

**2023-24**



**A Student's Guide to  
Positive Behavior**

**[www.warrencityschools.org](http://www.warrencityschools.org)**

# A Message to our Students and Families...

Dear Students, Parents, Faculty, Staff and Administrators:

Welcome back to another exciting school year at the Warren City Schools!

Please take time to review the 2023-24 WCS Student's Guide to Positive Behavior. The Student's Guide to Positive Behavior was created to establish and maintain a safe environment for all students and school personnel. The Guide sets forth the expected behaviors for students and provides additional useful information about the general operations of our schools and district.

It will take the collective efforts of students, parents, teachers, administrators, and our community to create a successful learning environment where all students can excel.

Parents are asked to review the Student's Guide for Positive Behavior with their children. Students are expected to conduct themselves consistent with the expectations of our WARREN Acronym and the Student's Guide to Positive Behavior.

I hope you will find the Student's Guide to Positive Behavior to be both useful and informative. Working together, we will create a safe and positive school climate for the 2023-24 school year.

Sincerely,  
Steve Chiaro  
Superintendent/CEO, Warren City Schools

## **Warren City Board School District** **Board of Education**

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# Promoting Positive Student Behavior

Respectful and responsible behavior by all students is the first step to successful learning. Our students need to know the difference between right and wrong and to display appropriate behavior. 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.

The District will use the following acronym to guide our staff and students towards appropriate behavior.

**W**  
**A**  
**R**  
**R**  
**E**  
**N**

Individual buildings use progressive discipline steps to address student misbehavior. To learn more about these steps, please refer to each school's handbook or contact the building administrator.



# Care of Property

## VALUABLES SHOULD NOT BE BROUGHT TO SCHOOL!

- Students are responsible for the care of their own personal property.
- The school will not be responsible for any personal property.

## WHAT HAPPENS IF MY STUDENT ACCIDENTALLY DAMAGES OR LOSES SCHOOL PROPERTY?

The student or his/her parents will be required to pay for the replacement, repair, or damage.

## WHAT HAPPENS IF MY STUDENT INTENTIONALLY DAMAGES SCHOOL PROPERTY?

If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code in addition to paying for the replacement, repair, or damage.



# Attendance

## **WHEN YOU MISS SCHOOL, YOU MISS OUT!**

Missing as few as two days of school per month will categorize your child as being “Chronically Absent.” Moreover, according to the US Department of Education, chronic truancy is a primary cause of low academic achievement and a powerful predictor of which students will eventually drop out from school.

Anytime a student misses school, valuable classroom instruction is missed. Students who are present in class have an advantage over students who are absent. Therefore, attending school is very important.

Of course, students with excused absences will be allowed to make up all assignments missed while absent. However, students with unexcused absences (truant) will not be allowed to make up homework assignments, quizzes, tests, etc. The more often a student is absent, the more difficult it is to be academically successful.

Excessive absences can result in a student failing the course or grade level. If a student is truant for ten percent or more of the required school days and has failed at least two subjects, the student will face retention. (Board Policy #5410)

Students must bring a written excuse from a parent or guardian or be accompanied by that person when coming to school late. Any student arriving late to school is to report to the school office before going to class.

- Attendance is essential for a student’s success in school.
- Students are required and expected to attend all classes every day.
- The only time a student may be out of school is if prior arrangements have been made and the student is excused by a building administrator.
- Attendance is reported and recorded each day and during each class period.

## **WHAT SHOULD I DO IF MY STUDENT IS ABSENT FROM SCHOOL?**

If a student is absent, the parent/guardian/family member must call the school as soon as possible to report that the student is absent from school and must send a note or email indicating the reason for absence with the student upon his/her return to school. (*A family member is defined as a legally-responsible member of the student’s family.*)

## **WHAT IF MY STUDENT HAS AN APPOINTMENT DURING THE SCHOOL DAY?**

If a student has an appointment during the school day and will need to miss class, please send a note to the school. All absences, regardless of reason, shall be recorded on the student’s permanent attendance record.

## **WHAT IF MY STUDENT HAS AN EXTENDED MEDICAL ABSENCE, INJURY OR COMMUNICABLE DISEASE (MEASLES, MUMPS, ETC.)?**

The school administrator may require verification from a physician for absences due to health reasons. Students who have been absent because of injuries or communicable diseases may be requested to see a school nurse or health official prior to returning to school.

## **WHAT HAPPENS IF I DON'T SEND MY STUDENT TO SCHOOL?**

School administrators are obligated to enforce Ohio law, which requires families to send their children to school. The District will contact local authorities if families do not send their child to school. Legal action could result.

## **WHAT IS AN EXCUSED ABSENCE?**

An excused absence is one which has been excused by the building administrator under one of the reasons outlined below:

- \*1. Illness of the student
2. Illness in the immediate family
3. Death in the family
4. Religious holiday
5. Quarantine for contagious disease
6. Absence approved in advance by the Building Administrator for student participation in a District approved enrichment or extra-curricular activity
7. Out of state travel approved in advanced by Building Administrator for educational/extracurricular event or activity (maximum of four (4) days annually)
8. An act of God
9. Court (should return to school or attend until Court appearance)

Students who have a verified absence for the above reasons will be permitted to make up school work.

*\*Note: Any student absent four or more consecutive days will require a doctor's excuse. Failure to provide this excuse will result in these absences being considered unexcused.*

## **WHAT IS AN UNEXCUSED ABSENCE?**

An absence will be classified as "unexcused" if it does not fit one of the reasons listed above. A student's absence will also be considered unexcused when he/she:

1. Leaves school during school hours without permission;
2. Does not attend class; or
3. Fails to comply with proper District attendance procedures.

### **WHAT IS TRUANCY?**

A student is considered **truant** when he/she is not enrolled or attending school on a daily and consistent basis, as required by law.

### **WHAT IS HABITUAL TRUANCY?**

A student will be considered “habitually truant” under state law if the student is absent for thirty (30) or more consecutive hours without a legitimate excuse, forty-two (42) or more hours in one (1) school month without a legitimate excuse, or seventy-two (72) or more hours in a school year without a legitimate excuse.

### **WHAT ARE EXCESSIVE ABSENCES?**

Excessive absence is included in and counted as a habitual truancy and occurs when a student is absent for thirty-eight (38) or more hours in one (1) school month with or without a legitimate excuse or absent sixty-five (65) or more hours in one (1) school year with or without a legitimate excuse.

### **WHAT IF A STUDENT HAS EXCESSIVE ABSENCES OR IS OTHERWISE HABITUALLY TRUANT?**

Upon exceeding the above number of absence hours thresholds for Excessive Absences or Habitual Truancy, a student will be declared habitually truant and assigned to an attendance intervention team to include the parent/guardian. The Attendance Intervention Team will create an attendance plan and the student must then comply with the plan. Failure of the student to comply with the plan will result in the School Attendance Officer filing a complaint with the Juvenile Court and may result in the filing of a complaint against the parent/guardian, resulting in a first degree misdemeanor conviction against the parent.

The Board of Education may begin the process to suspend driving privileges of any student under the age of 18 who has failed, without legitimate excuse, to attend more than sixty (60) consecutive hours in a single month or ninety (90) hours of unexcused absence from school during any semester, he/she will be considered habitually absent. Parents will be notified before this process begins and have the right to a hearing before the Superintendent to challenge the absence information. (Board Policy #5200)

### **DID YOU KNOW...THERE IS A CITY OF WARREN DAYTIME CURFEW LAW?**

The Daytime Curfew Law states that parents are required to send their children to school. The student must be in school during school hours. Parents must also provide adult supervision for their child if he/she is either suspended or expelled from school. These students must not be on the streets during school hours. Any student found in violation may be cited to Juvenile Court as an unruly child. Any adult who violates this law also may be cited to court.

**[www.warren.org](http://www.warren.org) - City Ordinances 531.01, 531.011**



# Appropriate Student Dress

Much discussion and time has been put into what it means to “Dress for Success.” Warren City Schools has used the same dress code since 2009 with periodic changes to adapt to the changes in trends and society. The 2023-24 school year will work in the same way. Please view this school year’s updated dress code.

## **Permitted:**

### **Tops:**

(ALL TOPS MUST BE SLEEVED - Short or Long) All colors, plaid, stripes, designs, pictures or words as deemed appropriate by each building’s administrators.

- Polo or button up shirts
- Tailored or fitted
- Knit shirts and turtleneck shirts
- Crew neck - non-white, non transparent
- Sweaters, sweatshirts, vests, or cardigans (Oversized prohibited)
- Small logo clothing brands
- Warren City Schools’ logos, school spirit, all Raider Gear, school spirit wear affiliated with a club/organization within Warren City Schools (Robotics, Key Club, NHS, etc.)

### **Bottoms:**

- Bottoms include pants, skirts, skorts, dresses/jumpers, capri pants, and shorts (proper fit only - no athletic shorts grades 9-12).
- Jeans
- All shorts, skirts, skorts, dresses/jumpers may be no shorter than three (3) inches above mid knee or no shorter than mid thigh.
- Raider Gear and Other Warren City Schools Spirit Attire: All Raider Gear as long as it adheres to the dress code expectations.

### **Shoes:**

- Shoes that protect feet (closed/semi-closed toe)
- Tennis Shoes
- Shoes with heels (2” or less)
- Sandals (must have ankle strap)

### **Physical Education Clothing (PE & Gym):**

- Bottoms: shorts, warmup pants, wind pants, or sweatpants
- T-shirts
- Gym Shoes (Non-marking soles)



## Not Permitted:

Outlined below are examples of clothing and accessories not permitted in school. The list may not include all items.

- Clothing that exposes the shoulder, torso, midriff, chest, cleavage, back, buttocks, or undergarments (examples: tank tops, tube tops, halter-tops, crop-tops, spaghetti straps, etc. Tops and bottoms must overlap at all times, including when arms are raised). *This includes rips, tears, frays, and holes that may be deemed inappropriate.*
- Tank tops and/or camis alone as stand-alone shirts
- Yoga Pants that have see through material
- Leather or vinyl clothing
- Clothing made of see-through material
- Sleepwear (including lounge wear and house slippers)
- No undergarments worn as outer garments
- Any excessively oversized clothing or sagging of clothing. Bottoms must stay in place at the waistline or hipline with or without belt.
- Outdoor coats or other outer wear worn inside school (this includes oversized hooded sweatshirts)
- Headgear, sunglasses (unless prescribed), hats, bandanas, rags, hoods, etc. None of these items are to be worn on a person's head within the school building without written permission from the principal.
- Flip-flops (spongy, intended as beachwear or locker room wear) or athletic sandals)
- Bandanas, shown in any manner such as flagging around legs, as a belt, headband, etc.
- Any manner of dress presenting a danger to health or safety
- Any manner of dress that would indicate affiliation or membership in any threat group and/or gang.
- Fads or styles deemed inappropriate by the administration

**FOR STUDENTS WHO VIOLATE THESE GUIDELINES, ANY OF THE FOLLOWING CONSEQUENCES MAY APPLY AS DETERMINED BY THE BUILDING PRINCIPAL:**

1. Call parents to bring appropriate dress to school
2. Provide alternative dress for remainder of day
3. Serve Detention
4. Place in In-School Intervention
5. Suspend from school



# STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. (Board Policy #8330)

## **WHAT IS STUDENT DIRECTORY INFORMATION?**

“Student directory information” includes a student’s name, dates of enrollment and date of graduation.

## **WHO CAN REQUEST THIS INFORMATION?**

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such directory information upon written notification to the Board within ten (10) days after receipt of the Superintendent’s annual public notice. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board’s Annual Family Education Rights and Privacy Act (FERPA) notice, which can be found in the Office of Student Services.

## **HOW IS OTHER INFORMATION PROTECTED?**

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law; and, the District cannot release confidential education records without the prior written permission of parents or the adult student.

## **WHAT DO I DO IF I WANT TO REVIEW MY STUDENT’S RECORDS?**

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. Parents and adult students have the right to request that a student record be amended when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

**STUDENT PRIVACY POLICY OFFICE**  
U.S. Department of Education  
400 Maryland Avenue, SW, Washington, D.C.  
Phone: 800-USA-LEARN (800-872-5327)  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informational inquiries may be sent to the Family Policy  
Compliance Office via the following email addresses:  
[ferpa@ed.gov](mailto:ferpa@ed.gov) [ppra@ed.gov](mailto:ppra@ed.gov)

### **WHAT IF THE DISTRICT WANTS TO USE YOUR STUDENT'S PHOTOGRAPH/IMAGE?**

The Warren City Schools will seek parental permission before including your child's photograph, videotape or otherwise record your child and his/her school work on the District web page or in any internal or external publications; or to release these images to the media.

In order to release or include your child's photograph in District or media projects, Warren City Schools must have permission by the parent/guardian. If you wish to change your child's photo release status, please see your building administrator to sign form 7540.02 – Parental Permission for the Release and Publication of Student's Photograph/Image.

If you do not return the form 7540.02, permission to use your child's photograph is granted to the District.

### **DID YOU KNOW THAT IF YOUR CHILD WITHDRAWS FROM SCHOOL BEFORE AGE 18, DRIVING PRIVILEGES CAN BE REVOKED?**

State law requires that whenever a student under the age of 18 withdraws from school without moving out of state, transferring to another approved school or enrolling in and attending an approved program, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Affected students will have their driving privileges revoked until they reach the age of 18 or until the Superintendent notifies the Registrar of Motor Vehicles and the Juvenile Judge that they may return to school.



# Wireless Communication Devices/ Electronic Equipment

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply electronic equipment or devices necessary for participation in the educational process. Other than the electronic equipment supplied by the Board, students shall not use any electronic equipment or devices on school property during the school day unless approved by their classroom teacher and/or administration.

Examples of prohibited devices include but are not limited to: cameras (photograph and/or video), laptops, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, headphones, portable CD/MP3 players, portable TVs, and electronic games/toys.

While using Board-owned electronic equipment, students are prohibited from using equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building administrator. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation



of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, rest rooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building administrator has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken. If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.



# Acceptable Use Policy (Technology)

With everyday advances in technology and the way we all access information, the District limits internet access for our students to only limited educational information. It is nearly impossible to block all controversial information; therefore, students and all users of District technology have the responsibility to use the District's internet educational system properly in accordance with the rules of the District. (Board Policy #7540.03, #7540.04)

## WHAT ARE CONSIDERED "ACCEPTABLE USES?"

1. Learning activities in support of school instructional objectives.
2. Research supporting educational or research programs sponsored by the school.
3. Communications between faculty, staff and others outside the District containing messages or information that supports the educational purpose of the Warren City Schools.

## WHAT ARE CONSIDERED "NON-ACCEPTABLE USES?"

1. Infringing on the rights or liberties of others.
2. Illegal or criminal use of any kind.
3. Utilization involving communications, materials, information, data or images reasonably regarded as obscene, pornographic, threatening, abusive, harassing, discriminatory or in violation or inconsistent with any other school policy.
4. Accessing, viewing, printing, storing, transmitting, disseminating or selling any information protected by law or subject to privilege or an expectation of privacy.
5. Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentially or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast or in any way disseminated without authorization from owner.
6. Damaging or altering the operations, function, content or design of the school's information technology facility (hacking).
7. Granting access to the school's information technology facilities to individuals not authorized by the school, either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off.
8. Commercial, profit-motivated, or partisan political use not related to Warren City School programs.
9. Accessing social media.
10. Unauthorized use of school issued emails accounts.

## WHAT IF MY STUDENT VIOLATES THE USE OF TECHNOLOGY?

Violations may result in any of the following actions being taken:

1. Verbal warning to the student.
2. Warning and loss of computer privileges for the day.
3. Warning and loss of computer privileges for the week. Notification to parent of student misuse.
4. Parent notification and loss of computer privileges for the year.
5. Other disciplinary actions as deemed appropriate by the school building administrator.
6. Law enforcement notification.



## TRANSPORTATION

We are privileged to have transportation services in our District. The safety of our students is everyone's responsibility.

We must work together to ensure a safe ride for our school children. These safety guidelines will help students stay safe each day as they ride the bus. We ask that you review this document carefully with your child so that he/she understands and accepts the rules of the Warren City Schools' Transportation Program.

Safety, Order and the Rights of Others are rules of Warren City Schools. Please help us teach your children these commitments by making it a priority at home.

### BUS REGULATIONS

#### 1. SAFETY

- a. Students should stand back from the curb while waiting. Stay out of the street.
- b. Students should cross in front of the bus when the driver signals.
- c. Students should follow the directions of the driver.
- d. Students should use the handrail when entering or exiting a bus.
- e. Students should never go under the bus or bend down near the bus.
- f. Students should avoid unnecessary conversation while the bus is in motion.
- g. Students should keep all parts of their bodies inside the bus.
- h. Students should keep hands, feet and objects to themselves.
- i. Students should not throw objects out of the bus or within the bus.
- j. Students should not use tobacco products on the bus.
- k. Students have the right to talk quietly, but should avoid loud, boisterous behavior that could distract the driver, particularly at railroad crossings.

## 2. ORDER

- a. Arrive at the bus stop five minutes prior to bus arrival.
- b. Students should line up in an orderly fashion when the bus arrives and refrain from pushing or charging the bus.
- c. Students should ride their assigned bus.
- d. Students should remain in their assigned seats.
- e. Students should refrain from eating or drinking on the bus.
- f. Students should maintain the cleanliness of the bus.

## 3. RIGHTS OF OTHERS

- a. Students have the right to a safe and orderly bus ride.
- b. Students have the right to be treated with respect.
- c. Students should respect the property of residents at the bus stop.
- d. Students should not use obscene language or abusive language on the bus.
- e. Students should respect personal belongings of others.

**Violations of bus rules and regulations may result in a suspension of transportation privileges as well as other disciplinary action.**

# Security Videos at School and on Buses

In efforts to provide a safe and orderly learning environment, the Warren City School buildings and buses are equipped with video surveillance for safety of our students and staff.

The videos are used to review incidents that occur and are used as one of the tools in our incident investigation process (in conjunction with student and staff statements as appropriate).

The videos are protected under the U.S. Family Education Rights and Privacy Act (FERPA); and therefore, are subject to privacy and protection laws. Therefore, the videos can only be viewed by Warren City School District staff and require a legal subpoena/summons to be released to students, parents/guardians and/or other community members who may request to review the video of the buildings and/or buses. Videos are released to the Warren City Police Department and/or other local law enforcement agencies when criminal behavior has been committed.

### **DO DISTRICT RULES & GUIDELINES APPLY TO CO-CURRICULAR ACTIVITIES?**

All students are expected to follow the Warren City Schools' Student's Guide to Positive Behavior during participation in student activities. The Warren City Schools' Co-Curricular/Extra-Curricular Guidelines for student behavior and participation are also in effect during all co-curricular student activities.





# School Visitor Procedures

The District welcomes and encourages visits by parents and significant family members. However, for the educational program to continue undisturbed and to prevent the intrusion of disruptive persons into the schools, the District has adopted the following visitor rules. (Board Policy #9150)

## **IF YOU PLAN TO VISIT**

- Parents and school visitors should make advance arrangements with the school office. Upon arrival at the school, parents and visitors must register with the office.
- The building administrator or designee will arrange all parent or visitor conferences with teachers and may need to be present.
- A student will be permitted to leave the school only with a person who has been clearly identified as his or her parent/guardian or a person authorized to act on the parent/guardian's behalf. Photo identification may be required.
- Business persons must also register at the school office and receive authorization to be present to conduct business either before or after the regular school day.
- The Superintendent or building administrator has the authority to prohibit the entry or to expel any person from a school when there is reason to believe the person would be detrimental to the order of the school.

## **WEAPONS OF ANY KIND ARE NOT PERMITTED IN A SCHOOL SAFETY ZONE**

The Board of Education prohibits staff members, students and visitors from possessing, storing, making or using a weapon, including a concealed weapon in a school safety zone. School safety zone is defined by Ohio law as a school, school building, school premises, school activity and any school bus. The Superintendent/designee shall refer any violator to law enforcement officials, regardless of whether he/she possesses a valid concealed weapons license. (Board Policy #5772)

## **THREATENING BEHAVIOR TOWARD A STAFF MEMBER IS NOT PERMITTED**

Any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. This includes online threats and intimidation or derogatory comments in written, verbal, or social media posts. Any parent, visitor, staff member or agent of the Board who is found to have threatened a member of the staff may be reported to the police. He/she also will be excluded from school grounds until such time that the individual is not a threat to the health and safety of the staff and students. (Board Policy #3362.01, #4362.01)

# Anti-Bullying Policy

Harassment, intimidation, or bullying of a student or staff member will not be tolerated. This includes aggressive behavior, physical and verbal and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause harm. This policy has been developed in consultation with parents, District employees, volunteers, students and community members. (Board Policy #5517.01)

## **WHAT TYPES OF ACTS ARE CONSIDERED HARASSMENT, INTIMIDATION OR BULLYING?**

They include intentional a written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

## **WHAT IS DEFINED AS AGGRESSIVE BEHAVIOR?**

It is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another more than once, and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent or pervasive.

## **WHEN & WHERE DOES THIS POLICY APPLY?**

This policy applies to all activities in the District, including activities on school property and those occurring off school property; if the student is at any school-sponsored; school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control; in a school vehicle; or where an employee is engaged in school business.

## **WHAT IF MY STUDENT IS A VICTIM OF AGGRESSIVE BEHAVIOR OR BULLYING?**

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to a school administrator. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator.



## **HARASSMENT POLICY**

This District believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. (Board Policy #5517)

### **WHAT ARE SOME FORMS OF HARASSMENT?**

- Any speech or action that creates a hostile, intimidating or offensive learning environment.
- Sexual and other types of harassment, both verbal and non-verbal.
- Threatening and/or causing unwanted physical contact, including pushing, shoving, patting, pinching, hitting, spitting, etc.
- Threats or inappropriate remarks concerning a person's gender, ethnicity, religious beliefs, height, weight, etc.

### **WHAT IF MY STUDENT IS A VICTIM OF HARASSMENT?**

Any student or student's parent/guardian who believes she/he has been or is the victim of harassment should immediately report the situation to a school administrator. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator.

### **SHOULD MY STUDENT REPORT WHEN ANOTHER STUDENT IS A VICTIM OF AGGRESSIVE BEHAVIOR, BULLYING OR HARASSMENT?**

Every student is encouraged and every staff member is required to report any situation that they believe to be aggressive behavior, bullying or harassment directed toward a student. Reports may be made to those identified above. All complaints that may violate these policies shall be promptly investigated. If the investigation finds that bullying, aggressive behavior or harassment has occurred, appropriate disciplinary action will be taken. This may include up to expulsion for students. Authorities may also be contacted. Retaliation against persons making a report and intentionally making false reports will not be tolerated and will result in disciplinary action.



# STUDENT DRUG TESTING POLICY

The Warren City School District Board of Education passed policy 5530.01; Drug Testing of Students Involved in Non-Academic Activities because the suspected use of alcohol, tobacco and illicit drugs is a serious concern and we believe that a stronger program of deterrence can be a proactive approach to promoting a truly drug free school environment. Policy 5530.01 directs the Superintendent of Schools to establish procedures for the implementation of substance abuse testing for students in grades 7-12 that participate in non-academic activities.

This policy and attached administrative guidelines are a proactive approach to addressing a very serious societal concern facing our community. The goal of this program is to get students the assistance they need if they are using and/or abusing drugs and alcohol while further promoting a stronger, positive school climate conducive to student learning and success. This program is non-punitive and any student that has a positive test result will only be removed from the privilege of participating in the activity, not removed from school under suspension/expulsion provided their conduct is not in violation of the WCS Student Guide to Positive Behavior.

# DRUG TESTING OF STUDENTS INVOLVED IN NONACADEMIC ACTIVITIES

Acknowledging that peer pressure has a significant impact on student life, and recognizing that observed and suspected use of alcohol, tobacco, and illicit drugs by Warren City Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug-free school environment. Since participation in nonacademic activities is a privilege, this random drug testing program shall apply to all students, grades 7 through 12, who participate in school-sponsored athletics, extracurricular activities and co-curricular activities for which a grade is not given; to eligible students who wish to obtain a parking permit; and to students who are volunteered for the program by parent consent.

## **THE PURPOSE OF THE DRUG TESTING PROGRAM SHALL BE:**

1. To provide for the safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reasons for students to refuse to use drugs, tobacco, or alcohol;
3. To encourage students who abuse drugs to participate in drug treatment programs; and
4. 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 attending Warren City Schools

## **DRUG TESTING REQUIREMENTS**

Prior to participation, any student who intends to participate in athletics, extracurricular activities, or to obtain a parking permit and their parents will be required to provide written consent for random testing of prohibited substances. The Board of Education will pay the cost of testing, unless a request is made by parent and/or student to the Testing Administrator.

The board may contract with an external agency for the purpose of collecting and analyzing test samples. All samples will be collected under the supervision of medical personnel, and in a manner that protects the privacy of the students being tested. Any student who fails or refuses to produce a sample will be prohibited from participation in his/her designated activity until a sample is obtained and tested.

No student will be penalized academically for testing positive for banned substances. The results of the tests shall not become part of the students' permanent record. Test information shall only be released to persons designated in Board regulations and procedures.

Test results will not be reported to law enforcement authorities, and test information will not be released to law enforcement or other parties except in response to a lawfully executed subpoena. In the latter case, parents will be notified upon receipt of the subpoena.

Except as stated in the Administrative Guidelines, violation of this drug testing policy will not result in suspension or expulsion. Nonetheless, the testing program does not affect current policies of the Board regarding student drug, tobacco, or alcohol possession or use, where reasonable suspicion is established by means other than testing as outlined in this policy. Additionally, any student who in any way aids or abets another student in violating this policy or the Administrative Guidelines for this policy will be subject to discipline.

The superintendent shall establish procedures for implementation of this policy, and for addressing any violations.



# DRUG TESTING OF STUDENTS, ADMINISTRATIVE GUIDELINE 5530.01

The WARREN CITY SCHOOL DISTRICT Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by WARREN CITY SCHOOL DISTRICT Middle and High School students. The WARREN CITY SCHOOL DISTRICT Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the WARREN CITY SCHOOL DISTRICT Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our community, WARREN CITY SCHOOL DISTRICT has selected student athletes, students who participate in non-graded extra-curricular activities, students who obtain a parking permit and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers and extracurricular activities, from grades 7-12, and reasonable suspicion testing as warranted for all grades.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing program as it relates to extracurricular activities and parking permits is non-punitive.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program. However, consequences under the Student Code of Conduct may apply to simultaneous violations not covered by this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student in grades seven (7) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- A. drive a motorized vehicle to school
- B. athletics
- C. extra-curricular activities other than athletics

## DEFINITIONS

### 1. STUDENT ATHLETE

Any person participating in the WARREN CITY SCHOOL DISTRICT Middle or High School athletic program and/or contests under the control and jurisdiction of the WARREN CITY SCHOOL DISTRICT Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders.

### 2. EXTRACURRICULAR

Any District-offered group activity that does not involve a grade.

### 3. ATHLETIC SEASON

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for

the WARREN CITY SCHOOL DISTRICT Schools. There are three athletic seasons: Fall, Winter, Spring. Once entered, the student will participate in the drug testing program for 1 year from date of signing consent.

#### 4. RANDOM SELECTION

A system of selecting students for drug and alcohol testing in which each eligible student shall have a fair and equitable chance of being selected each time selections are required.

#### 5. ILLEGAL/ILLICIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

#### 6. ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use or b) an over-the-counter medicine.

### **TYPES OF TESTING**

#### 1. TEAM TESTING

At the beginning of each season or activity, all eligible students will submit to urine drug and/or alcohol testing. This testing will be completed no later than the first two weeks of the season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach or Advisor is responsible for ensuring that all eligible students and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District may be tested prior to the time he/she joins the team/ activity.

#### 2. RANDOM TESTING

In-session random testing shall be done throughout the season or activity. Each team or group may have up to 20% of its eligible students tested per random selection. A student may be tested more than once. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

##### a. Random selection of students:

The Athletic Director, under the Principal’s supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

##### b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the Athletic Director and confirmed with the building administrator. Random testing may be done weekly.

### 3. DRUGS FOR WHICH STUDENTS MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

### 4. COLLECTION PROCESS (Urine Screens) Other testing types may apply.

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have a picture ID or be identified by the Athletic Director, Coach/Advisor or Principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians, designated school administrator and students will be witness to the test.
- Privacy must be kept for all students.
- The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms and proper ID are completed.
- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.
- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only footwear, pants and shirts, and dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.
- Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)
- Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required for further activity participation.
- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the



student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

It is recommended that any student that tests positive should be tested weekly for the term of 5 weeks with drug counseling at the expense of the student and or parent.

## 5. RESULTS OF A POSITIVE TEST

Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

Any student or parent who wishes to challenge the results of the test may request a meeting with the Appeal Panel which includes the Athletic Director, Building Principal and the Superintendent's Designee.

## 6. CONSEQUENCES FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES:

### **THE FIRST VIOLATION**

For the first positive/non-negative result, the student will be given the option of:

A) The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Director with documentation that the student completed all recommendations of the counselor. The student will be denied participation for a minimum of 14 days of the season or activity. The parent/guardian/custodian and student will meet with the Athletic Director, the coach/advisor, and a District Administrator to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season or activity.

OR

B) Denial of participation for the remainder of the activity, or the current season and for that school year.

### **THE 2ND VIOLATION**

For the second positive/non-negative result, the student will be given the option of:

A) The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Director with documentation that the student completed all recommendations of the counselor. The student will be denied participation for a minimum of 28 days of the season or activity. The parent/guardian/custodian and student will meet with the Athletic Director, the coach/advisor, and District Administrator to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season or activity.

OR

B)The student is denied participation for one calendar year from the date of notification of the violation.

### **THE 3RD VIOLATION**

The student is denied participation in the activity at the Warren City School District Schools for one calendar year.

## **7. CONSEQUENCES FOR PARKING PERMITS:**

### **THE FIRST VIOLATION**

For the first positive/non-negative result, the student will be given the option of:

A)The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Building Principal with documentation that the student completed all recommendations of the counselor. The student will be denied privileges for a minimum of 14 days from the date of notification. The parent/guardian/custodian and student will meet with the Building Principal, Athletic Director and District Administrator to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the activity.

OR

B)Denial of parking privileges for 3 months from the date of notification of the violation, or the remainder of the school year, whichever is shortest.

### **THE 2ND VIOLATION**

A)The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Building Principal with documentation that the student completed all recommendations of the counselor. The student will be denied parking privileges for a minimum of 28 days from the date of notification. The parent/guardian/custodian and student will meet with the Building Principal, Athletic Director, and District Administrator to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the activity.

OR

B)Denial of parking privileges for 6 months from the date of notification of the violation, or the remainder of the school year, whichever is shortest.

### **THE 3RD VIOLATION**

The student is denied parking privileges at the Warren City School District Schools for one calendar year. Violations are accumulative throughout the student's secondary school career.

## **8. SELF REFERRALS**

A student may give a once a year self-referral, which may be done only twice in 4 years. Self-referrals can only happen before the testing process is started. Counseling and additional testing are encouraged, however no punitive action is taken. Such students remain subject to the random testing process.



# Non-Acceptable Behaviors

The Warren City Schools' *A Student's Guide to Positive Behavior* is in effect and will be enforced in all areas falling within the definition of a School Safety Zone.

## **THE FOLLOWING BEHAVIORS ARE NEVER ACCEPTABLE:**

- Use and/or possession of a firearm, knife, weapon, dangerous instrument and/or look alike weapon
- Selling, attempting to sell or transmitting controlled substances, dangerous drugs, steroids, counterfeit drugs and/or alcoholic beverages
- Setting or attempting to set fire within a school or on District property
- Physical assault of a student, staff member or any other person(s) on school property or at a school-related event
- Sexual assault or attempted sexual assault
- Fighting
- Bomb threats, use or possession of incendiaries or explosives, including fireworks, pipe bombs, stink bombs, etc., or setting false alarms
- Criminal behavior



# Consequences for Misbehavior

Our goal is to help all students be successful learners. To accomplish this, we must have a safe, caring and respectful environment. When students do not respond appropriately to these approaches and misbehave, consequences for misbehavior are necessary.

## **WHAT EFFORTS MAY STAFF MEMBERS USE TO HELP A STUDENT CHANGE HIS/HER BEHAVIOR?**

- Verbal warnings
- Student conferences
- Loss of privileges
- Mediation (one-on-one meetings) and counseling
- Parent contacts and parent conferences
- Behavior contracts
- Special, non-homework assignments
- In-school interventions
- After-school detention
- Restitution (repayment for any damages)
- Alternative Program
- Incentive Plans
- Other interventions as determined by the teacher or administrator

## **WHAT HAPPENS IF MY STUDENT'S BEHAVIOR IS EXTREME OR SEVERAL UNSUCCESSFUL EFFORTS HAVE BEEN MADE TO CORRECT THE BEHAVIOR?**

A student may be suspended or expelled.



# Suspension vs. Expulsion

## A. WHAT TYPES OF BEHAVIOR CAN RESULT IN SUSPENSION?

A Superintendent, Associate Superintendent, Principal, Assistant Principal or Pod Administrator may suspend a student for not more than 10 days in accordance with administrative and statutory procedures for the following reasons:

1. Violations of written rules and regulations of the school and/or Board of Education policies.
2. Interference with the learning opportunities of other students.
3. Refusal of disciplinary action for violation of school and/or classroom rules and regulations or Board of Education policies.
4. Failure to follow the directions or instructions of school officials.
5. Any expellable offense under “Expulsion” (beginning on page 22).
6. Any combination of violations of items listed in (1-5) of this section.

## CAN MY CHILD MAKE UP WORK WHEN SUSPENDED?

Students who are suspended out of school are counted absent for days missed. A student will be given the opportunity to make up work/tests for credit missed during suspension. It will be the student’s responsibility to request missed assignments. The student will have the same number of school days to return the work for credit as they were suspended. (At the high school level, days of suspension count against the total number of hours required to receive credit for a semester course.) There will be a 15% reduction of credit earned for completed assignments. (Board Policy 5610)

If a student is suspended from school, the student is not permitted on any school property, to attend classes, to attend any extra-curricular activities or athletic events or to be in a public place during school hours (Daytime Curfew Law, see page 7).

**We’re Counting on YOU  
to be the BEST STUDENT you can be!**

## **B. WHAT TYPES OF BEHAVIOR CAN RESULT IN EXPULSION?**

The following violations will result in suspension with a mandatory recommendation for expulsion for a period not to exceed 80 days.

1. Possessing, selling, attempting to sell or transmitting legal, illegal, narcotics, counterfeit (look-alikes), steroids or stimulant drugs, drug paraphernalia, and/or alcohol beverages.
2. Setting or attempting to set fire within a school or on school District property.
3. Physical assault of a staff member/student/person associated with the District.
4. Sexual assault or attempted sexual assault.
5. Chronic misconduct.

Instead of expulsion, the student may be recommended for placement in an alternative program, home assignment or community service. The list is not all-inclusive.

## **C. WHAT TYPES OF BEHAVIOR CAN LEAD TO A ONE-YEAR MANDATORY EXPULSION?**

The following violations will result in suspension with a mandatory recommendation for expulsion for one year, unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident. Expulsion may extend into the next school year.

1. Use and/or possession of a firearm, weapon, dangerous instrument and/or look alike weapon.
2. Use and/or possession of a knife.
3. Bomb threats.
4. Criminal acts that result in serious physical harm to persons.

Police and/or fire officials will be notified for these violations.

5. False Fire Alarm

## **CAN MY CHILD MAKE UP WORK WHEN EXPELLED?**

Students who have been expelled from school cannot make up work/tests for credit.

## **D. DRUG USE IS STRICTLY PROHIBITED**

Use or possession of any drugs—legal, illegal, narcotics, counterfeit (look-alikes), steroids or stimulant drugs, drug paraphernalia, and/or alcohol beverages is strictly prohibited. No student shall be under the influence of drugs or alcohol. Students violating this rule will be subject to suspension and/or expulsion.

1. The student may be referred for assessment and treatment. Police or other agencies may be notified.
2. This offense may also result in notification of the Bureau of Motor Vehicles and the Juvenile Judge and a revocation of driving privileges for students under the age of 18.
3. The use of drugs authorized by medical prescription shall not be considered a violation of this rule. Notification of appropriate school personnel and the dispensing of medication in school must be in compliance with Board Policy.

## **E. WHAT OTHER TYPES OF BEHAVIORAL INFRACTIONS CAN RESULT IN A STUDENT BEING SUBJECT TO SOME DISCIPLINARY ACTION?**

The following violations will result in disciplinary action. Depending on the seriousness of the violation, students may be suspended up to 10 days or recommended for expulsion for a period not to exceed 80 days. Instead of expulsion, the student may be recommended for placement in our alternative program, home assignment or community service. The following list is not all-inclusive.

- 1. Criminal behavior.** Behavior that results in serious physical harm to persons or property.
- 2. Truancy.** This violation includes being found in unauthorized areas of the building.
- 3. Disruption of school.** A student shall not be involved in any conduct (verbal, nonverbal or physical), which would disrupt the educational process or any school function.
- 4. Damage or destruction or stealing of school/staff/student property.**
- 5. Fighting (Physical).**
- 6. Assault and/or battery upon a school employee or student.**
- 7. Incite to fight.** A student shall not physically or verbally cause a fight to occur.
- 8. Knowledge of dangerous weapons, threats of violence or suicide.** Students are required to report knowledge of dangerous weapons, threats of violence, and/or suicide to the building administrator.
- 9. Use or possession of tobacco, e-cigarettes, vaping**
- 10. Trespassing.** A student shall not be permitted in a school building or restricted area of school property at unauthorized times. This specifically includes students who are suspended or expelled from Warren City Schools or other schools in the area. If necessary, police assistance will be requested.
- 11. Hazing.** No student(s) shall commit an act or persuade another to commit an act, which may cause or create mental or physical harm to any person. (Board Policy #5516)
- 12. Explosives.** Students will not possess, use matches or lighters and/or possess explosives including fireworks, on school property or during school functions on or off school grounds. Authorities may be notified.

- 13. Insubordination.** Students will not fail to comply with directions or otherwise act in defiance of or display a disrespectful attitude toward school authority.
- 14. Gambling.**
- 15. Forgery, falsification of school work, identification.** A student shall not engage in the false use of hall passes or in the act of using the name of another person for the purpose of falsifying information for school or official use. Plagiarism (to use and pass off someone else's ideas or writings as one's own including the unauthorized use of AI) and cheating are forms of falsification.
- 16. Impersonation.** No student shall be engaged in the act of falsely using the name of another person in identifying himself/herself.
- 17. Theft.** Authorities may be notified.
- 18. Extortion, shakedown and/or strong arm.** Students shall not be involved in extorting or borrowing or attempting to borrow any money or item of value from another person, unless both parties freely agree.
- 19. Cellular telephones/wireless communication devices and electronic equipment.** A student may not use a cellular phone to take videos and pictures and/or post videos or pictures during the instructional day.
- The Board is not responsible for preventing theft, loss, or damage to prohibited devices brought to school.
- 20. Harassment and/or bullying.** (see pages 17-18 of this handbook).
- 21. Explicit sexual behavior.** No student shall engage in sex or other improper explicit sexual behavior and/or exposure.
- 22. Use of profanity.** No student shall use vulgar or improper language or gestures.
- 23. Use of any object capable of inflicting bodily harm and/or property damage.** Any object that is used to threaten, harm or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc.
- 24. Unacceptable use of technology.** (see page 13 of this handbook).
- 25. Threatening behavior.** No student shall verbally or physically threaten a staff member or student.

### **FOR YOUR INFORMATION...**

Parents/guardians are advised that the best way to get in touch with their child during the day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

## **Emergency Removal**

### **WHEN MAY A STUDENT BE SUBJECT TO EMERGENCY REMOVAL FOR VIOLATING THIS POSITIVE BEHAVIORAL CODE?**

1. The Superintendent, Associate Superintendent, Building Administrator or their designee may remove a student from any curricular or extra-curricular activities, or from the school premises, if they perceive that a student's presence poses a continuing danger to persons or property or an on-going threat of disruption of the educational process due to the nature and circumstances of the particular misconduct.
2. A member of the professional teaching staff, in an activity under his/her supervision, may also remove a student from a curricular or extra-curricular activity under the same conditions stated above.

### **WHAT STEPS ARE TAKEN DURING AN EMERGENCY REMOVAL?**

A student who is removed may also be subject to suspension or expulsion. If a student is subject to emergency removal, the following will occur:

- Written notice of the hearing and reason(s) will be sent to the student's parent(s) or guardian(s).
- The hearing will be conducted within 72 hours. If expulsion is not probable, the hearing will be conducted by a school administrator.
- If an expulsion is probable, a hearing will be scheduled and conducted by the Board or its designee.
- When a student in any of grades pre-kindergarten through 3 is removed and returned to the student's curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing, however does reserve the right to do so.

**PLEASE NOTE:** Nothing in this section prohibits normal disciplinary procedures under which a student is removed from a curricular or extracurricular activity for a period of less than 24 hours and is not subject to suspension or expulsion.



**POSTING:** A copy of the District's disciplinary policy is posted in a central location in each school and made available upon request. Students will only be removed, suspended or expelled in accordance with Board policy.

## Appeals Procedures

### **HOW DO I APPEAL A SUSPENSION OR EXPULSION?**

- A student, 18 years of age or older, or the student's parent/guardian/family member may appeal the student's expulsion or suspension to the Board or its designee.
- The student or the student's parent/guardian/family member may be represented in all appeal proceedings and will be granted a hearing.
- A written notice of appeal of a suspension must be filed with the Treasurer, the Superintendent's designee or the Student Services' Hearing Officer within five school days of the suspension decision.
- In order to schedule an expulsion appeal hearing, the parent/guardian must notify the Superintendent's Office in writing within 14 calendar days of the date of the expulsion decision. Such appeals may be held before the Board or its designee; and, if it is in fact the Board, the hearing will be held in executive session. The Board may affirm the order for expulsion or may reinstate such pupil. It also may reverse, vacate or modify the order of expulsion.
- Any suspension appeal or expulsion appeal will be acted upon in accordance with Ohio Revised Code Section 3313.66/3313.662.

*Administrative procedures regarding suspensions and expulsions will be in accordance with Section 3313.66 and 3313.662 of the Ohio Revised Code with modifications, which are administratively appropriate and feasible, but not contrary to statute.*



# Expungement of an Expulsion Record

## **UNDER WHAT CIRCUMSTANCES CAN AN EXPULSION RECORD BE EXPUNGED?**

Upon investigation and recommendation of the person(s) designated to hear cases of expulsion, the official school record of a student may be expunged of one expulsion only, under the following conditions:

1. The student completed either PK-8 or high school; and
2. The student has had no additional suspensions or expulsions since the initial incident.

Expungement of an expulsion clears the official school record at the school of attendance, but in no way reflects upon the innocence of the previous behavior leading to the expulsion. The reports and records of the hearing will be maintained by the Office of Student Services, but will only be released to third party requests upon court subpoena or permission of the student or parent/guardian/family member.

## **WHAT PROCEDURES DO I NEED TO FOLLOW FOR EXPUNGEMENT OF RECORDS?**

1. A student 18 years of age or older or the parent/guardian/ family member of a minor student should place in writing a request for expungement of an expulsion. The reasons should be clearly stated.
2. The person(s) designated to hear expulsions by the Board of Education will investigate the situation and make an appropriate recommendation to the Superintendent.
3. Upon approval of the Superintendent, the building principal will be directed to expunge the student's official record.

### **EXPUNGEMENT APPEALS**

A negative recommendation by the Superintendent of Schools or his/her designee may be appealed to the Board of Education. Such an appeal must be in writing and a conference may be held at the Board's discretion. The action of the Board of Education shall be final.



# Warren City School District

<b>Superintendent/Chief Executive Officer, Steve Chiaro</b>	330-841-2321
<b>Chief Academic Officer, Wendy Hartzell</b>	330-841-2321
<b>Associate Superintendent of Student Services, Student Wellness &amp; Success, Dante Capers</b>	330-841-2321
<b>Treasurer, Karen Sciortino</b>	330-841-2321

## School Buildings & Administrators

<b>JEFFERSON PK-8</b>	1543 Tod Ave., SW, 44485 <b>PK-2: Carrie Boyer</b> <b>3-5: Anthony Kline</b> <b>6-8: Sonya Washington</b>	Phone: 330-675-6960
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<b>LINCOLN PK-8</b>	2253 Atlantic St., NE, 44483 <b>PK-2: Treva Pytlik</b> <b>3-5: Alex Geordan</b> <b>6-8: Alisha Williams</b>	Phone: 330-373-4500
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<b>McGUFFEY PK-8</b>	3465 Tod Ave., NW, 44485 <b>PK-2: Jeanne Reighard</b> <b>3-5: Leah Godoy</b> <b>6-8: James Joseph</b>	Phone: 330-675-6980
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<b>WILLARD PK-8</b>	2020 Willard Ave., SE, 44484 <b>PK-2: Carly Polder</b> <b>3-5: Skyeler Moenich-O'Neill</b> <b>6-8: James Rasile</b>	Phone: 330-675-8700
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<b>WARREN G. HARDING</b>	860 Elm Rd., NE, 44483 <b>Principal: Janis Ulicny</b> <b>Assistant Principals:</b> <b>Holly Seimetz</b> <b>Vicki Raptis</b> <b>Gary Israel</b> <b>Teachers on Special Assignment:</b> <b>Frank Caputo Jr.</b>	Phone: 330-841-2316
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This publication can also be found on our website at:  
[www.warrencityschools.org](http://www.warrencityschools.org)