



JEFFERSON PK-8

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We Are W.A.R.R.E.N

“BELIEVE IN YOURSELF”

2022-2023 Jefferson PK-8 Student-Parent Handbook

A Message from the Jefferson Administrative Team...

Hello and Welcome Jefferson Families!!

We are very excited about a brand new school year. This school year brings a continuation of social and emotional wellness and health of students. We are dedicated and committed to the students of the “J”. Our students are the number one priority here at Jefferson.

This school year will be filled with positive interactions between students and staff in all areas of academics and community. Our standard of building relationships and community with our students and families are key components here at Jefferson Pk-8.

Our focus is for our students to have continued progress in all areas of academics, behavior and community. Students will be able to achieve this through strong support of the staff, parents, and other students who believe in them. This year our focus is to “Believe In Yourself”. The more a student believes in themselves the more they can achieve academically and socially.

Through each student’s journey in their educational career is important for all stakeholders to collaborate. We are always open to collaboration with parents, students, staff and the community. If you have any concerns, questions or thoughts throughout the year please feel free to contact us.

Welcome to the 2022-2023 school year!!

PK-2 Principal – Ms. Boyer
3-5 Principal – Mrs. Washington
6-8 Principal – Mr. Israel



Creating a Culture of Education to Guarantee the Success of Every Student

www.warrenschoools.k12.oh.us

Student Parent Handbook

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Health, Safety, & Well-Being

Listed below are some of the safety measures we have in place to support the health, safety and well-being of your child:

- Daily Health Assessments will take place each morning for students and staff. Daily health assessments are not required at school, however we believe it is an added step to keep our students and staff safe. The assessment will include temperature screening upon entry to the school and review of Covid-19 symptoms to include but not limited to indications of a cough, shortness of breath and/or a direct exposure to someone with a confirmed positive Covid test.
- Akron Children's Hospital supports our school-based health center which provides basic medical care for students right at our school. Your child can be examined, diagnosed and treated in person or over virtual care technology (telehealth) by a nurse practitioner while at school.
- Disinfecting Wipes and Hand sanitizing stations in each classroom and throughout the building.
- Facial Covering/mask wearing is recommended by the Center for Disease Control, Ohio Department of Health, as well as the Warren City Health District during times where COVID transmission rates are categorized as "high" for our community. This would include transportation as well as school building settings.
- Social Distancing is expected to be practiced as much as practical for everyone during the school day.
- Breakfast will be provided free to all students and will continue to be eaten in the classroom.
- Lunch will be provided free to all students. Efforts will be taken to maximize student spacing.
- The physical transition of students is being reduced to limit transitions where possible.
- Water Stations will replace some drinking fountains throughout our school. Additionally maintenance staff will be working during the day to provide continuous cleaning and sanitizing of high touch areas, restrooms and table tops.
- Behavioral Health services are provided by a number of partner agencies at our school. If you believe your child may benefit from emotional, mental, or health support, reach out to their School Counselor for more information about these important services.

Daily Health Assessment

Prior to coming to school every student/staff member should have a daily health assessment. Contact our school nurse if you have questions about COVID or if you should send your child to school. The Warren City Health District protocol for COVID screening is listed below. Again, if you have questions contact the school nurse.

- Do not come to school/work and take a COVID test if you have any **one** of the following symptoms:
 - New cough
 - Difficulty breathing, shortness of breath
 - Fever greater than 100.0F
 - Recent loss of taste or smell
 - Diarrhea
- Do not come to school/work and take a COVID test if you have any **two** of the following symptoms:
 - Headache
 - Nausea / vomiting
 - Congestion
 - Sore throat
 - Muscle weakness/pain
- Contact our school nurse if you have:
 - Had contact with a person that has tested positive for COVID-19 or suspected of positive COVID-19 in the last 14 days
 - Been told to quarantine or self-isolate by a physician or local health official due to COVID-19
- Families are also encouraged to have a plan for rapid testing in place. Rapid tests can be requested from the CDC and obtained from the school (while supplies last).

FinalForms

Student Information & School Communication Platform

Warren City Schools will continue the use of FinalForms this school year. The FinalForms platform is where parents/guardians will fill out all the beginning of the year paperwork digitally such as Emergency Medical Forms, Photo Release Forms, sign off on the Student Guide to Positive Behavior and many other forms that are required for school. Your FinalForms account is also the place to update phone numbers, addresses, who can or cannot pick up a child at any time throughout the school year. When an address is changed, proof of residency (POR) is still required to be changed at the Board of Education in the Office of Student Services. Updating your address in FinalForms is not complete until Proof of Residency is provided. FinalForms is also the primary form of communication from Warren City Schools via your account email address. These messages will be identified with "FinalForms" as the sender. It is important that families check their emails regularly to ensure timely access to important updates and announcements from both your school and the District Office.

Emergency Contacts

How does the school contact me if there's an emergency?

Emergency contact information is submitted by the parent and maintained by the school through FinalForms. This information includes each student's home address and telephone number, as well as the telephone number of another responsible adult who can be reached in case of an emergency. This program also has a parent submitted information regarding the child's medical treatment should an emergency arise. It is the parent's responsibility to keep information current throughout the year.

Students will only be released to those individuals whose names are listed in the emergency contact information on FinalForms.

Please update FinalForms when there is a change of address or telephone number. It is very important that we have a way to notify you in case your child becomes ill or if an emergency arises.

For the safety of your child, their emergency information must be current at all times. Please make sure that the form is submitted no later than **Friday, September 2, 2022.**

Medications & Immunizations

What do I need to know about medication and immunizations?

The Warren City Schools system requires that all children enrolled in school be immunized. The state law mandates a student may remain in school only fourteen days without proper immunization. **Students without verification of scheduled immunizations by September 9, 2022 will be excluded from school.**

If your child must take medication at school, contact the school nurse. No medication will be made available to a child unless the appropriate form is completed and signed by the parent and the attending physician. School personnel will not administer non-prescription medication.

To ensure the safety of all students, no student shall, under any circumstance, carry on their person nor distribute to others, any type of medication or drug (prescription, over-the-counter, or look alike).

Visitor Information

At this time building visitation is still being limited to pre-approval by school administration. If a visit is desired, please contact your child's principal. All visitors must sign in and receive a visitor's pass.

Student Drop-off and Pick-up

Can I drop my child off early?

Parents should not send their children to school prior to the designated breakfast time (9:10 a.m.) because this is not a supervised part of the day Upon a timely arrival at school, students should go directly to their designated area. All walkers and car riders should enter through the Middle School doors off the 5th St. entrance Use of any playground equipment is prohibited before and directly after school because there is no adult supervision. Before and After School Care are available through a variety of child care facilities. Please call the grade level secretary if you would like a list of child care facilities who service our building.

- Students and parents are expected to practice social distancing as much as possible.
- All individuals that enter the building will pass through a thermal scanner that will read temperatures. These scanners will be at designated entrances.
- If arriving after designated start of school hours, parent will sign the child in at the designated area, and will have their temperature taken before entering the building.

I need to pick my child up early, what should I do?

Board policy requires that the following guidelines be followed for early dismissal of any student.

- Only principals or designees may release a student from school before the end of the school day.
- Principals may release students before the end of a school day only upon presentation of a written note or face-to-face request from the child's parent. **Photo identification may be requested if we are not familiar with the parent.**
- **Written** request for early dismissal should be submitted as early in the school day as possible.
- Students may be released only to a parent whose signature is on file in the school office or to a properly identified person authorized in writing by the parent to act on their behalf. These people must be listed on the child's Emergency Form completed through FinalForms. **All contact information in FinalForms should be kept up to date.**
- Students will be called to the office once parents arrive and sign them out. We will not call students down before the adult arrives.
- If a student is to be released from school before the end of the school day for a doctor's appointment, please send a note to your child's teacher. *We would appreciate your scheduling appointments after school when possible so our child does not miss important learning opportunities.*

Students will not be released the last 30 minutes of the school day. Pick-ups this close to dismissal will conflict with buses being able to access the building as well as general dismissal procedures that may prevent your child from being released in a timely manner. This is a busy time of the day and will help with the safety and welfare of our students.

Transportation – Safety Protocols & Expectations

Getting to and from School

- Facial Covering/mask wearing is recommended by the Center for Disease Control, Ohio Department of Health, as well as local health districts during times where COVID transmission rates are categorized as “high” for our community. This would include transportation as well as school building settings.
- Buses will be sanitized between each route.
- Students will be seated by WCS personnel starting in the back of the bus and moving forward. Students will exit the bus starting with the front. This will help ensure safety and maintain social distancing while being transported to and from school.

I need to have changes made to my child’s bus stop. What should I do?

WCS Bus Transportation **changes can only be approved** by the district Transportation Supervisor. The Transportation Supervisor can be reached at **330.841.2265**.

What can happen if my child breaks the bus rules?

Failure to abide by the rules may result in a detention, or time off the bus. A building administrator is the only person who can revoke bus privileges.

Possible Disciplinary Actions May Include But Are Not Limited To:

- Warning and/or a loss of bus riding privileges.
- Loss of bus privileges up to thirty (30) days.
- Parent conference may be required before student may return to riding the bus.

During the bus suspension it is a parent’s responsibility to provide transportation to and from school. Failure to bring a child to school due to a loss of bus riding privileges will result in an unexcused absence, increased rate of absenteeism, and may lead to charges being filed.

What can you tell me about safety procedures on the way to and from school?

It is suggested that parents walk and teach the route they desire their children to use when walking to school or to the bus stop. By doing so, potentially dangerous areas can either be avoided or drawn to the child’s attention.

- Parents must be extremely careful to observe the speed limit in school zones when dropping off and picking up their children at school.
- Children must remember to be alert and cautious when crossing streets and walking through parking lots.
- Crossing guards will be crossing students at high traffic intersections. Students should be following the directions of the crossing guard for their safety.

If I have to make changes to the way my child gets home from school what should I do?

Changes in a student’s method of transportation **must** be accompanied by a **written note** or a face-to-face request from the child’s legal guardian.

We **cannot** make changes based on a request given over the telephone or verbal requests from students. **This is for your child’s safety.**

School Breakfast & Lunch program

Breakfast will be provided free to all students and will be eaten in the classroom. Lunch will be provided free to all students.

Students are expected to follow all rules for these areas and the directions of the adults in charge. If you pack your child a lunch, we encourage parents to provide nutritious lunches and make healthy choices. Please do not send anything in glass bottles or jars. **Energy drinks, pop and carbonated beverages are prohibited.** If a student is bringing a drink into the building, it should only be consumed during breakfast or lunch, and should be in a sealed container when it is brought into the building.

- **Any known food allergies must be reported to the school nurse as documented by a physician.**

At no time during the school day, including lunch, may a student leave the building without a note from home and office permission. Students eating lunch at school may not leave school grounds unless authorized by the principal.

Locker Information

Lockers will be issued to students in grades 6-8. Lockers are school property and, as such, are subject to searches. Students must adhere to the following rules:

- Lockers are to be kept clean and orderly (periodic locker cleanups will be scheduled).
- Books and clothing are to be kept in assigned locker.
- Lockers are to be kept locked.
- Students are to use only their assigned lockers. **No sharing** will be allowed.
- The school is not responsible for lost or stolen items.

What do I need to know about my child's school-issued devices, schoolbooks and library books?

Books and tech devices such as laptops and iPads are provided to the student by the school. In many cases students have access to electronic textbooks to be accessed with the issued device to learning opportunities at home. It is the responsibility of the student to keep the books and district issued technology in good condition. If a student loses or damages a book, it will be the responsibility of the parent to pay for the lost or damaged book.

Lost or damage laptops and iPads will result in a fee of up to \$500.00 being issued. Electronic devices are required to be returned to the school at the end of a school year or in the event that a student transfers to another school, failure to do so will also result in a fine up to \$500.00 being issued. Moreover, additional devices will not be issued until the obligation is paid.

Educational Progress

If you are a parent/guardian with a concern regarding your child's education, please contact your child's teacher or building administrator. Please refer to the following steps:

1. Each teacher or administrator should be given the opportunity to speak directly with the parent/guardian if a problem arises. For example, if you have a question regarding a situation in a classroom, please make an appointment to discuss the matter with the teacher.
2. If the matter is not resolved there, the next step would be to contact the appropriate grade level principal.
3. Concerns after this point may be addressed with our Associate Superintendent.

Following the above procedure will help you to resolve any problems as quickly as possible.

To contact your child's teacher:

PK-8 Teachers at Jefferson PK-8	(330) 675-6960	
To contact the Principals:		
PK-2 Carrie Boyer	(330) 675-6960	Ext. 6151
3-5 Sonya Washington (Marshall)	(330) 675-6960	Ext. 6212
6-8 Gary Israel	(330) 675-6960	Ext. 6233
Special Education Supervisor		
Mesa Morlan	(330) 675-6960	Ext. 6156
Curriculum Liaison		
Stephanie Tamburro	(330) 675-6960	Ext. 6111
To contact the Associate Superintendent, Student Services:		
Dante Capers	(330) 841-2321	Ext. 7114

How can I keep track of my child's academic progress?

- In **K-5**, parents will be notified of student academic progress around the mid-point of each grade period. Your child's teacher will notify you with an interim progress report, and again with a Report Card at the end of each grading period. Please reach out to your child's teacher at any time you have a concern.
- In **grades 6-8**, you can use Progress Book to track your child's progress on a weekly basis, but you will also receive Interim Reports and Report Cards. Please reach out to your child's teacher or set up an appointment to communicate with your child's teacher at any time if you have a concern.
- Kindergarten students will not receive a report card until the 2nd nine weeks.
- **WRAP (Warren Raider Assessment Report)** will be sent home quarterly with report cards.

How can I stay involved with my child's education?

How is my child graded?

Report cards will go home with each student following the end of each nine-week grading period. If the parent would like to request a conference, please contact the teacher by either a written request or e-mail. In kindergarten, first and second grades marks of M, P, and N will be used.

M – Mastery P – Progress N – Not yet mastered

Grades three, four and five use letter grades for language arts, math, social studies and science. Grades of O, S, N, U and I will be used for physical education, art, music, and technology. Grades six, seven and eight use letter grades for all content areas including all minor courses.

A – Excellent Progress

B – Good Progress

C – Satisfactory Progress

D – Minimal Progress

F – Unsatisfactory Progress

I – Incomplete

What should I know about my child's homework?

Homework serves an important purpose in your child's life. It provides a means for you to monitor your child's progress, provides extra practice, and is also a way to help your child develop helpful work and study habits. Cooperation between home and school is crucial to the development and success of the academic programs.

- Students will turn in their assignments when due as determined by the classroom teacher.
- Excused absence is the only excuse for not turning in an assignment on time.
- If a student is absent:
The students will have one (1) day for each day he/she is absent with an excuse to turn in the assignment. If an assignment is given before the student is absent, then it is to be turned in on the day the student returns to school. Students are responsible for asking their teachers for make-up assignments.

What if we go to remote or on-line learning?

At various times throughout the COVID-19 pandemic schools were faced with the responsibility to turn to online or remote learning to in the face of school closure. In the event that we experience the need to do so again, it is important that families follow the expectations set forth by your child's classroom teacher(s) and building administration so they can stay on track academically. This will include, but are not limited to:

- Daily completion of assignments
- Engagement in live or uploaded instructional opportunities reflected in daily schedule
- Follow attendance procedures and expectations to ensure absences do not accumulate
- Manage and care for electronic devices such as iPads and laptop computers
- Parental or adult support for our students in grades K-3

What are the school's options if my child doesn't meet academic expectations?

Personal, social, emotional, physical, and educational growth of children will vary. It is the school's policy to place children in the educational setting most appropriate to their needs at the various stages of growth. A student will be promoted when he or she completes the course and State-mandated requirements at the presently assigned grade. This student will also have demonstrated the social, emotional, and physical maturity necessary for a successful learning experience in the next grade. Students who are at risk may be requested to attend intervention outside of regular school hours.

Attendance Expectations

Attending school has a huge impact on student academic and social emotional success.

This year we want to increase our overall attendance to make sure students are getting the support they need to begin to recover from the academic, social and emotional toll of the pandemic. It is our goal that students miss no more than 9 days of school, or about 1 day, on average, each month. We need your help to reach this goal.

We realize some absences are for health or other legitimate reasons. However, studies show that when students are absent as little as 2 or more days a month (or 18 days over the school year) they can fall far behind in what they learn. Excused and unexcused absences mean missing classroom learning time that simply cannot adequately be made up.

While it is sometimes necessary that you may need to call your child off of school due to being ill, no more than seven (7) of these excuses will be accepted throughout the school year. Principals may require medical documentation stating your child has been seen by a health care professional or physician to excuse any days missed when a student becomes chronically absent (absent 10% of school year for any reason) or reaches the seven excuse limit.

What to do if my child is absent?

Parents are responsible for contacting the school to report their child off when they are absent. Parents also need to make sure the student returns with a note providing an excuse for the absence. The accumulation of unexcused absences will result in a student falling behind academically and truancy interventions – including filing charges – may be pursued.

What kids of absences are considered excused?

- ✓ Medical appointments documented by a health care provider, hospital, or dentist
- ✓ Death in the family documented by funeral card, obituary, or note from parent
- ✓ Family emergencies, with documentation
- ✓ Court appearance
- ✓ Illness or quarantine of student
- ✓ Recognized religious holiday
- ✓ Vacation absences with advance approval from principal
- ✓ School related events

Does tardiness to school count against my child's attendance?

Yes! Repeated tardiness can cause academic harm and lead to chronic absenteeism and truancy. While it is better that a child come to school late than not at all, parents must work to prevent repeated tardiness and provide excuses when their child is late to school.



Help Your Child Succeed in School: Build the Habit of Good Attendance Early

Attending school regularly helps children feel better about school—and themselves. Start building this habit in kindergarten so they learn right away that going to school on time, every day is important. Continue to reinforce this expectation through middle school as well. Eventually good attendance will be a skill that will help them succeed in high school and college.



DID YOU KNOW?

- ⇒ Starting in preschool and kindergarten, too many absences—just 1 or 2 days every few weeks—can cause children to fall behind in school.
- ⇒ Missing just a day or two every month can make it harder to learn to read by the third grade.
- ⇒ Students with too many absences struggle to catch up, even with take-home assignments.
- ⇒ Being late to school may lead to poor attendance.
- ⇒ Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up
- ⇒ By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- ⇒ By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores.
- ⇒ Missing 10%, or 2 days a month, over the course of the school year, can affect a student’s academic success.
- ⇒ All families have hopes and dreams for their children. Being in school every day will enable children to do well in school, and graduate from high school ready for work or college.

WHAT YOU CAN DO

- ⇒ Talk about the importance of showing up to school every day.
- ⇒ Set a regular bedtime and morning routine.
- ⇒ Lay out clothes and pack backpacks the night before
- ⇒ Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor or another parent.
- ⇒ Encourage your child to join meaningful after-school activities, including sports and clubs.
- ⇒ Seek help from school staff, other parents or community agencies if you need support.
- ⇒ Know the school’s attendance policy – incentives and penalties.
- ⇒ Check on your child’s attendance to be sure absences are not adding up.
- ⇒ Keep your child healthy and make sure your child has the required shots.
- ⇒ Try to schedule non-Covid-19 related medical appointments and extended trips when school isn't in session.
- ⇒ If you are concerned that your child may have Covid-19, call your school for advice.

Behavior Expectations

Responsible and Respectful Behavior

Respectful and responsible behavior by all students is the first step to successful learning. It is also a key to success in all aspects of life. Our students need to display appropriate behavior, in person or when on line learning. It is important for all of us to work together to help teach these important lessons. Students cannot learn and teachers cannot teach if some students are disruptive. Our goal is to provide a safe and positive learning environment. To meet this challenge, our staff and principals will utilize a variety of interventions to help students learn to behave appropriately and in response to inappropriate behavior.

Where can I find information about the school's discipline plan?

The Warren City Schools Student's Guide to Positive Behavior (Code of Conduct) will be handed out to all students and will be reviewed during the first week of school. Additional copies are available in the Main Office as well as on the District website and in FinalForms. The Student's Guide to Positive Behavior (Code of Conduct) details district-wide beliefs about behavior and consequences for violating rules. It is very important to recognize that the standards set forth in the Student's Guide to Positive Behavior (Code of Conduct) and in this publication are high expectations that reflect the belief that in order to be a good student, everyone involved can and must rise to the occasion. Students engaged in the discipline process at our school are afforded all the rights established by the Board of Education and under the law. Students may, in accordance with board policy, request a fair hearing to appeal decisions that they feel are unfair or unjust.

On the other hand, each student must meet his/her educational responsibilities. All students deserve a quality education and the right to learn in a safe and orderly environment. We will not tolerate any behavior that violates the Student's Guide to Positive Behavior (Code of Conduct) or in any way that compromises the educational process for all children.

There is a difference between discipline and punishment. Punishment is a reaction to a problem. It is a short-term solution. Punishment seldom changes beliefs that lead to long-term change. Discipline, on the other hand, is a structured educational process, which guides behavior and is a result of planning, intervention, mediation, teaching, support, and evaluation. We look for the cause of misbehavior. The Skills and Support Center (SSC) is available to provide support to students. The staff at Jefferson PK-8 will work with alternative placements and programs for students who need help. We will work closely with the courts and Office of Student Services. It is important to note that parent conferences, interventions from behavioral health services, In-School Interventions (ISI), Out-of-School Suspensions (OSS), pre-expulsion conferences, and expulsion hearings may be a part of this process.

Warren City Schools discipline system operates on a referral system in grades PK-8. When a student receives a referral from a teacher, the teacher will contact the parent/guardian and turn a copy in to the grade level principal. A determination will be made by the principal of the appropriate action according to district policy. An accumulation of referrals, issued for minor offenses, may result in a progressive sequence of consequences. Our goal is to find an in-school corrective action with minimal interruptions to the education of any of our students. Your support in our efforts is critical in the process.

How does the school make behavior and discipline decisions?

Refer to the appendix of this document to review the behavior interventions available to best respond to violations of our Student Guide to Positive Behavior (Code of Conduct). This resource identifies available interventions for each level of offense. It is the principal's (or designee) discretion to determine which intervention is most appropriate to address the behavior. A number of factors, including, but not limited to severity of incident, repeated behavior, and previous interventions will inform the decision making process.

When a student's behavior is extreme and several efforts have been made to correct the behavior but have failed, a student may be suspended or expelled. It is important that both students and parents are aware of the possible penalties of non-acceptable behaviors.

What does the school mean by non-acceptable behaviors?

No weapons, drugs or violent, disruptive or inappropriate behavior will be tolerated in our school safety zone. Students found in violation of any one of these areas may be subject to an expulsion for up to one full school year. Since the Board of Education believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal.

Please refer to the Warren City School's Student's Guide to Positive Behavior (Code of Conduct).

What should I make sure my child leaves at home?

Anything not needed for class should be left at home. Tobacco, vape pens, alcohol, illegal drugs, weapons, etc., are strictly prohibited. Gum, candy, games, and toys should not be brought unless instructed by the teacher. Large amounts of money or valuables should also be left at home including belongings that may be lost or damaged.

Items not appropriate for school will be given to the principal or designee. The building principal, teachers and support staff will **not** be responsible for lost, stolen or damaged items brought to school. **Additionally, our staff will not dedicate valuable educational time to recovering such items, including cell phones, brought to school once reported to be lost, stolen or damaged.**

What's expected of my child on the playground?

We want all students to have an enjoyable and safe time on the playground. Listed below are guidelines for use of the playground:

- Equipment should be used in a safe and proper manner. Use equipment only for the purpose for which it was designed.
- Students are to use only designated areas of the playground and are to stay away from cars, driveway areas, private property, school doors and windows. Students are to remain on the school grounds at all times.
- Students are to stay out of trees on the school grounds.
- Stones, dirt and snow are to remain on the ground. These items should not be thrown.
- Students are to report to the adult on duty when a problem occurs.
- All food and drink are to remain in the building.
- Children are expected to go outdoors unless a note from the child's doctor is sent to the school and approved by the classroom teacher.
- Children will not be sent outdoors in extreme weather conditions.
- Students should not utilize playground equipment before or directly after school.

What is the school's policy about electronic devices?

The use of personal electronic devices during the day is prohibited unless otherwise approved by your child's classroom teacher for a specific time and purpose. Examples include but are not limited to: cell phones, tablets, any type of camera/recording device, or gaming devices. Each time the device is used during the day, it will be forfeited to an administrator upon request. The device will be returned to the parent/guardian after a conference. The parent/guardian and student must understand that subsequent violations will be disciplined according to the procedures set forth in the Warren City Schools Student's Guide to Positive Behavior (Code of Conduct), which lists violations that may result in suspension.

Photo Release, Custody Policy & Changing Residence

What is the School's Photo/Video Policy?

The best thing about our schools is our students and we look forward to the opportunity to promote these outstanding students and the wonderful experiences they have every day through various forms of print and social media. However, we will not do so without your permission. The Warren City School District has a parental permission form for the release and publication of student photographs or images located within FinalForms. This form will need reviewed and signed in FinalForms with your child's beginning of the year information. Please read it carefully. The purpose of this form is to grant or deny use of your child's photograph or image from the educational setting.

What is the school's policy regarding custody issues?

Ohio law grants any documented parent access to their child's educational records and their child's person, unless the courts have specifically limited one parent(s)' access to the child or his or her records. If one (1) parent/guardian has been awarded custody of the student by the courts, the parent/guardian of custody shall provide the school with the official court ordered custody papers containing the judge's signature and the raised seal. You must inform the school, in writing, of any limitations of the rights of the non-custodial parent. These limitations must be indicated in court paperwork. Without such notice, the school will presume that the student may be released into the care of either parent.

If I move, what do I need to do to get my child's records transferred?

If moving within the district, address changes may be made in FinalForms, however, proof of residency is required be taken to the Board of Education, 105 High Street, Office of Student Services within 7 days of making the request in Final Forms in order for the change of address to be valid. If you are leaving the Warren City School District, you must notify the school office and classroom teacher as soon as possible. Prior to moving, return all books, district electronic devices such as iPads or laptops, pay fees and collect any belongings. All withdrawals are handled through the Grade Level Secretary and records will be transferred when requested by the new school when you enroll.

School Cancellation, Safety Drills & Evacuation

If school will be cancelled due to bad weather, how will I find out?

If you wonder if school is in session due to weather or other factors, please check with local radio and television stations. Households will be contacted by Robocall which calls the primary contact numbers of Warren City School students with pertinent information. Information will also be shared via the email address associated with your FinalForms account, as well as via the district website and social media. The decision to close school is made by the Superintendent or his designee based upon criteria unique to each individual situation. Again, be sure to keep your contact information current in FinalForms.

How does the school conduct safety drills?

Safety Drills are held at unspecified times during the school day. It is important that students learn the correct procedure to follow in each of their classes. Students must comply with all adults supervising our students during these situations. Throughout the school year, there are planned safety drills. Parents will receive notification via FinalForms email **after** the drills are complete.

In the event that the building must evacuate, what do I need to know?

In the interest of the safety, security, and well-being of all WCS students and staff, and as a part of our District safety plan, **an event may occur that would require the relocation of students from their assigned school to another WCS facility or approved community location.** In the event that this becomes necessary, students will be transported to by WCS transportation to the relocation site. In such an event our immediate focus is on the safety, security, supervision, and well-being of our students and staff. Parents will be notified of this event when the relocation is complete and the students are safe.

During safety and security events such as lockdowns, relocations, and sheltering due to weather conditions, parents are not to report to their child's school or relocation site unless directed to do so via an official form of school communication such as a FinalForms message. It is important to know that for safety reasons students will not be released nor will parents be granted access to school facilities until the event has been resolved, and the administration can efficiently conduct a safe and effective dismissal of students. Official communication to families will come from Warren City Schools to those primary contacts identified in FinalForms via email and/or robo-call.

We certainly understand the heightened emotion that may accompany the uncertainty of such events. Please know that our highest priority is working to ensure the safety, and well-being of your child. Additionally, **we are mindful of the importance of accurate and timely information being communicated to our families when events occur and are committed to meeting that need as soon as it is safe to do so.**

Warren G. Harding Athletic Events

Any student in eighth grade or below **MUST** be accompanied by an adult to attend all Warren G. Harding athletic events. Students without adult supervision **will not** be allowed to enter the event. Students will be expected to:

- follow gate check-in and ticketing procedures
- sit with the adult at all times
- refrain from loitering and roaming around the venue
- follow our school behavioral expectations
- enjoy the game!

Health orders would supersede all regulations regarding attendance at any event in the district.

District Offices

<input type="checkbox"/>	Board of Education Offices	330.841.2321
<input type="checkbox"/>	Superintendent/CEO, Steve Chiaro	330.841.2321, ext. 7136
<input type="checkbox"/>	Chief Academic Officer, Wendy Hartzell	330.841.2321, ext. 7114
<input type="checkbox"/>	Associate Superintendent, Dante Capers	330.841.2321, ext. 7114
<input type="checkbox"/>	Athletics	330.841.2316, ext. 2216
<input type="checkbox"/>	Ticket Office (1-4 p.m.)	330.841.2316, ext. 2360
<input type="checkbox"/>	Student Services	330.841.2321, ext. 7120 or 7118
<input type="checkbox"/>	Business Office	330.841.2321, ext. 7106
<input type="checkbox"/>	Office of Curriculum & Instruction	330.841.2321, ext. 7202
<input type="checkbox"/>	Personnel	330.841.2321, ext. 7131
<input type="checkbox"/>	Special Education	330.841.2321, ext. 7224
<input type="checkbox"/>	State & Federal Programs	330.841.2321, ext. 7213
<input type="checkbox"/>	Technology	330.841.2321, ext. 7215
<input type="checkbox"/>	Transportation	330.841.2265
<input type="checkbox"/>	Treasurer's Office	330.841.2321, ext. 7110

School Buildings

<input type="checkbox"/>	Jefferson PK-8 School	330.675.6960
<input type="checkbox"/>	Lincoln PK-8 School	330.373.4500
<input type="checkbox"/>	Willard PK-8 School	330.675.8700
<input type="checkbox"/>	McGuffey PK-8 School	330.675.6980
<input type="checkbox"/>	Warren G. Harding High School	330.841.2316

Warren City Schools –Behavior Response Levels & Descriptions Grades 4-12

LEVEL 1 Teacher interventions and responses

May be appropriate when the behavior is a minor infraction, the student has had no prior incidents, and/or interventions have not been put in place.

Examples:

These interventions aim to correct behavior so students can learn and demonstrate safe and respectful actions. Teachers are encouraged to implement a variety of teaching and classroom management strategies.

- Contact parent via telephone, email or REMIND
- Verbal correction
- Reminders and redirection
- Written reflection or apology
- Seat change
- Parent or guardian conference
- Daily progress sheet on behavior
- Establish buddy teacher/aide system
- Classroom system of positive reinforcement
- Teacher or student conference
- De-escalation strategies (i.e., mindfulness, reflection break, relaxation techniques, peace corner)

LEVEL 2 Skill & Support Center interventions and responses

May be appropriate when supports have been put in place in the classroom and/or school community to address behavior, but the behavior has continued to negatively influence the learning of the student and others

Examples:

These interventions shall involve the Skill and Support Center Team who aim to correct behavior by stressing the negative impact of the behavior while keeping the student in school.

- Parent or guardian notification
- Change in schedule or class
- Restorative approaches (i.e., small impromptu conversations, circle processes, restorative questions, responsive circles)
- Loss of privileges
- Behavior contracts
- Invitation for parental shadow
- Restitution (monetary or service-based)
- Conflict resolution by a trained adult
- Peer mediation
- Discussion with appropriate administrator
- Referral to student support team
- Referral to IEP or 504 team
- In-School Intervention
- Assignment of work projects
- Mentoring
- Referral to substance abuse counseling

LEVEL 3 Short-term suspension and referral

May be appropriate given the seriousness to the school community and/ or when documented interventions and supports have been put in place but the behavior is escalating

Examples:

These interventions shall involve the removal of a student from the school environment for up to three days because of the severity of the behavior. The duration of the suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior.

- Parent or guardian notification
- Short-term suspension (1-4 days)
- Restorative approaches including formal conferencing, conflict resolution, and/or community reintegration planning
- Development of or revision to student support team plan
- Referral to IEP team or 504 team for manifestation determination for students with disabilities
- Revision to IEP or 504 plan (students with disabilities) as needed
- Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Referral to substance abuse counseling
- Referral to an appropriate community organization (e.g., mentoring programs, behavioral health agency)

Warren City Schools –Behavior Response Levels & Descriptions Grades 4-12

LEVEL 4 Long-term suspension and referral

May be appropriate given the and impact on the school community and/or when documented interventions and supports have been put in place but the behavior continues to escalate and disrupt the educational process

Examples:

These interventions shall involve the removal of a student from the school environment for a period ranging between 5 and 10 school days because of the severity of the behavior. The duration of the suspension, if issued, is to be limited as much as possible while adequately addressing the behavior.

- Parent or guardian notification
- Long-term suspension (5 to 10 days)
- Pre-Expulsion Conference
- Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Development of or revision to student support team plan
- Restorative approaches including formal conferencing, conflict solution, and/or community reintegration planning
- Referral to IEP team or 504 team for manifestation determination for students with disabilities
- Revision to IEP or 504 plan as needed for students with disabilities
- Referral to substance abuse counseling
- Referral to appropriate community organization

LEVEL 5 Extended suspension, expulsion, and referral

May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for other students across the school day

Examples:

These interventions shall involve the removal of a student from the school environment because of the severity of the behavior. They may involve the placement of the student in an alternative environment that provides additional structure to address the behavior. These interventions focus on maintaining the safety of the school community and ending behavior that is harmful to the student or others. The duration of an extended suspension, expulsion, or alternative placement will be limited to the least amount of time necessary to adequately address the behavior.

- Parent or guardian notification
- Expulsion (11 days or longer)
- Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)
- Development of or revision to student support team plan
- Restorative approaches including formal conferencing, conflict solution, and/or community reintegration planning
- Referral to IEP team or 504 team for manifestation determination for students with disabilities
- Revision to IEP or 504 plan as needed for students with disabilities
- Referral to substance abuse counseling
- Referral to appropriate behavioral health agency/organization

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Infomr Police	Infrom Service Provider
E-1 Criminal Behavior			X	X	X	X	
E-2 Truancy							
Failure to attend a scheduled class or leaving school premises without permission during the school day	X	X	X				
Persistent or excessive tardiness to class or school	X	X					
E-3 Disruption of school							
Talking out in class or talking out of turn, picking on or teasing other students, and other behavior that detracts from student learning	X	X	X				
Serious classroom disruption that directly affects the safety of others (e.g., throwing harmful items, turning over tables, or disrupting a fire or safety drill)	X	X	X				X
E-4 Damage or Destruction or stealing of school/staff/student property							
Minor (under \$50) or accidental damage	X	X					
Intentional damage to another person's or school property (\$50 to \$1000)		X	X	X			
Intentional damage to another person's or school property (over \$1000)		X	X	X	X	X	X

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Infomr Police	Infrom Service Provider
E-5 Fighting							
Physical aggression with another student (e.g., shoving or pushing)	X	X					
Fighting (may include incidents resulting in minor injuries)		X	X	X			
Resulting in serious harm			X	X	X		
Pre-deteremined intention to fight			X	X	X		
E-6 Assault on Student							
No visible, physical injuries (includes incidents of domestic violence or relationship disputes)		X	X	X		X	X
Bodily injury for grades 3 to 5		X	X	X			X
Bodily injury for grades 6 to 12			X	X	X	X	X
E-7 Incite to Fight							
Causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and directly affects the safety of others		X	X			X	X
Using an electronic device to send incendiary texts or social media messages, or to bring others to initiate or engage in a disturbance		X	X	X		X	X

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Infomr Police	Infrom Service Provider
E-8 Knowledge of dangerous weapons, threats of violence or suicide							
Firearms(possession of a firearm as defined in 18 USC 921 of the federal code — e.g., handguns, rifles, shotguns, and bombs)					X	X	X
Other guns (possession of any gun, of any kind, loaded or unloaded, operable or inoperable — e.g., BB guns, pellet guns, etc.)				X	X	X	X
Other weapons (possession of any implement that could compromise wellness/ safety or cause bodily harm other than a firearm or other gun including, but not limited to, biochemical substances such as bodily fluids or poisons; chemical or electrical devices such as electroshock devices, chemical sprays, or laser pointers; metallic knuckles; knives)		X	X	X	X	X	X
Use of any other weapon of any kind in the commission of an aggressive act toward another person			X	X	X	X	X
Possession of a toy gun, water gun, or look-alike gun that is not used in the commission of an aggressive act toward another person	X	X	X				
Use of a toy gun, water gun, or look-alike gun in the commission of an aggressive act toward another person			X	X	X	X	X

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Infomr Police	Infrom Service Provider
E-9 Use Possession of tobacco, e-cigarettes, vaping							
Possession, use, sale, or distribution of tobacco products or e-cigarettes	X	X	X				X
E-10 Trespassing							
Being on school property without permission and without intent to participate in a fight or other serious disturbance, including while suspended or expelled	X	X	X				
Being on school property without permission in order to participate in a fight or other serious disturbance		X	X	X		X	X
Breaking and entering			X	X		X	X
E-11 Hazing			X	X	X	X	X
E-12 Explosives							
Explosives (possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares or any combustible or explosive substances or combination of substances or articles, other than a firearm)			X	X	X	X	X
E-13 Insubordination							
Failure to follow directions	X	X					
Failure to respond to school staff questions or requests	X	X					
Making inappropriate gestures, symbols, or comments, or using profane or offensive language	X	X	X				
Using verbal insults or put-downs or lying to, misleading, or giving false information to school staff	X	X	X				

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Infomr Police	Infrom Service Provider
E-14 Gambling							
Requires the use of money or exchangeable goods	X	X	X				
E-15 Forgery, falsification of school work, identification.	X	X	X				
E-16 Impersonation		X	X				
E-17 Theft							
Less than \$1000		X	X				
Greater than \$1000		X	X	X		X	X
E-18 Extortion							
Pre-k to grade 2	X	X					
Grades 3 to 5		X	X				
Grades 6 to 12		X	X	X	X	X	X
E-19 Cellular Telephones/wireless communication devices and electronic equipment							
Use of portable electronic communication devices, electronic game devices, and other similar items, at unauthorized times	X	X					
Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages	X	X					
Using portable electronic communication devices to take, share, film, and/or publish inappropriate pictures, videos, or recordings, including fights or other disturbances	X	X	X	X			

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Infomr Police	Infrom Service Provider
E-20 Harassment and/or bullying							
Minor harassment (e.g., verbal discriminatory actions) includes actual or perceived conduct to offend, ridicule, or demean others	X	X	X				
Serious harassment includes intentional actions that threaten or seriously intimidate another member of the school community, or adversely affects another student’s ability to participate in or benefit from a school’s educational or extracurricular program. May regard race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.		X	X	X	X	X	X
E-21 Explicit Sexual Behavior							
Sexual harassment (e.g., unwelcome sexual advances; inappropriate touching, request for sexual favors; other inappropriate verbal, electronic, written, or physical conduct of a sexual nature)		X	X	X		X	X
Sexual activity or sexual misconduct (e.g., indecent exposure, engaging in sexual activity, etc.) (pre-k to grade 2)	X	X				X	X
Sexual activity or sexual misconduct (grades 3 to 12)		X	X	X	X	X	X
E-25 Threatening Behavior							
Threatening or aggressive language or gestures directed toward staff or another adult	X	X	X				
Serious threatening or aggressive language or gestures directed toward staff or other adult (Grades 6 to 12 only)			X	X	X	X	X
Threatening or aggressive language or gestures directed toward another student	X	X	X				
Serious threatening or aggressive language or gestures directed toward another student (Grades 6 to 12 only)			X	X	X	X	X