



**STUDENT & PARENT
INTERSCHOLASTIC ATHLETIC HANDBOOK**

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Resources

Alma Mater

Honor to thee,
We sing to Warren High.
Bound in our strength,
We are one in victory.
Here within these portals,
As time passes by,
Knowledge, truth and wisdom,
We gain from thee.
Warriors unite!
The blue and white defend!
Our Alma Mater,
Warren High School.
Guardian and friend.



Statement from the Athletic Director

As the Athletic Director at Warren High School, I am excited for the 2023-24 school year and for the opportunity to continue to advance Warren Athletics. At Warren, we have the finest state-of-the-art facilities in Southeastern Ohio, and we look to continue to capitalize in Athletics with their presence. Construction and renovations continue, but the finish line is near. I am anxious for all that the future holds for this District and our Athletics program.

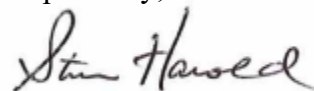
To create a better understanding of policies, procedures and expectations of all parents and students, I have created this Athletic Handbook. It is my goal that this guide will serve as an excellent resource for answering any questions you may have, and for setting expectations for you and your son/daughter in respect to your collective participation in our program. We ultimately want to create an enjoyable, rewarding, and memorable experience for you and your son/daughter through participation in our various sports offerings, and you play an integral part in that process.

I am a firm believer that athletics is an important extension of our classroom education. However, it should not be viewed as the primary function of our school. We must remember that participation in sport is always a privilege and not a right. Unlike any academic classroom experience, athletics participation provides mental, physical, social and emotional development for our student-athletes. Through participation in athletics, students learn self-discipline, build self-confidence, develop physical fitness and sports-related skills, and learn how to effectively compete and demonstrate good sportsmanship. Furthermore, through participation on a team, athletes learn the important skills of team work, discipline, decision making, trust, respect, and accountability in performing their identified role. Research indicates that students who participate in athletics tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than the general student population. This is very representative of the Warren student-athlete.

At Warren, our athletes are held to a higher standard both athletically and academically. As an athlete, you will represent many people, including your family, your coaches and teammates, your sports program, the community, and our school. You will be a role model for younger students. Your actions on and off the field or court, and those of your parents, will reflect your character and values. So, let your behavior speak well.

I look forward with anticipation to an exciting and successful 2023-24 sports year at Warren Local Schools. If I can ever be of assistance, or if you have any further questions concerning our athletic programs, please do not hesitate to contact me.

Respectfully,



Steve Harold, Athletic Director

Warren Local Schools Athletic Department Philosophy

Athletics - Mission Statement

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

Athletics - Vision Statement

The Vision of the Warren Local School District Athletic Department is to be a distinguished athletic program that promotes Warrior pride.

Athletics - Values Statement

Within the Warren Local School District Athletic Department, we value:

- Sportsmanship
- Work ethic
- Spirited competition
- Every participant
- Engagement of students, staff and community

Athletics - Goals

The Goals of the Warren Local School District Athletic Department are:

- Providing intentional communication
- Fostering student participation in multiple athletic programs
- Supporting coach development and professional growth
- Player and team development
- Promoting collaboration between our community and our school
- Promoting a culture of winning
- Developing students into mature adults that are better equipped to face the challenges of life
- Promoting and reinforcing the importance of making smart, educated and positive choices
- Providing an attractive program that affords a safe, enjoyable and rewarding experience for the student-athlete and their parents
- Making the athletic program a source of both school and community pride

Focus Areas of the Warren Local Schools Athletic Department

Our Athletic Department will:

- provide the best facilities and qualified staff possible.
- provide a variety of sports activities according to the interests and needs of our students within the confines of our budget and facility.
- provide a program with the physical welfare and safety of all participants and spectators of prime concern.
- Provide an opportunity to experience important lessons of life which is a part of athletics including:
 - The opportunity to see that many limitations, both physical and mental, can be conquered.
 - The ability to accept limitations, which cannot be overcome.
 - The joys of teamwork as well as individual accomplishments.
 - The ability to accept both victory and defeat gracefully.
- Teach physical skills and good health habits which will be of lasting benefit to the individual.

In relating the desire to win with the purposes listed above, the Warren Athletic Department feels that the lessons can be most easily taught in a winning atmosphere. Since the Athletic Department encompasses both middle and high school students, each sport program should show evidence of articulation from one level to the next.

Warren athletic programs are a means to the end in developing well-rounded individuals. Warren athletic programs are never an end in themselves.

The objectives of the Warren Athletic Program are to provide:

- Understanding and knowledge of the value of athletics.
- An understanding of why the school has athletics.
- Better health and fitness.
- A desire to succeed and excel.
- The opportunity for developing self-discipline and emotional maturity.
- The opportunity for developing social competence.
- The opportunity for developing an understanding of why rules are necessary.
- The opportunity for developing respect for the rights of others.
- The opportunity for developing a respect for authority.
- The opportunity for developing a sense of fair play and sportsmanship.
- The opportunity to think both as a member of a group and as an individual.
- The opportunity to develop the values of striving for and reaching group goals.
- The opportunity to develop and improve motor skills.
- The opportunity to develop skills, interests, and knowledge that will make life now and as an adult more enjoyable.

Program Triangle

Keeping in mind that the head coaches are hired to coach and oversee the entire program and that their philosophy and style permeate the program, the head coaches shall work with all coaches in the total sport program to develop a style of play and direction for the program. The head coaches must set those parameters within the broader scope of the school district's philosophy and goals.

The head coaches shall work with the Athletic Director and building Principals in setting parameters for the program. Specifics of each sport are not addressed in this philosophy because they may change from one sport to another and from one head coach to another.

The participation in an athletic program is a privilege (not a right!), which the Warren Local School affords its young people. Although the department recognizes the value of athletic participation, the department does adhere to the belief that the structure or the interscholastic athletic program is triangular in shape. At the base of the triangle is the physical education/intramural program where everyone who wants to participate can participate. The next step is middle school interscholastic athletics. At this level, there is not universal participation. This is still a learning experience and there is more participation than at the next level of the triangle. At each successive step in the triangle, there are greater demands placed upon each student-athlete, yet more greater rewards. At the varsity level, there is no guarantee of playing time; however, each individual athlete who is part of the team should be made to feel as an integral part of the team.

In building this triangle, the coaching staff for each sport, with the approval of the building administration, does determine the size of it. While it is true that not every member of the team receives equal playing time, and some may receive very limited playing time, the coaching staff needs to develop each individual athlete as much as possible. The athletes, as team members, must also understand that they are part of a team and have a responsibility to work diligently and to sacrifice personal glory for team success and team goals.

It is the goal of the department that the principals, athletic director, assistant coaches, and head coaches will work together toward excellence and (1) will offer a quality program to the athletes, (2) will be competitive in all sports, and (3) will help each athlete reach his/her potential in that sport while still operating within the premise and guidelines of the philosophy of the Warren Local School District.

Affiliations

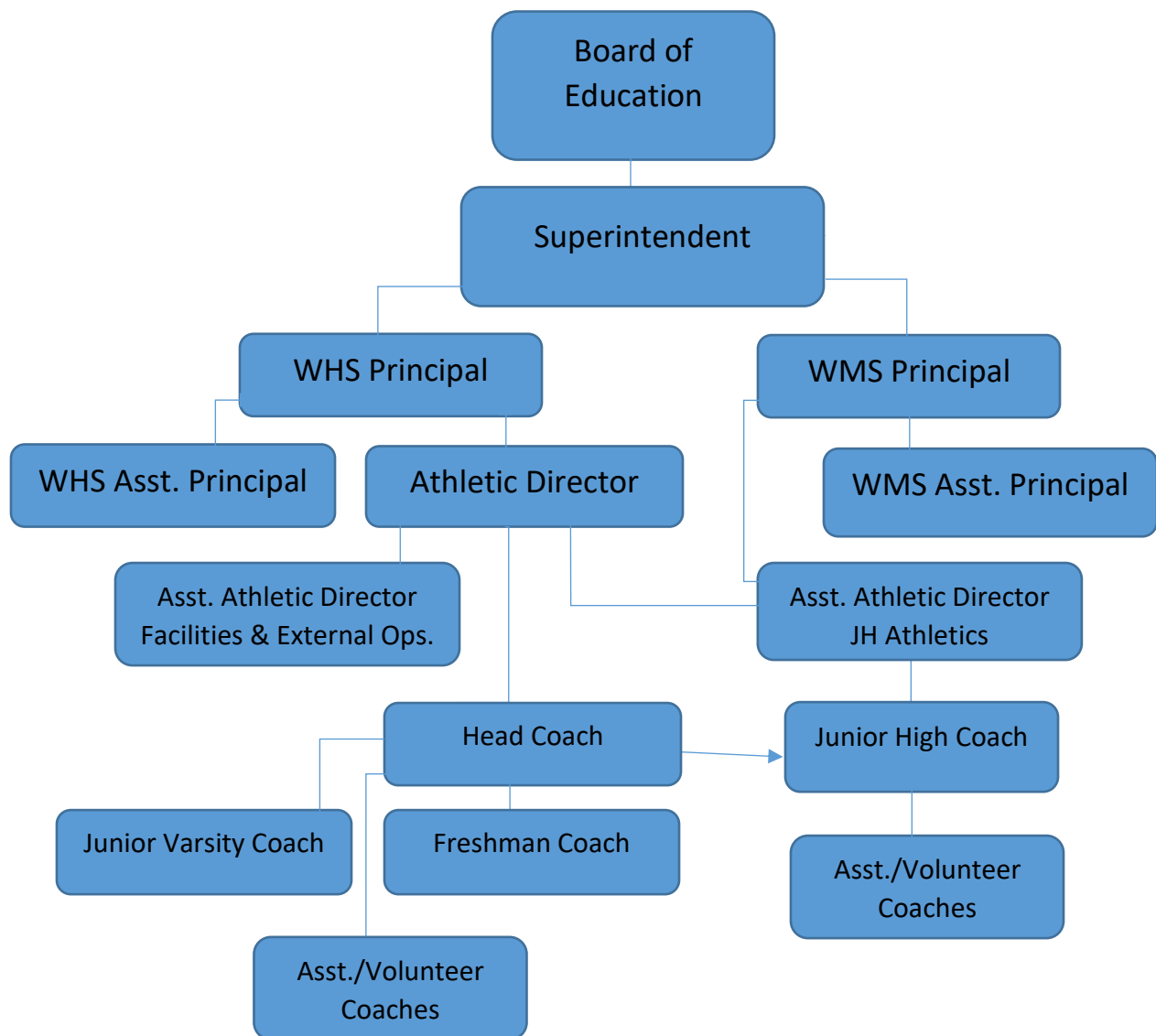
The Warren Local Schools athletics program maintains affiliation with four governing bodies of athletics, and thus must abide by all rules and regulations of those bodies.

OHSAA – Ohio High School Athletic Association
SEDAB - Southeast Ohio District Athletics Board
OVAC – Ohio Valley Athletic Conference
TSL – Twin State League

Chain of Command

Questions or complaints involving Warren Athletics must start at the appropriate level of the “chain of command” shown below. In most cases, the question or complaint should first be addressed with the Head Coach of the sports team. If no resolution is reached, then proceed (in order) upward through the proper chain of command.

WARREN LOCAL SCHOOL DISTRICT ATHLETIC DEPARTMENT - CHAIN OF COMMAND



Student-Athlete Guidelines

ATOD (Alcohol, Tobacco and Other Drugs) Policy

The Warren Local School District Athletic Department's ATOD Policy (Use of alcohol, tobacco, controlled substances, or counterfeit drugs while participating in school activities) is as follows. This policy does not supersede the Student Code of Conduct issued by the Warren Local School District.

- Students shall not at any time possess, use, sell, offer to sell, deliver, conceal, consume, or be under the influence of any counterfeit drugs of abuse. Counterfeit drugs of abuse include any substances that are directly or indirectly represented to be a drug of abuse. Participants shall not possess, use, sell, offer to sell, deliver or conceal any instruments or paraphernalia for use with drugs of abuse. Social media posts (i.e. pictures) can be used to determine possession. Use of drugs authorized by a physician, or wine consumed as part of a religious or family ceremonial occasion shall not be considered in violation to this policy.

Disciplinary Procedures- Violation of ATOD Policy

- First Offense- Voluntary Admission
 - Voluntary admission occurs when a student and/or parent admits to ATOD violations prior to any reported incident of abuse. Voluntary admission does not apply when there is a deliberate attempt to circumvent the first offense step following a violation. Voluntary admission shall result in assignment to professional ATOD counseling. There will be no punitive consequences; however, failure to comply with all the recommendations will result in reassignment to the involuntary violation step.
- First Offense - Involuntary Violation
 - Discovery of a violation will result in a denial of participation from 20% of all scheduled contests in that sport. Students may participate in all scheduled practices but may not dress in uniform for any scheduled contest, performance, etc. The student shall also be required to complete professional ATOD counseling. Failure to comply with terms of the violation will result in denial from participation until all requirements are met. This includes receiving awards.
- Second Offense and Additional Offenses
 - A second violation will result in restriction from extracurricular activity for 50% of all scheduled contests (beginning on the date of suspension) and professional ATOD counseling. A third offense will result in a one-year suspension from participation in Warren athletics and professional ATOD counseling will be mandatory. Any subsequent offense will result in denial of participation for the remainder of the athlete's high school career. Any student with a career ban from participation may request an appeal hearing after one calendar year from the date of the offense.
- Selling of Controlled Substances
 - Any student selling illegal controlled substances shall be suspended from participation in extracurricular activities for the remainder of his/her school career.

- Tobacco Use

- Penalties for tobacco use will be in accordance with the Warren High School Student Handbook.

- Duration of Code

- This contract shall be in effect on the first day of the student's participation in extracurricular programs as a Freshman, and will remain in effect until the last day of school or extracurricular event of their Senior school year, whichever is last. Penalties for violations of this code may be enforced for up to twelve (12) months following a violation.

- Due Process

- A student who is found to be in violation of the Student Activities Code of Conduct will have the opportunity of a hearing with the coach or advisor and the building principal (or designated administrator) when appropriate. The student will receive a description of the offense and the assigned consequences in writing. The student and his or her parent/guardian may appeal the penalty by notifying the principal in writing within five (5) days of the hearing. The principal will form an appeal committee of at least three (3) members who may affirm, reverse, or modify the disciplinary action. Any further appeals must be made to the superintendent in writing within five (5) days of the committee's decision. Appeals to the Warren Local Board of Education may be made after an appeal to the Superintendent.

All Warren student-athletes (7th through 12th grades) agree to this policy prior to their involvement with each athletic season. This school board-approved athletic policy impacts choices the athlete makes year-round. Any additional Warren Local Board of Education adoption of policy which impacts the general student population will also apply to student-athletes.

Attendance

In order for a student to participate in any contest, game, practice and/or performance, the student must be in school for a half day (4 periods; 2 periods on block days), unless pre-approved by the Principal. Field trips, Alternate Learning Experiences, concurrent enrollment, medical/dental appointments and special family situations should be verified by official documentation prior to the absence in order to be excused by the Principal.

Awards Program Guidelines

It is important that student-athletes be recognized for their hard work and efforts when participating in the Warren Local Schools Athletic Program. At the conclusion of every season, coaches will conduct end of season ceremonies/banquets for the purpose of recognizing these student-athletes in the presence of their families and friends. The Athletic Department has established awards that are distributed to qualifying athletes. The criteria for the disbursement of these awards are different from sport to sport and are listed in this section. Our purpose is to recognize as many athletes as possible with the highest accolades as possible.

NOTE: A student-athlete is not eligible for an award if he/she quits the team prior to the conclusion of the total season. All award winners must finish the season, including post-season events, and be in good-standing with the team.

Varsity Letter Requirements:

BASEBALL/SOFTBALL

Athlete must play ½ the innings. Pitchers must participate in one-fourth of total innings played. If the athlete plays a “specialty” position (designated runner, designated hitter, etc.), the coach may submit documentation to support the number of games. If injured, receive an award at the discretion of the coach.

BASKETBALL

Athlete must play in ½ the quarters, or, if injured, receive an award at the discretion of the coach. Participation for one play would constitute a quarter.

CHEERLEADERS

Athlete must participate in practices and contests during a football or basketball season. If injured, receive an award at the discretion of the coach.

CROSS COUNTRY

Athlete must be in the top seven runners for the team and compete in at least one half of the invitational meets each season. If a runner is injured, a letter may be received at the discretion of the coach.

FOOTBALL

Athlete must play in ½ the quarters, or, if injured, receive an award at the discretion of the coach. Participation for two consecutive plays would constitute a quarter. If on a specialty team, must participate in a minimum of 5 varsity games.

GOLF

Athlete must play in six matches. If injured, receive an award at the discretion of the coach.

SOCCER

Athlete must play ½ of varsity regulation halves, or, if injured, receive an award at the discretion of the coach.

SWIMMING

Athlete must attend 90% of practices, participate in ½ of meets, and average at least one point per meet.

TRACK & FIELD

Athlete must earn a specified number of points (15) in regularly scheduled meets, place in league meet, or, if injured, receive an award at the discretion of the coach. Each athlete must score in one more than one-half of the regular scheduled meets.

VOLLEYBALL

Must participate in one-half of the games. If injured, receive an award at the discretion of the coach.

WRESTLING

Athlete must compete in the sectional tourney and in ½ the matches. If injured, receive an award at the discretion of the coach.

Special Considerations

Seniors who have not met the established criteria for a varsity letter but have participated for at least two (2) seasons in the sport may receive a varsity letter. A Head Coach may recommend awards in special cases to athletes who have not met the established criteria after consultation with the Athletic Director.

Senior Athlete Letter

Seniors can be granted a letter if they have not met the letter criteria for a particular sport, provided they participated in that sport for two seasons.

Statisticians & Managers

Statisticians and Managers may receive a Certificate of Participation each year of qualification, as well as a statistician or manager pin.

Athletic Awards

Participation Award	Certificate
First Letter	Letter, Sport Pin and Certificate
Second Letter	Sport Pin, Certificate
Third Letter	Sport Pin, Certificate
Fourth Letter	Sport Pin, Certificate
3 Sport Athlete	Warrior Pin (presented at WOW Awards Show)

- An athlete will only receive one varsity “W” award. This will be awarded the first time an athlete earns a letter, and it may be obtained at the Rock Box, the exclusive Varsity jacket provider.
- A sport pin will be awarded each time an athlete earns a letter.
- There are no reserve awards other than a certificate in any sport.
- Coaches are not to present any special awards other than the awards listed under special awards without prior approval. (i.e. Senior Letter Award)

Academic Awards

Certificates will be presented to all student-athletes that carry a cumulative GPA of 3.5 or higher at the completion of their sports season. Freshmen are ineligible for this award.

Athletic and academic awards will be presented at each program’s sports banquet.

Post-Season Awards

All-Ohio Valley Athletic Conference: Criteria for selection to All-OVAC teams are listed under the “Formats” tab in the “All-Conference” link by sport in the drop down menu. Athletes will be eligible for awards only if that sport meets the minimum OVAC game requirement. Selection of All-League student-athletes are made by a vote of the league head coaches.

Twin State League: Criteria for selection for TSL honors are listed in the conference bylaws, with preset quotas for number of selections (based on team success) for 1st, 2nd, and Honorable Mention.

All-District: Criteria for All-District selections are established by coaching associations and the media, not Warren High School or the Warren Athletic Department.

All-Ohio: Criteria for All-Ohio selections are established by coaching associations and the media, not Warren High School or the Warren Athletic Department. Any student-athlete who receives All-Ohio

honors will have a photo displayed at Warren High School in a designated area for such recognitions and a patch for their varsity letter jacket. Patches are NOT awarded for academic honors.

Any student-athlete who earns a varsity letter is eligible to display the letter on the approved Warren varsity letter jacket as outlined by the established guidelines. With a signed permission letter from the Athletic Director, the student-athlete may purchase a jacket at the Rock Box in Beverly, the exclusive supplier of Warren varsity jackets.

Booster Club

All parents of Warren student-athletes are encouraged to join and become active members of the Athletic Booster Club. The Booster Club is formed to support the Athletics program. They presently generate funds to purchase all uniforms for our sports teams and cheerleaders. They currently operate concessions at most home athletic events, host the 300 Club Dinner, and various other fundraisers. This organization needs your support! Booster meeting time and dates will be announced.

Concessions Requirements

In order to adequately staff concessions for all high school sporting events, WHS sports teams will be REQUIRED to supply a designated amount of student workers from their sport and/or parents, with adult supervision required (coaching staff member or parent). Teams working will have trash pick-up responsibilities at the conclusion of each event (exception: Football). This is an EXPECTATION NO Excuses! Each sport team benefits from their efforts by receiving 20% of proceeds from each event they work.

BSN Sports/NIKE Contract

The Warren Local School District and BSN Sports entered into a Corporate Sponsorship Program agreement establishing BSN Sports as the *exclusive* supplier for any and all athletic equipment and apparel needs. In executing this agreement, we also became a “Nike school” for our high school athletic programs’ game day apparel. Middle school teams are not required to wear Nike apparel on game day. Nike team shoes are not required to be purchased, but price advantages are available. Coaches and their programs are required to adhere to any and all Board of Education approved policies in regards to the Corporate Sponsorship Program with BSN Sports/Nike.

Championship Recognitions

Warren athletic teams who win league, district, regional and state championships sanctioned by the Ohio High School Athletic Association (OHSAA) will be recognized and memorialized in the following ways:

- Public recognition at a Warren sporting event and/or the annual WOW Awards.
- Recognition on the Athletics website and all Warren Athletics social media platforms.
- Inclusion on perpetual banners in Warrior Gymnasium.
- Display of Trophy and team photo in the Warren Athletics display case.

Changing Sports in Mid-Season

A student-athlete, who is a member of an interscholastic team, that is dismissed from or quits the team following the first regular contracted competition may NOT join any other Warren Local Schools’

interscholastic athletic program competing during the same season. An athlete's participation in another school sport may begin upon the completion of the last regular season contest of the sport in which he/she was dismissed or quit.

A player that has been dismissed or quit a squad may, after 10 days from the squad deletion date, join an "out-of-season" sports team. A player that is "cut" from a squad during tryouts may join another sports team in the same season without penalty.

Conflicts in Extracurricular Activities

The Warren Local Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and, to this end, will attempt to schedule events in a cooperative manner to minimize conflicts. Every effort will be made between coaches and advisors to avoid conflict between extracurricular and co-curricular activities. The student has a responsibility to do everything they can to avoid continuous conflicts. This might include participating in only one athletic activity each sport season and being cautious about belonging to too many activities where conflict may occur. It also means notifying all advisors/coaches well in advance of any potential conflict in activities.

A performance (athletic event, contest, play, concert, etc.) normally has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence.

Should a conflict arise, the advisors/coaches will meet to work out a solution so conflict is minimal. If the parties are not able to create a solution, the athletic director and building principal will make the decision based upon:

- a. Relative importance of each event.
- b. Relative contribution the student can make.
- c. How long each event has been scheduled.
- d. Parental input.

Once the decision has been made and the student has followed the decision, there will be no student penalty imposed by any advisor/coach. In some cases, withdrawal may be suggested.

Additionally, coaches should be alert for other potential school-related conflicts in scheduling. Every attempt should be made to avoid conflict of interests in scheduling contests on dates involving activities including (but not limited to) Homecoming, Prom Night, Craft Show, National Honor Society Induction, "Top 10 Banquet", Spring Revue, etc.

Denial of Participation ("Due Process")

If an athlete is to be denied participation from practices or contests as a result of violation of team rules, the student-athlete has the right to appeal such action. The appeal may be with or without the parents. The appeal will be made to an Athletic Appeal Board comprised of the athletic director, one head coach (not of the appellant's sport), and one administrator. The appeal must be made within five days of the coach's notification of denied participation.

On matters of denial of participation related to school discipline violations (e.g., truancy, suspensions, etc.), the board-approved protocol and procedures will apply.

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 participate in Athletics, as well as those that:

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

The district's policy for drug testing is a "3 strikes and you're out" policy. 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. Three positive tests during a student's attendance in grades 9-12 will result in denial of all athletic, extracurricular, and driving privileges.

Eligibility

FOR STUDENTS ENROLLED IN GRADES 9-12:

- In the immediately preceding 9 week grading period, a student must receive a passing grade in a minimum of five (5) one-credit courses, or the equivalent, which count toward graduation; and
- Those grades must, when combined, be a total grade point average of at least 2.0 on a four point (4.0) scale. If the previous term GPA is below 2.0, but the student maintains a cumulative GPA above 2.0, the student is eligible to participate.

- A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of four subjects of all carried in the preceding 9 week grading period in which the student was enrolled.

FOR STUDENTS ENROLLED IN GRADES 7 & 8:

- A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must have received passing grades in a minimum of four subjects of all carried in the preceding grading period in which the student was enrolled; and
- Those grades referenced, when combined, be a total grade point average of at least 2.0 on a four point (4.0) scale.

For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period. Students taking post-secondary school courses must comply with these standards. Please see your guidance counselor or athletic director if you have questions.

Eligibility requirements are clearly defined in the Ohio High School Athletic Association Constitution and Bylaws. Ultimately, the understanding of and acknowledgement to meet all eligibility requirements falls upon the student-athlete and his/her parent/guardian.

Equipment

Issued equipment to a student-athlete is to be worn only at practices, scheduled events, or as directed by the head coach. Student-athletes, upon the completion of the respective season and with the direction of the coach, shall return all such property in a clean and appropriate condition when requested. Failure to do so will result in the student-athlete's reimbursement for repairs, cleaning or replacement costs to the Warren athletic department.

Equipment purchased with athletic department monies or donated equipment is property of Warren Local Schools. No such equipment may be borrowed or otherwise utilized without the approval of the Athletic Director.

Final Forms

Effective July 2019, all parents, student-athletes, and coaches are required to register with Final Forms. Final Forms is a secure, real-time data and communication system that will help in compliance and safety and in the management of forms and data for our athletic program, student-athletes and their parents, and coaches.

Fund Raising

Coaches may require that student-athletes participate in fundraising activities. Prior to any such requirement, the fundraiser must gain approval from the Athletic Director and comply with Board policy and state regulations.

Hazing

It is the policy of the Warren Local Board of Education and Warren Local Schools that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. Our teacher-coaches should intentionally instruct and address issues of hazing in a proactive manner. Choosing to ignore (“don’t ask, don’t tell”) hazing and hazing-like situations is not an option.

Hazing is defined as doing any act or coercing another, including the victim, into an activity that creates a risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

Injury/Accident and Emergency Procedures

When a participant or spectator is injured in competition or practice, the established protocol from the Emergency Action Plan Worksheet (EAP) should be followed. Coaches will discuss at the start of each season specific duties and responsibilities regarding the EAP. Coaches should discuss with teams what to do when the EAP is activated as it relates to their specific venue. A copy of the laminated worksheet, which provides detailed steps to guide the actions of the response team, will be posted at all sports venues.

Insurance

The Warren Local School District does not provide accident or health insurance coverage for athletes participating in interscholastic athletics. It is the responsibility of the parents/guardians to maintain an accident and health policy while their child is participating in sports. The school district does offer a supplemental accident insurance policy at the beginning of each year to all students. Information on this policy can be obtained from the school office.

Multi-Sport Athletes

The Warren High School Athletic Department and the Warren Local School District strongly encourage our student-athletes to take advantage of the many athletic programs and activities offered over the course of the school year. Student-athletes and parents are reminded that this also involves making a commitment to the individual program as well as the coaches and fellow students who are also involved in the chosen activity.

Attendance and active participation are expected from all team members, particularly when a sport is “in season”. Missing part or all of any practice, contest, or team event to attend a workout, contest, showcase for another sport, including but not limited to summer or fall travel baseball/softball, Junior Olympic volleyball, or AAU basketball, will result with the absence being considered unexcused with the possibility of decreased playing opportunities or other sanctions, at the discretion of the head coach.

While this policy might be interpreted as one that “punishes” those who are hoping to broaden their multi-sport opportunities, we also wish to recognize and appreciate those who demonstrate a commitment to the

team and sport by completing all practices, contests, and time requirements and miss team events only due to excused reasons as determined by the head coach.

OHSAA Regulations

The eligibility standards for the OHSAA have been adopted by member schools and were accepted by the WLSB when it became a member of the OHSAA.

1. **Scholarship**: Educate your student-athletes on not changing their course schedule or dropping a course without first consulting their guidance counselor or athletic director to determine whether it will affect their eligibility. Eligibility for each grading period is determined by grades received in the preceding grade period.
2. **Residence**: A student is eligible at the school located in the Ohio school district where the parent or legal guardian resides when all other eligibility standards are met. If your parent/legal guardian lives outside Ohio, you are not eligible unless you meet one of the exceptions to the residency bylaws. When there has been a court-ordered change in custody, the student must reside in the same school district with the legal guardian (“legal guardian” will be defined by court paperwork).
3. **Age Limitations**: Once a student reaches the age of 20, their athletic eligibility is terminated, unless they meet an OHSAA exception. A student is ineligible to compete at the junior high level if attains the age of 15 before August 1.
4. **Summer Instructional Programs**: Camps, clinics, workshops, etc. that involve team play may be attended from May 15 – July 30 only. Team play is defined as any activity of individuals with more than one player opposing one player. There is no limit on the number of players from the same school participating on the same team from May 15 – July 30. An athlete may have no instructional contact with the school coaching staff except during the season of the sport or for a maximum of 13 days from May 15 – July 30.
5. **Out of Season Instruction**: Individual skill/coaching instruction may be received by a member of a school team at any time prior to and after the school season and outside the defined no contact periods from school coaches provided that no more than 4 members of a school team or individuals are present at one time in all facilities where the individual skill/coaching instruction is taking place. EXCEPTION: The limitation applies to 7 participants in football.
6. **Non-Interscholastic Participation**: **Participation by an athlete in a non-interscholastic program (tryouts, practice or contests) while a member of a school squad in the same sport is PROHIBITED.** An athlete becomes a member of a squad by participating in an interscholastic contest (scrimmage, preview, or regular season contest). Exceptions: In individual sports, an athlete may practice and try out for a non-school team but may NOT compete in a contest.

Additional information on OHSAA bylaws can be found at:

www.ohsaa.org/general/about/Bylaws.pdf

“Open Gyms” / “Open Fields”

Coaches may open facilities for unstructured free play provided the activity is supervised by a Warren Local school employee and does not conflict with an in-season facility use. The supervisor may designate the sport to be played, but may not limit participation to a select group of students. Requiring student-athletes to attend such sessions or implying that a student-athlete’s selection to an interscholastic squad is contingent upon participation at the open session is prohibited.

Passes & Admission Prices

Following are the prices for Athletics Sports Passes and Game Admission for 2023-24:

Warren Sports Tickets

Type	General Admission (Online)	Reserved Chair Back (Online)	Student Presale (Cash)\$	General Admission	Reserved Chair Back Seat	Senior Citizen
Varsity – Football & Boys/Girls Basketball	\$6	\$10	\$5	\$7	\$10	\$5
Varsity – All Other Sports*				\$6	X	\$5
Junior Varsity				\$5	X	\$5
Freshman				\$5	X	\$5
Junior High				\$5	X	\$5

* **Fall:** Soccer, Volleyball; **Winter:** Wrestling; **Spring:** Baseball, Softball, Track & Field

\$ Student Presale tickets may be purchased with cash at school only on game day

Warren All-Sports Passes

Type	High School	Junior High	Combined
Student (K-12)	\$75	\$50	\$100
Adult	\$100	\$75	\$150
Family*	\$275	\$175	\$350
Senior Citizen\$			\$50

* Includes parents and legal dependents

\$ To purchase a “Senior Citizen Pass”, good for ALL WHS & WMS sporting events, one must be 60 years of age or older at time of purchase

Premium Seating* (includes Prime Parking for Football)

(Available to All-Sports Pass Holders ONLY)

Football*	\$50
Boys Basketball	\$50
Girls Basketball	\$50
2 Pack (choice of any 2 sports above)	\$85
3 Pack (includes Football + Boys and Girls Basketball)	\$125

*All PREMIUM seats are chair backs. Seats are limited and will be available for purchase on a first-come, first-serve basis.

All-Sports Passes and Premium (reserved) Seats with Prime Parking must be purchased exclusively online through HomeTown Ticketing by accessing: <https://www.warrenlocal.org/6/home>

Postponements/Cancellations of Games

It is the policy of the Warren Local School District that the following protocol be in effect on days of school cancellation due to weather:

1. As a general rule, all 7th and 8th games are cancelled.
2. Varsity/JV and Freshman contests may be played upon the mutual consent of the Superintendents of the participating schools. Existing driving and potential weather conditions will be deciding factors.
3. Efforts will be made to reschedule cancelled events. OVAC/TSL events will receive first priority.
4. The Athletic Directors will be responsible for publicizing any postponements or cancellations.

Various forms of communication will be used for notification of cancellations, including:

- | | |
|-------------------------|---|
| 1. WTAP | Television |
| 2. School Messenger | Email to all enrolled District residents |
| 3. Automated call list | Telephone (must sign up w/ AD with name & phone number) |
| 4. Facebook | Warren Local Schools Athletic Program & District Information |
| 5. Twitter | @WWarriorsATH |
| 6. DragonFly | Replaced Arbiter and will be linked to Warren Athletics webpage |
| 7. School Announcements | In-school intercom |
| 8. Team App | Phone app |

Practices

During Inclement Weather

Coaches may conduct “optional” practices during “Level 1” weather advisories when cleared through the Athletic Director and building Principal. There will be NO practices or games during countywide “Level 2 or 3 Snow Emergencies”.

Sundays

Every effort should be made to not hold a practice on Sunday. In the event that Sunday practice is warranted, the Athletic Director may grant an exception. However, no Sunday practice can occur until after 1:00 p.m.

Pre-Participation Exams (“Physicals”)

OHSAA medical and parent consent forms are required of all interscholastic participants, cheerleaders, and club-sport participants before they may participate in any preseason, in-season or post-season practice, conditioning weight-training, open gym or field or an interscholastic event. Parents are responsible for registering with Final Forms and completing the required documents for each child who chooses to participate. Parents are to **upload pages 3-4 of the completed physical form on Final Forms** and send original form to coach to be filed in the Athletic Trainer’s office (forms are available on the OHSAA website: www.ohsaa.org or on Final Forms).

Warren Local Schools, in coordination with Memorial Health System, will offer pre-participation exams on a specified date in May during each academic year. Notification of the dates, times, and specific arrangements will be made from the athletic office to the student-athletes, parents, and coaches.

Pre-Season Parent Meeting

The OHSAA mandates that all student-athletes and parents attend a pre-season information meeting prior to the start of each sport season in which the respective student-athlete participates. Parents will sign-off on an attendance form at such meetings and the form will be maintained for OHSAA audits. Those parents unable to attend the required meeting must schedule a time to meet with the Athletic Director prior to the start of competitions. Parents are only required to attend one preseason meeting per year. If the student-athlete plays multiple sports, you must attend the meeting in the first season in which they participate. However, attendance at each preseason team meeting is required.

Preview Nights

The Athletic Director will establish the dates for the fall, winter, and spring “Preview Nights”. The objective of “Preview Nights” is to provide an introduction by season to our student-athletes’ and their coaches. The Warren Athletic Booster Club is the “host” for these Preview Nights.

Senior Banners

At the beginning of each sport season, all seniors have the option to purchase a photo banner through the Warren Athletic Booster Club to be displayed at their sport venue. The Athletic Department will see that the banners are hung, but will not be responsible for lost or damaged banners. It is the individual’s responsibility to secure his/her banner at the conclusion of the sport season.

Senior Nights

Senior student-athletes within each sport season will have an opportunity to be recognized at one selected “Senior Night” during their sport season. The date for Senior Night will be mutually agreed upon by the Head Coach and the Athletic Director. A standard format will be used for each event and senior sports team members and parents will be honored as listed below. Any changes to this format must be approved by the Athletic Director. The “**Senior Night Questionnaire**” is included in the Resource Section.

- Fall Sports: Cheer, cross country, football, golf and band at last home football game. Boys and Girls soccer at designated game as determined by Head Coaches/Athletic Director.
- Winter Sports: Boys Basketball, cheer, and choir at late season boys’ basketball game.
Girls Basketball at late season girls’ basketball game.
Swimming at designated senior night for Girls Basketball.
Wrestling at last home wrestling match.
- Spring Sports: At designated events as determined by respective Head Coaches/Athletic Director.

Sportsmanship

Warren Local Schools, in association with the Ohio High School Athletic Association, promotes good sportsmanship at all interscholastic events. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator (student or adult) of Warren Local Schools we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

Warren Local Schools Encourages Fans to:

- Cheer, sing, and otherwise support their team while remaining respectful and courteous to coaches, officials, opposing team, fans and players.
- Enjoy the game experience free from fighting, throwing objects, attempts to enter the playing field, inciting messages, and disorderly behavior, including foul, sexist, racial, obscene or abusive language or gestures.
- Comply with requests from administration regarding school policies and emergency response procedures.
- Exhibit good sportsmanship at all times.
- Maintain a family friendly atmosphere.
- Have a commitment to safety.
- Display a welcoming attitude to all fans and visitors.

Unacceptable Behaviors:

- Behavior that is reckless, dangerous, disruptive, or illegal in nature.
- Demonstrating signs of impairment from alcohol or other substances.
- Foul or abusive language or obscene gestures.
- Interference with the progress of the game (including entering the field of play or throwing objects onto the field/court).
- Failing to follow instructions of school personnel or law enforcement officers.
- Verbal or physical harassment of the either team's players, coaches, or fans, officials, or school personnel.

Any athletic official, including but not limited to, contest officials, Athletic Director, Principal, Assistant Principals, game site supervisors and anyone else in an administrative role on the site, may uphold enforcement of an ejection. While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, Warren Local administrators may apply further consequences to a student ejected from a contest due to the student violating the Student Conduct Code.

Failure to demonstrate appropriate behavior at Warren Local Schools athletic events could result in disciplinary action, which could include suspension from one or more events, all events for the remainder of that sport season, or all athletic and school activities for the remainder of the school year. **SEE “Parent and Spectator Athletic Events Expectations” pamphlet provided.**

Sports Medicine

The Warren Local School District, in cooperation with Memorial Health System, provides daily coverage and professional assessment and evaluation of all Warren student-athletes during the regular sport seasons. This service is provided free of charge to our student-athletes; however, each family should coordinate and communicate related health issues and concerns through both their personal health care provider and the school's athletic trainer. Student-athletes will be seen by the Athletic Trainer at posted hours throughout the school year, regardless of the current status of the student-athlete as it relates to being “in-season” or “out-of-season”. It is the expectation that Athletic Trainers will be treated with the utmost respect at all times.

Summary of Requirements for Participation

A student-athlete is NOT permitted to participate in any sport until the following are completed:

- Prospective athlete and parent attend mandatory OHSAA Pre-Season Parent Meeting.
- Final Forms registration is complete.
- Pre-participation physical exam (pages 3-4) is uploaded to Final Forms and on file with Athletic Trainer.
- Viewed Sudden Cardiac Arrest video in Final Forms and acknowledged completion.
- Meets minimum academic eligibility requirements.
- Prospective athlete is officially enrolled with the guidance officer and has all required paperwork on file.
- Participation fee (\$100 per sport per athlete) has been paid.

Texting/ Electronic Communication with Students

“Team App” is recommended as the primary tool for communication among coach and student/parent. For the established guidelines for proper use of social media, see the “**Social Media Policy**” in the Resource Section.

Training Rules & Discipline

It is the responsibility of the head coach of a team to set up and enforce team rules for his/her sport. Each sport’s rules are at the discretion of the Head Coach, but a copy must be on file with the Athletic Director.

A copy of team rules is to be given to each athlete and parent/guardian at the initial parent meeting. The coach should maintain a signed acknowledgement of the team rules by each athlete and parent confirming that they are knowledgeable of the rules prior to participation.

Transgender Participation Policy

Consistent with the OHSAA philosophies with respect to participation in interscholastic sports, the Warren Local School District will adhere to policy relating to transgender student-athlete participation as outlined by the OHSAA and the state of Ohio.

The OHSAA transgender policy may be viewed at the following link:

<https://ohsaaweb.blob.core.windows.net/files/Eligibility/OtherEligibilityDocs/TransgenderPolicy.pdf>

Travel Policy

The following rules will apply to all Warren Local athletes:

- Team members are never permitted to drive to out-of-district scrimmages or contests.
- All athletes are expected to travel to and from away athletic contests in transportation provided by the school district.
- Athletes will remain with their squad and under the supervision of the coach when attending away games.
- Athletes who miss the bus will not be allowed to participate in the contest, unless there are extenuating circumstances.

- All regular school bus rules will be in effect, including rules pertaining to food, noise, remaining in seats, and care of and respect for equipment.

The Head Coach can only release athletes to their parent or legal guardian at the competition site with a parent signature on the “Travel Attendance Form”. If an athlete is to be released to another transporting adult, a pre-approved “**Travel Release Form**” must be signed by the Athletic Director. See Resource Section for copy of this form.

Note: The Head Coach has the discretion to require athletes to return on the bus with the team. Our philosophy continues to be that an athlete is part of a team in all phases of team activity, so do not abuse this privilege.

Vacation Policy

Student-athletes and their parents need to understand the commitment involved in participating on an interscholastic team. Coaches should also be considerate of special family events and occasions, which may impact the student-athlete’s attendance. The following guidelines are recommended when student-athletes miss scheduled athletic activity due to vacation:

A. The student-athlete must personally contact the coach prior to any vacation, which will cause the athlete to miss a practice or athletic event.

1. Family vacations (student-athlete travels **with** immediate family members):
Before contest participation can resume, the athlete must practice one day for every two practices or athletic events missed.
2. Non-family vacations (student-athlete travels **without** immediate family members):
Before contest participation can resume, the athlete must practice two days for every practice or athletic event missed and may be withheld from at least one contest.

*NOTE: For purposes of clarity, a “practice” in the above context is a regularly scheduled practice/instructional event that is available and expected of all team members.

B. Failure to personally contact the coach prior to any vacation will result in a doubling of the above periods of ineligibility and the athlete will be withheld from at least one contest.

Weight Room

Warren Local Schools provides an outstanding weight room facility, which is available to all Warren Local students and employees. The weight room is located outside Building 6 and maintains posted hours by sport seasons (hours are available by contacting the Warren Athletic office). No students are permitted in the weight room without direct supervision by a Warren athletic department-approved weight room supervisor or coach. Any sports-specific weight training should be monitored by a coach from that sport. There is an expectation that all weights, dumbbells, and exercise equipment are cleaned and properly stored after use.

“WOW” Awards

Near the conclusion of each school year, the Athletic Department will host an awards ceremony to celebrate the athletic and academic achievements of our student-athletes, coaches, and teams for the year. Head Coaches make awards nominations within two weeks after the completion of their season, and will vote, along with other committee members, on all award winners in early May. We invite all athletes and parents to attend.

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Listing of Resources:

- Social Media Policy
- Senior Night Questionnaire
- Travel Release Form
- Steps to Register with Final Forms
- Steps to Upload a Form to Final Forms



Warren High School Athletics SOCIAL MEDIA POLICY

INTRODUCTION

In the ever-popular world of Social Media, one can quickly forget just how powerful this communication tool can be and the significant impact it can have on an individual, friends, family, teammates etc ... not to mention, this is the most popular way for employers to do a “quick check” on you. Don’t give them a reason(s) to not hire you.

Social Media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples of Social Media include, but are not limited to: Facebook, Twitter, Snapchat, Instagram, YouTube, LinkedIn, Podcasts, and Blogs.

As a student-athlete participating in interscholastic athletics at Warren High School, you are a representative of the District and the School and are **ALWAYS** in the public eye, whether you think so or not. As a student-athlete, you are held to a higher standard than other students on campus. Please keep in mind the following guidelines below as you participate on the various Social Media sites.

REGULATIONS

Warren High School Athletics recognizes athletes’ right to actively participate in social media; however, it maintains, and will enforce, the following expectations of athletes:

- Student-Athletes will not post sexist, racist, obscene or profane material of any kind.
- Student-Athletes will not post information, photos, or other representations of sexual content, or inappropriate behavior (i.e. drug or alcohol use).
- Student-Athletes will not use social media to degrade, demean, attack, or threaten any person or school.
- Student-Athletes will not post information on teammate injuries, rosters, playbooks, locker room videos, officiating, or any other team information that should be kept confidential.
- Student-Athletes will not post material relating to acts in violation of any Federal or State laws, Warren Local School District policies, or team rules.
- Student-Athletes will not post material which reflects negatively on themselves, the Warren Local School District, Warren High School and its athletics programs, their respective teams or other schools.

SANCTIONS

- Severe punishments can be handed down for a quick “Tweet” or “Facebook” post.
- Any activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by Warren High School and its Athletic Department, as well as civil authorities.

Sanctions imposed by the Athletic Director may include, but are not limited to, the following:

1. Notification from the Athletic Director to the Student-Athlete outlining the policy and requiring that the unacceptable content be removed from the social network.

2. Suspensions from the team and all team-related activities. Based on your situation, you can be temporarily suspended for a determined length of time or permanently dismissed.
3. Suspension or expulsion from school.

POSTING GUIDELINES: Best Practices and Reminders

- **THINK FIRST** – Before you post anything (text or photo), be aware that once you post, it is available and viewable to anyone, anytime, anywhere in the WORLD. The moment you put it in cyber space, it is out of your control – even if you limit access to your site! Is your post something you’d want your mother, father, or grandparents to see or broadcast on TV (it’s public, they can use it!). This includes any “likes”, “shares”, “retweets” or “reposts”.
- **FREEDOM OF SPEECH** - Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is NOT unlimited. The online social network sites are not a place where you can say and do whatever you want without repercussions.
- **STRIVE FOR ACCURACY** – Get your facts straight before posting them on any Social Media site. Don’t start rumors or post anything you are not 100% sure is accurate. Review all of your content for GRAMMATICAL and SPELLING purposes.
- **BE AWARE OF LIABILITY** – At all times, you are responsible for what you post on your own site AND the site of others. You CAN be held liable for anything deemed to be copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts). Be sure what you post TODAY does not come back to haunt you TOMORROW.
- **PHOTOS** - Again, you are responsible for anything you post INCLUDING pictures. Do NOT post pictures of anyone other than yourself unless you get their permission. Photos of drinking activities or other inappropriate pictures will not be tolerated.
- **BE YOURSELF** – Avoid cyber trespassing. Tracking tools make it possible for those to find out who posted what comments anonymously. Even if you delete a post or comment, it can still be found within the hard drives of a computer and/or website.
- **CORRECT MISTAKES** – If you make a mistake when posting, admit it. Be upfront and be quick with your correction, don’t wait three days to correct something. Also, monitor your teammates. If you see a post that’s borderline, encourage them to delete it.

SAFETY & PRIVACY

- Check your privacy settings. It is recommended that the strongest security settings be used for Facebook and that the student-athletes have “protected tweets” on twitter.
- Never post anything in relation to your home address, local address, phone number(s), date of birth or other personal, private information. Always exercise caution when posting your whereabouts or plans.
- Be aware of who you add as a friend to your site(s). Many social media accounts are fictitious and are created for the purpose of garnering your personal information.
- Maintain privacy at all times, especially with pictures. Don’t discuss or recreate the scene from a picture you post involving names of the pictured individuals.

*Adopted July 2018



Senior Night Questionnaire

Senior's Name: _____

Parent/Guardian's Name(s): _____

I have played _____ for _____ years, and _____ at WHS.
Sport

I lettered _____ years.

In one sentence, state sport and academic honors you have received.

In one sentence, your plans for next year:

In one sentence, will you be involved with this sport next year? If yes, please explain.

A biography will be prepared for each senior using the answers given, and will be provided to the announcer before senior night.

EXAMPLE: Our next senior is (Joe Smith). Joe is the son of (Jane & John Smith). He is a #-year letterman at Warren High School and has played (specified sport) for # years. (Joe) was honored to receive (sport awards/when received). (Joe) plans to attend (school, etc.) in the fall. Good Luck (Joe)!

PLEASE RETURN TO STEVE HAROLD (AD)



WARREN HIGH SCHOOL ATHLETICS TRAVEL RELEASE FORM

This form must be submitted to the coach **at least 24 hours prior to the event.**
Must be presented by the morning of the event for final approval to the Athletic Office.

This is to certify that _____ has my permission to ride
(Student Name)

TO / FROM / BOTH (CIRCLE ONE) the _____ event
(Event Name)

on _____, 20____, at _____.
(Date) (Location)

The above named student will be transported by _____.
(Transporting Adult's Name)

- I certify that I am personally transporting the above student, or have arranged for transportation with an adult (non-student) of my choosing for this student, as listed below.
- I understand that the Warren Local School District Athletics Rules require that students ride the buses **to and from** all events and a departure from this requirement will release the Warren Local School District from all liability for any adverse results that may occur.
- I agree to release the Warren Local School District and its employees and officers from all liability with reference to the above stated transportation.

Parent / Guardian Name (Print)	Signature of Parent / Guardian	Date
Transporting Adult's Name	Signature of Transporting Adult	Date
ATHLETIC OFFICE USE ONLY	Signature of Coach	Date
<input type="radio"/> APPROVED	Signature of Athletic Director (or Principal)	Date
<input type="radio"/> NOT APPROVED		


Steps to Register with Final Forms

- 1) Go to <https://www.warrenlocal.org/6/home>
- 2) Scroll down and click on the **FINALFORMS** tab.
- 3) Follow the prompts. Parent sets up account, then the student account.
- 4) Parent and student must sign all forms (completed forms will turn "green")

I hope this is helpful as you complete this requirement. This needs to be completed prior to your student's participation.

Thank you!

Steps to Upload a Form to Final Forms

- 1) Scan the full document (for a Physical Exam scan all 5 pages into 1 document) to your computer (desktop recommended).
- 2) Go to <https://www.warrenlocal.org/6/home>
- 3) Scroll down and click on the **FINALFORMS** tab.
- 4) Log in to your account.
- 5) Access your student's account, and click on the folder icon  at the right of your screen.
- 6) At the bottom right of that screen, click on "Choose a File". Locate your file to upload from your desktop and double click it to upload and save to your student's account.

I hope this is helpful as you complete this requirement. This needs to be completed prior to your student's participation.

Thank you!