For safety reasons, ***we require all visitors*** to check in at the main office when they enter the school.

Visitors will need to sign-in at the office and will be issued a visitor's badge. The badge will be returned to the office when the visit is over and it will be noted that the visitor has left the premises.

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. Jeans or pants with slits above the knee(s).
3. Tank tops, muscle shirts, see-through or low cut shirts/blouses, and shirts that reveal the midriff.
4. Identified gang-related clothing or colors.
5. Clothing that advocates the use of alcohol, illegal drugs, and tobacco products.
6. Obscene or profane language and/or symbols on clothing or jewelry.
7. All students are required to wear shoes. Shoes not designed for street-wear, such as house shoes will not be permitted.
8. In the interest of safety, students are not allowed to bring or wear chains to school, including wallet chains and collars.
9. Extreme hairstyles, contacts, and visible body piercing that disrupt the educational process or endanger the health and safety of students will not be permitted.
10. 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.

A student bringing to school any object of great value should check it in with the principal or superintendent’s office. The school assumes NO responsibility for lost or stolen articles.

Do NOT bring radios, tape recorders, MP3 players, electronic games or other such items to school. These 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 into the office and placed in a designated area. Items that are not claimed on a weekly basis will be donated to a charitable organization.

### **USE OF TELEPHONE**

Students may use the telephone for emergency or illness only. 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.

### **CELL PHONES**

Students may NOT possess a wireless telecommunication device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Upon reasonable suspicion, the superintendent, principal, teacher or security personnel shall have the authority to detain and search, or authorize search of any student or property in the possession of the student for unauthorized wireless communication devices. Students found in possession of such devices in violation of the rules shall be subject to disciplinary actions.

On field trips, school officials shall have school cell phones and will allow students to use them to communicate with home.

### **PROGRESS REPORTS**

All students, in First grade through Eighth Grade, will receive progress reports during the 4<sup>th</sup> 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.*

#### ***Scheduled Progress or Report Card Release Dates:***

- *September 12 –Progress Report, Sent Home with Student*
- *October 16 &17—Report Cards, Released to Parents at Parent/Teacher Conference*
- *November 14– Progress Report, Sent Home with Student*
- *December 19—Report Cards, Sent Home with Student*
- *January 30 – Progress Report, Sent Home with Student*
- *March 11 & 12– Report Cards, Released to Parents at Parent/Teacher Conference*
- *April 10 – Progress Report, Sent Home with Student*
- *May 15– Report Card, Sent Home with Student*

## **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 considered and exclusive or limiting list of weapons.

Any student who violates this policy will be placed under immediate emergency suspension pending investigation. Students who violate this policy will receive the minimum consequences as defined below up to the maximum suspension authorized by law.

Wickliffe has a zero tolerance for weapons being brought, used, or possessed at school, on school property, or at school related functions an automatic minimum consequence will be given to the following grade levels, students (K-4) will be placed in a minimum one (1) day of in-school suspension; and students (5-8) will be placed on a minimum of two (2) days of in-school suspension.

***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, aides, cooks, maintenance people and



visitors in our school. Individuals, adults and/or students, who do not demonstrate respect will be asked to leave.

*Please be aware that 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 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.

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 will be used to correct the behavior: *student conference; student/parent conference; loss of privilege; lunch detention; detention; in-school suspension; corporal punishment; out-of-school suspension; and expulsion.*

The following discipline scale and outcomes will guide disciplinary action. All final disciplinary action will be decided upon by administration according to board policy.

### ***Infractions:***

<b><i>Level I</i></b>	<b><i>Level II</i></b>	<b><i>Level III</i></b>
<b><i>1. Unexcused tardiness</i></b>	<b><i>1. Cutting class</i></b>	<b><i>1. Theft</i></b>
<b><i>2. Disruption of class or assembly</i></b>	<b><i>2. Leaving school without permission</i></b>	<b><i>2. Assault (physical or verbal)</i></b>
<b><i>3. Lunchroom misconduct</i></b>	<b><i>3. Truancy</i></b>	<b><i>3. Fighting</i></b>
<b><i>4. Lack of classroom preparedness</i></b>	<b><i>4. Misconduct on school vehicle</i></b>	<b><i>4. Destruction or defacing property or equipment</i></b>
<b><i>5. Misbehavior at school</i></b>	<b><i>5. Obscenities (verbal/non-verbal)</i></b>	<b><i>5. Possession or distribution of obscene materials</i></b>
		<b><i>6. Use or possession or under the influence</i></b>

				<b>of alcohol/drugs</b>	
				<b>7.. Use or possession of tobacco</b>	

**Possible Disciplinary Actions**

1. Warn students (written)
2. Advise parents
3. Remove from class or activity (temporary or permanent)
4. Parental Conference
5. Detention _____ days
6. In School Suspension _____ days
7. Financial restitution
8. Involve law enforcement
9.. Refer to social agencies
10. Confiscation (temporary or permanent)
11. Short Term Suspension (up to ten days)
12. Expulsion (not to exceed the remainder of the semester and all of the successive semester)
13. Any disciplinary action deemed appropriate under the circumstances.
14. New seating assignment
15. Lunch room or activity suspension
16. Corporal punishment.

### **Discipline Action Schedule**

The number below refers to the code numbers under disciplinary actions and infractions.

<b>Level I</b>		
<b>1st Violation</b>	<b>2nd Violation</b>	<b>3rd Violation</b>
1. 1, 5	5, 13	2, 4, 5, 6,13
2. 1, 3,5, 7,13,14	2, 3, 4, 5, 6, 7, 10, 13,14,	3, 4, 5, 6, 7, 11, 13, 15,16
3. 1, 5, 7, 15	2, 5, 6, 7, 13, 15	4, 5, 6, 7, 11, 13, 15, 16
4. 1,2, 3	4, 5, 6, 9,11	4, 5, 6, 9,11,12,16
5. 1, 2, 5, 6, 7, 13	2, 5, 6, 7, 11, 13	4, 5, 6, 7, 11, 12, 13, 16
<b>Level II</b>		
<b>1st Violation</b>	<b>2nd Violation</b>	<b>3rd Violation</b>
1. 1, 2, 5	2, 4, 5, 6, 13	4, 6, 11,12, 13, 16
2. 1, 2, 5	2, 4, 5, 6, 11, 13,16	4, 6, 11, 12, 13, 16
3. 1, 2, 5, 6, 13	2, 4, 5, 6, 11, 13, 16	4, 6, 9, 11, 12, 13, 16
4. 1, 2, 5, 7, 10, 13, 14	2, 4, 5, 6, 7, 10, 11, 12, 13, 16	4, 5, 6, 7, 10, 11, 12, 13, 16
5. 1, 2, 5, 6, 13	2, 3, 4, 5, 6, 11, 12, 13, 16	11, 12, 13, 16
<b>Level III</b>		
<b>1st Violation</b>	<b>2nd Violation</b>	<b>3rd Violation</b>

1. 2, 4, 7, 8, 11, 12, 13, 16	4, 7, 8, 9, 11, 12, 13, 16	4, 7, 8, 9, 11, 12, 13, 16
2. 2, 4, 6, 8, 9, 11, 12, 13, 16	4, 7, 8, 9, 11, 12, 13, 16	4, 7, 8, 9, 11, 12, 13, 16
3. 2, 6, 12, 14, 16, 17	4, 6, 11, 12, 13, 15, 16,	11, 12, 13
4. 2, 6, 7, 8, 9, 11, 13, 16	4, 6, 7, 8, 9, 10, 11, 12, 13, 16	4, 6, 7, 8, 9, 10, 11, 12, 13, 16
5. 2, 7, 8, 9, 10, 11, 12, 13, 16	4, 6, 7, 8, 9, 10, 11, 12, 13, 16	4, 7, 8, 9, 10, 11, 12, 16
6. 4, 8, 12, 13	4, 8, 12	
7. 4, 7, 12	4, 7, 12	
8. 1, 2, 3, 5, 6, 7, 11, 12, 13, 16	3, 4, 6, 11, 12, 13, 16	3, 4, 11, 12, 13, 16

**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 infraction warrants the attention of the office, it is documented and the parent will be notified. Students will receive a copy of the documentation and one will be placed in their file. If the infraction is extreme, the parent/guardian will be notified immediately if at all possible.

### **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. School personnel may utilize trained search dogs on school premises. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and without stating a reason for such a search. 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, briefcases, etc. Students may be detained or searched under the following circumstance:

1. Student is on school premises.
2. Student is in transit under the authority of the school.
3. Student is attending any school sponsored or school 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 local 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**

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.

The Wickliffe Public Schools’ student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### **Statement of Board Purpose in Adopting Policy**

The board of education recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct.

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed

and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

*Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, 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's 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.*

## **Definition of Terms**

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to,



consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

### 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that

exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Wickliffe Public Schools.

## **Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students**

### **1. Student and Staff Education and Training**

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Wickliffe Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

### **2. Wickliffe Public Schools' Safe School Committee**

The safe school committee has the responsibility of studying and making

recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy 1511-Safe School Policy.)

### 3. Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

### 4. Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the assistant superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the assistant superintendent or his/her designee.

### 5. Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or

other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a victim of bullying and report those symptoms;and
- Cooperate fully with school personnel in identifying and resolving incidents.

### **Discipline of Students**

In administering discipline, consideration will be given to alternative methods of punishment to insure 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.

## **HARRASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure 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.

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Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent re-occurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850 70 O.S. §24-100.2

## LOCKER POLICY

Wickliffe provides lockers for 5th-8th grade students to use during the school year. Lockers are for students to store school supplies and personal items necessary for use at school.

Students are responsible for all contents of the locker as well as the condition of the locker itself (inside and out).

Lockers must be kept free of graffiti or other damage.

Students are encouraged to purchase combination locks to secure their assigned locker. The combination must be filed with student's advisory teacher and in the attendance office. *If school employees need access to the contents of a locker and the combination has not been provided or does not work, employees will cut the lock and not be responsible for its replacement.*

No permanent marking allowed in or on locker (this includes stickers). The cost of any repairs to damaged or permanently marked lockers will be the responsibility of the student.

Students use the lockers at their own risk. The school is not responsible for any loss of property kept in the locker.

You cannot keep anything illegal in your school locker such as:

- · Drugs
- · Alcohol
- · Stolen property
- · Anything that could be used as a weapon
- · Anything deemed by the school or police to be a danger
- · Anything else illegal to possess

Violators will be subject to appropriate punishments.

Students should not have an expectation of privacy for their locker. Lockers are the property of Wickliffe School. Wickliffe School reserves the rights to open, search and inspect your school locker without notice to you.

If a Wickliffe School employee searches your locker and finds illegal/inappropriate items in your locker, a Wickliffe employee may confiscate those items, secure them and use them as evidence for school discipline. Wickliffe employee may turn those items over to law enforcement for possible criminal investigation and charges..

## **PLAYGROUND RULES**

### **North Playground (Preschool – 3<sup>rd</sup>)**

1. No pushing or shoving.
2. No hanging by feet from monkey bars. (Monkey bars should not be used by preschool or kindergarten.)
3. No throwing rocks or acorns.
4. No walking on top of tunnels.
5. No walking up slides.
6. No sliding down rails.
7. No blocking slide.
8. No hiding from playground supervisors.
9. No tackle football or other tackling games.
10. No inappropriate language.
11. No concession food or drinks are allowed on playground equipment.
12. No running on playground equipment.

### **South Playground (4<sup>th</sup> – 8<sup>th</sup>)**

1. Stay within the vision of the duty supervisors.
2. No foul language.
3. No tackle football or other tackle games.
4. No rough play.
5. No stuffing the ball on basketball court.
6. No throwing rocks or nuts.
7. No hanging out in bathrooms before school or during lunch break.
8. Bullying or threatening of other students will not be tolerated.

### **All School Rules**

1. Show respect to all staff and fellow students.
2. Walk on sidewalks.
3. Keep hands and feet to yourself.
4. Take care of school property.
5. Return equipment to proper storage areas.
6. 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 may result 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, lunches or other articles and keep the aisles clear.
7. Help look after the safety and comfort of small children.
8. Do not throw objects in or out of the bus.
9. Remain in seats while bus is in motion.
10. Refrain from horseplay and fighting.
11. Be courteous to fellow pupils and the bus driver.
12. Remain in the bus during road emergencies except when it may be hazardous to their safety.

*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, principal 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 this 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. Refusal to rid you child of head lice is a form of neglect. When it has been determined that this is the situation, cases will be turned over to the child welfare agency for assistance with the problem. If head lice or nits are found on the child the following steps will be taken:

1. Parents will receive a written or verbal 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 rechecked for signs of lice and/or nits.
3. If lice or nits are present the child will be sent or taken home, providing proper supervision for the child is available.
4. At this point, a doctor, nurse, medical clinic or other certified medical personnel needs to confirm in writing that the child is free of nits and lice, before the student is allowed to return to school.

### **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 8:00-3:00 daily.
- Only trained librarians are allowed behind the circulation desk.
- Only the librarians may check books in or out.
- Pre-school 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 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. Lost materials must be paid for before the end of the year.
- Reference books and encyclopedias must be used in the library, except upon special request from a classroom teacher.
- Current issues of magazines are to be read in the library. Back issues of the magazine may be checked out overnight.
- Books and magazines are to be returned to the library in the book drop at the circulation desk.
- Library books, magazines, encyclopedias, etc. should not be marked in, torn or in any way destroyed.
- The library is a place for research and recreational reading. It is not to be used as a conversation center. Students are expected to keep the noise level low. Constructive “busy noise” is acceptable.
- No food or drink is allowed in the library.

Students displaying inappropriate behavior will be asked to leave 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 Extra-curricular 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 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 crisis. 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 you 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 ACT, PL93-380**

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:

1. 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 to the school principal a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's education records that the parent of eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. The school write the school principal, clearly identify the part of the record they want changed, 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.
3. 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 staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, 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.
4. 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) 20U.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 problem of the U.S. 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; or 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; and 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 FY2014**

The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases 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 <[http://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 e-mail 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 principal, 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 Principal, Mrs. Cagle.
3. Unsettled matters from (2) above should be placed in writing to the Superintendent, Ms. Knott. Ms. Knott will schedule a meeting with the parent/guardian or concerned member of the community.
4. If the above procedures do not resolve the matter satisfactorily, the complainant may pursue the matter formally with the Board. Questions and comments submitted to the School Board Clerk in letter form will be brought to the attention of the entire Board.

### **BOARD POLICIES**

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