

WARREN LOCAL SCHOOLS

STUDENT HANDBOOK 2025-2026

WARREN LOCAL SCHOOL DISTRICT

Mr. Kyle Newton, Superintendent
Mrs. Melcie Wells, Treasurer
220 Sweetapple Road
Vincent, OH 45784
Phone: (740) 678-2366
Fax: (740) 445-5304

WARREN ELEMENTARY SCHOOL

Mrs. Ashley Skinner, Principal, ashley.skinner@warrenlocal.org
Mrs. Lori Ludwig, Assistant Principal, lori.ludwig@warrenlocal.org
60 Warrior Drive
Vincent, OH 45784
Phone: (740) 445-5300
Fax: (740) 445-5301

WARREN MIDDLE SCHOOL

Mr. Brent Taylor, Principal, brent.taylor@warrenlocal.org
Mrs. Jill Lipscomb, Assistant Principal, jill.lipscomb@warrenlocal.org
70 Warrior Drive
Vincent, OH 45784
Phone: (740) 678-2395
Fax: (740) 445-5302

WARREN HIGH SCHOOL

Mr. Kyle Scott, Principal, kyle.scott@warrenlocal.org
Mr. Darius Schaeffer, Assistant Principal, darius.schaeffer@warrenlocal.org
130 Warrior Drive
Vincent, OH 45784
Phone: (740) 678-2395
Fax: (740) 445-5302

BOARD OF EDUCATION

Mr. Bob Allen
Mr. Bob Crum
Mrs. Stacey Greenup
Mrs. Debbie Proctor
Mr. Jesse Roush

WARREN LOCAL SCHOOL DISTRICT
Student Handbook 2025-2026

2025-2026 School Calendar

August 19, 2025	First Day of School for Students
August 29, 2025	No School: Teacher PD
September 1, 2025	No School: Labor Day
September 26, 2025	No School: Teacher PD
October 17, 2025	End of 1st Grading Period
October 24, 2025	No School: Teacher Work Day
November 6-7, 2025	Parent - Teacher Conferences (After School)
November 7, 2025	2 Hour Early Dismissal
November 10-11, 2025	No School
November 26, 2025 - December 1, 2025	No School: Thanksgiving Break
December 19, 2025	End 2nd Grading Period / 2 Hour Early Dismissal
December 22, 2025 - January 2, 2026	No School: Winter Break
January 5, 2026	No School: Teacher Work Day
January 19, 2026	No School: Martin Luther King Jr. Day
February 13, 2026	No School: Teacher PD
February 16, 2026	No School: President's Day
March 13, 2026	End 3rd Grading Period
March 20, 2026	No School: Teacher Work Day
March 26-27, 2026	Parent - Teacher Conferences (After School)
March 27, 2026	2 Hour Early Dismissal
March 30, 2026 - April 6, 2026	No School: Spring Break
May 8, 2026	No School: Teacher PD
May 25, 2026	No School: Memorial Day
May 28, 2026	Last Day of School for Students / 2 Hour Early Dismissal

WARREN LOCAL SCHOOL DISTRICT
Student Handbook 2025-2026

Table of Contents

Table of Contents.....	3
School Hours.....	4
Warren Elementary School.....	5
Warren Middle School.....	5
Warren High School.....	5
General Information.....	5
Activities / Dances.....	5
Student Responsibility.....	6
School Announcements.....	6
Closings, Delays and Dismissals.....	6
Community Resources.....	6
Concerns / Complaints.....	7
Evacuation / Shelter In Place Procedures.....	7
Fees.....	7
Final Forms.....	7
Homeless Students.....	7
WHS Independent Student Status.....	8
Lockers.....	8
Lost and Found Items.....	8
Lunchroom Operations and Procedures.....	8
Parents' Right to Know.....	8
Playground Safety.....	8
Recesses.....	9
Surveillance and Security.....	9
Talented and Gifted Program.....	9
Telephones.....	9
Test Transparency.....	9
Textbooks.....	9
Visitors.....	9
Volunteers.....	9
Work Permit.....	10
Additional Clause.....	10
Academics.....	10
Academic Reporting.....	10
College Credit Plus.....	10
Cumulative Student Files and Records.....	10
WHS Early Completion.....	10
WHS Flex Credit.....	10
Grading and Assessment.....	11
Grading Scale.....	11
Grading Policy.....	12
WHS Graduation Requirements.....	12
Promotion, Placement and Retention.....	14
Recognition and Awards.....	15
WHS Recovery Credit.....	15
WHS PE Waivers.....	15
Electronic Classes.....	16
WMS and WHS Athletics.....	16
WHS Athletic Policy for Inclement Weather.....	16

WARREN LOCAL SCHOOL DISTRICT
Student Handbook 2025-2026

Drug Testing Program.....	16
Interscholastic Extracurricular and Athletic Eligibility.....	17
Preseason Activities Policy.....	17
Attendance.....	18
General Guidelines.....	18
Absence Guidelines.....	18
Truancy.....	19
Make-Up Work.....	19
Student Conduct.....	19
General Expectations.....	19
PBIS.....	20
Student Code of Conduct.....	20
Discipline and Punishments.....	22
Conduct at Extracurricular Activities.....	23
Investigation of Incidents or Student Actions.....	23
Search of Student Property.....	24
Student Health and Wellness.....	24
School Nursing Services.....	24
Communicable Illnesses.....	24
Emergency Medical Authorization and Contact Information.....	24
Health Concerns/ Conditions.....	24
Immunization Requirements.....	24
Vision and Hearing Screening.....	25
Medication.....	25
Prescription Medications.....	25
Non-Prescription Medication.....	25
Plans for Administration of Special Medications/Procedures.....	26
Hopewell Health Services.....	26
Technology.....	26
Acceptable Use Policy.....	26
Bring Your Own Device Policy.....	27
Cell Phones and Electronic Devices.....	28
Transportation.....	28
Early Dismissal.....	28
Bus Behavior.....	28
Student and Parent Guidelines.....	29
Bus Suspension Guidelines.....	29
Guest Bus Riders.....	30
Vehicle Registration.....	30
Policy Information.....	31
AHERA.....	31
Discrimination Policy.....	31
Erin's Law.....	31
Free Appropriate Public Education.....	31
Notification of Rights Under FERPA.....	31
Hazing and Bullying.....	32
Harassment, Intimidation and Dating Violence.....	33
Medicaid for Ohio Schools.....	33

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

School Hours

Warren Elementary School

- 8:55 am - 3:30 pm
- Car Drop Off: 8:45 am
- Bus Drop Off: 8:55 am
- Class Begins: 9:05 am
- Car Rider Dismissal: 3:25 pm
- Bus Rider Dismissal: 3:30 pm
- Dismissal Bell: 3:30 pm

Warren Middle School

- 7:15 am - 2:28 pm
- Doors Open for Breakfast 7:15 am
- Students Enter Building 7:15 am
- Tardy Bell 7:25 am
- Dismissal 2:28 pm

Warren High School

- 7:22 am - 2:28 pm
- Doors Open 7:00 am
- Students Released to Class 7:22 am
- Tardy Bell 7:28 am
- Dismissal 2:28 pm

General Information

Activities / Dances

WES / WMS

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

- Guests are not permitted at school dances or activities. Students may attend an event only if they attend the sponsoring school.
- The principal may deem students ineligible due to academics, attendance, or behavior. Expelled, suspended, or absent students may not be eligible to attend.
- Dances must end by 9:30 p.m.
- No dances will be scheduled on a night before a school day.
- No student will be allowed to re-enter a dance after leaving.
- Parents should arrange to pick up students immediately after the conclusion of the activity.
- Eighth Grade Celebration Dance is for 8th Grade Warren Middle School Students only!
- The administration will work with the Warren Elementary Academic Boosters and teachers to set dates, times, and grade-level participation for holiday celebrations. Celebrated holidays may include: Halloween, Christmas, and Valentine's Day. Student gift exchanges are not practiced and please do not have balloons, flowers, or other items delivered to school for your student on their birthday or other special events. All visitors to the school during these times must abide by district policies for visitors.

WHS

- 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 checklist will be presented to the members of the organization to assist them in arranging for the activity. Items on this checklist 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.
- The principal may deem students ineligible due to academics, attendance, or behavior. Expelled, suspended, or absent students may not be eligible to attend.
- **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. 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 three (3) years 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).

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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.

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.)

The district may, at times, need to communicate with parents when it deems necessary in the event of inclement weather, safety issues, important events, etc. The school district will use, but is not limited to, mass email, mass phone messages, personal phone calls or emails, radio and tv news outlets, social media, and/or our website. For that reason, it is imperative parents make sure contact information is updated at the school office immediately after changes occur.

School Announcements

Each building will send a link to families for the weekly announcements.

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:

- 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.**
- Parents, guardians, and families are encouraged to make alternate arrangements so that they are prepared for closings, delays, and dismissals.
- Emergency closing information will also be provided to WTAP and its affiliates. Please monitor these news stations for updated information.
- 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.
- If school is dismissed/canceled due to weather conditions, all practices, athletic contests, and other school related activities will be canceled unless approved by district administrator or official.

Community Resources

Counseling

Wash. Co. Behavioral Health Board.....(740) 374-6990
Hopewell Health & Counseling Services, Inc..... (740) 423-8095
Wash. Co. Children's Services(740) 373-3485

Emergency Shelter

EVE, Inc.....(740) 374-5819
Salvation Army.....(740) 373-4043

Hotline

Sexual Assault Intervention Network.....844-644-6435
Suicide and Crisis Lifeline988

Legal Services

Legal Aid Society.....(740) 373-1441
Wash. Co. Prosecutors Office..... (740) 373-7624

Other

Community Action & Head Start CPS.....(740) 373-3745
Washington County Juvenile Center.....(740) 374-7453
Washington County Family and Children First.....(740) 376-7081
Washington County Sheriff.....(740)373-7070 / 911

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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/Assistant Principal
Cafeteria	Mrs. Charlene Fronko
Special Education	Mr. Larry Ryan
Operations	Mrs. Lisa Spence
Transportation	Mrs. Alicia Jaramillo
Athletics	Mr. Steve Harold

If the proper channels have been utilized, and issues or problems remain unresolved, 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.

Evacuation / Shelter In Place Procedures

Teachers will discuss and practice 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

WES	WMS	WHS
A school fee of \$40.00 for each elementary student will be assessed and can be paid through "My School Bucks Online Payments" or at the school office personally.	A school fee of \$35.00 for each middle school student will be assessed and can be paid through "My School Bucks Online Payments" or at the school office personally.	A Capella \$20 Advanced Studio Art \$50 AP & CP US History \$5 Art 1 & 2 \$20 Bass Chorus \$20 Bells 1, 2, & 3 \$20 CP Anatomy & Physiology \$35 CP Biology \$20 CP English 9-12 \$15 CP Physical Science \$14 French 1, 2, & 3 \$10 Instrumental Band \$10 Intro to 3-D Design \$50 Intro to Ceramics \$50 Spanish 1, 2, & 3 \$30 Treble Chorus \$20 Vehicle Registration \$10
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.	Report Cards may be withheld from students owing school 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.	

Final Forms

WLSD utilizes the electronic platform "Final Forms" for a multitude of student information. Each family is responsible for completing or updating the requested necessary data prior to September 1st, or immediately upon enrolling a student after school has begun. Additional forms may be added, as necessary, throughout the school year and should be completed as soon as possible. **Students will not be permitted to attend any field trips until all Final Forms are completed by both the parents and the student if appropriate.**

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:

Ann Skufca
WLSD Homeless Liaison
(740) 678-2393, ext. 1504

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

WHS Independent Student Status

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

- Be 18 years of age.
- Be living independently of parents/guardians.
- 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.

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 WLSL 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. Periodically, throughout the school year, 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.

Warren Local Schools is participating in the Community Eligibility Program which allows Warren Local Food Service to provide breakfast and lunch to all students at NO COST.

Fee waiver applications will be distributed to students at the beginning of the school year and are available anytime from the school secretary or by contacting the Food Service Supervisor.

Students can purchase a la carte items such as chips, drinks or extra food. 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 unless going to extra help. 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.)

No a la carte items 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. Diplomas are withheld until the balance is current. Please contact the Food Service Supervisor with any questions.

Parents' Right to Know

1112(e)(1)(A) of ESEA, Parents' Right to Know: Parents may request information regarding professional qualifications of their students' teachers and paraprofessionals. Additional information is on the district website.

Playground Safety

For the safety of all students, there are rules that must be followed on the playground. Staff members 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. Playground rules are reviewed with the children during the first week of school.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Recesses

Recesses will be outside unless the weather is too inclement; raining, snowing, or cold. 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.

School Resource Officer: WLS D employs a School Resource Officer (SRO) during the school year.

Talented and Gifted Program

Annually, professionally qualified persons using a variety of assessment procedures identify children who qualify as gifted. Please direct any inquiries regarding Talented and Gifted Services to Kalee Gates at the OVESC at 740-373-6669 or kalee.gates@ovesc.org.

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.

Test Transparency

1112(e)(2)(A)(B)(C) of ESEA, Test Transparency: Parents in a Title I school may request policies regarding student participation in state mandated assessments. Additional information is on the district website.

Textbooks

The Warren Local Board of Education provides all basic textbooks, and/or digital resources 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, unless they are consumable. 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.

Volunteers

Adults that wish to volunteer in our school must submit a request and information through the district provided “Final Forms” platform and must be approved in advance.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Work Permit

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. Physician's 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.

Additional Clause

The building level principal(s) retains the right to deal with individual situations as they arise, using his/her professional judgment.

Academics

Academic Reporting

- **Power School:** Warren Local Schools utilizes Power School to document missing work and track grades for students and parents.
- **Report Cards:** Students in grades K-12 may receive a report card four times during the school year so that parents and guardians are aware of their student's academic progress.
- **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.

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. 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 1st of each year.

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.

WHS Early Completion

Early completion will be dealt with according to district and building policy and upon request from the counselors. See administration for details.

WHS 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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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. Homework will be meaningful. Word searches and connect the dot activities will not be used.

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 Scale

WES

Kindergarten through Grade 3

E = **Exceeding** grade level expectations consistently and higher level thinking of grade level standards.

M = **Meeting** and applying grade level standards independently.

P = **Progressing** toward expected understanding of grade level standard with assistance

N = **Not Meeting** grade level standards or inconsistent application of grade level standards.

WMS / WHS

A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Average
D	60 - 69	Poor
F	0 - 59	Failing

***4th Grade will follow the same grading scale as WMS and WHS**

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Grading Policy

WMS

- 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.
- 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.
- Additional points, by way of extra credit or bonus points, will not be awarded. Binders and/or folders used for homework organization may be used to support student learning but will not prevent students from reassessing.
- 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.
- Students with missing work may be required to come in at lunch time, before school/after school or Saturday School to get extra support completing required assignments.

Reassessment

- 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 receive reteaching or extra help prior to reassessing. Not all assessments will be eligible for reassessment as stated in the teacher syllabus. “Best Practices” will be utilized for this intervention. Student packets, in conjunction with teacher assistance, may be required prior to reassessing. Teachers will use the “50” floor for all students who choose to reassess on each reassessment to help motivate the student. This means the lowest numerical score a student may receive is “50”. Reassessments will be completed within a reasonable timeline and all reassessments will provide students the opportunity to receive the full amount as compared to the original assessment.
- All assessments will be returned to the students and/or parents once all reassessments are completed.

WHS

- 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.

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:
 - o Complete all required formative assessments.
 - o 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 is subject to change. In the event modifications are made, parents will immediately be notified on announcements, policy sent home, and placed on our website.****

WHS Graduation Requirements

Only students who have met the graduation requirements will be permitted to participate in the graduation ceremony. **Students who still owe fees will not receive a diploma until fees are paid.**

1. Credit Requirement: 21 Total

- a. English 4 credits
- b. Math 4 credits including Algebra II or the equivalent
- c. Science 3 credits
- d. Social Studies 3 credits
- e. Fine Arts 1 credit
- f. Physical Education 0.5 credit
- g. Health 0.5 credit
- h. Business Foundations 0.5 credit
- i. Electives 4.5 credits

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

2. Testing Requirement:

Students must earn the required competency score of 684 on the Algebra 1 and English Language Arts 2 end of course exams.

3. Graduation Seal Requirement:

- a. Students must earn two graduation seals. One must be state defined.
- b. State Defined Seals:
 - i. Science Seal – Pass the Biology End of Course Exam, earn a B or higher in a high school or CCP Biology class or earn a 3 or higher on the AP Biology Test.
 - ii. Citizenship Seal – Pass both American History and American Government End of Course exams or earn a B or higher in a high school or CCP class or earn a 3 or higher on the AP US History Test.
 - iii. College Ready Seal – Remediation free scores on ACT or SAT.
 - iv. Honors Diploma Seal – Earn one of 6 Honors Diplomas.
 - v. Military Enlistment Seal – Under contract at time of graduation.
 - vi. Ohio Means Jobs Readiness Seal – Documentation and verification of employment skills.
 - vii. Industry Recognized Credential – Earn a credential approved by the state of Ohio.
 - viii. Technology Seal – 3 on subject AP test or, B or higher in CCP class or, earn a B or higher in a high school class that meets technology state standards.
 - ix. State Seal of Biliteracy – Proficiency on assessments in world language and English.
- c. Locally Defined Seals:
 - i. Fine and Performing Arts Seal – Complete requirements in the field of Art, Music, Visual Arts and Drama.
 - ii. Student Engagement Seal – Complete requirements demonstrating active participation in a sport, club or organization.
 - iii. Community Service Seal – Complete a service project or complete the Leadership Excellence Course.

ALTERNATIVE TO NOT EARNING THE REQUIRED SCORE ON THE ELA 2 AND ALGEBRA EXAM:

Students may use the alternative pathway by completing one of the following options:

- 1. Earn credit for one math and/or English course through CCP or
 - 2. Enter a contract to enlist in the military upon graduation or
 - 3. Complete 2 demonstrations of competency through foundational and supporting options. One foundational Option must be completed.
- a. Foundational:
 - i. Score proficient or higher on 3 WebXams in a single career technical pathway.
 - ii. Earn an approved industry recognized credential.
 - iii. Complete a pre-apprenticeship in a career field or show acceptance into an apprenticeship program after graduation.
 - b. Supporting:
 - i. Complete a 250 hour work-based learning experience with evidence of positive evaluations.
 - ii. Earn the Workforce Readiness score on WorkKeys exams.
 - iii. Earn the Ohio Means Jobs Readiness Seal.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Promotion, Placement and Retention

WES

It is the position of the Warren Local Schools 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. With the goal of academic success at the forefront of the concerns for students in the Warren Local School District, at the end of each school year, students will be considered for promotion, retention or placement.

Promotion – A student will be promoted when he/she has successfully completed grade level expectations.

Retention – A student may be retained when he/she has not successfully completed grade level expectations and/or has been truant from school more than 10% of the required school attendance days.

Placement – A student may be placed at the next grade level even though the grade level expectations have not been met, at the discretion of the building principal.

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.

Kindergarten through Third Grades – Grade Level Expectations for Promotion

1. Proficient Student Achievement Levels in four core subjects: English Language Arts, Math, Science, and Social Studies.
2. All requirements as mandated by the Ohio Third Grade Reading Guarantee.

Fourth Grade – Grade Level Expectations for Promotion

1. Proficient grades in four core subjects: English Language Arts, math, science, and social studies.

Third Grade Reading Guarantee

Per Ohio Revised Code, third grade students who are not proficient in reading, based on the Third Grade Reading Guarantee Assessments:

1. Promoted to the next grade, if the principal and reading teacher agree that evaluations of the student's work indicate the student is academically prepared for fourth grade or;
2. Retained in third grade.

For more information, see Board Policy IGBEA-R

WMS

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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Recognition and Awards

WMS

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.

WHS

- Effective with the class of 2024 Warren High School will no longer use class rank.
- Cum Laude-Students with a 3.5-3.75 GPA will graduate with this distinction
- Magna Cum Laude-Students with a 3.76-3.99 GPA will graduate with this distinction
- Summa Cum Laude-Students with a 4.0 GPA will graduate with this distinction.
- In order to qualify for these academic distinctions, four (4) one credit classes per semester must be taken at Warren High School during the year of eligibility.
- Students must be participating in the core curriculum.
- From those students that are awarded the Summa Cum Laude distinction, the 2 students with the highest ACT score will be given the option to speak at graduation. A "super score" will not be used.
- In order to be considered to speak at graduation four (4) one credit classes per semester must be taken at Warren High School during both the junior and senior year.

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 at 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) one credit classes at Warren High School. Students must be participating in the core curriculum.

WHS Recovery Credit

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

WHS 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. This 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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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.

WMS and WHS Athletics

WHS Athletic Policy for Inclement Weather

If school is closed, grades 9-12 may have a non-mandatory/optional practice during a Level 1 or 2 weather advisory if cleared by Superintendent, School Administration and the Athletic Director. Games may be played. There will be no games or practices during a countywide Level 3 snow emergency.

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.

Drug Testing Program

The Warren Local School District Drug Testing Policy reflects the school's and the community's strong commitment to establish a truly drug and alcohol free school environment. The Board of Education and school administration believe that students involved in athletics and other extracurricular activities need to be exemplary in the eyes of the community and other students. This policy will include team and/or random testing of all students in grades 9-12 that:

1. Drive a motorized vehicle to school and are in possession of a campus parking permit.
2. Participate in athletics.
3. Participate in extracurricular activities other than athletics as defined by the Board of Education.
4. Elect to "opt in" to the random testing program.

The Warren Local School District implements this program of deterrence and identification, as a proactive approach to a truly safe and drug free school and with the following goals:

- a. To provide for the health and safety of all students and staff;
- b. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol and illegal drugs;
- c. To encourage students who use drugs and alcohol to participate in drug treatment programs;
- d. To provide students with the opportunity to become leaders as drug free members of the student body; and
- e. To prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential while a student within Warren Local Schools.

All drug test results are considered confidential information to the extent required by law and will be handled accordingly. Information will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid subpoena or other legal process. The results of drug tests conducted pursuant to this policy will not be documented in any student participant's academic records and will be destroyed on June 30 of the year in which he/she graduates. No student participant who tests positive for illicit or banned substances under this policy will be punished academically.

Refusal to submit to a random or reasonable suspicion test or failing to appear for a test will constitute a violation of the drug testing policy and will be treated as a "positive" test result. All confirmed positive tests include loss of privileges, community service, and drug counseling, the latter at the expense of the violator's parent(s) or legal guardians. Four positive tests during a student's attendance in grades 7-12 will result in denial of all athletic, extracurricular, and driving privileges. The entire Drug Testing Policy can be found on the WLSD website.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Interscholastic Extracurricular and Athletic Eligibility

WMS

- All 7-8th grade students MUST be enrolled in and earn passing grades in a minimum of **four** courses during the immediately preceding grading period to have continuing eligibility.
- Participate in every effort to ensure that all students are fully scheduled in a minimum of four courses each grading period.
- If a student comes to you and asks to drop a course, ask the following questions:
 - a. Are you a student athlete?
 - b. What sports do you play?
 - c. Have you visited with your athletic administrator or principal to determine if dropping this course will affect your eligibility to play a sport?
- Advise the student not to drop a course which reduces his/her course load below four courses unless you receive a form from a senior administrator, a template of which can be accessed here: <http://www.ohsaa.org/Portals/0/Eligibility/forms/SuggestedScheduleChangeForm.pdf>
- Always contact your principal or athletic administrator if you have any questions.

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/she received a grade point average lower than 2.0 on a 4.0 grading scale in the previous grading period, unless he/she currently maintains a minimum 2.0 cumulative GPA. The academic subjects used for honor and merit roll will be used to determine grade point average.
2. 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.
3. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.
4. A student who meets all eligibility criteria as required by the OHSAA 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 OHSAA 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.

WHS

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. An incoming, first semester Freshman 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 5th 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/she received a grade point average lower than 2.0 on a 4.0 grading scale in the previous grading period, unless he/she currently maintains a minimum 2.0 cumulative GPA. The academic subjects used for honor and merit roll will be used to determine grade point average.
2. 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.
3. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.
4. A student who meets all eligibility criteria as required by the OHSAA 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 OHSAA 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.

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 archery, esports, football, volleyball, boys and girls cross country, boys and girls soccer, boys and girls golf, cheerleading, boys and girls basketball, boys and girls wrestling, boys and girls track and field, boys and girls swimming, 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

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

the expectations of coaches, participants and parents. These expectations will be made available in the “Student and Parent Interscholastic Athletic Handbook” on Final Forms. Failure to comply could result in your son/daughter not being permitted to participate.

Attendance

General Guidelines

Students must attend school in accordance with state laws. The educational program offered by WLSD is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

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 parent/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)]. 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 [ORC 3321.01(A)(1)].

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

1. Illness / injury of the student. Written excuse from a doctor or medical facility is needed for the absence to be considered excused.
2. Illness in the family
3. Quarantine of the home
4. Death of a relative (limited to three days, unless approved by the Superintendent or designee)
5. Medical or dental appointment. Written excuse from a doctor or medical facility is needed for the absence to be considered excused.
6. Observance of religious holidays.
7. 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.

A student may accumulate up to **36 hours** of excused absences per **semester** for a total of **72 hours** of excused absences per **school year**. These excused absences include a combination of parent call offs and medical excuses, etc.

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.

This is the current version of the attendance policy, however if there are changes, parents will be notified and a new copy will be made available.

WHS:

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. 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. When appropriate, letters will be mailed informing parents of their child's absentee status if they are in danger of losing credit. Students who exceed the number of hours will be able to attend Saturday school or after school detention 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

- All student absences will be calculated based on the amount of time they miss. The time will be calculated in PowerSchool in hours and minutes in accordance with Ohio Revised Code and/or Ohio Administrative Code requirements.
- 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 sign in to the office when they are tardy to school.

Perfect Attendance - A student shall be credited with perfect attendance if he/she meets the following criteria:

- If student has no more than two tardies and/or early dismissals
- Zero days absent.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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 a half day. The school administrator may waive this requirement if a legitimate excuse and/or corresponding documentation is provided.

Chronic Absenteeism: Chronic absence is defined in Ohio as a student missing 10% or more of the school year for any reason - excused, medically excused, unexcused and suspensions.

Truancy

In addressing repeated unexcused absences, the school administrator will abide by the Ohio Revised Code. (House Bill 410)

Habitual Truant: A child who is absent from school without legitimate excuse for:

- 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.

Students deemed “excessively truant” in any of these circumstances will be turned into the Warren Local Attendance Officer. The school district is required to contact the parent regarding the date and time of a meeting set forth by the school’s Absence Intervention Team (AIT) that the parent is required to attend. Failure to attend may result in the school district contacting Children’s Services. A plan will be developed by the AIT and failure to follow and meet the plan requirements will result in the district filing an official complaint in juvenile court.

Make-Up Work

WES / WMS

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.

WHS

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 2:00 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.

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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school study, Saturday School, emergency removal, community service, referral to law enforcement, suspension or expulsion.

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.

This facility is equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff and students.

PBIS

What are Positive Behavior Interventions and Supports?

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Positive Behavioral Interventions and Supports (PBIS) is a schoolwide/districtwide systematic approach aimed at establishing positive student culture and individualized behavior support necessary to create a safe and effective learning environment for all students. The competencies of our "Portrait Of A Graduate" encompass the true embodiment of a Warren Warrior. Through education, social emotional support, behavioral and academic programs, and positive behavioral incentives, it is our goal to create an environment where all students can meet their full potential.

These competencies will be evaluated using the Portrait of a Warrior Rubric at the end of each quarter and used as a tool to assess a student's progress and need for intervention, support, or instruction.

Empathy Integrity Communication Perseverance Responsibility

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, vape pens, 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.
 - a. **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.
 - b. **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.
 - c. **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.
 - d. **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.
 - e. **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/PLAGIARIZING/ACADEMIC DISHONESTY:** 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. If artificial intelligence (chat GPT, etc.) is used in work, the source must be referenced and cannot be turned in as a student's original work, thoughts or ideas.
4. **FALSE REPORTING:** A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies.
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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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 ensure an atmosphere conducive to learning. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions, and safety requirements. 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. Inappropriate clothing may include, but is not limited to, the following examples:
 - a. Clothing that advertises alcohol, drugs, or tobacco.
 - b. Ill-fitting clothing.
 - c. Tops or pants that do not cover undergarments, and/or are too revealing.
 - d. Clothing with writing and/or symbols that are obscene or suggestive of obscenities, as well as images that can disrupt the school day.
 - e. Clothing that suggests a message or interpretation of violence. This also includes images of guns, knives, or other weapons.
 - f. Hats, hoods, bandanas, or any other items worn on the head.

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

9. **DRINKS/FOOD:** Students are not to have drinks and food in classes, hallways, etc. without teacher permission.
10. **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. Spectators are subject to disciplinary actions if they are viewed to instigate, prolong, or heighten a situation. Each incident will be viewed on an individual basis and may be referred to the School Resource Officer for further investigation.
11. **FORGERY/FALSIFICATION:** A student will not falsify information such as times, dates, grades, addresses, or signatures on school forms or other written correspondence. Students shall not attempt to change, modify, or misrepresent records including, but not limited to hall passes, absence excuses, documents or materials used in daily school operation; sharing false information; or not properly identifying oneself to school personnel.
12. **HORSEPLAY:** A student should not engage in horseplay on school property. Such seemingly innocent student interactions can often escalate into more serious problems.
13. **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.
14. **INSUBORDINATION:** A student who does not comply with reasonable directions of authorized school personnel is subject to disciplinary action.
15. **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.
16. **PUBLIC DISPLAYS OF AFFECTION:** Public displays of affection are not permitted in school or on school grounds during the school day or at school functions.
17. **PROFANITY AND/OR OBSCENITY:** A student will not use profanity and/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.
18. **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."

TITLE IX AND SEXUAL HARASSMENT

Sexual harassment is also defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient of an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
 - "Sexual assault," "dating violence," "domestic violence," or "stalking," as defined by the Clery Act.
19. **STEALING/THEFT OR POSSESSION OF STOLEN PROPERTY:** Unauthorized use or possession of another's property.
 20. **UNAUTHORIZED USE OF AN ELECTRONIC DEVICE/CELL PHONE:** Students are not permitted to take unauthorized pictures or videos of students or staff members during the school day or at school-sponsored functions. The school cannot be held liable for loss or damage to electronic devices that a student chooses to bring to school. See related policies: Bring Your Own Device Policy, cell phone policy, and Acceptable Use and Internet Safety Policy. In addition, students may have their device confiscated until the end of the day, or until a parent collects it from the office. Students who violate the Bring Your Own Device Policy may lose the privilege of bringing their device to school for a length of time to be determined at the discretion of administration.
 21. **TOBACCO/ELECTRONIC CIGARETTES:** A student will not possess, use, or transmit any tobacco product or tobacco-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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Electronic cigarettes, vape sticks, vape pens, pods, tank systems, and electronic nicotine delivery systems (ENDS) are prohibited. Students will be subject to disciplinary action at the discretion of the administration. Moreover, the school retains the right to have the electronic cigarettes tested by law enforcement.

22. **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.
23. **UNAUTHORIZED FIRE:** Unauthorized use of fire, fireworks, matches, etc.
24. **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.
25. **WEAPONS:** No student shall bring weapons or look like weapons to school. A weapon may be defined as “any device which may be used to cause bodily harm.” A look-alike weapon is defined as any imitation of any original firearm which was manufactured, designed, and produced since 1898, including and limited to toy guns, water guns, replica non guns, and air-soft guns firing nonmetallic projectiles. 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.
26. **INDUCING PANIC:** Students are not permitted to cause, attempt to cause, or have any involvement with spreading false alarms or threats that might cause panic or disruption to school. Students responsible for spreading pictures, threats, false statements, etc. may face disciplinary action and potential charges through law enforcement. In addition, no student shall cause the evacuation of any public place, or otherwise cause serious public inconvenience or alarm knowing that such report or warning is false.
27. **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]
28. **GENERAL MISCONDUCT/REPEATED VIOLATIONS:** Repetitive violations against the code of conduct or against classroom rules may result in increased discipline.
29. **FAILURE TO ATTEND ASSIGNED DETENTION / SATURDAY SCHOOL:** Student fails to attend assigned detention or Saturday school.
30. **GAMBLING ON SCHOOL PROPERTY:** A student is not permitted to do any form of gambling on school property
31. **UNSAFE MOTOR VEHICLE OPERATIONS:** Failure to obtain a school parking pass, or any inappropriate driving could result in suspension of driving privileges.
32. **THREATS:** A student may not threaten to cause harm to other students, faculty, building property, or private property.
33. **UNLAWFUL ASSEMBLY:** Students are not permitted to create a deliberate disruption in a group..
34. **LOITERING:** Students are not permitted to hang around school or school property without purpose.
35. **EXTORTION:** Students are not permitted to benefit from threats to another student or staff member.

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 Study
- Social Restriction
- Bus Suspension
- Saturday School
- Alternative Education Placement
- 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 study or out-of-school suspension.

Social Restriction: A student may be restricted from “social events” at school. The events include, but are not limited to: Athletic Events, Dances, Craft Fairs, Clubs, Concerts, Field Trips, etc. This type of restriction would be used with students who are involved in disruptive behavior at school on a consistent basis or precautionary to ensure the safety of other students or themselves. The intent is to keep students in school but not allow them to be in an “unstructured” environment after school.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

ISS: During an in-school study, students are removed from the mainstream student population. Students must spend the number of removed 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 seclusion. Any un-served days due to an absence will be made up upon the student's return.

- Students will not be permitted to attend any field trips when assigned in-school study.
- On the day a student serves an in-school study, they are not permitted to attend or participate in any extracurricular activities. 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 in school study will be served on the next school day.

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 a suspension, students are not permitted to attend any extracurricular activities or be on school property at any time during 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.

Lunch Detentions: 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: (WMS and WHS) Students assigned to after school detention are to report to the cafeteria on the assigned date. Students should report no later than 2:35 p.m. and will be dismissed at 3:15 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 3:35 p.m.

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

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. Failure to show up for Saturday School can lead to additional discipline such as detention or ISS.

Conduct at Extracurricular 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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Search of Student Property

School officials have the duty to maintain a safe environment in which education is possible. Warren Local Schools 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.

Student Health and Wellness

School Nursing Services

School nurses offer basic first aid, emergency care, medication administration, and vision and hearing screenings. School Nurses also ensure compliance with Ohio's medication and immunization laws, monitor for communicable illnesses, and assist students with required medical care as ordered by a healthcare provider. School nurses can be contacted by calling the student's school office.

Communicable Illnesses

Warren Local School District follows the recommendations of the Ohio Department of Health regarding school exclusion requirements for communicable illnesses. When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the nurse and administrative staff have the authority to exclude or isolate the student.

If your child is not feeling well, your physician is the best person to consult about whether he or she can attend school. As general guidelines, keep your child home if the following apply:

- Has a temperature of 100 degrees or higher or has had a fever in the last 24 hours (Please keep your child home until they are fever free for at least 24 hours without the use of fever-reducing medicine.)
- Has vomiting or diarrhea (Please keep your child home until they are symptom free for at least 24 hours with the use of medicine)
- Is not well enough to participate in class
- If you believe that your child may be contagious to other children

If your child has been diagnosed with a contagious illness by a healthcare provider, please provide a medical excuse to the school office that includes a date that your child can safely return to school.

Emergency Medical Authorization and Contact Information

At the beginning of each school year, parents/guardians are required by law (ORC 3313.712) to complete an Emergency Medical Authorization and Contact Information Form for each student. These forms are located in the WLSD electronic platform "FinalForms" and enable parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when a parent/guardian cannot be reached. Throughout the school year, please remember to update your student's Emergency Medical Authorization and Contact Information Form if there are changes to phone numbers, or your child's health care information. Please note: If a student becomes ill or is injured during normal school hours, they will only be released to individuals listed on the Emergency Medical Authorization and Contact Information Form. Contact the school office with questions.

Health Concerns/ Conditions

Parents/guardians are encouraged to contact the school nurse prior to the first day of attendance with any health concerns or conditions that could affect their child's learning, attendance, or safety at school. It is also recommended that parents/guardians list their child's health concerns and medications on the Emergency Medical Authorization and Contact Information Form. This is especially important if a child has life-threatening allergies, seizures, diabetes, asthma or other health related concerns. The parent/guardian must provide the school with their child's rescue medications and physician orders for managing life-threatening conditions prior to the first day of school. The school nurse will work with the parents/guardians to develop a health plan for students who require preventative or medical interventions at school when appropriate. This plan will be shared with school staff that work with or supervise the student.

Immunization Requirements

Ohio Law requires each student to demonstrate compliance of immunization requirements through medical documentation. Please provide an immunization record to the school nurse by the 14th day from the first day of attendance. If no immunization record was provided when the student registered, a record must be submitted to the school showing compliance by the 14th day of school to avoid exclusion as required by Ohio Law (ORC 3313.671). The school nurse will review all student immunization records for compliance with Ohio law. The school nurse will contact you if additional immunizations are required. Please contact the school nurse, your child's healthcare provider or the local health department if you have questions about immunizations.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Vision and Hearing Screening

Routine vision and/or hearing screenings are conducted each year by the school nurse for all kindergarten, first, third, fifth, seventh, ninth, and eleventh grade students. Newly enrolled students with no previously documented screening, children referred by a teacher or other school personnel, and children whose parent/guardian request a screening will also be provided vision and/or hearing screenings. A written notification of the screening results and a referral for a professional exam will be mailed to the parent or guardian of each child who does not pass a screening.

Medication

Whenever possible, all student medication should be given by the parent at home. A parent/guardian may also come to the school to administer medications to their child. School personnel will be permitted to administer a medication only when no reasonable alternative is available. If a student requires medication at school, a parent/guardian is responsible for providing the school with the medication as well as the appropriate medication administration form. District forms for medication administration are available on the WLS D electronic platform "FinalForms" or in the school office.

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. A copy of the complete school medication policy is available on the school website.

Prescription Medications

If a student is required to take prescription medication during the school day, the procedures listed below will be followed.

- A Prescription Medication Administration Form must be completed by the student's medical provider and signed by the parent/guardian. The Prescription Medication Administration Form can be found on Final Forms or picked up in the school office.
- The medication and the completed Prescription Medication Administration Form must be delivered to the school nurse or school office staff by the parent/guardian. Students are not permitted to carry medication (see exception below) with them or on school transportation. The prescription medication must be in the original pharmacy container, labeled with the date, the student's name, medication name, and the exact dosage and time to be administered.
- The school nurse, prescribing physician, or 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.
- Students may self-carry emergency medications such as asthma rescue inhalers, epinephrine auto injectors, seizure medications, and glucagon devices provided the parent and physician have indicated this on the Prescription Medication Administration Form.
- The parent/guardian of students who participate in District-sponsored, after school, extracurricular activities are also required to provide a separate asthma rescue inhaler, epinephrine auto injector, glucagon device, seizure rescue medication, or other emergency medication to the coach or supervising staff member.
- New request forms must be submitted for each school year and as necessary for any change in medication order.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

Non-Prescription Medication

If necessary, a parent/guardian may request that non-prescription medication be administered to their child during the school day. For administration of non-prescription medication during the school day, the procedures listed below will be followed.

- A Non-Prescription Medication Administration Form must be completed and signed by the student's parent/guardian. The form can be picked up/ completed in the school office.
- The medication and the completed Non-Prescription Medication Administration Form must be delivered to the school nurse or school office staff by the parent/guardian. Students are not permitted to carry over the counter medication with them or on school transportation. The over the counter medication must be in the original packaging with the student's first and last name clearly written on the container and the medication must not be expired.
- School staff will only administer non-prescription medication according to package directions.
- The school nurse and/or parent/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 Non-Prescription Medication Administration forms must be submitted for each school year and as necessary for any changes.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a medication is no longer to be administered or at the end of a school year.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Plans for Administration of Special Medications/Procedures

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 medical plan before staff will administer the medication or perform the procedure. The medical 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 administration/procedures will be conducted 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 or the procedure.
- Directions prepared and signed by the physician regarding the method of administration of the medication or procedure.
- The identification of the staff member primarily responsible for administering the medication/performing the procedure, 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.
- For students who have diabetes, a diabetes medical management plan must be completed by the student's physician and parent/guardian and provided to the school. All necessary medication/supplies must be provided to the school prior to the first day of school. This plan must be provided yearly and with any updates in the student's medical plan.
- For students who have a seizure disorder, a seizure action plan must be completed by the student's physician and signed by the parent/guardian. This plan must be provided yearly and with any updates in the student's medical plan. The seizure rescue medication/supplies must be provided to the school prior to the first day of school.
- For students with a severe food allergy/insect allergy who have an epinephrine auto injector prescribed, an anaphylaxis action plan should be completed by the student's physician and signed by the parent/guardian. This plan must be provided yearly and with any updates in the student's medical plan. The epinephrine auto injector/medication must be provided to the school prior to the first day of school.
- For students with asthma who have a rescue inhaler prescribed, an asthma action plan should be completed by the student's physician and signed by the parent/guardian. The plan must be provided yearly and with any updates in the student's medical plan. The asthma rescue inhaler must be provided to the school prior to the first day of school.

Hopewell Health Services

Hopewell Health Services is a mental health resource that can be provided for students with social and emotional needs. Licensed and qualified staff are available to provide services such as mental health treatment, non-intensive group counseling, and individual counseling. Staff will utilize evidenced based treatment practices to support students with coping in their environment on-site at Warren Local Schools, while coordinating with school staff and parents to support academic and emotional success for the student. To ensure well rounded care for the student, Life & Purpose staff attend school meetings and conferences to help advocate for the student, and use a team and collaborative approach with Warren Local Schools. Programs depend on the individual needs identified by school staff or parents of the student, and vary in intensity and length. Summer services may be provided for some students to ensure continuity of their care throughout the entire year.

The referral process for a student to be enrolled with Life & Purpose Behavioral Health comes from the child's teacher or school administration, directly to a Life & Purpose therapist. The therapist will then contact the student's guardian to set up an assessment to identify the needs of the student and establish a treatment plan, with coordination of the guardian and school. If you have concerns for your child's social, emotional, or behavioral well-being, please discuss these concerns with your child's teacher or with school administration so that a referral can be made if all parties agree.

Technology

Acceptable Use Policy

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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

- 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.

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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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 a 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. Students caught using their phones using their personal data and not on district provided Wi-Fi may have their cell phone privileges revoked.
- 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. For that reason, devices are not permitted in the restroom.
- 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

Students are not permitted to have cell phones, smart watches, earbuds or other electronic devices during the school day. If students are seen in possession of or using one of these devices, it will be confiscated and taken to the office where it will be logged. The student may then pick it up after the bell rings at the end of the day. If a student has his / her device taken 3 or more times, the device will only be released to a parent or guardian.

This is the current version of the cell phone and electronic device policy, however if there are changes, parents will be notified and a new copy will be made available.

Transportation

The parent portal receives information from Final Forms, please keep your Final Forms information up to date as needed.

The Parent Transportation Portal links can be accessed through www.warrenlocal.org Departments, Operations and Transportation. In the portal, you can designate your child as a rider or non-rider and specify which mornings and afternoons they need transportation and the address for pick up and drop off. BusQuest is our parent tracking app for cell phones and the links are provided on the website as well. You can submit temporary transportation requests through the portal if your child will need something only for a few days or a few weeks. These must be made at least 3 days in advance. If you need a last minute change, please call the Transportation Office and 740-678-2368.

At the beginning of the school year, please be at your designated stop within 10 minutes of the scheduled time. Route times fluctuate in the beginning and will be established within the first 2 weeks of school. A new bus time will show on your app if there is a change. Once bus times are established, your child should be out within 5 minutes of their scheduled time. Buses operate on a time schedule as outlined by the transportation supervisor and approved by the superintendent and district board of education. Buses must maintain this schedule during route, and are not permitted to sit for long periods of time waiting for unprepared riders.

Early Dismissal

Please check the school calendar for early dismissal days. Your students' PM bus arrival time will be moved back exactly 2 hours on these days.

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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

Students are expected to comply with the Student Code of Conduct (pg. 15) 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. Safety is the utmost concern while on school provided transportation. Because of this, students who are continually disrupting the bus route, could be suspended from riding the bus. 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.

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 meeting the bus on schedule.
4. Parents and guardians shall be held responsible for any damage to a bus by their children.
5. No radios, stereos, or noise-emitting devices are allowed.
6. Noise on the bus shall be kept to a minimum at all times to assure the safety of operation.
7. Absolute quiet must be maintained at railroad crossings or other dangerous areas.
8. Nothing shall be held or thrown out of the bus window.
9. All parts of pupils' bodies shall be kept inside the school bus at all times.
10. With the exception of assistance animals, animals are not permitted.
11. Pupils may transport musical instruments, class projects, or articles so long as they can be held in the student's lap.
12. No pupil shall stand up, leave or be out of his/her seat in any fashion while the bus is in motion.
13. Pupils shall be required to perform two (2) rear door emergency evacuation drills per year. These will be supervised by the driver.
14. 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.
15. 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.
16. 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.
17. Balloons and glass containers are not permitted on the bus.
18. Any balls must be contained in a bag or backpack.

SPECIAL NOTE: Under the OAC 3301-83-20 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.

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 the driver.
11. Lighting match.
12. Hanging out of the window.
13. Spitting.
14. Disobeying bus monitor.
15. Bothering others.
16. Vandalism.
17. Violation of any other provision of the Disciplinary Code

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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 the first offense that was issued.
- Second Rule Infraction – Student advised a “Bus Incident Report” marked the second offense will be sent to the 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 the third offense.

STUDENTS MAY BE IMMEDIATELY REMOVED FROM TRANSPORTATION IF THEY POSE A THREAT TO SAFE OPERATION OR TO PERSONS OR PROPERTY. 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 JUDGMENT.

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.

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 students wishing to drive/park on school property must apply for and obtain a parking tag to be displayed at all times while on school property. Students must register all vehicles they may drive to school. Only one parking tag will be issued per student. Students must move their tag to the vehicle they are driving.
2. Non-Registered vehicles may be ticketed and/or towed at the owner’s expense.
3. Students may not park in any area other than the designated “student” parking lot.
4. Vehicles must be parked properly in one student parking space.
5. Parking tags are not transferable to other students.
6. Parking tags are to be displayed on the rear view mirror of the vehicle at all times.
7. Students are to yield to school buses as the buses enter and exit school property.
8. Students will not exceed 10 mph while on school property nor practice reckless or unsafe operation of a motor vehicle.
9. Failure to follow the rules and regulations will result in the loss of parking privileges. These privileges will include driving to school and/or school activities, and may, when necessary, be reported to the proper authorities.
10. Parking privileges may also be denied for those students who violate attendance/tardy policies.
11. Neither the school nor the school district will assume responsibility for loss or damage to vehicles.
12. Under no circumstances will students be permitted to drive on any field trip.
13. Cost of a Parking Tag: \$10, payable at time of registration.
14. **A COPY OF YOUR DRIVER’S LICENSE, PROOF OF LIABILITY INSURANCE, AND DRUG TESTING CONSENT FORM, MUST BE ON FILE IN THE MAIN OFFICE BEFORE A PARKING TAG WILL BE ISSUED.**

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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.

Erin's Law

The Ohio House of Representatives passed House Bill 85, also known as "Erin's Law", which provides a pathway for schools to educate students in grades K-12 about the dangers of sexual abuse and about sexual violence prevention in an age-appropriate manner.

The Ohio Department of Education and Workforce (DEW) is responsible for creating the guidelines for the implementation of Erin's Law. However, as a district we have spent many hours to ensure the information provided to your child is age-appropriate, provided by knowledgeable experts, and presented in a manner that is comfortable for the targeted audience.

As a parent/guardian, you have the right to opt your child out of this educational experience. Per Ohio Law, upon written request of the student's parent or guardian, a student can be excused from taking instruction in child sexual abuse prevention and sexual violence prevention education. Additional information regarding this required instruction can be found on the district website under Prevention Education.

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:

- 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.
- 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 an amendment, parents, guardians or eligible students should write to 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.
- 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

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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.

- 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

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.

WARREN LOCAL SCHOOL DISTRICT

Student Handbook 2025-2026

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.

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.