

WARREN LOCAL SCHOOLS

ELEMENTARY STUDENT HANDBOOK 2020-2021

WARREN LOCAL SCHOOL DISTRICT

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*** Due to COVID-19 and recommendations and regulations from the Governor of Ohio, Ohio Department of Education, Ohio Department of Health, Centers for Disease Control, Marietta-Belpre City Health Department, Washington County Health Department, and Warren Local District Schools, some abbreviations to the following handbook may be needed in order to provide student, staff, and community safety.

GENERAL INFORMATION

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

BOARD OF EDUCATION

Bob Allen, Member
Sidney Brackenridge, Vice President
Bob Crum, President
Debbie Proctor, Member
Debbie West, Member

CALENDAR OF EVENTS

09/21/20.....First Day for Elementary Students
09/07/20.....No School
09/25/20.....Professional Development-No School
10/16/20.....1st Grade Period Ends
10/19/20.....Teacher Work Day - No School
10/23/20.....Elementary Report Cards
11/05/20 & 11/10/20.....Parent-Teacher Conferences
11/06/20.....No School
11/11/20.....Veteran's Day-No School
11/23/20.....Interim Reports
11/25/20-11/30/21.....Thanksgiving Break-No School
12/18/202nd Grade Period Ends - Early Dismissal
12/21/20-01/04/21.....Christmas Break-No School
01/05/2021.....Classes Resume
01/08/21Elementary Report Cards
01/18/21.....Martin Luther King Day-No School
02/08/21.....Interim Reports
02/15/21.....Presidents' Day-No School
03/11/21.....3rd Grade Period Ends
03/12/21Teacher Work Day - No School
03/19/21.....Elementary Report Card
03/23/21 & 03/25/21....Parent Teacher Conferences
03/29/21.....Professional Development - No School
03/30/21.....No School
03/31/21 – 4/02/21.....No School
04/26/21.....Interim Report
05/26/21.....4th Grade Period Ends
05/27/21.....Last Day for Students - Early Dismissal

Calamity Make-up Days if necessary:

Note: Calendar is subject to change as necessary.

SCHOOL HOURS

School hours for Warren Elementary are 9:10am -3:40pm. The daily schedule for both buildings is as follows:
Breakfast: times vary between buildings and grade levels
Mass Dropoff: 9:00 am
1st Bell: 9:10am
2nd Bell (Tardy Bell): 9:15 pm
Dismissal Bell: 3:40 pm

ACTIVITIES

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

1. Out of district guests may not be permitted at elementary school dances or activities.
2. The principal may deem students ineligible due to academics, attendance, or behavior. Suspended and expelled students may not be eligible to attend.
3. Activities must end by 9:30 p.m.
4. Any student leaving a dance or similar activity before the designated end time must be picked up by and signed out by a parent or guardian.
5. Parents should arrange to pick up students immediately after the conclusion of the activity.

CELEBRATIONS

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.

All visitors to the school during these times must abide by district policies for visitors (page 7).

CLOSINGS, DELAYS, AND DISMISSALS

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

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

school related activities will be cancelled unless approved by district administrator or official.

COMMUNITY RESOURCES

Counseling

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

Emergency Shelter

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

Hotline

- Sexual Assault Intervention Network 800-974-3111

Legal Services

- Legal Aid Society 374-2629
- Wash. Co. Prosecutor's Office 373-7624

Other

- Community Action & Head Start 373-3745
- Child Protection Services 373-3485
- Washington County Juvenile Center 374-7453

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
Cafeteria	Mrs. Charlene Fronko
Special Education	Mr. Larry Ryan
Operations	Mrs. Lisa Spence
Transportation	Mr. Brad Maston

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

Written complaints may be submitted in all elementary school offices. Written complaints will be investigated fully and fairly. All complaint procedures comply with board policy and negotiated agreements.

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 building principal for more information and guidance.

EVACUATION PROCEDURES

Teachers will discuss and practice these fire, evacuation, lockdown, 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

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.

Report Cards are withheld from students owing school fees or any unpaid balance on the account such as cafeteria charges or library fines.

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

HOMELESS STUDENTS

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

Students, parents, and guardians in need of more information may contact: Mrs. Kellie Hayden
WLSD Homeless Liaison
(740) 678-2366, ext. 120

LOCKERS

Students may be issued a locker for books, clothing, and supplies. The school will assign lockers. Students should use their own locker. **Students are strongly advised to not bring valuables to school.** Any valuables brought to school are your responsibility.

Lockers are the property of the District, 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

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

LUNCHROOM OPERATIONS AND PROCEDURES

Warren Local Schools utilizes an electronic system for its food services. Free and reduced breakfasts and lunches are available for those who qualify. Applications for free and reduced lunches will be through "Final Forms" at the beginning of the year and/or available at any time in the school office. The price of a school lunch is \$2.15 per day and reduced lunch is \$.40 per day.

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

It is best if students pay for the week's lunches at the beginning of every week. However, it may be paid daily through the student account.

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

Please contact the Food Service Supervisor with any questions.

Milk can be purchased through the electronic account. The price of all milk is \$.40. A charge of \$34.00 for kindergarten snack milk will be paid in advance each semester but cannot be paid through the electronic food account and must be paid in the office. There will be no refunds for days missed.

Students are not permitted to take food outside the cafeteria.

Students bringing sack lunches are NOT permitted to use refrigerators or microwaves in the kitchen. Glass bottles or containers are not permitted in the cafeteria.

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.

PERMISSION SLIP FOR FIELD TRIPS

A blanket permission form covering all District approved Elementary School Field Trips will be solicited at the beginning of the school year and should be returned to the student's teacher by September 1st. Parents/Guardians will be notified of a specific grade level field trip at least one week prior to the trip.

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.

RECESSES

Recesses will be outside unless the weather is too inclement; raining, snowing, or cold (below 25 degrees, including wind chill). All students are expected to go outdoors for recess unless they are ill or have a note from home to be temporarily excused from recess.

STUDENT VEHICLES

Bicycles, motorcycles, skateboards, and/or mini-motor bikes are prohibited at school.

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 and guards against entrance to buildings by unauthorized persons, as per BOE Policy ECA. Organizations and groups wishing to use school facilities must have current and approved applications on file in the school office before using school facilities.

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

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

TALENTED AND GIFTED PROGRAM

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

The district follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and all policies and procedures in accordance with laws, rules, and regulations. The District will provide complete

information on gifted and talented policies and procedures to any parent upon request.

TELEPHONES

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

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

TOYS

Students are permitted to bring games or toys to school for a school-sponsored activity such as Kindergarten Show & Tell. In such approved situations, students are given permission in advance to bring the toy or game to school. The school is not responsible for lost, stolen, or damaged items.

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 during 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:

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

ADDITIONAL CLAUSE

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

ACADEMICS

ACADEMIC REPORTING

Report Cards – Students in Kindergarten through 3rd grade will receive a Standards Based report card with achievement level marks and students in 4th grade will receive a report card with letter grades four times during the school year so that parents and guardians are aware of their student’s academic progress. In order for a report card to be released, all fees, including school fees, cafeteria charges, and library fees, must be paid.

Interim Reports – Interim reports may be available electronically at the midpoint of each grade period.

Parent Conferences – The district will offer two conferences per year for elementary students. This time should be utilized to discuss student’s 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.

CUMULATIVE STUDENT FILES AND RECORDS

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

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

GRADING AND ASSESSMENT

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

Formative assessments are:

- Occur while learning is happening and students are practicing.
- Provide direction for improvement and/or adjustments to a program for individual students or for a whole class.
- Include a variety of items, such as but not limited to: ungraded quizzes, initial drafts/attempts, coursework, running records, checklists, common formative assessments, homework, and questioning during instruction.
- Items that may be graded, but not factored into the grade for the class.

Formative Assessment is the process. A crucial component of Formative Assessment is, "Is the student improving over time?"

Summative assessments are:

- Provide information to be used in making judgments about a student's achievement at the end of a period of instruction.
- Include a variety of items, such as but not limited to: quizzes, tests, exams, quarterly assignments, projects, final draft assignments, and performances.
- Measurable evidence of learning that will be counted towards the grade/achievement level for the class.
- Sometimes re-assessed or re-tested.

Summative Assessment is the product. A crucial component of Summative Assessment is that the assessment occurs after the classroom practice and instruction have taken place to assess student achievement.

GRADING POLICY (for Kindergarten - 3rd Grade)

There are four levels of achievement on the Elementary Standards-Based Report Card. The Scale is: **E=EXCEEDING, M=MEETING, P=PROGRESSING, and N=NOT MEETING.**

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

M=Meeting and applying grade level standard independently.

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

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

Parents can view the Ohio Learning Standards at the following website:

<http://education.ohio.gov/Topics/Learning-in-Ohio/OLS-Graphic-Sections/Learning-Standards>.

There are also three levels for the Characteristics of a Successful Learner. The levels are **M=Meeting, P=Progressing, and N=Not Meeting** grade level expectations. Characteristics of a Successful Learner are: Collaborator, Independent Learner, Listener, Respectful, Responsible, and Safe.

Additional Information may be found in the Warren Local Schools Elementary Standards Based Report Card Parent Guide via the District webpage.

GRADING POLICY (for 4th Grade)

It is the position of Warren Local School District that reported grades in 4th grade reflect actual student knowledge and achievement and give as clear a measure as possible of the best a student can do. A grade should not simply reflect the fact that a student has attended school, done the work to accumulate points, and maintained acceptable behaviors. To that end, the following practices will be adhered to in reporting a student's grade:

1. Grades posted on grade cards will reflect performance on summative assessments only. Summative assessments are any that measure student understanding and achievement at the end of an instructional sequence. These may include, but are not limited to; tests, projects, presentations, papers, lab write-ups, and journal writings. Summative assessments may be thought of as assessments **OF** learning.
2. Formative assessments will not be used to determine grades posted on the grade card. Formative assessments are any that are designed to help students learn. These may include, but are not limited to; homework, practice worksheets, hands-on activities, instructional questions and group activities. Formative assessments may be thought of as assessments **FOR** learning.
3. Additional points by way of extra credit or bonus points will not be awarded.
4. Grades will not be "curved".
5. 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.
6. Any summative assessment not completed by the due date **MAY BE** subject to disciplinary action. (Does not apply to K-2.)
7. Requirements for reassessing will be determined by the teacher. With teacher guidance, students reassessing summative assessments will have the opportunity to do so only after demonstrating evidence of additional understanding of the topic(s) to be reassessed. Requirements for additional understanding will be at the discretion of the teacher.
8. Students with missing work may be required to come in at lunch time, recess or another time of the day to get extra support completing required assignments.
9. The Grading Scale will be based on a 10 point percent scale.

100-90 = A

80-89 = B

70-79 = C

60-69 = D

50-59 = F

PROMOTION, PLACEMENT, AND RETENTION

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. Demonstration of mastery of grade level standards as indicated by grade reports and diagnostic assessments.
3. 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.
2. Demonstration of mastery of grade level standards as indicated by grade reports and diagnostic assessments.

Third Grade Reading Guarantee

Per Ohio Revised Code, 3rd grade students who are not proficient in reading, based on the 3rd 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

ATTENDANCE

GENERAL GUIDELINES

Students must attend school in accordance with state laws. The educational program offered by WLSB 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 [OAC330169-02(B)(1)]. Parents should contact the school within one hour of the start of school. If this is not possible, a written note is acceptable.

Students will attend school on a daily basis [ORC3321.01(A)(1)]. Because of the importance of attendance, students may accumulate up to six (6) parent/guardian excused absences per semester. Absences beyond six will be considered unexcused.

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

1. Illness 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.

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

Absence Guidelines

½ DAY ABSENCE A.M. - A student is considered absent a half day if he or she arrives later than one hour after the start of school but before the midpoint of the school day.

½ DAY ABSENCE P.M. - A student is considered absent a half day if he or she leaves after the midpoint of the school day, but more than one hour before dismissal.

EARLY DISMISSAL - If a student is signed out anytime within an hour of dismissal, it is considered an early dismissal. **Early dismissals do not support perfect**

attendance. Five (5) early dismissals equal one (1) unexcused absence.

When a student needs to be dismissed from school before the regular dismissal time, a written explanation should be provided at the beginning of the school day. Parents or guardians must come to the office to sign-out their child for early dismissal.

TARDINESS - Students who arrive at school within one hour from the start of school will be counted tardy. **Tardies do not support perfect attendance. Five tardies equal one unexcused absence.** A parent/guardian must sign-in the student when the student is tardy to school.

PERFECT ATTENDANCE - A student shall be credited with perfect attendance if he/she meets the following criteria: A) If student has no more than three tardies and/or early dismissals or B) ½ day absence with no tardies or early dismissals.

VACATION - Absence for family vacation is strongly discouraged. Absences for vacations will not be excused. When trips are unavoidable, the building administrator may allow missed assignments to be made up for credit if arrangements are made in advance.

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

MAKE UP WORK

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

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 (approximately 4.5 days), 42 or more hours (approximately 6.5 days) in one school month, or 72 hours (approximately 11 days) in one school year.

Students deemed "excessively truant" in any of these circumstances will be turned into the Washington County 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.

Excessively Absent: A child who is absent from school with or without a legitimate excuse for 38 or more hours (approximately 6 days) in one school month or 65 or more hours (approximately 10 days) in one school year. Students deemed "excessively absent" in either of these circumstances will be sent a letter from the Attendance Office notifying them of excessive absences.

STUDENT CONDUCT

GENERAL EXPECTATIONS

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

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

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

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

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 elementary buildings within Warren Local School District, during the school day and for all school-sponsored after-school activities, at home and away:

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

narcotics or other drugs including counterfeit drugs, or any paraphernalia capable of being used to use drugs. This may include electronic cigarettes, “vapes,” or related paraphernalia. 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 another particular student more than once, and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the other student. Types of bullying include: physical, emotional, cyber, and hazing.

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

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

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

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

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

3. **COMPLICITY:** A student will not assist or encourage another student in violating the code

of conduct. Students who record a code of conduct violation with any device may be considered complicit in the violation.

4. **CHEATING/PLAGIARIZING:**

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.

5. **DAMAGE TO SCHOOL PROPERTY:**

A student will not cause or attempt to cause damage to school property. Possible restitution or monetary reimbursement may be required.

6. **DAMAGE TO PRIVATE PROPERTY:**

A student will not cause or attempt to cause damage to private property. Possible restitution or monetary reimbursement may be required.

7. **DISRUPTION OF CLASS, SCHOOL, OR BUS ROUTE:**

A student will not cause or attempt to cause disruption or obstruction to the educational process or school and district procedures. A student will not interfere with the education or services of any other student(s). A student who legally induces a panic or causes a false alarm may be subject to school disciplinary action as well as a criminal conduct charge with law enforcement officials.

8. **DRESS CODE VIOLATION:**

Acceptable student dress and appearance are necessary to insure an atmosphere conducive to learning. Appropriate clothing is expected. A student will not dress in an inappropriate manner which interferes with a student’s health and welfare (or that of other students) or causes disruption or directly interferes with the educational process. If a student wears inappropriate clothing to school, he or she must change to appropriate clothing. Hats may not be worn indoors. Inappropriate clothing may include, but is not limited to, the following examples:

- Clothing that advertises alcohol, drugs, or tobacco.
- Halter-tops, tube tops, cut-off t-shirts, strapless shirts, midriff-baring tops, or any see-through apparel.
- Clothing that suggests a message or interpretation of violence.
- Tops or pants that do not cover undergarments and/or are too revealing.
- Pants, shorts, skirts, and dresses that are not modest in length and are not in good taste.

- Bandanas or other items worn on the head.

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

- DRINKS/FOOD:** Students are not to have drinks and food in classes, hallways, etc. without teacher permission.
- EXCESSIVE DISCIPLINE:** Repetitive violations against the code of conduct or against classroom rules may result in increased discipline.
- 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. Severe offenses may be referred to local law enforcement.
- FORGERY:** A student will not falsify information such as times, dates, grades, addresses, or signatures on school forms or other written correspondence.
- HORSEPLAY:** A student should not engage in horseplay on school property. Such seemingly innocent student interactions can often escalate into more serious problems.
- INAPPROPRIATE BEHAVIOR:** A student will not misbehave, disrupt, and/or act inappropriately in the classroom, hallways, cafeteria, or at school functions.
- 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.
- INSUBORDINATION:** A student who does not comply with reasonable directions of authorized school personnel is subject to disciplinary action.
- 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.
- LYING:** Students may not be deceptive, misleading, or untruthful to staff or faculty with their words or actions.
- MISCHIEVOUS OR DISRESPECTFUL BEHAVIOR:** This includes, but is not limited to, disobedience and/or disrespect toward school personnel. Other examples include littering, excessive talking, mischief, and disturbing class.
- PHYSICAL CONTACT:** Public displays of affection are not permitted in school or on school grounds during the school day or at school functions.
- PROFANITY AND/OR OBSCENITIES:** A student will not use profanity or obscene language (written or verbal) when communicating with any person at school or during school activities. The use of obscene gestures, signs, pictures, or publications is also prohibited.
- PROJECTILES:** Students will not throw or launch objects.
- 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.”
- STEALING/THEFT:** Unauthorized use or possession of another’s property.
- TECHNOLOGICAL DEVICES:** Lasers, radios, MP-3 Players, iPods, iPads, and related items are not permitted, unless permission is specifically given for a classroom activity. Students are strongly advised to avoid bringing valuable items to school. See related policies: Cell Phone Policy (pg. 13), Acceptable Use and Internet Safety Policy (pg. 13) and Bring Your Own Device Policy (pg. 13).
- THREATS:** A student may not threaten to cause harm to other students, faculty, building property, or private property.
- TOBACCO:** A student will not possess, use, or transmit any tobacco product or related paraphernalia. This may include electronic cigarettes, “vapes,” or related paraphernalia. Any evidence of use of tobacco products at school or at a school-related event is a violation of the Code of Conduct.
- 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.
- UNAUTHORIZED FIRE:** Unauthorized use of fire, fireworks, matches, etc.
- 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.
- UNAUTHORIZED USE OF AN ELECTRONIC DEVICE:** Students are not permitted to take unauthorized pictures or videos of students or staff members during the school day or at school-sponsored functions.

32. **WEAPONS:** No student shall bring weapons to school. A weapon may be defined as “any device which may be used to cause bodily harm.” Weapons may include, but are not limited to, guns, knives, bombs, grenades, and rockets. Students who bring weapons to school may be recommended for expulsion.

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.

DISCIPLINE AND PUNISHMENTS

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

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

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

ISS: During an in-school suspension, the student must spend the number of suspended days in school. Students may be permitted to make-up work and take tests. In this instance, all make-up work is due on the first day after the student’s suspension. Appeal procedures do NOT apply to In-School Suspension.

OSS: During an Out-of-School Suspension, students are not permitted to attend school. Students may be permitted to make-up work and take tests. In this instance, all make-up work is due on the first day after the student’s suspension.

During any suspension, the student is not permitted to attend any extracurricular activities or be on school

property after dismissal that day. Any administrator may approve an exception, if the extracurricular event is associated with an academic course of which the student is enrolled.

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

INVESTIGATION OF INCIDENTS OR STUDENT ACTIONS

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

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

SEARCH OF STUDENT PROPERTY

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

STUDENT HEALTH AND WELLNESS

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. This form is to 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 CONCERN/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 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.

IMMUNIZATIONS REQUIREMENTS

Ohio Law requires each student to demonstrate compliance of immunizations 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.

LIFE & PURPOSE BEHAVIORAL HEALTH

Life & Purpose Behavioral Health 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 day 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.

MEDICATION ADMINISTRATION AT SCHOOL

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

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

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

- Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
- Medications should be brought to school by the parent or guardian and should be in the original container and appropriately labeled by the pharmacy or the physician with date, student name, dosage and time intervals.

- The school nurse, prescribing physician, parent or guardian will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.
- New request forms must be submitted for each school year and as necessary for any change in medication order.
- Medication should be picked up by the parent or guardian at the conclusion of each school year. Medication not picked up at the conclusion of the school year will be disposed of by the school.

A copy of the complete school medication policy is available to parents upon request. Students have the right to possess and use emergency medication, such as an asthma inhaler, epinephrine for treatment of anaphylaxis, and medications to manage diabetes as authorized by law. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the emergency medication, he/she must have prior written approval from the student's physician and parent that complies with Ohio law and Board regulations. Appropriate forms and other guidance will be provided to parents upon request.

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

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

MEDICATION PLANS FOR ADMINISTRATION OF SPECIAL MEDICATIONS

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

- A commitment by the parent that when possible, medication will be administered to the student outside of school hours;
- Written confirmation that the parent will notify the school of any change in circumstances that

may affect the administration of the medication to the student;

- Directions prepared and signed by the physician regarding the method of administration of the medication to the student;
- The identification of the staff member primarily responsible for administering; the medication, either by name or position, training, qualifications, or similar distinguishing factors;
- The identification of any back-up personnel that may be necessary in the event the primary administrator is unavailable;
- When and how to notify the parents or others (relatives) of concerns;
- When and how to contact the child's health care provider, including written authorization from the parent to obtain information directly from the health care provider;
- In the case of students with diabetes, the parent will provide a plan that outlines the diabetes care in accordance with an order signed by the student's treating practitioner.

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 fails a screening.

TECHNOLOGY

BRING YOUR OWN DEVICE POLICY

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

All personal devices must be used in a responsible, and legal manner. Students using their own devices are subject to the District Acceptable Use Policy and guidelines, Board approved BYOD guidelines, all other Board policies and procedures, including but not limited to the student code of

conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal devices in the classroom and/or disciplinary action as appropriate.

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

Students:

1. may only access the wireless Internet provided by the District. The District provided Internet access is filtered in compliance with the Children’s Internet Protection Act. Internet access from outside sources (i.e. 3G or 4G access) is NOT permitted on school grounds in order to promote safe, filtered Internet access.
2. are responsible for ensuring the safety of their own personal devices. The District is NOT responsible for the loss or theft of a device, nor are they responsible for any damage done to the device at school.
3. will use devices only for educational purposes and only when directed by the classroom teacher or administrator.
4. must keep devices turned off when not directed to use them.
5. may not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo/ video or the teacher.
6. are not to use the device in a manner that is disruptive to the educational environment.
7. exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under the District Hazing and Bullying policy and procedures.
8. are responsible for servicing their personal electronic devices. The District will NOT service, repair, or maintain any non-district owned technology brought to and used at school by students.

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

CELL PHONES (AND ELECTRONIC DEVICES)

Cell phones and electronic devices must be **powered off** during school hours.

Cell phones and electronic devices used for cyber bullying will be confiscated. (Please refer to the Code of Conduct, pg. 10.)

Cell phones and electronic devices may be used only when a teacher gives specific permission as part of a lesson or learning activity (See “Bring Your Own Device Policy,” pg. 13.) Students are not permitted to take unauthorized pictures or videos of students or staff members (See Code of Conduct, pg. 10).

COMPUTER/ONLINE SERVICES (Acceptable Use and Internet Safety)

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

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

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

1. Using the Internet access provided by my district for illegal purposes of any kind.
2. Using the Internet access provided by the district to transmit, receive, or view material that is pornographic, threatening, inflammatory, or harassing in nature. This includes sending bulk email, including but not limited to chain letters, large amounts of essentially identical email, or spam.
3. Using the Internet provided by the district in an attempt to gain access to or attempt to hack into computer systems that one does not have permission to use.
4. Using the Internet provided by the district to propagate computer viruses, worms, Trojans, or any other damaging software.
5. Using the Internet provided by the district for purchasing, selling, taking orders, or placing orders for personal financial gain. Warren Local Schools is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at the school.

6. Damaging, abusing, or misusing the equipment that is the property of Warren Local School District.
7. Using another's network 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.
8. Relocating any district owned technology without prior consent from the District Technology Department.
9. Copying or installing commercial software and/or other material in violation of copyright laws.
10. Storing excessive amounts of files in the storage space on the server or individual computers.
11. Accessing personal social networking websites (i.e. Facebook, Twitter, Pinterest, etc.) for non-educational purposes.
12. District assigned equipment: All computer and related equipment (including laptops), even when taken home, is the property of the Warren Local Schools and is subject to the same guidelines and policies as equipment located at school sites.
13. Teacher Web Pages: No webpage shall allow someone accessing it direct contact with any student. Unidentified pictures of students may appear on web pages unless the parent/guardian requests otherwise. No webpage shall provide a student's image and complete name. Images and pages are not to have 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.*
14. FERPA (Family Education Rights and Privacy Act): Employees are required to be knowledgeable of the District Policy and Federal and State Laws regarding FERPA and to safeguard the privacy of all identifiable student information. Personally identifiable information about a student may not be released to a third party without the parent or guardian's written authorization. This includes but is not limited to student number, student logins and/or passwords, grades, grade point average, social security number, details of registration or schedule information, race or ethnicity, gender, date of birth, or emergency contact. Notification of grades via 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 old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District 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.** The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

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

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

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

Annually, a student who wishes to have computer network and Internet access during the school year must read the

acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

TRANSPORTATION

BUS BEHAVIOR

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

Students are expected to comply with the Student Code of Conduct (pg. 10) as they ride the bus. Failure to do so may result in a Bus Incident Report and/or a report to the principal. Continued disorderly conduct or refusal to submit to the authority of the driver will be reported on a Bus Incident Report to the building principal. When it becomes necessary to refuse student transportation due to student misconduct, the bus driver shall not permit the student to board the bus until the end of the suspension.

GUEST BUS RIDERS

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

STUDENT AND PARENT GUIDELINES

1. Parents and pupils must understand the expectation for good behavior and cooperation when they accept the benefit of school transportation.
2. Pupils will ride on assigned buses. If students plan to ride a different bus or get off at an alternate stop, parents must submit a written request. **Requests must be given to the school office at the beginning of the school day.** At the end of the day, students will pick up their bus notes from the school office, and give them to the driver when they get on the bus.
3. Parents are responsible for the safety and conduct of pupils while going to and from pick-up points and for their meeting the bus on schedule.
4. Buses operate on a time schedule as outlined by the transportation supervisor and approved by the superintendent and district board of education.
5. Parents and guardians shall be held responsible for any damage to a bus by their children.
6. No radios, stereos, headphones, or noise-emitting devices are allowed.

7. Noise on the bus shall be kept to a minimum at all times to assure the safety of operation.
8. Absolute quiet must be maintained at railroad crossings or other dangerous areas.
9. Nothing shall be held or thrown out of the bus window.
10. All parts of pupils' bodies shall be kept inside the school bus at all times.
11. With the exception of assistance animals, animals are not permitted.
12. Pupils may transport musical instruments, class projects, or articles so long as they can be held in the student's lap.
13. No pupil shall stand up, leave or be out of his/her seat in any fashion while the bus is in motion.
14. Pupils shall be required to perform two (2) rear door emergency evacuation drills per year. These will be supervised by the driver.
15. Pupils shall be waiting, in an orderly manner, at the assigned loading areas to board the bus when it stops in the morning. No pushing or shoving allowed when boarding the bus.
16. Seating may be provided that will permit each passenger to sit in a position which will provide maximum protection by the barrier. Seating may be adjusted according to the passenger's individual physical size. Seating may be assigned by the driver.
17. No person shall stand while the school bus is in motion, with the exception of bus aides and driver training staff, in the official performance of their duties.
18. Balloons and glass containers are not permitted on the bus.
19. Any balls must be contained in a bag or backpack.

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

1. 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.
2. Animals (other than assistance animals), firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.

POLICY INFORMATION

AHERA

Warren Local School District, in accordance with the U.S. Environmental Protection Agency Regulation 40CFR763, subpart E, has completed the required inspection, prepared their Asbestos Management Plan, and have, to the best of

their knowledge, met the general requirements of this regulation.

For specific information of types and locations of asbestos containing materials within the district, please consult the complete AHERA Management Plan.

The Warren Local School District AHERA Management Plan is available for public view at the Administration Office during normal working hours. A copy is maintained at each school for that particular building.

DISCRIMINATION POLICY

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

FREE APPROPRIATE PUBLIC EDUCATION

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

- A. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents, guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent, guardian or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate, misleading, or in violation of the student's privacy rights. To request amendment, parents, guardians or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the District decides not to amend the record as requested by the parent, guardian or eligible student, the District will notify the parent, guardian or eligible student of the decision and advise

them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent, guardian or eligible student when notified of the right to a hearing.

- C. The right to consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent (including, but not limited to, emergency, subpoena/judicial order, authorized state or federal education authorities, financial aid, etc.). Disclosure without consent is authorized when such disclosure is to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

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

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

HAZING AND BULLYING

(Harassment, Intimidation and Dating Violence)

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

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

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

1. Formal Complaints

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

2. Informal Complaints

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

administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, hazing, intimidation, dating violence and/or bullying.

4. Police and Child Protective Services

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

5. False Reporting

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

6. Harassment and/or Retaliation

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

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.

SIGN AND RETURN THIS PAGE TO THE SCHOOL

2020-2021 Handbook Receipt

I have received access to a copy of the 2020-2021 Warren Local School District Elementary Handbook and understand that I am responsible for all information contained herein. Please return this receipt to the school.

Student Name (Print Clearly)

Student Signature

Parent Signature

Student's Agreement Computer Usage

****** THIS WILL BE KEPT ON FILE BY THE DISTRICT TECHNOLOGY COORDINATOR ******

For Students and Parents/Guardians:

Please read the Student/Parent Technology Acceptable Use statement in the 2020-2021 Warren Local School District Elementary Handbook.

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

Student Name (PRINT CLEARLY)

Student Signature and Date

Parent/Guardian Signature and Date