

# **WARREN LOCAL SCHOOLS**

## **WARREN MIDDLE SCHOOL STUDENT HANDBOOK 2017-2018**

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## **GENERAL INFORMATION**

We hope you will find this school year to be a memorable and exciting one. The purpose of this handbook is to inform you of the policies and procedures of the school district. The ultimate goal of education is to empower students to reach their maximum potential so they are best prepared for college and careers. A cooperative relationship between families and educators promotes successful achievement of this goal.

## **SCHOOL HOURS**

Warren Middle School 7:25 am – 2:17 pm  
Doors Open for Breakfast 7:15  
Students Enter Building 7:25  
Tardy Bell 7:32  
Dismissal 2:17

## **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 one-hour delay, buses will run one hour later than their normal schedule. Classes will begin one hour later than usual. School will be dismissed at the regular time.
5. 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.
6. 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.

## **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  
Washington County Juvenile Center . . . . . 374-7453  
Washington County Family Resource Guide.....376-7081

### CONCERNS/COMPLAINTS

It is the objective of Warren Local Schools to constructively handle concerns and complaints as thoroughly and efficiently as possible. Complaints are best handled as close to the source as possible.

If you have problems or concerns, please contact the person most directly associated with the issue.

<u>Concern</u>	<u>Contact</u>
Teacher	Teacher
Building	Principal/Asst. Prin.
Cafeteria	Mrs. Charlene Fronko
Special Education	Mr. Larry Ryan
Operations/Transportation	Mrs. Lisa Spence

If the proper channels have been utilized, and issues or problems remain unresolved, please contact the district administration office at (740) 678-2366.

Written complaints may be submitted to the school office. Written complaints will be investigated fully and fairly. All complaint procedures comply with board policy and negotiated agreements.

### DANCES AND ACTIVITIES

School sponsored dances and activities may be scheduled throughout the school year. Please remember the following points:

1. Guests are not permitted at school dances or activities. Students may attend an event only if they attend the sponsoring school.
2. The principal may deem students ineligible due to academics, attendance, or behavior. Expelled, suspended, or absent students may not be eligible to attend.
3. Dances must end by 9:30 p.m.
4. No dances will be scheduled on a night before a school day.
5. No student will be allowed to re-enter a dance after leaving.
6. Parents should arrange to pick up students immediately after the conclusion of the activity.

### 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 there is an exception to this statement, the district provides alternative, 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 building principal for more information and guidance.

### EVACUATION PROCEDURES

Teachers will discuss and practice these fire, evacuation, lock-down, and tornado procedures with students. Students are expected to be well-behaved and obedient during such drills, so that they are best prepared for any actual emergency. **Students are not permitted to use cell phones or electronic devices during drills.** Disciplinary action may be taken if students do not behave accordingly.

### FEES

Students who are eligible for free or reduced lunch may also qualify to have their fees waived. Students or parents who wish to have fees waived should inquire in the school office and may be required to submit proper authorization.

### 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 to them. 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

### **LOCKERS**

Students may be issued a locker for books, clothing, and supplies. The school will assign lockers. Students should use only the locker assigned to them.

**Students are strongly advised to not bring valuables to school.** Any valuables brought to school are the responsibility of the student. Articles are not to be left on top of lockers.

Lockers are the property of the WLSD, and are subject to search at any time, including random inspections. Lockers are subject to search by local law enforcement and/or an affiliated K-9. **Students should have no expectation of privacy regarding items placed in lockers.**

### **LOST AND FOUND ITEMS**

Every building will have designated areas for lost and found items. At the end of each semester, lost and found items will be disposed of or donated to a local charity.

### **LUNCHROOM OPERATIONS AND PROCEDURES**

Warren Local Schools utilizes an electronic system for its food services. Free and reduced breakfasts and lunches are available for those who qualify. Applications for free and reduced lunches will be sent home with each student at the beginning of the year and are available at any time in the school office. The price of breakfast is \$.85. Reduced breakfast is \$.30. The price of a school lunch is \$2.15 per day and reduced lunch is \$.40 per day.

Milk can be purchased through the electronic account. The price of all milk is \$.40. There will be no refunds for days missed.

Students can purchase a la carte items, such as extra snacks. To purchase these items in the cafeteria, students will use their electronic accounts. A la carte items cannot be charged.

Students are not permitted to take food outside the cafeteria. Students bringing sack lunches are NOT permitted to use refrigerators or microwaves in the kitchen. Glass bottles or containers are not permitted in the cafeteria. Students are NOT allowed to bring high energy drinks to school, (Monster, Red Bull, etc.)

### **LUNCH CHARGE POLICY**

The limit will be \$10.00. No ala carte are to be charged this includes beverages. When a student reaches or exceeds the limit, a phone contact is made with parent/guardian or other person listed as a contact. The parent will be given the option of bringing the account current, making payment arrangements or packing the student's lunch. Weekly negative balance reports will be sent home with students. Progress reports and report cards are withheld until balance is current.

### **PLAYGROUND SAFETY**

For the safety of all students, there are rules that must be followed on the playground. At least one teacher will be on duty to enforce the safety rules and regulations.

Any type of game or activity that involves fighting, pushing, pulling, shoving, touching, or is judged by teachers or administrators to be too rough, is forbidden.

### **RECESSES**

Recesses will be outside unless the weather is too inclement; raining, snowing, or cold (below 20 degrees, including wind chill). All students are expected to go outdoors for recess unless they are ill or have a note from home to be temporarily excused from recess.

### SURVEILLANCE AND SECURITY

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 only and guards against entrance to buildings by unauthorized persons, as per BOE Policy ECA.

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

**Metal Detectors:** The administration is authorized to use stationary or mobile metal detectors at its discretion.

### TALENTED AND GIFTED PROGRAM

Annually, professionally qualified persons using a variety of assessment procedures identify children who qualify as 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. The district will provide complete information on gifted and talented policies and procedures to any parent upon request.

### TELEPHONES

Telephones in school offices are to be used by students for emergencies or authorized reasons—and only with permission of office personnel. Messages of an urgent nature will be delivered to students.

### 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 students. Students are encouraged to use book covers and may not write in books. Students will be charged full replacement costs for any lost book. Students will be assessed a fee for any books damaged or in need of rebinding.

### VISITORS

Visitors to the 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 volunteers and 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 which fall within school hours, such as holiday parties, concerts, assemblies, etc. During these times, visitors must stay in designated areas.

For security and academic reasons, all visitors must:

- Report to the main office.
- Sign in.
- Wear a school-issued identification badge.
- Sign out and return the identification badge before leaving the building.

## ACADEMICS

### ACADEMIC REPORTING

**Report Cards** – Students in grades 5-8 may receive a report card four times during the school year so that parents and guardians are aware of their student's academic progress.

**Interim Reports** – Interim reports may be issued at the mid-point of each grade period.

**Parent Conferences** – The district will offer a fall and spring conference date. This time should be utilized to discuss students' progress. Other conferences may be arranged with the teacher, upon request.

**Parent Contact** – Teachers may report to parents at any time throughout the year when he/she feels that it is advisable to communicate student struggles and successes. Teachers may do so by using written communication, telephone, and email. Also, teachers may request additional conferences, if necessary.

### **ATHLETIC ELIGIBILITY**

Interscholastic extracurricular activities are defined as school-sponsored student activities involving more than one school or school district. Junior high athletics are included in this category.

To be academically eligible for athletic participation, a student must meet eligibility criteria as required by the Ohio High School Athletic Association. In addition, students must maintain a 2.0 grade point average and pass 5 academic classes. The academic subjects used for honor and merit roll will be used to determine grade point average.

A student enrolling in the seventh grade for the first time is eligible for the first grading period regardless of previous academic achievement.

Eligibility for each grading period is determined by grades received the preceding grading period.

To participate in athletics, students must follow all guidelines established by the Ohio High School Athletic Association (OHSAA) and as outlined in the WLSD Athletic Handbook. Prior to every academic season, mandatory OHSAA parent meetings will be offered, where all rules, regulations and athletic handbooks will be reviewed in detail. Students and parents are required to attend one meeting prior to each season of participation.

### **CUMULATIVE STUDENT FILES AND RECORDS**

Parents and guardians have access to student records and files. Authorized district personnel, county officials, and law enforcement personnel also have access to these files.

If parents or guardians wish for files to be released to a third party, you must sign a release form, which may be obtained from the school office.

### **GRADING AND ASSESSMENT**

Formative and summative assessments drive the instruction within the educational classroom. Students and parents should understand the definition of each assessment type and how they are used.

#### **Formative assessments are:**

- 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.

#### **Summative assessments are:**

- Designed to provide information to be used in making judgments about a student's achievement at the end of a period of instruction.
- Quizzes, tests, exams, quarterly assignments, projects, final draft assignments, and performances.
- Measurable evidence of learning that will be counted towards the grade for the class.
- Sometimes reassessed or retested.

#### **Quarterly Assessments are:**

- Comprehensive, quarterly exams that assess material covered during the quarter.

### **GRADING POLICY**

It is the position of Warren Local School District grades 5-8 that reported grades reflect actual student knowledge and achievement and give as clear a measure as possible of the best a student can do. A grade should not simply reflect the fact that a student has attended school, done the work to accumulate points, and maintained acceptable behaviors. To that end, the following practices will be adhered to in reporting a student's grade:

- Grades posted on grade cards will reflect performance on summative assessments only. Summative assessments are any that measure student understanding and achievement at the end of an instructional

sequence. These may include, but are not limited to: tests, projects, presentations, papers, lab write-ups, and journal writings. Summative assessments may be thought of as assessments **OF** learning.

- Formative assessments will not be used to determine grades posted on the grade card. Formative assessments are any that are designed to help students learn. These may include, but are not limited to: homework, practice worksheets, hands-on activities, instructional questions and group activities. Formative assessments may be thought of as assessments **FOR** learning.
- Warren Middle School values the time and effort it takes to complete homework assignments. Therefore, teachers may assign up to a 5% effort/homework grade at the end of each quarter.
- Additional points by way of extra credit or bonus points will not be awarded.
- Grades will not be “curved.”
- Cases of academic dishonesty will be dealt with as discipline issues and not academic issues. Parents will be contacted in any case of academic dishonesty.
- Any summative assessment not completed by the due date **MAY BE** subject to disciplinary action.
- Students will be assigned an “M” (Missing) for Summative Assessments that are not turned in. An “M” registers as a “zero” (0) in Infinite Campus. This distinction will help to inform parents when they visit the Infinite Campus Parent Portal. Additionally, this practice would communicate a consequence to students.
- An “M” will carry through the quarter unless the assignment is turned in. The teacher could choose to give an “I” (Incomplete) to allow for the student to complete the assignment after the end of the quarter. An “I” would have to be changed to a grade by Interim of the next quarter.
- All students may have the opportunity to reassess once as determined by the teacher syllabus for each classroom teacher. Reassessment may be partially, entirely, or in a different form per the teacher syllabus. Students must complete reteaching/relearning activities for those assessments that can be reassessed. Not all assessments will be eligible for reassessment as stated in the teacher syllabus. “Best Practices” will be utilized for this intervention. Reassessment procedures for each teacher will be explained in their teacher syllabus.
- Teachers will use the “50” floor for all students who choose to reassess to help motivate the student. This means the lowest numerical score a student may receive is “50”.

### **MUSICAL PERFORMANCES & ATHLETIC EVENTS**

In the event there is a scheduling conflict between a musical performance and an athletic event, a student should not be forced to choose between which events to attend. An alternative assignment will be provided for the student to complete their participation requirements in band, choir and/or hand bells.

### **HONOR ROLLS**

The following criteria will be used to recognize and honor students for academic achievement:

1. Principal’s Award: 4.0 GPA
2. Honor Roll: 3.6 to 3.99 GPA
3. Merit Roll: 3.0 to 3.59 GPA

The Principal’s Award, Merit Roll and Honor Roll will be based on Grade Point Average only.

All core classes (reading/English/language arts, math, science, social studies) will be weighted equally. Other classes will be weighted based upon the number of times they are in session per week. Due to differences in schedules, this calculation may vary from building to building.

### **PROMOTION, PLACEMENT, AND RETENTION**

It is the position of the Warren Local School District that either promotion or retention can be positive options for students to assist them in their academic progress and to enhance their sense of well-being. The goal of academic success remains at the forefront of the concerns for students in the Warren Local School District.

The first consideration for student retention is failure to meet minimum levels of knowledge and skill. However, academics will not be the sole factor in the determination of retention. The student’s age, maturity level, attendance and emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas.



Parents/legal guardians will be notified in a timely manner, if a student is being considered for retention. The final decision concerning promotion, retention or placement of a Warren Local student remains in the hands of administrative staff.

## **ATTENDANCE**

### **GENERAL GUIDELINES**

According 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 parents/guardians 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 [OAC330169-02(B)(1)]. Parents should contact the school within one hour of the start of school. If this is not possible, a written note is acceptable.

Students will attend school on a daily basis [ORC3321.01(A)(1)]. If a student is absent from school, a parent must call the office within one hour of the start of school. Parents are allowed six (6) days absence per semester with a parent/guardian contact at the discretion of the principal.

Students must bring in written documentation from the doctor upon return to school. **Additionally, once a student accumulates twelve (12) days absent, only a doctor's note will be accepted as written documentation of an excused absence.**

**Students will be assigned Saturday School for every 6<sup>th</sup> day of unexcused absence.**

According to Ohio Administrative Code 3301-69-02(B)(2), an excuse for absence from school may be approved on the basis of one of more of the following conditions:

- Illness or injury of the student. Written excuse from a doctor or medical facility is needed for the absence to be considered excused.
- Death of a relative (limited to three days, unless approved by the Superintendent or designee)
- Medical or dental appointment. Written excuse from a doctor or medical facility is needed for the absence to be considered excused.
- Observance of religious holidays.
- Emergency or other set of circumstances in which the judgment of the Superintendent of schools or designee constitutes a good and sufficient cause for absence from school.

In the event that the student is not present at school, and the school has not been contacted by the parent or guardian, the school office will attempt to call the parent/guardian.

### **Absence Guidelines**

½ DAY ABSENCE A.M. - A student is considered absent a half day if he or she arrives 90 minutes after the start of school but before the mid-point of the school day.

½ DAY ABSENCE P.M. - A student is considered absent a half day if he or she leaves after the mid-point of the school day, or 90 minutes before dismissal.

EARLY DISMISSAL - If a student is signed out anytime within 90 minutes of dismissal, it is considered an early dismissal. **Early dismissals do not support perfect attendance. Five (5) early dismissals equal one (1) unexcused absence.**

When a student needs to be dismissed from school before the regular dismissal time, a written explanation should be provided at the beginning of the school day. Parents or guardians must come to the office to sign out their child for early dismissal. Students must come to the office to use the phone instead of calling/texting parents from their cell phones.

**Five tardies/early dismissals of any combination will be counted as one unexcused absence.** A parent/guardian must sign in the student when the student is tardy to school.

**Students will be assigned Saturday School on their tenth (10<sup>th</sup>) unexcused tardy/early dismissal. After this, every tenth tardy will result in further discipline at the principal's discretion.**

PERFECT ATTENDANCE - A student shall be credited with perfect attendance if he/she meets the following criteria: A) if student has no more than two tardies and/or early dismissals, B) zero days absent.

VACATION - Absence for family vacation is strongly discouraged. Absences for vacations will not be excused. When trips are unavoidable, prior approval must be approved by an administrator. The building administrator may allow missed assignments to be made up for credit if arrangements are made in advance. **If work is given ahead of time, work will be due upon return to school.**

EXTRA CURRICULARS - In order for a student to participate in any extracurricular contest, the student must be in school for half day. The school administrator may waive this requirement if a legitimate excuse and/or corresponding documentation is provided.

### **Make Up Work**

It is the student's responsibility to take the initiative for completing make-up work. Students will have one (1) day for each day excused absence to make up work.

**Truancy:** In addressing repeated unexcused absences, the school will abide by the Ohio Revised Code.

**Habitual:** 30 or more consecutive hours

42 or more hours in one school month

72 or more hours in a school year

**Chronic Truant:** A child who has been adjudicated for being habitual truant.

## **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 BOE has a "zero tolerance" policy for 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 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.

### **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 during the school day and for all school-sponsored, after-school activities, at home and away. Additionally, the code shall apply to premises immediately adjacent to school property, within line of sight of school property or on school transportation, or if the act affects the operation of the school.

- **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 look like drugs. Evidence of use of alcohol or drugs at school or at a school-related event is a violation of the Code of Conduct.

*Minimum-3 days OSS Maximum-10 days OSS with referral for expulsion.*

- **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 another particular student more than once, and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive as to create 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. Bullying that occurs off school grounds which causes a substantial disruption in school or poses a viable threat or harm to someone else may be disciplined through the code of conduct.

**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.

*Minimum-ISS Maximum-10 days OSS with referral for expulsion.*

- **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.

*Minimum-Detention Maximum-3 days ISS*

- **DAMAGE TO SCHOOL PROPERTY:** A student will not cause or attempt to cause damage to school property. Students who damage, lose or destroy school equipment, instruments or textbooks will be held financially responsible for any such damage under Ohio Revised Code 3109.09 and 2307.70.

*Minimum-Saturday School Maximum-10 days OSS with referral for expulsion.*

- **DAMAGE TO CHROME BOOKS:**

1<sup>st</sup> offense: Saturday school (Pay cost of repair)

2<sup>nd</sup> offense: Saturday school (Pay cost of repair)

3<sup>rd</sup> offense: loss of access to Chrome Books (Pay cost of Chrome Book)

- **DAMAGE TO PRIVATE PROPERTY:** A student will not cause or attempt to cause damage to private property. Parents shall be financially liable for such damage to the extent of the law.

*Minimum-Saturday School Maximum-10 OSS with referral for expulsion.*

- **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.

*Minimum-ISS Maximum- 10 days OSS with referral for expulsion.*

- **DRESS CODE VIOLATION:** Warren students have many choices in their style and appearance. No clothing shall be worn that distracts from the educational process. Clothing should be constructed and worn in such a manner that it is not unduly revealing. When students are in violation of the dress code they

will be required to change inappropriate clothing. To assist students in dressing appropriately the following minimal guidelines are listed:

- No clothing that advertises alcohol, drugs, or tobacco.
- No clothing with inappropriate or derogatory words or designs.
- Sunglasses are not permitted.
- No halter-tops, tube tops, cut-off t-shirts, strapless shirts, midriff-baring tops, or any see-through apparel.
- No clothing that suggests a message or interpretation of violence or sex.
- Tops or pants that do not cover undergarments and/or are too revealing are prohibited. Trousers must be worn and secured at waist level.
- No pants, leggings, shorts, skirts, and dresses that are not modest in length and are not in good taste.
- Bandanas, hats or other items worn on the head are prohibited.
- Tears or holes in clothing must not be revealing.
- No pajamas or sleep wear allowed.

These guidelines are not considered all-inclusive. The administration reserves the right to deal with any apparel determined inappropriate.

***Minimum-Detention Maximum-Saturday School***

• **TARDINESS TO CLASS:**

- 1<sup>st</sup> offense-warning
- 2<sup>nd</sup> offense-30 minute lunch detention
- 3<sup>rd</sup> offense-45 minute after school detention
- 4<sup>th</sup> offense-Saturday school
- 5<sup>th</sup>-administrative discretion

- **DRINKS/FOOD:** Students are not to have drinks and food in classes, hallways, etc. Water only is allowed with teacher permission.

***Minimum-Detention Maximum-Saturday School***

- **FIGHTING:** A student shall not threaten, act or behave in such a way that 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.

***Minimum- 3 ISS Maximum-10 OSS***

- **FORGERY:** A student will not falsify information such as times, dates, grades, addresses, or signatures on school forms or other written correspondence.

***Minimum-detention Maximum-OSS***

- **HORSEPLAY:** A student should not engage in horseplay on school property. Such seemingly innocent student interactions can often escalate into more serious problems.

***Minimum-Detention Maximum- OSS***

- **INAPPROPRIATE BEHAVIOR:** A student will not misbehave, disrupt, and/or act inappropriately in the classroom, hallways, cafeteria, or at school functions.

***Minimum-detention Maximum-OSS***

- **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.

***Minimum-detention Maximum-OSS***

- **INSUBORDINATION:** A student who does not comply with reasonable directions of authorized school personnel is subject to disciplinary action.

***Minimum-Saturday School Maximum-OSS***

- **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.

***Minimum-Saturday School Maximum-OSS***

- **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.

***Minimum-Detention Maximum-OSS***

- **PHYSICAL CONTACT:** Public displays of affection are not permitted in school or on school grounds during the school day or at school functions. Examples of inappropriate touching could include holding hands, kissing and hugging.  
*Minimum-detention Maximum-10 day OSS with referral for expulsion.*
- **USE OF OBSCENE LANGUAGE, GESTURES AND POSSESSION OF INAPPROPRIATE MATERIALS:** A student will not use profanity or obscene language, gestures or possess and share inappropriate materials.  
*Minimum-Saturday school Maximum-OSS*
- **PROJECTILES:** Students will not throw or launch objects.  
*Minimum-detention Maximum-OSS*
- **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.”  
*Minimum-3 ISS Maximum-10 day OSS with referral for expulsion.*
- **STEALING/THEFT:** Unauthorized use or possession of another’s property.  
*Minimum-Saturday School Maximum- OSS*
- **TECHNOLOGICAL DEVICES:** Lasers, radios, MP-3 Players, iPods, iPads, and related items are permitted, specifically given for a classroom activity and appropriate use in the cafeteria. Students are strongly advised to avoid bringing valuable items to school. See related policies: Cell Phone Policy (pg. 26), Acceptable Use and Internet Safety Policy (pg. 27) and Bring Your Own Device Policy (pg. 25).
- **TOBACCO:** A student will not possess, use, or transmit any tobacco product or related paraphernalia. (Including vapor related products). Any evidence of use of tobacco products at school or at a school-related event is a violation of the Code of Conduct.  
*Minimum-Saturday School Maximum-5 OSS*
- **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, slander and/or libel, 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.  
*Minimum-Saturday School Maximum- 5 OSS*
- **UNAUTHORIZED FIRE:** Unauthorized use of fire, fireworks, matches, etc.  
*Minimum-3 OSS Maximum-10 days OSS with referral for expulsion.*
- **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.  
*Minimum-ISS Maximum-10 days OSS with referral for expulsion.*
- **SEXTING-**Possessing, taking, transferring or sharing of nude, obscene, pornographic or otherwise illegal images may constitute a crime under state law. Any person possessing, taking, disseminating or sharing nude, obscene, lewd or otherwise illegal images may be punished under this Code of Conduct and may be reported to appropriate law enforcement agencies. Jessica Logan Act, HB 116  
*Minimum-3 days OSS Maximum-10 days OSS with referral for expulsion.*
- **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.  
*Minimum-OSS with referral for expulsion.*
- **GENERAL MISCONDUCT:** Shall apply to conduct not specially set forth herein which substantially and materially interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to persons or property.  
*Minimum: Administrative warning Maximum: Administrative discretion.*

### 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 Restriction
- 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 restriction 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.

**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 at the principal's discretion. In this instance, all make-up work is due on the first day after the student's suspension.

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 all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for a period of less than 24 hours and is not subject to suspension or expulsion, the requirements of a notice and a hearing do not apply.

In the event that the student is absent, or there is a calamity day, the suspension will be served on the next school day.

#### **TEACHER DETENTIONS**

Students may be assigned detentions by a teacher. Each teacher is responsible for supervising his/her detentions. The length of the detention will be determined by the teacher and not exceed 60 minutes. Teachers may assign detentions for failure to serve a teacher-assigned detention, tardiness to class and for missing work. Students will be notified in writing and given 24 hours' notice to arrange for transportation. Parents will be notified by the teacher.

#### **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.

#### **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. The school shall attempt to contact the parent prior to questioning. A school official shall remain in the room during questioning unless compelling reasons for exclusion are provided.

### **SEARCH OF STUDENT PROPERTY**

School officials have the duty to maintain a safe environment in which education is possible. Warren Middle School may from time to time during the school year request law enforcement to assist the school to maintain a safe learning environment for our students.

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. Failure to comply with a reasonable search will be considered insubordination. The school reserves the right not to return items which have been confiscated.

### **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, BOE approved BYOD guidelines, all other BOE 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 student may be denied access at any time. Students wishing to participate in the BYOD program must comply with the following guidelines and procedures.

Students:

- 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.
- are responsible for ensuring the safety of their own personal devices. WLSD is NOT responsible for the loss or theft of a device, nor are they responsible for any damage done to the device at school.
- will use devices only for educational purposes and only when directed by the classroom teacher or administrator.
- must keep devices turned off when not directed to use them.
- 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.
- are not to use the device in a manner that is disruptive to the educational environment.
- 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.
- are responsible for servicing their personal electronic devices. WLSD 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)**

Possession and use of personal communication devices (PCD) by a student during the school day is a privilege that may be forfeited by any student that fails to abide by the policy. Unless approved by an authorized school personnel, students are prohibited from using PCDs. If a student chooses to carry the PCD they must be out of sight and on silent during the regularly scheduled school day (i.e. from the moment the student arrives on school grounds during a day that students are in attendance for instructional purposes.) Students may use PCDs before and after school and during lunch as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Students found to be in violation of this policy may have the device confiscated. A parent may be required to pick up the device from school and the student may forfeit the privilege of their cell phone at school or disciplinary action may be taken.

Cell phones and/or personal communication devices (PCD) may not be activated at any time where a reasonable expectation of privacy exists. These include but are not limited to gyms, locker rooms, restrooms or other areas students may change clothes. Cell phones and electronic devices used for cyber bullying will be confiscated. (Please refer to the Code of Conduct, pg. 11.)

Cell phones and electronic devices may be used only when a teacher given specific permission as part of a lesson or learning activity (See "Bring Your Own Device Policy," pg. 14.) Students are not permitted to take unauthorized pictures or videos of students or staff members (See Code of Conduct, pg. 13).

### **COMPUTER/ONLINE SERVICES**

#### **(Acceptable Use and Internet Safety)**

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Warren Local Board of Education 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:

- Using the Internet access provided by the district for illegal purposes of any kind.
- 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.
- 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.
- Using the Internet provided by the district to propagate computer viruses, worms, Trojans, or any other damaging software.
- 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.
- Damaging, abusing, or misusing the equipment that is the property of Warren Local School District.
- Using another's network login, email account, or other secure access or allowing another to one's login information. Interception or collection of passwords by any means is forbidden.
- Relocating any district-owned technology without prior consent from the District Technology Department.
- Copying or installing commercial software and/or other material in violation of copyright laws.
- Storing excessive amounts of files in the storage space on the server or individual computers.
- Accessing personal social networking websites (i.e. Facebook, Twitter, Pinterest, etc.) for non-educational purposes.



- District assigned equipment: All computer and related equipment (including laptops), even when taken home, is the property of Warren Local Schools and is subject to the same guidelines and policies as equipment located at school sites.
- 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 file names 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.*
- 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 email 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 of age) must understand that neither the school nor the WLSL can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The BOE 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 established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. WLSL has implemented technology-blocking measures to prevent students from 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.** WLSL 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 file or other visual depiction that:

- taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
- 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* 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.

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.

## **TRANSPORTATION**

### **BUS BEHAVIOR**

The driver has the authority to enforce all rules and regulations. **Failure to comply with directives from the bus driver will be considered insubordination.**

**Students are expected to comply with the Student Code of Conduct (pg. 10) as they ride the bus.** Failure to do so may result in a Bus Incident Report and/or a report to the principal. 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 student transportation due to student misconduct, the bus driver shall not permit the student to board the bus until the end of the suspension.

### **GUEST BUS RIDERS**

Parents/guardians of students must write a note to the school that the student has permission to be transported via school bus to an alternate destination. The note should include the student's name, destination, date, and phone number where the parent/guardian can be reached. This information is often necessary to clarify transportation arrangements. In addition, the parent/guardian of the student with whom the child is riding must also submit a written note giving permission for the student to ride the bus to their home. Each note needs approval by the office, and should be given to the office at the beginning of the school day.

### **STUDENT AND PARENT GUIDELINES**

1. Parents and pupils must understand the expectation for good behavior and cooperation when they accept the benefit of school transportation.
2. Pupils will ride on assigned buses. If students plan to ride a different bus or get off at an alternate stop, parents must submit a written request. **Requests must be given to the school office at the beginning of the school day.** At the end of the day, students will pick up their bus notes from the school office and give them to the driver when they get on the bus.
3. 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.
4. Buses operate on a time schedule as outlined by the transportation supervisor and approved by the superintendent and district board of education.
5. Parents and guardians shall be held responsible for any damage to a bus by their children.
6. No radios, stereos, headphones, or noise-emitting devices are allowed.
7. Noise on the bus shall be kept to a minimum at all times to assure the safety of operation.
8. Absolute quiet must be maintained at railroad crossings or other dangerous areas.
9. Nothing shall be held or thrown out of the bus window.
10. All parts of pupils' bodies shall be kept inside the school bus at all times.
11. With the exception of assistance animals, animals are not permitted.
12. Pupils may transport musical instruments, class projects, or articles so long as they can be held in the student's lap.
13. No pupil shall stand up, leave or be out of his/her seat in any fashion while the bus is in motion.
14. Pupils shall be required to perform two (2) rear door emergency evacuation drills per year. These will be supervised by the driver.
15. 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.
16. Seating may be provided that will permit each passenger to sit in a position which will provide maximum protection by the barrier. Seating may be adjusted according to the passenger's individual physical size. Seating may be assigned by the driver.
17. No person shall stand while the school bus is in motion, with the exception of bus aides and driver training staff, in the official performance of their duties.
18. Balloons and glass containers are not permitted on the bus.
19. Any balls must be contained in a bag or backpack.

SPECIAL NOTE: Under the OAC3301-83-20 we wish to emphasize the following:

- 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.

## **POLICY INFORMATION**

### **AHERA**

Warren Local School District, in accordance with the U.S. Environmental Protection Agency Regulation 40CFR763, subpart E, has completed the required inspection, prepared their Asbestos Management Plan, and have, to the best of their knowledge, met the general requirements 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 Plan is available for public view at the Administration Office during normal working hours. A copy is maintained at each school for that particular building.

### **DISCRIMINATION POLICY**

Warren Local Schools prohibits discrimination against all of its constituents, including students, employees, and applicants on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the district.

### **FREE APPROPRIATE PUBLIC EDUCATION**

The Warren Local School District ensures that a free appropriate education (FAPE) is made available to all children with disabilities between the ages of 3 and 21, inclusive, in accordance with the *Individuals With Disabilities Education Act* and the *Operating Standards for Ohio Agencies Serving Students with Disabilities*.

### **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

### **HAZING AND BULLYING** **(Harassment, Intimidation and Dating Violence)**

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.

#### **Complaint Procedure for Hazing, Harassment, Intimidation, Dating Violence, and/or Bullying**

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. If a student feels that he or she is the victim of hazing, harassment, intimidation, dating violence and/or bullying, he or she may file a complaint, as per BOE policy JFCF-R and Ohio HB 116.

##### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, dating violence and/or bullying. The reports must be written, and they must be reasonably specific, including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

##### **2. Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

##### **3. Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the

source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, hazing, intimidation, dating violence and/or bullying.

#### **4. Police and Child Protective Services**

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

#### **5. False Reporting**

Discipline may be administered to any student who makes a false report or complaint.

#### **6. Harassment and/or Retaliation**

Discipline may be administered to any student who harasses or takes actions in retaliation towards anyone who files a report or complaint.

### **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, as per BOE Policy JHCD.

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.

- Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
- 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.
- 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.
- 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 medication policy 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 to others, 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:

- A commitment by the parent that when possible, medication will be administered to the student outside of school hours;
- 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;
- Directions prepared and signed by the physician regarding the method of administration of the medication to the student;
- The identification of the staff member primarily responsible for administering the medication, either by name or position, training, qualifications, or similar distinguishing factors;
- The identification of any back-up personnel that may be necessary in the event the primary administrator is unavailable;
- When and how to notify the parents or others (relatives) of concerns;
- 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;
- 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
- Any other information necessary to ensure the medication is administered properly.

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

#### **MEDICAID FOR OHIO SCHOOLS**

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.

# 2017-2018 Handbook Receipt

**\*\*\*\* SIGN AND RETURN THE PORTION BELOW – THIS WILL BE KEPT ON FILE BY THE SCHOOL OFFICE \*\*\*\***

I have received a copy of the 2017-2018 Warren Local School District Middle 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

**\*\*\*\* SIGN AND RETURN THE PORTION BELOW – THIS WILL BE KEPT ON FILE BY THE DISTRICT TECHNOLOGY COORDINATOR \*\*\*\***

For Students and Parents/Guardians:

Please read the Student/Parent Technology Acceptable Use statement in the 2017-2018 Warren Local School District Middle School Handbook. Signing below indicates the parent's/guardian's 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.*