

Warren High School

"Home of the Warriors"

Warren High School Mission

The Mission of Warren High School is to provide a structure for academic and personal success in a cooperative environment that emphasizes lifelong learning, social responsibility, and mutual respect.

NAME: _____

2015 – 2016 HANDBOOK RECEIPT
PLEASE SIGN BOTH FORMS AND RETURN
TO THE SCHOOL OFFICE

I have received a copy of the 2015 -2016 Warren Local School District High School Handbook and understand that I am responsible for all information contained herein.

Student Name (Print Clearly)

Student Signature

Parent Signature

**Student's Agreement Computer Usage
For Students and Parents/Guardians:**

Please read the Student/Parent Technology Acceptable Use statement in the 2015-2016 Warren Local School District High School Handbook.

Signing below indicates the parent/guardian permission for the student to access the Internet and the student's agreement to follow district policy regarding computer and Internet usage. Inappropriate use will result in a cancellation of such privileges and/or disciplinary action. If a signed form is not on file, the student will not be allowed to use on-line services.

Student Name (Print Clearly)

Student Signature & Date

Parent/Guardian Signature & Date Note: If the student is 18 or older, only the student's signature is required.

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SCHOOL CALENDAR 2015-2016

Professional Development (No School).....	8/13/15
Professional Development (No School).....	8/14/15
Professional Development (No School).....	8/17/15
Professional Development (No School).....	8/18/15
First Day of school for students	8/19/15
Labor Day (No School).....	9/07/15
Interim Reports.....	9/21/15
Professional Development (No School)	9/25/15
First Grade Period Ends	10/16/15
Report Cards.....	10/26/15
Parent Teacher Conferences (No School).....	10/30/15
Veterans Day (No School)	11/11/15
Interim Reports.....	11/16/15
Thanksgiving Break (No School).....	11/25/15 - 11/30/15
Second Grade Period Ends	12/18/15
Professional Development (No School).....	12/21/15
Christmas Break (No School)	12/21/15 – 1/01/16
Report Cards.....	1/11/16
Martin Luther King Day (No School)	1/18/16
Interim Reports.....	2/08/16
Parent Teacher Conferences (No School).....	2/12/16
President’s Day Observed (No School)	2/15/16
Third Grade Period Ends.....	3/18/16
Spring Break (No School)	3/21/16 - 3/25/16
Report Cards.....	4/04/16
Professional Development (No School).....	4/15/16
Interim Reports.....	4/22/16
WHS Graduation.....	5/20/16
Fourth Grade Period Ends	5/25/16
Last Day for Students.....	5/25/16
Professional Development (No School)	5/26/16

Make up dates for calamity days if necessary:
3/21, 3/22, 3/23, 5/26, 5/27

2015-2016 FEE LIST (subject to change)

A Cappella.....	20.00
Advanced Studio Art	20.00
Advanced Computer Applications 1	5.00
Advanced Computer Applications 2.....	5.00
Advanced Woods 1	35.00
Advanced Woods 2.....	75.00
AP English 11 & 12.....	15.00
Applied Financial Math.....	11.00
Art Appreciation	10.00
Art 1, 2, 3, & 4	20.00
Bass Chorus.....	20.00
Bells 1 & 2.....	10.00
Bells 3.....	20.00
Business Law and Ethics	5.00
Career Ed/Financial Literacy	5.00
ChemCom.....	12.00
Computer Applications 1.....	5.00
Computer Applications 2	5.00
CP Anatomy & Physiology.....	30.00
CP Biology	15.00
CP Chemistry	13.00
CP English 9, 10, 11, 12.....	15.00
CP Mock Trial.....	25.00
CP Modern World History.....	5.00
CP Physics.....	5.00
Current World Issues	5.00
Drafting 2.....	5.00
Drama	20.00
Duel Enrollment American Sign Language	20.00
Duel Enrollment English Comp. I & II.....	20.00
Duel Enrollment College Algebra.....	20.00
Duel Enrollment Interpersonal Communications	20.00
Duel Enrollment Speech	20.00
French 1, 2, 3, & AP French 4	15.00
Freshman Band	10.00
Instrumental Band.....	10.00
Introduction to Business.....	5.00
Natural Resources.....	5.00
Photography 1	38.00
Photography 2.....	38.00
Ramp Up English	15.00
Spanish 1, 2, 3,	13.00
AP Spanish 4	15.00
Sports and Entertainment Marketing	5.00
Treble Chorus.....	20.00
Voice Class.....	15.00
Woods 1.....	20.00
Woods 2.....	50.00
Planner (Required for every student).....	5.00
Locker Fee (Required for every student).....	1.00
Vehicle Registration (MUST BE PAID AT TIME OF PURCHASE)	2.00

WARREN LOCAL SCHOOL DISTRICT

Mr. Kyle Newton, Superintendent

220 Sweetapple Road

Vincent, OH 45784

Phone: 740-678-2366

Fax: 740-678-8275

Warren High School

Mr. Ben Cunningham, Principal

Mr. Ryan Lemley, Asst. Prin.

130 Warrior Drive

Vincent, OH 45784

740-678-2393

740-989-0340

Fax: 740-678-2783

Warren Local Middle School

Mr. Brent Taylor, Principal

Mr. Shane Freshour, Asst. Prin.

70 Warrior Drive

Vincent, OH 45784

740-678-2395

740-989-5835

Fax: 740-678-2783

Little Hocking Elementary

Ms. Robin Carter, Principal

95 Federal Road

Little Hocking, OH 45742

740-989-2000

740-989-2585

Fax: 740-989-2585

Warren Elementary

Ms. Trisha Delaney, Principal

16855 St. Rt. 550

Marietta, OH 45750

740-373-4937

740-373-4932

Fax: 740-373-5909

BOARD OF EDUCATION AND ADMINISTRATION

Superintendent

Treasurer

Transportation

President

Vice President

Member

Member

Member

Kyle Newton

Melcie Wells

Lisa Spence

Debbie West 678-2005

Bob Allen 989-2702

Bob Crum 423-5763

Willie Holbert 989-2931

John Nichols 678-2784

**WARREN LOCAL SCHOOLS
DAILY BUILDING SCHEDULES**

Little Hocking Elementary	9:00-3:30
Warren Elementary	9:00-3:30
Warren Local Middle School	7:45- 2:45
Warren High School	7:50-2:55

PHONE NUMBERS

Warren High School (Ext. "1100" for main office)	678-2393
Warren Local Middle School (Ext."2100" for main office)	678-2395
Little Hocking Elementary	989-2000
Warren Elementary	373-4937
Warren Local Administration	678-2366
Warren Local Bus Garage	678-2368
Washington County Educational Service Center	373-6669
Washington County Career Center	373-2766

THE PHILOSOPHY OF WARREN HIGH SCHOOL

The faculty, student body, parents and school community believe that Warren High School should provide a curriculum that fills the personal and academic needs, interests, and abilities of the youth and adults of the school district.

Our school should provide a democratic and stimulating environment that demands competency and is friendly and cooperative in nature. Our school should endeavor always to provide an education that will be useful and functional for all those various facets of our changing and complex society. We will strive for public understanding of the educational process—what it is and how it works.

Our school should endeavor to develop good citizenship and moral character. It should stimulate our students to use individual thought and initiative and to develop abilities that will be valuable in our global society.

Our philosophy will manifest itself through the following 16 goals for students:

1. To grow in their ability to think rationally, to express their thoughts clearly, and to read and listen with understanding.
2. To develop skills, understandings, and attitudes that make them intelligent consumers and productive participants in economic life.
3. To develop self-esteem, dignity, and pride of accomplishment.
4. To develop insight into their own moral principles and values.
5. To develop a sense of responsibility for the consequences of their actions, both as individuals and members of society.
6. To understand their rights and duties as citizens of a democratic society.
7. To work cooperatively with others, developing respect for differences both individual and global.
8. To develop attitudes and skills necessary to maintain good health and physical fitness.
9. To understand the methods and influence of science on all life and the main scientific facts concerning the nature of the universe.
10. To develop a respect for the environment and the importance of conservation.
11. To develop their capacities to appreciate beauty in literature, the fine arts, and nature.
12. To develop attitudes and skills necessary for the productive use of leisure time.
13. To understand the significance of the family and the conditions conducive to successful family life.
14. To understand the place of technology in everyday life and foster a confident attitude in the application of technological principles.
15. To prepare to make a smooth transition from school to the work place by successfully applying skills learned during the educational process.
16. To develop a sense of understanding and pride in our area's rich heritage and natural resources.

CHAIN OF COMMAND

If you have concerns, problems, or ways to improve our schools, please contact the person in charge of that respective area.

CONCERN	CONTACT	PHONE
Teacher	Teacher	678-2393
Building	Ben Cunningham, Principal	678-2393, ext. 1102
	Ryan Lemley, Asst.Principal	678-2393, ext. 1103
Athletics	Debbie Proctor, Athletic Dir.	678-2393, ext. 1113
Transportation	Lisa Spence	678-2368, ext. 124
Cafeteria	Barb Cozzens	678-2366, ext. 122
Custodial	Larry Kennedy	678-2366, ext. 125
Special Ed.	Kara Harris	678-2366, ext. 129

BUILDINGS AND GROUNDS SECURITY

Buildings and grounds constitute one of the greatest investments of the Board. It is in the best interest of the District to protect such investments.

Security includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The Board shall cooperate with local law enforcement agencies and fire departments and with insurance company inspectors.

Access to buildings and grounds outside of regular school hours is limited to personnel whose work requires such access. A security control system is established which limits access to buildings to authorized personnel and guards against entrance to buildings by unauthorized persons, as per BOE Policy ECA.

Surveillance Equipment

The Board recognizes the District's responsibility to maintain order and discipline on school property and in school vehicles. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement the surveillance program. The regulations must be in compliance with law to protect the privacy rights of students and staff.

1. Cameras

Surveillance cameras may be used both inside and outside of buildings and on school vehicles to assist in the security of students, staff and property.

2. Metal Detectors

The administration is authorized to use stationary or mobile metal detectors at its discretion. The Board directs the administration to develop regulations for the use of detectors.

Any search of a student's person as a result of activation of the detector is conducted in private.

GENERAL INFORMATION

STUDENT RESPONSIBILITY

The following obligations shall be assumed by the students:

1. To obey the rules of the school
2. To apply their best efforts to the established course of study
 - a. be prompt and regular in attendance.
 - b. complete school assignments on time
 - c. pay attention to teachers
 - d. be willing to work at self-improvement
 - e. learn to criticize fairly and to accept criticism
3. To respect the authority of teachers
4. To respect school and private property
5. To engage in proper conduct in school, on school grounds, on buses, and at school functions
6. To refrain from disruption, demonstrations, violence, and other forms of incitement interfering with the normal educational process.
7. To leave school grounds immediately upon being dismissed, to go to and from school in an orderly manner and without delay, and to refrain from interference with other students on the way to and from school.

Failure to follow these guidelines will result in discipline including, but not limited to detention, Saturday School, In-School Suspension, Out-of-School Suspension, or Expulsion.

All students are required to purchase and maintain a Student Planner. Students are also required to replace lost Planners at a cost of \$5.00.

Students who are 18 or over and not living at home with parent/guardian and emancipated minors must follow the same rules, with some possible differences in verification of absence, notices and permission slips. (See the principal for clarification.)

INDEPENDENT STUDENT STATUS

Students who are 18 and wish to be identified as independent students must meet the following criteria:

1. Be 18 years of age
2. Be living independently of parents/guardian
3. Complete and return "Independent Student Consent Form", with the required signatures, to the high school office.

If at any time it is determined that the student identified is no longer to be deemed as independent, the responsibility rests with the parent to properly notify the school of such status.

HOMELESS STUDENTS

A student may be considered “homeless” if they live on the street, in a shelter, motel, vehicle, abandoned structure, or campground, or if they are “doubled up” with friends or relatives. Students with such living situations may continue in the school in which they attended before becoming homeless, if that is their choice and is feasible. WLSD’s Homeless Liaison may provide assistance for such students.

Students, parents, and guardians in need of more information may contact:

Mrs. Angela Dunn
WLSD Homeless Liaison
(740) 678-2366, ext. 120

COMMUNITY RESOURCES

Counseling

Wash. Co. Behavioral Health Board.....374-6990
L & P Services.....373-8240
Hopewell Health & Counseling Services, Inc.....423-8095
Wash. Co. Children’s Services.....373-3485
Easter Seals Society.....374-8876

Emergency Shelter

EVE, Inc.....374-3111
Salvation Army.....373-4043

Hotline

Sexual Assault Intervention Network.....800-974-3111

Legal Services

Legal Aid Society.....374-2629
Wash. Co. Prosecutors Office.....373-7624

Other

Community Action & Head Start.....373-3745
Child Protection Services.....373-3485
Wash. Co. Juvenile Center.....374-7453

ANNOUNCEMENTS

Announcements are given over the intercom at 7:58 a.m. and around 1:30 p.m. Students are required to listen carefully to these announcements. Any announcement must be written in detail and signed by a faculty member. Announcements should be brief and relevant to the majority of the student body.

BELL SCHEDULES
MONDAY & TUESDAY

Regular Bell Schedule		2 Hour Delay Bell Schedule	
Enter building	7:50 – 7:58	Enter building	9:50
1 st period	7:58 – 8:44	1 st period	9:54 – 10:20
2 nd period	8:48 – 9:30	2 nd period	10:24 – 10:50
3 rd period	9:34 – 10:16	3 rd period	10:54 – 11:20
4 th period	10:20 – 11:02	4 th period	11:24 – 11:50
5 th period	11:06 – 12:36	5 th period	11:54 – 1:24
1 st Lunch	11:06 – 11:36	1 st Lunch	11:54 – 12:24
2 nd Lunch	11:36 – 12:06	2 nd Lunch	12:24 – 12:54
3 rd Lunch	12:06 – 12:36	3 rd Lunch	12:54 – 1:24
6 th period	12:40 – 1:22	6 th period	1:28 – 1:54
7 th period	1:26 – 2:08	7 th period	1:58 – 2:24
8 th period	2:12 – 2:55	8 th period	2:28 – 2:55

WEDNESDAY/THURSDAY BLOCK

Enter Building	7:50 – 7:58
1 st period	7:58 – 9:18
2 nd period	
Personalized Learning Period (PLP)	9:22 – 10:07
3 rd period	10:11 – 11:27
4 th period	
5 th period	11:31 – 1:31
6 th period	
1 st lunch	11:31 – 12:01
2 nd lunch	12:01 – 12:31
3 rd lunch	12:31 – 1:01
	1:01 – 1:31
7 th period	1:35 – 2:55
8 th period	

Wednesday Schedule will include odd period classes, Thursday schedule will include even period classes.

Friday

TBT'S	7:35 – 8:15
1 st period	8:20 – 9:00
2 nd period	9:04 – 9:44
3 rd period	9:48 – 10:28
4 th period	10:32 – 11:12
5 th period	11:12 – 12:42
1 st lunch	11:12 – 11:42
2 nd lunch	11:42 – 12:12

	3 rd lunch	12:12 – 12:42
6 th period	12:46 – 1:26	
7 th period	1:30 – 2:10	
8 th period	2:14 – 2:55	

2 Hour Delay Block

No PLP

Enter Building	9:50 – 9:58
1 st Wed.	
2 nd Thurs	9:58 -10:56
3 rd Wed.	
4 th Thurs.	11:00-11:56
5 th Wed.	
6 th Thurs.	12:00 -2:00
1 st Lunch	12:00 – 12:30
2 nd Lunch	12:30-1:00
3 rd Lunch	1:00-1:30
	1:30 – 2:00
7 th period	2:04-2:55
8 th period	

2 Hour Delay Friday

NoTBT's

Enter Building	9:50
1 st period	9:54 – 10:20
2 nd period	10:24-10:50
3 rd period	10:54 – 11:20
4 th period	11:24-11:50
5 th period	11:54 – 1:24
1 st lunch	11:54 – 12:24
2 nd lunch	12:24 – 12:54
3 rd lunch	12:54 -1:24
6 th period	1:28 – 1:54
7 th period	1:58 – 2:24
8 th period	2:28 – 2:55

CLOSINGS, DELAYS, AND DISMISSALS

Weather or calamity may force the district to close school for the day, delay the start of school, or dismiss students early. In such events, remember the following information:

1. The district will use a one-call system to notify students and families about closings, delays, and dismissals. **It is the responsibility of parents, guardians, and students to provide the school office with updated contact information so that they may be contacted effectively.**
2. Parents, guardians, and families are encouraged to make alternate arrangements so that they are prepared for closings, delays, and dismissals.
3. Emergency closing information will also be provided to WTAP and its affiliates and ONN and its affiliates. Please monitor these news stations for updated information.
4. During a two-hour delay, buses will run two hours later than their normal schedule. Classes will begin two hours later than usual. School will be dismissed at the regular time.
5. If school is dismissed/cancelled due to weather conditions, all practices, athletic contests, and other school related activities will be cancelled unless approved by district administrator or official.

ATHLETIC PROPOSAL FOR INCLEMENT WEATHER

If school is closed, grades 9-12 may have a non-mandatory/optional practice if the superintendent, after conferring with the administration and athletic director, determines the weather conditions have cleared enough to warrant practice.

Games may be played on days when school has not been in session. The superintendent, principal and athletic director must feel conditions are safe enough for the team to travel.

FIRE DRILLS

Fire drills will be held periodically. They must be carried out in an orderly fashion and with seriousness. Any open windows should be closed, and all classroom doors should be closed after the last person has left the room. No running will be permitted, and everyone should proceed at a walk to the proper exit. Students will proceed from the building in columns of two or single file to a distance at least 100 feet from the end of the building and remain with the teacher until the return bell is sounded. Quiet should be maintained while outside the building so that instructions may be heard if they are given.

TORNADO PROCEDURES

Tornado procedures and drills are now required by law. Teachers will have instructions posted for each of their classes. Notice of the tornado drill will be given over the intercom. All drills will be made as realistic as possible and should be treated seriously. Teachers will accompany the students to designated protected areas and the class will remain together until the all clear is given over the intercom.

VEHICLE REGISTRATION

PURPOSE OF REGISTRATION:

Assist school officials in identifying vehicles of non-students which are in parking areas and to help monitor vehicle traffic and safety.

RULES AND REGULATIONS:

1. All vehicles which are driven to school must be registered and display a current registration sticker.
2. Students may not park in any area other than Building 6 parking lot.
3. Upon arrival the students are to lock their vehicles and report to either Building 6 or Building 1 lobby. Students may not remain in their cars.
4. Students are to yield to school buses as the buses leave. Failure to comply will result in loss of driving privileges.
5. Students are not to drive their vehicles past Building 1 when entering or leaving the school grounds.
6. Failure to follow the rules and regulations on driving will cause the student to lose the privilege of driving to school and/or school activities, and may, when necessary, be reported to the proper authorities.
7. Vehicles are subject to search in accordance with applicable law.
8. The front row in Building 6 lot is reserved for visitors and faculty. **Absolutely no students are to park in row one (1).**
9. Under no circumstances will students be permitted to drive on any field trip.
10. Non-Registered vehicles may be ticketed and/or towed at owner's expense.

VISITOR POLICY

Visitors to the high school should make arrangements in advance if planning to visit a classroom of a teacher, so that the learning environment will not be disrupted. Adult visitors should not bring other children as they visit the classrooms. Students may not have guests accompany them during the school day.

This policy does not change during school events during school hours such as parties, concerts, assemblies, etc. During these times, visitors must stay in designated areas.

For security and academic reasons, all visitors must:

1. Report to the main office.
2. Sign in.
3. Wear a school-issued identification badge.
4. Sign out and return the I.D. badge before leaving the building.

WORK PERMITS

All students under 18 years of age must have work permits immediately upon obtaining employment. The applications for a work permit are available in the high school office. The application requires the following information:

1. Application for employment certificate—filled out by parent or guardian.
2. Pledge of employer certificate—filled out by employer
3. Physicians certificate—filled out by doctor
4. In accordance with O.R.C. 3331.09, if employment interferes with the student's attendance at school, the work permit may be revoked.

All forms should be completed and returned to the high school office. The information is submitted on-line and a printed version will be sent either by mail, fax, or given to the student to take to his/her employer. Each change of employment requires a new work permit.

ACADEMICS

Graduation Requirements

Ohio's graduation requirements ensure that all students are ready for success in college and work. As a result, the Class of 2017 will be the last students to take the Ohio Graduation Tests. The new requirements take effect with the class of 2018. Additionally, every student will have the opportunity to take a nationally-recognized college admission exam free of charge in the 11th grade. The honors diploma remains another option for students.

WHS GRADUATION CREDIT REQUIREMENTS

English	4 credits	PE	.5 credit
Math	4 credits	Health	.5 credit
Science	3 credits	Career Ed	.5 credit
Social Studies	3 credits	Fine Arts	1 credit
		Electives	4.5 credits

Total Credits = 21 credits

Typical Course of Study

Grade 9	Grade 10	Grade 11	Grade 12
English 1	English 2	English 3	English 4
Algebra I*	Geometry	Algebra II	<i>Choice</i> of Pre Calculus, Foundations of College Math, Integrated Math
Modern World History	American History	American Government	<i>4th Social Studies needed only for Honors Diploma</i>
Physical Science	Biology	<i>Choice of:</i> Chemistry, Anatomy, Chem Com, or Field Ecology	<i>Physics required for Honors Diploma</i> <i>Elective choice of:</i> Chemistry, Applied Science or Anatomy
Physical Education**	Health	Career Ed	Electives to complete schedule
Career Tech or Fine Arts Elective	Electives to complete schedule	Electives to complete schedule	

* Students earning Algebra I credit in grade 8 will take Geometry.

**Advanced PE and Athletic Fitness will not count towards the "21 core area of credit."

All students take end of course exams beginning with the class of 2018 and beyond:

- Algebra I and geometry
- Biology
- American history and American government
- English I and English II

And meet one of the following:

1. Earn a cumulative 18 points on the 7 required end of course exams. The point

- system is set by ODE.
2. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the exam free of charge.
 3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

RECOGNITION AND AWARDS

Valedictorian

- To be determined as the senior student(s) with the highest grade point average on a 4.0 scale. (some exceptions may apply).
- Beginning with the class of 2018, a student must have completed the school requirements for an Honors Diploma.
- Grade point average will be divided by 21 credits.
- Student(s) must have earned at Warren High School, at least four credits or classes during his/her junior year and four credits or classes during his/her senior year.
- Valedictorian will be determined at the end of the seventh semester.

Salutatorian

- To be determined as the senior student with the second highest grade point average on a 4.0 scale.
- Beginning with the class of 2018, a student must have completed the school requirements for an Honors Diploma.
- Grade point average will be divided by 21 credits.
- This student must have earned at Warren High School, at least four credits or classes during his/her junior year and four credits or classes during his/her senior year.
- Salutatorian will be determined at the end of the seventh semester.

Top 20

- To be determined as the seniors with the twenty (20) highest grade point averages.

Top 10

To be determined as those students in each grade level with the top ten (10) grade point averages.

Honor Roll

- All courses will be used to determine eligibility for honor rolls.
- Honor rolls will be determined at the end of each nine-week grading period.
- The Principal’s Roll includes students who earn a 4.0 and/or above GPA and are scheduled in at least four (4) academic classes at Warren High School.
- The Honor Roll includes students who earn a 3.6 to 3.999 GPA and are

scheduled in at least four (4) academic classes at Warren High School.

- The Merit Roll includes students who earn a 3.0 to 3.599 GPA and are scheduled in at least four (4) academic classes at Warren High School.

National Honor Society

- The selection process begins in the 2nd quarter of the student's junior year.
- Students must have a least a 3.75 cumulative GPA to be eligible for consideration for membership
- Students must have been enrolled at Warren High School for two consecutive semesters at the time of consideration (exceptions may apply to transfer students).
- During the semester of eligibility, students must be scheduled in at least four (4) academic classes at Warren High School.

Subject	Diploma 2014 and beyond	Academic Diploma with Honors	Career Technical Diploma with Honors	College Core Requirements Minimum for unconditional admissions to a 4 year school
English	4 credits	4 credits	4 credits	4 credits
Mathematics	4 credits	4 credits including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 credits including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 credits
Science	3 credits	4 credits including physics and chemistry	4 credits including two units of lab based science	3 credits
Social Studies	3 credits	4 credits	4 credits	3 credits
Foreign Language	None	3 credits (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages	Not Applicable	2 credits
Fine Arts	1 credit	1 credit	Not Applicable	1 credit
Electives	5 credits including: .5 Health .5 PE .5 Career Ed	Not Applicable	4 credits of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit	4 credits
Grade Point Average	Not Applicable	3.5 on a 4.0 scale	3.5 on a 4.0 scale	
ACT/SAT Score	Not Applicable	27 ACT / 1210 SAT	27 ACT / 1210 SAT	
Additional Assessment	All sections of OGT	Not applicable	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment	Not applicable equivalent

DIPLOMA TYPES

A student attending Warren High School has the opportunity to earn a regular high school diploma, and an Academic or Career Technical Diploma with honors.

Regular Diploma

A regular diploma will be awarded to a student who successfully completes all high school graduation requirements and passes all subtests of the OGT.

Academic Honors Diploma

Students must complete all but one of the applicable criteria.

Career Technical Honors Diploma

Students must complete all but one of the applicable criteria.

EARLY COMPLETION

Early completion will be dealt with according to board policy and upon request from the counselors.

ADDING/WITHDRAWING FROM A CLASS

The following guidelines should be followed when students request a withdrawal from classes:

1. Students may NOT drop from scheduled classes. In rare cases the student may request to drop a class. In order for this to be processed, the student must have the signature of the teacher, guidance counselor, parent, and the principal or assistant principal. No class will be dropped after 10 days without permission of the principal.
2. No student may have more than two study halls per day.

FLEX CREDIT

Students may apply for a flex credit class to meet graduation requirements. However, students are strongly encouraged to take the actual course whenever possible. Credit may be granted for a course providing that the deadlines, guidelines and testing procedures for that class are met.

- The student must have permission from the teacher, parent and guidance counselor.
- The student must receive administrative approval.
- The student must submit a completed flex credit proposal.
- Students are responsible for letting the guidance department know when the course is completed.
- If a student does not complete the course, flex credit will no longer be permitted and the student will be placed in the actual course.
- Application for flex credit must be received in the first 2 weeks of a semester.
- Students will be responsible for the completion of any state required assessments.

ELECTRONIC CLASSES

WLSD strongly believes that students are best educated in the classroom, with personalized lessons and interventions that only teachers can provide.

In the event that there is an exception to this statement, the district provides an alternative in district-sponsored electronic courses. This option may be used in conjunction with on-campus classes, and can be considered advantageous over typical community school options. If interested, parents and guardians may contact the high school guidance counselors for more information.

RECOVERY CREDIT

If a student fails a class, an online credit recovery class may be offered. See the Guidance Department for more details.

PE WAIVERS

Students may opt to gain credit for Physical Education by participating in **two full seasons** of an interscholastic sport, marching band or cheerleading. These must be a school activity. To apply for a waiver, upon completion of the season, the student must obtain the signature of the coach on a Physical Education Exemption Form and submit the form to the Guidance Office.

GRADING SCALE

A	3.6 - 4.0	90 - 100	Excellent
B	2.6 - 3.5	80 - 89	Good
C	1.6 - 2.5	70 - 79	Average
D	0.6 - 1.5	60 - 69	Poor
F	0.0 - 0.5	0 - 59	Failin

GRADING PROCEDURES

Because of a disconnect between high school grades and actual college and career readiness, WHS staff began a study on grading and assessment practice during the Spring of 2011. As a result of the study, the WHS staff and administration have been working hard to develop grading and assessment procedures that accurately reflect what students know and are learning. As of January 2011, the staff agreed to assess student learning as described here. We will continue to revise as needed to better serve our students in an effort to improve college and career readiness. Procedures for grading, homework and reteaching/reassessment will be applied consistently and as necessary by department. At Warren High School staff will communicate specific procedures within their course syllabus at the beginning of a semester or school year.

Assessment Types

Formative and **summative** assessments drive the instructional actions of the teacher. Students and parents must understand the definition of each assessment type and how they are used.

Formative Assessments (practice)

- Designed to provide direction for improvement and/or adjustments to a program for individual students or for a whole class.
- Can include ungraded quizzes, initial drafts/attempts, homework, and questioning during instruction.
- Teachers will communicate these results but might **not** include them in the overall grade.

Summative Assessment (assessment of learning)

- Designed to provide information to be used in making judgements about a student's achievement at the end of a period of instruction.
- These include quizzes, tests, exams, quarterly assignments, final

- draft assignments, projects and performances.
- Measurable evidence of learning that **will be** counted in the average of grades.
- Summative assessments count as 80% of the student's grade.
- Summative assessments may be reassessed.

Short Cycle Assessments (SCA)

- These comprehensive, quarterly exams cover material taught during the particular quarter. Short cycle assessments count as 20% of the grade and **cannot** be reassessed (the "50 floor" is used on all SCAs).

Reassessment

- Reteaching and reassessment are an integral part of a rigorous instructional cycle that promotes student learning. The teachers communicate achievement standards to students, plan instruction to meet learning targets, provide timely feedback to students on their performances, and offer additional opportunities for students to demonstrate learning.
- Reassessment of summative assessments is available and may be required for any score below 50%. All students may reassess, regardless of the grade on the original task/assessment if they meet the following requirements:
 - Complete **all** required formative assessments
 - Complete reteaching/relearning activities as determined by the teacher
- When tasks/assignments are reassessed they can be reassessed partially, entirely, or in a different form as determined by the teacher.
- Reassessment opportunities will be offered in every course except in those by outside institutions.

End of course, semester, quarterly, or short cycle exams that indicate a final measure of learning will not be reassessed.

Grading Policy

- Grades on report cards are intended to accurately reflect individual student achievement in relation to Ohio Academic Standards and/or AP/College Curriculum.
- Assessments vary in format and task type and may include but are not limited to tests, projects, reports, exhibits, presentations, and discussions.
- Teachers will assign appropriate and meaningful homework that is related to and reinforces the curriculum.
- Teachers may assign consequences for late work as they would for any other unacceptable behavior.
- Students who are late with assignments or evidence of learning may

be required to come in before school, at lunchtime, after school, or attend Saturday School.

- Missing summative grades calculate as “0” toward the student’s overall grade until work is submitted.
- Teachers individually may choose to use the “50 floor” to help motivate the student. This means the lowest numerical score a student may receive is “50”. **The “50 floor” is required on Short Cycle Assessments.**

NOTE: The purpose of letter grades is to communicate student learning.

TENTH GRADE OHIO GRADUATION TEST – ends with the Class of 2017

Students must pass all sections (reading, writing, math, citizenship, and science) of the Tenth Grade Ohio Graduation Test. The OGT will be administered to students on the following schedule:

- Spring of the 10th grade
- Summer between 10th and 11th grade (optional),
- Fall and spring of 11th grade (if needed)
- Summer between 11th and 12th grade (optional)
- Fall and spring of 12th grade (if needed)

As specified by Ohio Revised Code (Section 3313.615), there is an alternative way to meet testing requirements. A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets all of the following criteria:

- Passes 4 of the 5 tests and has missed passing the 5th by no more than 10 points
- Has a 97% attendance rate, excluding any excused absences, through all four years of high school and must not have had an expulsion in high school.
- Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed.
Has completed the high school curriculum requirement
- Has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any programs offered outside the normal school day
- Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

College Credit Plus

The College Credit Plus program allows students to earn college and high school credits at the same time. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready

students. These Courses are free to students with no cost for tuition, books, or fees when taken through an Ohio public university. Students must submit a Letter of Intent to Participate by April 1 of each year.

WARREN HIGH SCHOOL PRESEASON ACTIVITIES POLICY

Warren High School is a member of the Ohio High School Athletic Association, the governing body for high school interscholastic athletic programs. Warren sponsors several athletic teams including football, volleyball, boys' and girls' cross country, boys' and girls' soccer, golf, cheerleading, boys' and girls' basketball, wrestling, boys' and girls' track and field, softball and baseball.

We consider the program to be one of the finest in southeast Ohio. It is mandatory for parents or guardians of prospective athletes to attend an OHSAA preseason meeting prior to the fall, winter and spring sport seasons. The purpose of the meetings will be to inform parents or guardians of the expectations of coaches, participants and parents. These expectations will be distributed in a handbook to each participant and parent or guardian. Parents or guardians who are unable to attend must come to school to view a videotape of the meeting. Failure to comply could result in your son/daughter not being permitted to participate.

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

To be eligible to participate in interscholastic athletics, grade 7-12, all participants will be required to meet certain standards established by the OHSAA and the Warren Local School District Board of Education. These standards are as follows:

Ohio High School Athletic Association (OHSAA) requirements:

1. During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation.
2. A junior high student must receive passing grades in a minimum of five (5) subjects carried the preceding grading period.
3. The eligibility or ineligibility of a student continues until the start of the 1st school day of the next grading period at which time the grades from the immediately preceding grading period become effective.
4. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Warren Local School District Requirements:

1. The board permits students in grades 7 through 12 to participate in interscholastic extracurricular activities if they receive a failing grade in the previous grading period. However, the student will be excluded from participating in the activity if he received a grade point average lower than 2.0 on a 4.0 grading scale in the previous grading period. The academic subjects used for honor and merit roll will be used to determine grade point average.

2. A student enrolling in the seventh grade for the first time is eligible for the first grading period regardless of previous academic achievement.
3. A student who has received a grade point average less than 2.0 for the last grading period of the previous year and attends summer school in the failed subject may be eligible for participation in the new school year. The student's grade point average from the last grading period, including the grades from summer courses taken, will be recalculated, and if a 2.0 or better is achieved, the student will be eligible to participate.
4. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.
5. A student must meet all other eligibility criteria as required by the OHSAA. A student who meets all eligibility criteria as required by the O.H.S.A.A. at the end of a grading period but has not met the local eligibility criteria of a 2.0 grade point average may regain eligibility at the interim of the next grading period. If the student remains eligible under O.H.S.A.A. eligibility criteria and has a 2.0 grade point average or higher at the interim reporting time, the principal may reinstate the student's eligibility. This is allowed one time per school year.

Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

SERVICES FOR STUDENTS

TRANSPORTATION

Students who ride the school bus are to ride both to school and back home on the bus. Riding the bus part way to school and getting into a car to ride the rest of the way will not be permitted.

Students who need to ride a different bus to school or to another stop after school must provide the office with a note from a parent and have it signed by the principal. Bus notes should be left in the office at the beginning of the school day and can be picked up during lunch.

SCHOOL BUS BEHAVIOR

To insure safe operation of buses, it is necessary for student passengers' behavior to be orderly and cooperative. Drivers will require orderliness on the buses.

Parents as well as students are requested to read the following safety regulations. Compliance by students results in safety for all, noncompliance may result in the loss of student's school bus riding privilege. Principals will handle cases requiring disciplinary measures, but while on the bus, students are under the authority of and directly responsible to the bus driver.

Driver Responsibilities:

1. Drivers will remind students of their responsibilities and establish

- procedures for seating, loading, and behavior.
2. A driver is permitted to apply force and restraint as is reasonable and necessary to control students.
 3. Drivers will report discipline problems or bus damage to the principal for action.
 4. A driver may request the principal to deny transportation for a time to a disorderly student. The principal may do so by notifying the superintendent of his action.
 5. Smoking will not be permitted.
 6. Drivers are not permitted to make stops (other than for emergencies) at any place except pick-up points for students, as shown on the bus time schedule. Other stops can be made only when authorized by the principal or transportation supervisor.
 7. Students will not be left on a bus unattended.
 8. Drivers are to treat students and parents with dignity and courtesy in expectation that such treatment will bring the same behavior toward them.

Pupil & Parent Responsibilities:

1. Parents and pupils must accept responsibility for good behavior and cooperation when they accept the benefit of school transportation.
2. Pupils will ride on assigned buses. Parents must request in writing consideration of deviation from this rule. Requests shall be made to the building administrator.
3. Pupils will ride their assigned buses both to and from home to school unless a written request, signed by the parents and principal or designee grants permission to be let off the bus at some other stop or to stay after school. The request must go through the office and be presented to the bus driver. Parents will assume the responsibility of the child when such a request is made and granted.
4. Parents are responsible for the safety and conduct of pupils while going to and from pick-up points and for their meeting the bus on schedule.
5. Buses operate on a time schedule as outlined by the transportation supervisor and approved by the superintendent and district board of education.
6. Parents shall be held responsible for any damage to a bus by their children.
7. No radios, stereos, headphones, or tape recorders are allowed, unless permission has been granted by the building principal. These are not to be played on the bus while being transported.
8. Eating and littering are not permitted on buses.
9. Drugs of any type, including alcohol, shall not be permitted on buses at any time.
10. Possession or the use of tobacco in any form is not allowed on the bus at any time.
11. Noise on the bus shall be kept to a minimum at all times to assure the safety of operation.
12. Absolute quiet must be maintained at railroad crossings or other

dangerous areas.

13. Nothing shall be thrown out of the bus nor anything held so it extends out of the window.
14. All parts of pupils' bodies shall be kept inside the school bus at all times.
15. While students are riding on the bus, animals (other than assistance animals), firearms, ammunition, explosives, dangerous materials or other objects which may interfere with the safe operation of the vehicle shall not be transported.
16. Pupils may transport musical instruments, class projects, or articles so long as they can be held in the student's lap
17. No pupil shall stand up, leave or be out of his seat in any fashion while the bus is in motion.
18. Pupils shall be required to perform two (2) rear door emergency evacuation drills per year. These will be supervised by the driver.
19. Pupils shall be waiting, in an orderly manner, at the assigned loading areas to board the bus when it stops in the morning. No pushing or shoving allowed when boarding the bus.
20. Pupils shall sit three to a seat. Seats are to be assigned by the driver to maintain order and for evacuation purposes. The number of passengers shall not exceed ten (10) percent of the manufactured rated capacity. No one is allowed to stand.
21. Balloons and glass containers are not permitted on the bus.

SPECIAL NOTE: Under the Ohio Administrative Code #3301-83-20 (titled "General Rules") we wish to emphasize the following two rules:

Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of the handicapped shall be used and stored as required by local policies. A clear aisle to the exit doors must be maintained at all times.

Animals (other than assistance animals), firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.

The driver has the authority to enforce all the above regulations. The pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible

Continued disorderly conduct or refusal to submit to the authority of the driver will be reported on a Bus Incident Report to the building principal. When it becomes necessary to refuse a student transportation due to misconduct, the bus driver shall not permit the student to board the bus until the end of the suspension.

STUDENT BUS SUSPENSION GUIDELINES

A student may be suspended for, but not limited to the following:

1. Use of tobacco in any form.
2. Fighting on the bus.
3. Profanity.
4. Striking the bus driver.
5. Throwing objects on, at, or off the bus.
6. Possession or consumption of alcohol or drugs
7. Departure from emergency exit.
8. Destruction of bus property (restitution may be required)
9. Failure to remain seated.
10. Refusing to obey driver.
11. Lighting match.
12. Hanging out of window.
13. Spitting.
14. Disobeying bus monitor.
15. Bothering others.
16. Vandalism.
17. Violation of any other provision of the Disciplinary Code

PROCEDURES FOR NORMAL STUDENT BUS SUSPENSIONS

Suspensions will be determined at the time of the conference with the building principal and student. The principal shall use his/her discretion about whether to suspend or not and the length of suspension.

Special Note - Principals may use an alternative method for suspension in special situations.

Verbal Warnings – No bus conduct report issued.

First Rule Infraction – Student verbally told by driver to obey the rule and a “Bus Incident Report” marked first offense is issued.

Second Rule Infraction – Student advised a “Bus Incident Report” marked second offense will be sent to transportation supervisor and principal.

Depending upon the severity of the rule infraction, the student could be taken into the building principal along with the “Bus Incident Report”.

Third Rule Infraction – Possible suspension of student’s bus riding privileges. Length of suspension to be determined at the time of the meeting with the principal, driver, and/or transportation supervisor. A “Bus Incident Report” generated marked third offense.

STUDENTS MAY BE IMMEDIATELY REMOVED FROM TRANSPORTATION IF THEY POSE A THREAT TO SAFE OPERATION OR TO PERSONS OR PROPERTY. A HEARING WILL BE HELD WITHIN 72 HOURS OF SUCH REMOVAL.

STUDENTS SUSPENDED FROM ONE BUS/VEHICLE ARE SUSPENDED FROM RIDING ALL DISTRICT TRANSPORTATION.

THE BUILDING PRINCIPAL RETAINS THE RIGHT TO DEAL WITH INDIVIDUAL SITUATIONS AS THEY ARISE USING HIS/HER PROFESSIONAL JUDGEMENT.

GOING HOME WITH ANOTHER STUDENT

Parents/guardians of students must write a note to the school that the student does have permission to be transported to an alternate destination. The note should include the student's name, destination, date, and phone number where the parent/guardian can be reached, if necessary. Additionally, the parent/guardian of the student with whom the child is going home must submit a written note to the school giving permission for the student to ride the bus to their home. Each note needs approval by the office.

CAFETERIA

The cafeteria uses a computerized system for student lunches. ALL students must enter their confidential PIN number when they go through the line, regardless of their meal status (free, reduced, or cash) or payment method. Students can pay by check (any change due back will be applied to the students lunch account) or by cash. Parents may send in money to keep "on account" for their student or the student may pay as they go through the line. Students will be notified when their account gets below \$5. Student lunch prices are \$2.35 and breakfast is \$1.25.

There are two serving lines in the cafeteria; both lines offer a Type A lunch and "a la carte" items.

There are three eating groups during the noon hour and without full cooperation of the student body, it is difficult to keep the cafeteria clear for all students. Students should remove their eating utensils and other materials from the tables when they finish eating so that the next group will have a clean eating area.

After eating, students may visit in the cafeteria or go to the patio. Under no circumstances are students to go up into the building without consent of the teacher or administration. No food or drink shall be taken from the cafeteria.

Charging lunch is not permitted!

GUIDANCE SERVICES

Counselors:

Ms. Barbara Augustine	Students A - K
Mrs. Kara Pinkerton	Students L - Z

The guidance department provides a service to the students and parents of Warren High School. The main function of guidance is to assist students in their educational development throughout their high school careers. This may take the form of college selection, career identification, problem solving involving grades or interpersonal relationships with students or teachers, and educational choices in selecting a proper program for each year.

Each student has at least one scheduling conference. The scheduling conference is to help the student choose the courses for the next year. A credit check is made at that time to confirm that the student is selecting the courses necessary for graduation and pertinent to his/her career selection. Parents are invited to attend and assist in this process. The exploratory conference is to determine if there are ways that the counselor can be of assistance.

There are many types of materials available for student use in the guidance office. The guidance department has a complete file of college catalogs and occupational information. Facilities are also available for browsing through occupational and military handouts. Students will find scholarship and financial aid applications as well as college entrance test applications.

Guidance department services now include a computer connected to Ohio Career Information Services which gives current information on four-year colleges, technical schools, career information and financial aid information.

LIBRARY

The library is a storehouse of knowledge and information and a place for research and concentration. The library should always present an atmosphere conducive to research and study. The library, therefore, is a quiet room where the students are welcome to work. In addition, the facilities of the public library are available for student use.

All good library procedures are summed up in thoughtfulness of others. Try to be the kind of student you wish others to be when you have important work to do and wish a quiet place in which to concentrate on your studies.

All students in the school are entitled to use the library and to borrow its materials. Reference books, encyclopedias, etc. may not be taken from the library. Books should be returned promptly when due or when you are finished with them so that everyone's right to use them is assured.

Please return all books you find around the building and grounds. Damage beyond normal wear will be charged to the borrower.

LOCKERS

At the beginning of the school year, each student will be assigned a locker. Students are expected to use their own lockers and not share with others. Students assume full responsibility for articles in their lockers and are expected to keep them clean of waste paper and **locked at all times, not jammed**. Articles are not to be left on top of lockers. Valuables are to be left at home or kept with you at all times. Any and all books that are found on top of lockers or other inappropriate places throughout the building will be sent to the office.

Students will be required to pay a current locker fee. No refund will be made for non-usage. Lockers are the property of the District, and are subject to search at any time, including random inspections. Students should have no expectation of

privacy regarding items placed in lockers. The school assumes no responsibility for the loss of articles from lockers.

USE OF TELEPHONE

The use of the telephone in the office will be limited to students for emergency calls only or with the permission of the administration. **Students will not be interrupted during class time for incoming calls unless they are of an emergency nature and from a parent, guardian or other important source.** At no time will a message be taken and given to a student if **not from such a source**. If a non-emergency message is taken for a student, it will be given to them during lunch or at the end of the school day.

TEXTBOOKS

The Warren Local Board of Education provides all basic textbooks at no cost to students of our district. The condition of the books will be recorded at the time the books are issued to the student. Students are encouraged to use book covers and may not write in books. Students may be assessed a fee for damaged or lost books.

TECHNOLOGY

Bring Your Own Device Policy

The Warren Local School District recognizes the importance of technology and the educational Benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with district instructional objectives, and with the approval of the building principal.

All personal devices must be used in a responsible and legal manner. Students using their own devices are subject to the District Acceptable Use Policy and guidelines. Board approval BYOD guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal devices in the classroom and/or disciplinary action as appropriate.

The use of personal devices is a privilege and students may be denied access at any time. Students wishing to participate in the BYOD program must comply to the following guidelines and procedures.

Students:

1. may only access the wireless Internet provided by the District. The District provided Internet access is filtered in compliance with the Children's Internet Protection Act. Internet access from outside sources (i.e. 3G or 4G access) is NOT permitted on school grounds in order to promote safe, filtered Internet access.

2. are responsible for ensuring the safety of their own personal devices. The District is NOT responsible for the loss or theft of a device, nor are they responsible for any damage done to the device at school.
3. will use devices only for educational purposes and only when directed by the classroom teacher or administrator.
4. must keep devices turned off when not directed to use them.
5. may not use the camera feature to capture, record, or transmit audio, video, or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo/video or the teacher.
6. are not to use the device in a manner that is disruptive to the educational environment.
7. exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under the District Hazing and Bullying policy and procedures.
8. are responsible for servicing their personal electronic devices. The District will NOT service, repair, or maintain any non-district owned technology brought to and used at school by students.

Violations of any board policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with board policies.

Cell Phones (and Electronic Devices)

Cell phones and electronic devices must be **powered off** during school hours. They are not to be on vibrate or silent. Cell phones and electronic devices used for cyber bullying will be confiscated. Cell phones and electronic devices may be used only when a teacher given specific permission as part of a lesson or learning activity. Students are not permitted to take unauthorized pictures or videos of students or staff members.

Computer/Online Services

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks,.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer /network include but are not limited to:

1. Using the Internet access provided by the district for illegal purposes of any kind.
2. Using the Internet access provided by the district to transmit, receive, or view material that is pornographic, threatening, inflammatory, or harassing in nature. This includes sending bulk email, including but not limited to chain letters, large amounts of essentially identical email, or spam.
3. Using the Internet provided by the district in an attempt to gain access to or attempt to hack into computer systems that one does not have permission to use.
4. Using the Internet provided by the district to propagate computer viruses, worms, Trojans, or any other damaging software.
5. Using the Internet provided by the district for purchasing, selling, taking orders, or placing orders for personal financial gain. Warren Local Schools is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at the school.
6. Damaging, abusing, or misusing the equipment that is the property of Warren Local School District.
7. Using another's network log in, email account, or other secure access or allowing another to use one's log in information. Interception or collection of passwords by any means is forbidden.
8. Relocating any district owned technology without prior consent from the District Technology Department.
9. Copying or installing commercial software and/or material in violation of copyright laws.
10. Storing excessive amounts of files in the storage space on the server or individual computers.
11. Accessing personal social networking websites (i.e. Facebook, Twitter, Pinterst, etc.) for non-educational purposes.
12. District assigned equipment: All computer and related equipment (including laptops), even when taken home, is the property of the Warren Local Schools and is subject to the same guidelines and policies as equipment located at school sites.
13. Teacher Web Pages: No webpage shall allow someone accessing it direct contact with any student. Unidentified pictures of students may appear on web pages unless the parent/guardian

requests otherwise. No webpage shall provide a student's image and complete name. Images and pages are not to have filenames bearing the student's name e.g., johnsmith.gif or janedoe.htm. If a parent requests that a student be identified on a webpage, i.e., a student wins a national award, then the school must obtain a signed parental permission form. Please refer to District Policy IIBH for the complete policy regarding district websites. *Teachers must use District provided web services for their school webpage.*

14. FERPA (Family Education Rights and Privacy Act): Employees are required to be knowledgeable of the District Policy and Federal and State Laws regarding FERPA and to safeguard the privacy of all identifiable student information. Personally identifiable information about a student may not be released to a third party without the parent or guardian's written authorization. This includes but is not limited to student number, student logins and/or passwords, grades, grade point average, social security number, details of registration or schedule information, race or ethnicity, gender, date of birth, or emergency contact. Notification of grades via e-mail is in violation of FERPA as there is no guarantee of confidentiality. Please refer to District Policy EHA for further details on Educational Records and their retention.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices, and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations of computer/online services use. The District has implemented technology-blocking measures to prevent students for accessing inappropriate material or materials considered to be harmful to minors on school computers **that protect against access by both adults and minors to visual depictions that are obscene, child pornography,**

or, with respect to the use of computers by, minors, harmful to minors. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

“Harmful to minors” is defined as any picture, image, graphic image or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals *or* **and**
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

ORGANIZATIONS AND ACTIVITIES

ASSEMBLIES

The following seating arrangements will be used for assemblies in the gymnasium:

12th grade	Varsity locker room bleacher
11th grade	P.E. boys' locker room bleacher section
10th grade	Training room bleacher section (across from seniors)
9th grade	P.E. girls' locker room bleacher section (across from Juniors)
Band	Center section between grades 9 and 10

No one is permitted on the playing area.

When assemblies are held on the football field, students will sit in the reserved seat section.

BOOSTER ORGANIZATIONS

Warren High School presently has three booster organizations:

Athletic Boosters Meet the 3rd Sunday of each month at 6:30 p.m.

Band Boosters Meet the 2nd Tuesday of each month at 6:30 p.m.
Choral Boosters Meet the 1st Tuesday of each month at 6:30 p.m.

All interested parents are invited to attend these meetings and support their favorite group.

DANCES AND ACTIVITIES

The first purpose of the school is to educate, but it is also realized that a part of this education is social adjustment. Dances and other social activities are scheduled throughout the year. Clubs and organizations that wish to sponsor activities during the year must decide what activity they want and contact the assistant principal to consider the scheduling.

Before asking for activity dates, the program must be discussed with the group sponsor. When a date has been set, a check list will be presented to the members of the organization to assist them in arranging for the activity. Items on this check list must be completed and the list returned to the office three days before the activity is to occur. Parts of clubs or organizations may not sponsor activities.

Students must be in attendance during the school day in order to attend after-school activities.

Closed activities: All dances and certain other activities are closed, meaning that when a student enters the building for the activity, that student remains until he/she desires to leave. Students will be required to sign in when being admitted to school dances. All students must enter within one (1) hour of the beginning of the dance, with the exception being the Prom. If they leave prior to the end of the dance, they must sign out and record the time. They will not be allowed to re-enter the building.

If a student desires to bring a guest who is not a student of Warren High School, he/she must register the guest in the high school office during the week prior to the dance. No guest will be permitted that has graduated from high school more than one (1) year from the date of the dance and/or the guest must be in at least the 9th grade..

Police protection: All dances and certain other social activities will require the presence of two police officers and other adults as chaperones.

Time limit: All dances and activities must end at 11:00 p.m. with the exception of the Junior/Senior Prom (unless otherwise indicated).

STUDENT CONDUCT

GENERAL EXPECTATIONS

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel when students are under their supervision is subject to approved student discipline regulations. Students may be disciplined for misconduct off school owned or controlled property, or that is connected to activities or incidents that have occurred on school owned or controlled property, or which is directed at a district official or employee or at the property of a district official or employee, wherever that misconduct occurs.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject and the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Student Discipline Code is also posted in a central location within each building. Students and parents will be presumed to know the rules and regulations and the consequences for their violation.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bully is used in place of harassment, intimidation and bullying.

Bullying, harassment or intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, is permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying **and/or dating violence**. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: April 16, 2012]

SEXUAL HARASSMENT

Students who engage in sexual harassment while under the authority of school personnel will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

TOLERANCE AND RESPECT

Tolerance and respect for differences in others shall be shown toward all students and adults at all times in Warren Local Schools.

Unacceptable behavior includes any comments or actions that embarrass, ridicule, or demean others under circumstances including, but not limited to, race, religion, gender, national origin, sexual orientation, physical stature, and mental/emotional capacity.

Students unable to accept these boundaries will be subject to the building discipline code (i.e. detention, suspension, ISS/OSS, recommended expulsion) at the discretion of the building principal. The student/students may be required to participate in an intervention activity such as group and/or individual learning, conflict resolution, peer mediation, or tolerance and respect seminars as provided by the appropriate school personnel.

STUDENT CODE OF CONDUCT

Rules and regulations are adopted by the Warren Local Board of Education for the health, safety, and moral benefit of all students. Although all types and aspects of student behavior will not and cannot be defined, the following is the established code of conduct for all school buildings within Warren Local School District, during the school day and for all school-sponsored after-school activities, at home and away:

1. **ALCOHOL AND DRUGS:** Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics, or other drugs, including counterfeit

drugs, or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or at a school-related event is a violation of the Code of Conduct.

- 2. BULLYING/HAZING-FRIGHTENING,DEGRADING, INTIMIDATING, OR DISGRACEFUL ACTS--MENACING:** bullying is defined as an intentional written, verbal, or physical act that a student has exhibited toward a particular student more than once, and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the other student. Types of bullying include: physical, emotional, cyber, and hazing.

Physical: Physical bullying is any behavior that is physical in nature used to intimidate another student. These acts may include, but are not limited to, pushing, kicking, and intentional physical contact.

Emotional: Emotional bullying is any behavior that is used to intimidate another student without physical contact. These acts include, but are not limited to, name-calling, gestures, threatening another student, and verbal intimidation.

Cyber: Cyber bullying is any behavior that causes harm or disruption including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or electronic devices the effect of which occurs on school grounds.

Hazing: Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. A student shall not cause mental or physical harm or behave in such a manner which would cause mental or physical harm to other students while under the jurisdiction of the school.

Dating Violence: Dating violence is defined as “a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner. A “dating partner” is “any person, regardless of gender, involved in an intimate relationship with another [person] primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.” Dating violence is a form of harassment, intimidation, and/or bullying (Ohio Revised Code 3313.666)

- 3. CHEATING/PLAGARIZING:** Misrepresentation of one’s work, or a fraudulent means to acquire answers, information, or work from another individual such as a student, teacher, or off of the internet is considered cheating or plagiarizing. Students should not willingly allow other students to copy their work. Work obtained in this

manner may receive reduced or no credit. In addition to discipline, the teacher or building administrator may decide to change or reassign work.

4. **COMPLICITY**-A student will not assist or encourage another student in violating the code of conduct. Students who record a code of conduct violation with any device may be considered complicit in the violation.
5. **DAMAGE TO SCHOOL PROPERTY:** A student will not cause or attempt to cause damage to school property. Possible restitution or monetary reimbursement may be required.
6. **DAMAGE TO PRIVATE PROPERTY:** A student will not cause or attempt to cause damage to private property. Possible restitution or monetary reimbursement may be required.
7. **DISRUPTION OF CLASS, SCHOOL, OR BUS ROUTE:** A student will not cause or attempt to cause disruption or obstruction to the educational process or school and district procedures. A student will not interfere with the education or services of any other student(s). A student who legally induces a panic or causes a false alarm may be subject to school disciplinary action as well as a criminal conduct charge with law enforcement officials.
8. **DRESS CODE VIOLATION:** Acceptable student dress and appearance are necessary to insure an atmosphere conducive to learning. Appropriate clothing is expected. A student will not dress in an inappropriate manner which interferes with a student's health and welfare (or that of other students) or causes disruption or directly interferes with the educational process. If a student wears inappropriate clothing to school, he or she must change to appropriate clothing. Hats may not be worn indoors. Inappropriate clothing may include, but is not limited to, the following examples:
 - Clothing that advertises alcohol, drugs, or tobacco.
 - Halter-tops, tube tops, cut-off t-shirts, strapless shirts, midriff-baring tops, or any see-through apparel.
 - Clothing that suggests a message or interpretation of violence.
 - Tops or pants that do not cover undergarments and/or are too revealing.
 - Pants, shorts, skirts, and dresses that are not modest in length and are not in good taste.
 - Bandanas or other items worn on the head.

THE PRINCIPAL WILL USE HIS/HER DISCRETION IN DETERMINING IF THE DRESS CODE IS BEING FOLLOWED.

9. **DRINKS/FOOD:** Students are not to have drinks and food in classes, hallways, etc. without teacher permission.

10. **EXCESSIVE DISCIPLINE:** Repetitive violations against the code of conduct or against classroom rules may result in increased discipline.
11. **FIGHTING:** A student shall not threaten, act or behave in such a way as could cause physical or mental injury to a student or staff member on the school grounds or in the school building. No punches, shoves, or other types of inappropriate physical contact should be exchanged between students.
12. **FORGERY:** A student will not falsify information such as times, dates, grades, addresses, or signatures on school forms or other written correspondence.
13. **HORSEPLAY:** A student should not engage in horseplay on school property. Such seemingly innocent student interactions can often escalate into more serious problems.
14. **INAPPROPRIATE BEHAVIOR:** A student will not misbehave, disrupt, and/or act inappropriately in the classroom, hallways, cafeteria, or at school functions.
15. **INSTIGATION:** A student will not act in such a way as to directly or indirectly cause another student to violate the student code of conduct.
16. **INSUBORDINATION:** A student who does not comply with reasonable directions of authorized school personnel is subject to disciplinary action.
17. **LEAVING SCHOOL GROUNDS/OUT OF ASSIGNED AREA:** A student will not leave school grounds during school hours without the proper permission. A student will not leave class or go to another part of the building without authorized permission.
18. **MISCHIEVOUS OR DISRESPECTFUL BEHAVIOR:** This includes, but is not limited to, disobedience and/or disrespect toward school personnel. Other examples include littering, excessive talking, mischief, and disturbing class.
19. **PHYSICAL CONTACT:** Public displays of affection are not permitted in school or on school grounds during the school day or at school functions.
20. **PROFANITY AND/OR OBSENIITIES:** A student will not use profanity or obscene language (written or verbal) when communicating with any person at school or during school activities. The use of obscene gestures, signs, pictures, or publications is also prohibited.
21. **PROJECTILES:** Students will not throw or launch objects.
22. **SEXUAL HARASSMENT:** Sexual activity is defined as “any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.”
22. **STEALING/THEFT:** Unauthorized use or possession of another’s property.

23. **UNAUTHORIZED USE OF AN ELECTRONIC DEVICE:** Students are not permitted to take unauthorized pictures or videos of students or staff members during the school day or at school-sponsored functions. Lasers, radios, MP-3 Players iPods, iPads, and related items are not permitted, unless permission is specifically given for a classroom activity. Students are strongly advised to avoid bringing valuable items to school. See related policies: cell phone policy (pg 14), Acceptable Use and Internet Safety Policy(pg 30) and Bring Your Own Device Policy (pg. 13).
24. **TOBACCO:** A student will not possess, use, or transmit any tobacco product or tobacco-related paraphernalia. This may include electronic cigarettes or related paraphernalia. Any evidence of use of tobacco products at school or at a school-related event is a violation of the Code of Conduct.
25. **TOLERANCE AND RESPECT:** Tolerance and respect for differences in others shall be shown toward all students and adults at all times in Warren Local Schools. Unacceptable behavior includes, but is not limited to, any comments or actions that embarrass, ridicule, or demean others under circumstances including, but not limited to, race, religion, gender, national origin, sexual orientation, physical stature, and mental/emotional capacity.
26. **UNAUTHORIZED FIRE:** Unauthorized use of fire, fireworks, matches, etc.
27. **UNAUTHORIZED TOUCHING:** A student will not cause physical injury or behave in such a way that could threaten to cause bodily harm or physical injury to school staff, other students, or visitors.
28. **WEAPONS:** No student shall bring weapons to school. A weapon may be defined as “any device which may be used to cause bodily harm.” Weapons may include, but are not limited to, guns, knives, bombs, grenades, and rockets. Students who bring weapons to school may be recommended for expulsion.
29. **THREATS:** a student may not threaten to cause harm to other students, faculty, building property, or private property.
30. **ATTENDANCE/TARDIES/TRUANCY** – Refusing to comply with state and local attendance laws, including but not limited to truancy from specific classes and tardiness to school in general or to specific classes.

DISCIPLINE AND PUNISHMENTS

It is necessary for students to behave in a way that promotes learning. However, if a student keeps the teacher from teaching, keeps someone from learning, damages property, or violates the code of conduct, disciplinary action is necessary. It is at the discretion of the teacher or school or district administrator that discipline will be administered. Discipline may include, but is not limited to, one or any combination of the following:

- Counseling/Conferencing
- Denial of privileges
- Conference with parent or guardian
- Detention
- Removal from class
- Assigned custodial work
- Restitution or monetary reimbursement
- In-School Suspension
- Bus Suspension
- Saturday School
- Out-of-School Suspension
- Recommendation of expulsion to the superintendent
- Referral to police and/or juvenile court

In accordance with Ohio Revised Code 3313.66, the principal or assistant principal may assign in-school suspension or out-of-school suspension.

ISS: During an in-school suspension, the student must spend the number of suspended days in school. Students may be permitted to make-up work and take tests. In this instance, all make-up work is due on the first day after the student's suspension. Appeal procedures do NOT apply to In-School Suspension. The student is not permitted to attend any extra-curricular activities nor be on school property after his/her dismissal that day. If the student is absent or school is not in session, his/her suspension will carry over to his/her next day of attendance. While students are in I.S.S., students may be asked to perform various chores such as cleaning, sweeping hallways, picking up trash, etc.

OSS: During an Out-of-School Suspension, students are not permitted to attend school. Students may be permitted to make-up work and take tests. In this instance, all make-up work is due on the first day after the student's suspension. All days missed on an out-of-school suspension will be counted as unexcused on the student's attendance record.

During any suspension, the student is not permitted to attend any extracurricular activities or be on school property after dismissal that day. Any administrator may approve an exception, if the extracurricular event is associated with an academic course of which the student is enrolled. In the event that the student is absent, or there is a calamity day, the suspension will be served on the next school day.

SATURDAY SCHOOL

The faculty and administration of Warren High School believe that in order for each student to reach his/her true academic potential, he/she must be in class on a regular basis. Circumstances that warrant Warren High School students to attend a four- (4) hour make-up session on a Saturday would be one or more of the following, but not limited to:

1. students with excessive unexcused tardies
2. students with excessive unexcused sporadic absences (i.e. late to school, late from lunch, leaving campus early without permission)
3. students who have accumulated excessive "non-doctor" excused absences from school and/or class.
4. students with major infractions and those assigned as a form of discipline by the administration.

Students assigned to Saturday School need to report to the cafeteria no later than 8:00 a.m. Saturday School ends at 12:00 noon. Students need to bring classwork with them to Saturday School.

LUNCH DETENTION

Lunch detention can/will be assigned for offenses deemed appropriate by the administration. Use of this lunch detention will not interfere in any way with eating privileges.

AFTER-SCHOOL DETENTION

Students assigned to after school detention are to report to the cafeteria on the assigned date. Students should report no later than 3:10 p.m. and will be dismissed at 4:10 p.m. If a student is late reporting to detention, or does not follow the rules for detention, the student is then subject to further discipline.

Students are to remain quiet and working while in detention and should bring books and assignments to work on.

Students in after-school detention must leave the school building immediately upon the conclusion of detention at 4:10 p.m. Any student who misses detention will be assigned to Saturday School on the following Saturday. Failure to attend Saturday School will result in an out-of-school suspension

CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Students are expected to abide by the Student Code of Conduct at all extra-curricular activities. Failure to do so may result in student discipline.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have some rights that are guaranteed by the Constitution of the United States. Most often issues arise in school environments regarding the First Amendment, which ensures the freedom of religion, speech, press, assembly, and petition, and the Fourteenth Amendment, which guarantees due process and equal protection of the law.

The rights of an individual are preserved in society with equal respect for the protection and preservation of the rights of others. A student is responsible for the way his/her rights are exercised and must accept the consequences of his/her actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in the public school of the district and the responsibilities, which are inseparable from these rights:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
2. The right to attend free public schools, the responsibility to attend school regularly, and to observe the school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion.
4. The right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

As part of the educational process students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

INVESTIGATION OF INCIDENTS OR STUDENT ACTIONS

School officials have the right and duty to interview students concerning misconduct or crimes that may have occurred while the student was under the authority of school personnel.

Police may secure permission from school officials before interviewing or questioning a student during school hours. A school official may be present during the interview.

SEARCH OF STUDENT PROPERTY

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the school if there is a reasonable suspicion that the student is in violation of school rules. A search may be conducted to protect the safety of others. This includes extracurricular and overnight trips. Failure to comply with a reasonable search will be considered insubordination.

ATTENDANCE

GENERAL INFORMATION

Due to Ohio Administrative Code, parents/guardians have a legal responsibility to inform the school that their child(ren) will not be in attendance EACH DAY the child(ren) is absent. The parent or guardian must provide an explanation for the absence which shall be recorded by the approving authority of the school and shall include the date and time of the absence (OAC 330169-02(B)(1)). Please phone the school in the morning and from the main menu on the telephone system select extension 3106. If the school is not notified, an attempt will be made to contact the parents to inform them that their child is not in attendance

that day.

Students may have a total of **six (6) days of absences per semester classes. After six (6) days, credit for courses missed will be denied if excessive absences are not made up by attending Saturday School.**

Students may have days deleted from their twelve (12) total for the following reasons:

1. Days absent due to illness or injury which are covered by a note from a medical doctor (see guidelines).
2. Participation due to a school-sponsored activity
3. An emergency or set of circumstances which, in the judgement of the principal and the superintendent of schools, constitutes a good and sufficient cause for absence from school. Such occurrences should be rare. The school must be notified and consulted prior to the intended absence.
4. College visitations set up by the guidance department (see guidelines).
5. Death in the immediate family (see guidelines)
6. In the case that any absence is contested by parents or school personnel, a review board will be formed to hear the arguments of both parties.

A student will be considered excused and allowed to make up classwork provided a written note is brought from home or a phone call stating the reason for the absence up to the allowable **twelve (12) days**. Expulsions and unnotified absences will be considered **unexcused**, and course work may not be made up.

Attendance Office responsibility:

The attendance office attempts to call parents if they have not received a call reporting the student's absence. Letters will be mailed each month informing parents of their child's absentee status if they are in danger of losing credit. Students who exceed the number of days will be able to attend Saturday School to assure class credit. If excessive absences are not made up, credit will be denied.

Student/Parent responsibility:

The student/parent/guardian must, in writing, request an Attendance Review within five days after issuance of the grade card. The student/parent/guardian and teachers will be informed in writing of the results of the Attendance Review hearing.

ABSENCE GUIDELINES

The building is open to students at 7:00 a.m. The school is not responsible for students before 7:00 a.m. or after 4:00 p.m., unless in a staff-supervised school related activity. Students who are in the building and not involved in an after school activity may be referred to local law enforcement officials for trespassing.

Truant

According to Ohio Revised Code 3321.19(A)(1), "Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. "Chronic truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Tardy to class:

Arriving in class after the bell. Five (5) tardies to one class equals one (1) day absent from the class and will count as one of the twelve (12) allowed for credit.

Contests, games and performances:

In order for a student to participate in any contest, game, practice and/or performance, the student must be in school for the **full day (8 periods)**, unless approved by the principal.

Early Dismissal:

Leaving school for more than one full period. Legitimate reasons for early dismissal will be accepted provided a note from a parent or guardian is presented to the school. The student must sign out on the sign-out sheet in the attendance office. The student should notify his/her teachers that he/she will be leaving early. The students should sign in at the attendance office before returning to class. **Classes missed will be counted into the twelve (12) allowed.**

CCP Students:

These students should sign in at the attendance office when entering the high school and sign out when leaving for college classes.

Make up work:

Students have the same number of days to make-up work as they have been absent from school (i.e. if a student is absent three (3) days, he/she has three (3) school days after returning to make up the missed work). If a student is absent only one (1) day, he/she is responsible for making up "pop" quizzes the day they return. Assignments which were given previous to the absence must still be turned in on the due date regardless of the number of days missed. If a student is absent for more than one (1) day, he/she will have a one (1) day grace period before making up any unannounced assignment or quizzes.

Assignments must be requested by 10:45 a.m. for 3:00 p.m. pick-up. Assignments requested after 10:45 a.m. will be ready for pick-up at 9:00 a.m. the next day. Please state dates of absences and who will be picking up assignments. It is the student's responsibility to make arrangements for gathering textbooks.

Doctor's excuse:

With a doctor's excuse, the days absent will be deleted from the twelve (12) allowable days of absence. The note must be returned to the school office within three (3) school days after the student returns from the absence. If the excuse is received on the fourth or a subsequent day, it will be excused (student will be allowed to make up classwork), but those days absent will count as part of the twelve (12).

Independent students:

Those students 18 or older but still living at home must follow the same rules as all other students. Any student no longer living at home must follow the guidelines set forth in all absence procedures.

Family trips:

The Warren Local School Board does not believe that students should be excused from school for non-emergency activities, including family vacations. Children who are taken out of school for such trips will not be given permission to do so by the school. The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be retaught by the teacher. However, if the school is notified in advance of such a trip, an effort will be made to prepare a general list of assignments for the child to do while he/she is absent to be turned in the day he/she returns to classes. The exception to these stipulations will be those activities approved by the Board or its representative as being related to and part of the school program, or contributing to objectives of the school curriculum.

Appointments for health reasons:

Students who have health related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment. A doctor's note is required to verify the visit and receive credit for the classes attended.

College visitations:

All college visitations must be set up through the guidance office. **These days will be considered part of the twelve (12) allowable absences unless the student is accompanied by a parent and returns with a signed confirmation sheet from the college or university visited.** A student will be allowed three (3) such visits per year.

MEDICATION TO BE ADMINISTERED AT SCHOOL

If possible, all medications should be given by the parent at home. If this is not possible, parents may come to school to administer medications to their children. School personnel will be permitted to administer medications only when no reasonable alternative is available

If the student requires medication by injection or insertion of a device into the body in order to attend school, the Board shall permit the school nurse, principal, and/or the principal's designee to administer such medication when a parent or guardian is not available to administer the medication during the school day. School personnel are authorized to administer such medication only when the medication, procedure and other relevant information are prescribed in writing by a physician and the staff member has completed any necessary training.

If a student is required by a physician's order to take medication during the school day, the procedures listed below will be followed.

1. Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
2. Medications should be brought to school by the parent or guardian and should be in the original container and appropriately labeled by the pharmacy or the physician with date, student name, dosage and time intervals.
3. The school nurse, prescribing physician, parent or guardian will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.
4. New request forms must be submitted for each school year and as necessary for any change in medication order.

A copy of the complete school policy on medication administration is available to parents upon request.

Students have the right to possess and use emergency medication, such as a metered-dose inhaler or a dry-powder inhaler, as authorized by law. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the emergency medication, he/she must have prior written approval from the student's physician and parent or other caretaker that complies with Ohio law and Board regulations. Appropriate forms and other guidance will be provided to parents upon request.

The intent of these procedures is to ensure that no medication will be taken at school without administrative approval. This includes prescription and nonprescription drugs, the only difference being that the administering of prescription drugs requires a physician's and parent's statement; the administering of nonprescription drugs requires only the parent's permission.

Under no circumstances shall a student share, give, sell or otherwise dispense medication, whether prescription or non-prescription. Violation of this policy may result in disciplinary action up to and including suspension or expulsion from school.

Medication Plans for Administration of Special Medications

Certain medical conditions, including conditions that require medication by injection or other procedure during the school day, may warrant additional directions from the physician and/or parent. The school, at the discretion of the building principal and/or designee, may require the development of a medication plan before staff will administer such medication. The medication plan shall be developed with the participation of the parent and appropriate school staff and shall include:

1. A commitment by the parent that when possible, medication will be administered to the student outside of school hours;
2. Written confirmation that the parent will notify the school of any change in circumstances that may affect the administration of the medication to the student;
3. Directions prepared and signed by the physician regarding the method of administration of the medication to the student;
4. The identification of the staff member primarily responsible for administering; the medication, either by name or position, training, qualifications, or similar distinguishing factors;
5. The identification of any back-up personnel that may be necessary in the event the primary administrator is unavailable;
6. When and how to notify the parents or others (relatives) of concerns;
7. When and how to contact the child's health care provider, including written authorization from the parent to obtain information directly from the health care provider;
8. In the case of diabetic students, District Form JHCD-E(4) should be filled out by the prescribing physician and parent/guardian and included in the medication plan; and
9. Any other information necessary to ensure the medication is administered properly.

Note: All previously mentioned forms are available at your building principal's office.

PROGRAMS FOR GIFTED AND TALENTED STUDENTS

In accordance with the belief that all children are entitled to education commensurate with their particular needs, children who are gifted in the district must be provided opportunities to progress as their abilities permit.

Annually, professionally qualified persons using a variety of assessment procedures identify children who are gifted.

The district follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and all policies and procedures in accordance with laws, rules, and regulations, and follow the *Model Policies and Plan for the Identification of Children Who Are Gifted*. The District will provide complete information on gifted and talented policies and procedures to any parent upon request.

Policy Information

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Those rights are:

- A. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents, guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent, guardian or eligible student of the time and place where the records may be inspected.

- B. The right to request the amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights. To request amendment, parents, guardians or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the District decides not to amend the record as requested by the parent, guardian or eligible student, the District will notify the parent, guardian 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, guardian or eligible student when notified of the right to a hearing.

- C. The right to consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent (including, but not limited to, emergency, subpoena/judicial order, authorized state or federal education authorities, financial aid, etc.). Disclosure without consent is authorized when such disclosure is to school officials with legitimate educational interests. A school official is a person employed by the District 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 District has contracted 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school

district in which a student seeks or intends to enroll.

The District has designated the following personally identifiable information in a student's education record as "directory information," and will disclose that information without prior written parental consent, except when the request is for a profit-making plan or activity:

1. The student's name;
2. The student's address;
3. The student's date of birth;
4. The student's extracurricular participation;
5. The student's achievement awards or honors;
6. The student's weight and height, if a member of an athletic team; and
7. The student's photograph.

Parent(s), guardian(s) or eligible students will have two weeks from the date of this notice to advise the District, in writing, of any or all of the above items that they refuse to permit the District to disclose as directory information.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notification of Rights Under the PPRA

The Protection of Pupil Rights Amendment (PPRA) affords parents, guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding the administration of surveys, the collection and use of information for marketing purposes, and certain physical exams. Those rights are:

- A. The right to consent before students are required to submit to a protected information survey funded in whole or in part by a program of the U.S. Department of Education. A protected information survey is one that concerns one or more of the following areas:
1. Political affiliations or beliefs of the student or student's parent or guardian;
 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 -

2. Any other protected information survey, regardless of funding;
3. 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 physical exam or screening permitted or required under State law; and
4. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or 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.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

MEDICAID FOR OHIO SCHOOLS

(Parental Notification)

Local Education Agencies (LEAs), such as school districts, are eligible to receive federal Medicaid reimbursement for medically necessary services provided to their special education students when the services meet the requirements of the state's School-Based Medicaid program and are provided in accordance with the students' IEPs. (§300.154(d)(2)(i)(iii)).

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the Family Educational Rights and Privacy Act (FERPA) require schools to notify parents that the district participates in this program. The district utilizes

services ordered in the IEP and the Medicaid identification number, in conjunction with the state Medicaid Agency and our Medicaid billing agent, to receive reimbursements for these services from the School-Based Medicaid program.

The district's participation in this program in no way impacts the services being provided to the student nor impacts the family's Medicaid benefits. At any time, parents can notify the school district in the event they no longer want the district to access student information for the purpose of seeking reimbursements through this program.

03/18/13

It is the policy of Warren Local Schools not to discriminate against any student on the basis of race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age, or sex. As compliance officer for all such matters concerning discrimination, the Board of Education has appointed:

Warren Local School District's Superintendent, 220 Sweetapple Rd, Vincent, OH 45784 Phone: 740-678-2366.

Any person who believes that discrimination or harassment has occurred shall report the incident(s) to any building staff member, the principal, or the compliance officer. The compliance officer or the building principal will investigate the complaint.

AHERA NOTIFICATION

Warren Local School District in accordance with U.S. Environmental Protection Agency Regulation 40CFR763, subpart E; has completed the required inspection, prepared its Asbestos Management Plan, and has to the best of its knowledge, met the general requirement of this regulation.

For specific information of types and locations of asbestos containing materials within the district, please consult the complete AHERA Management Plan. The Warren Local School District AHERA Management is available for public review at the Administration Office during normal working hours. A copy is maintained at each school for that particular building. All buildings in the district were inspected to enable the Warren Local School District to act in accordance with the AHERA ACT to control the possible exposure to asbestos within their buildings in May 1988. Warren High School was determined to contain the following asbestos materials: floor tile, 9" X 9"; flex duct connectors; insulation cement; perform block insulation; asbestos pipe covering, and asbestos hardboard (Transite) pads at support beam junctions