

WARREN G. HARDING STUDENT HANDBOOK



2026-2027

WE ARE WARREN G.!

Welcome to the 2026-27 school year! We are excited to welcome your child into Warren G. Harding this year. This handbook is designed to provide students and families with important information about the procedures and processes at WGH. The Table of Contents will guide you to the pages to which you can refer for details. If you have any questions, please feel free to contact the appropriate staff members listed below. We look forward to working with you and your child as they take this next step on their journey toward graduation.

Educationally,

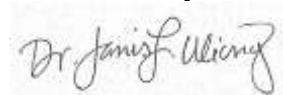



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STUDENT ASSISTANCE PERSONNEL

The phone number for each of these individuals, unless otherwise noted, is 330.841.2316.

ADMINISTRATORS

Janis Ulicny, Head Principal	Ext. 2162	janis.ulicny@warrencityschools.org
Vicki Raptis, Assistant Principal, Class of 2027	Ext. 2010	vicki.raptis @warrencityschools.org
Holly Seimetz, Assistant Principal, Classes of 2028/2029	Ext. 2011	holly.seimetz@warrencityschools.org
Gary Israel, Assistant Principal, Class of 2030	Ext. 2399	gary.israel@warrencityschools.org
Christy Pompoco, Supervisor of Student Services	Ext. 2100	christy.pompoco@warrencityschools.org
Jennifer Cambareri, Principal of Curriculum & Instruction	Ext. 2590	jennifer.cambareri@warrencityschools.org
Frank Caputo, TSA – SSC Restorative Practice Liaison	Ext. 2589	franke.caputo@warrencityschools.org
Timothy Porter – Athletic Director	Ext. 2217	timothy.porter@warrencityschools.org
Nina Elias – Student Recreation & Wellness Center	Ext. 2279	nina.elias@warrencityschools.org

STUDENT SERVICES

The student services department works with principals to coordinate and evaluate the prevention and intervention programs in the building. In addition, they coordinate all academic-testing programs including state tests, aptitude tests, COMPASS Testing, ACT, PSAT and SAT testing. The student services department works with teachers, students and parents in developing each student's schedule and curriculum as he/she moves through high school.

Don Cheffo, Counselor - Class of 2027	Ext. 2407	donald.cheffo@warrencityschools.org
Susan Mizik, Counselor - Class of 2028	Ext. 2428	susan.mizik@warrencityschools.org
Maria Zinger, Counselor – Class of 2029	Ext. 2408	maria.zinger@warrencityschools.org
Michele Senediak, Counselor - Class of 2030	Ext. 2223	michele.senediak@warrencityschools.org
Jodi Austin-Brown, Counselor	Ext. 2500	jodi.a.brown@warrencityschools.org
Erin Kampf-Melillo, Testing Coordinator, Special Programs	Ext. 2492	erin.kampf@warrencityschools.org
Kimberly Anzevino, TSA - Student Services	Ext. 2493	kimberly.anzevino@warrencityschools.org

SCHOOL COMMUNITY LIAISONS

Liaisons work to identify needs of students and families and facilitate matching those needs with available resources in our school or community. The community liaisons are trained in mediation and will work with students and families to resolve disputes. Peer mediation is available for students to use if they think that there is a problem with another student. To access mediation, students should report to SSC (room 3117) to seek assistance.

T'Keeyah Cambridge - Families A-G	Ext. 2498	tkeeyah.cambridge@warrencityschools.org
Nadine Gardner - Families H-N	Ext. 2497	nadine.gardner@warrencityschools.org
King Garner - Families O-Z	Ext. 2496	king.garner@warrencityschools.org

ADMINISTRATIVE ASSISTANTS

Nancy Corbin, Enrollment/Records	Ext. 2166	nancy.corbin@warrencityschools.org
Lisa Duncan, Guidance Secretary	Ext. 2157	lisa.duncan@warrencityschools.org
Dawn Harper, Athletic Secretary	Ext. 2216	dawn.harper@warrencityschools.org
Barbara Jackson, Reception / Secretary	Ext. 2123	barbara.jackson@warrencityschools.org
Dori Kagarise, Bookkeeper	Ext. 2167	dori.kagarise@warrencityschools.org
Kimberly Leigh, Secretary to the Principal	Ext. 2160	kimberly.leigh@warrencityschools.org
Nina Liptak, Attendance Secretary	Ext. 2156	nina.liptak@warrencityschools.org
Jacqueline Murphy, Enrollment/Withdrawals	Ext. 2151	jacqueline.murphy@warrencityschools.org
Stephanie Weber, Special Education Secretary	Ext. 2487	stephanie.weber@warrencityschools.org

WGH BELL SCHEDULE

2026-2027

7:23	Doors Open
	Bus riders enter from Door E
	Walkers / Car Riders enter at Door M
7:23-7:35	Breakfast
	Students pick up breakfast & report to cafeteria
	Breakfast MUST be eaten in the cafeteria, not in the hallways.
	<i>Students may NOT bring in food or drink from outside sources unless pre-approved by a principal for a specific class requirement.</i>
7:32-7:40	Students transition to classes
7:40-8:24	Period 1
8:28-9:12	Period 2
9:16-10:00	Period 3
10:04-10:48	Period 4
10:52-11:49	Period 5
	Lunch 5A 10:48-11:18
	Lunch 5B 11:19-11:49
11:52-12:50	Period 6
	Lunch 6A 11:49-12:19
	Lunch 6B 12:20-12:50
12:54-1:38	Period 7
1:42-2:26	Period 8
2:26	Student Dismissal
2:30-3:25	Period 9
	Students' schedules will indicate if Period 9 has been assigned

Students should not arrive to school prior to the designated breakfast time because this is not a supervised part of the day.

In the interest of safety for our students and staff, all individuals that enter the building will pass through a weapons detection system. If arriving after designated start of school hours, individuals will proceed through the detection system at that time.

Students are expected to leave the school building immediately at dismissal and are not permitted to loiter in the school building unsupervised at the close of the school day. Students in an extra-curricular activity must exit the building immediately when the activity ends.

IMPORTANT DATES FOR STAFF AND STUDENTS

August 24	Students' First Day	
August 26	WGH Open House	6:00-8:00 pm
August 28	Final Forms	Deadline for Completion
September 7	Labor Day	No School
September 10	Vision Van	
September 11	Class of 2027 Meningitis Vaccine	Information Due
September 15	Vision Van	
September 16	Waiver Day	No School for Students
September 24	Interims Quarter 1	
September 29	Parent Teacher Conferences	3:00-7:00 pm
October 8	School Pictures	During English Classes
October 9	NEOEa Day	No School
October 17	Homecoming Dance	6:00-9:00 pm
October 28	End of Quarter 1	No School for Students
November 11	School Picture Retakes	During the School Day
November 17	Parent Teacher Conferences	3:00-7:00 pm
November 25-27	Thanksgiving Break	No School
December 2	Interims Quarter 2	
December 21-January 1	Winter Break	No School
January 11-14	Final Assessment Week	Semester 1
January 15	End of Quarter 2	No School for Students
January 18	Martin Luther King, Jr. Day	No School
February 9	Parent Teacher Conferences	3:00-7:00 pm
February 15	Presidents' Day	No School
February 19	Interims Quarter 3	
March 3	SAT / PSAT	12:25 Early Release WGH only
March 25	End of Quarter 3	No School for Students
March 26-29	Spring Break	No School
April 23	Interims Quarter 4	
April 30	Conference Comp Day	No School
May 14	Class of 2027 Walk Through & Prom	5:00-6:00 & 6:30-9:00
May 18-21	Senior Final Assessment Week	Semester 2
May 24-27	Grades 9-11 Final Assessment Week	Semester 2
May 27	Class of 2027 Graduation	7:00 pm
May 28	End of Quarter 4	12:25 Early Release

HEALTH, SAFETY, & WELL-BEING

HEALTH AND NURSING SERVICES

Elizabeth Gray – School Nurse 330.841.2316 Ext. 2152

elizabeth.gray@warrencityschools.org

Katina Thornton – School Nurse 330.841.2316 Ext. 2168

katina.thornton@warrencityschools.org

- The school nurse provides leadership in health care and emergency services.
- Student immunization and health screenings are reviewed.
- The nurse assures that the building's process for dispensing medicine conforms to Board of Education policy and the law.
- When in the building, the nurse provides students with health-related advice.

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.

CLASS OF 2027 MENINGITIS VACCINE - Ohio law now requires that all students entering 12th grade have a booster dose of the meningitis vaccine. Record of this vaccination should be submitted to school nurse, Beth Gray, R.N. Students who do not produce a record for this vaccination, or proof of a scheduled appointment for this vaccination by September 11 will be excluded from school until documentation is provided. Schedule an appointment with your family physician to get this important vaccination today.

MEDICATIONS

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).

BEHAVIORAL HEALTH

Services are provided by a number of partner agencies at our school. Warren City Schools partners with Cadence Care Network to make a range of interventions available to participating students at opportune times during the school day. 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.

SCHOOL BASED HEALTH CLINIC

Akron Children's Hospital supports the school-based health center which provides basic medical care for students at school. Students can be examined, diagnosed and treated in person or over virtual care technology (telehealth) by a nurse practitioner while at school.

With parent permission, children can receive treatment for minor illnesses like cold and flu, fever, sore throat, allergy and sinus issues, help managing asthma, pink eye, rashes and poison ivy, and respiratory infections.

The School Based Health Clinic also offers in-person appointments for annual well visits ,sports physicals, and vaccines

Advantages

- Convenient – parents do not have to leave work or home for their child to receive medical care.
- Fast – prescriptions, if needed, are called into preferred pharmacies.
- Informative – care plan and visit details are mailed home and are in MyChart (activation required).
- Affordable – any child in need can receive care (families with private insurance or Medicaid will be billed for services).

These services do not replace the child's doctor. The School Based Health Clinic is intended for children who do not have a primary care physician, those who face barriers in accessing timely care from their physician, and/or to provide urgent care where a well visit is not necessary nor available. If a doctor is needed, the SBHC can help you find one. If you have any questions contact the school clinic to speak with the school nurse.

WHEN TO STAY HOME DUE TO ILLNESS

If there is a question about whether to send a child to school, please contact the school health clinic staff.

Respiratory Virus (from CDC.GOV)...

- Stay home and away from others (including people you live with who are not sick) with respiratory virus symptoms that aren't better explained by another cause.
- These symptoms can include fever, chills, fatigue, cough, runny nose, and headache, among others.
 - Return to normal activities when, for at least 24 hours, both are true: symptoms are getting better overall, and no fever has been present without fever-reducing medication.
- When returning to normal activities, take added precaution over the next 5 days, such as taking additional steps for cleaner air, hygiene, masks, physical distancing, and/or testing when around other people indoors.
- The virus may still spread even with reduced or no more symptoms.
- If a fever develops or symptoms return, stay home and away from others again until, for at least 24 hours, both are true: Symptoms are getting better overall, and no fever has been present without fever-reducing medication. Take added precaution for the next 5 days.

Do not send children to school if any of the following symptoms or conditions are present. A healthcare provider should be contacted for guidance on when to return to school:

- Fever of 100 degrees or higher in the last 24 hours
- Vomiting and/or diarrhea - If children have had two or more episodes during the previous evening or night, they may not attend school. Call the child's healthcare provider if vomiting and/or diarrhea continues for more than 48 hours, the child has a fever or his/her condition worsens. Diapered children can return to school after diarrhea when stool is contained in the diaper, stool may remain loose.
- Rash
- Untreated infected skin patches that have weeping fluid and are on an exposed surface that cannot be covered with a waterproof dressing - Preschool requires exclusion of untreated infected skin patches per preschool regulations.
- Bacterial infection - Children may return to school after taking prescribed antibiotics for 24 hours.
- Pink eye – If the child has thick mucus or pus draining from the eye (pink eye). If an antibiotic is prescribed, the child must be on the medication for 24 hours before returning to school.
- Lice - Contact the school health clinic to school review the school district lice policy.
- If the child is currently taking prescribed narcotics - Students are not permitted to take narcotics while at school. The student can return to school once pain can be controlled by over the counter pain relief.
- Sore Throat - a minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Contact the child's healthcare provider as the child needs a special test to determine if it is strep throat.
- Colds - can be contagious for at least 48 hours. Returning to school too soon may slow the recovery process and expose others unnecessarily to illness.

ILLNESS DURING THE SCHOOL DAY

A student who becomes ill while at school should report it to his/her teacher and request to see the school nurse. The nurse will evaluate the situation and contact the parent/guardian.

- A student cannot be released to any person not identified on the Emergency Medical Form in Final Forms.
- While a student is not permitted to call parents/guardians on cell phones, the phone in the clinic or SSC can be used to call parents in case of emergency.

APPOINTMENTS DURING THE SCHOOL DAY

Appointments should be scheduled after school whenever possible. If a student has an appointment during the school day a note should be sent or emailed to wghattendance@warrencityschools.org with a parent/guardian's phone number to call to confirm. Please see Early Dismissal on page 7 for more details.

EARLY DISMISSAL

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.
- Students will be released only to contacts listed on the child's FinalForms. *All contact information in FinalForms should be kept up to date.*
- Photo identification will be requested.
- Students will be released before the end of a school day only upon presentation of a written note or face-to-face request from the child's parent, and the written request for early dismissal should be submitted as early in the school day as possible.
- Students will be called to the office once parents arrive and sign them out. Students will not be called to the office before the adult arrives.
- Students will not be released the last 45 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.

If a student is to be released from school before the end of the school day for an appointment, please send a note to the Attendance Secretary wghattendance@warrencityschools.org, or the student must bring the note to the Attendance Office upon arrival to school for a pass.

- Upon parent arrival student will be called down out of class.
- A student who drives to school must have written and verbal authorization to leave without the presence of the parent/guardian and must be signed out by the Attendance Secretary.
- No student may leave the building before the end of the school day unless he/she is signed out through the attendance office.
- Failure to follow the correct procedures will result in disciplinary action.
- No parent may give the student authorization to leave the building without properly signing out through the attendance.

If a student has an appointment and needs to leave between 1:45-2:25 please send a note in the morning to the attendance secretary

FINAL FORMS - 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.

The 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.

IMPORTANT! When an address is changed, proof of residency (POR) is still required to be changed at Warren G. Harding High School with the Records Secretary. **Updating the 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 the 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

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 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.
 - **IMPORTANT!** 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. **Updating the address in FinalForms is not complete until Proof of Residency is provided.**
- For the safety of our students, emergency information must be current at all times. Please make sure that the form is submitted no later than **Friday, August 28, 2026.**

OUTSIDE DOORS

All outside doors are to remain locked. Doors should not be propped open and left unattended. Staff or students who have propped doors or who have permitted the entry of anyone from the outside may be subject to discipline.

VISITORS TO THE SCHOOL

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, please follow these guidelines. (See *Code of Conduct & Board Policy #9150*). If you plan to visit:

- By state law, visitors must report their reason for visiting the building. The principal is required by law to determine whether a visitor's presence poses a disruption to the learning environment and must be removed. This law is for the protection of students and staff and will be enforced.
- 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 and obtain a visitor's pass.
- The building administrator or designee will arrange all parent or visitor conferences with teachers and may need to be present.
- In the interest of safety and maintaining a school environment that is welcoming to all, administration reserves the right to prohibit entry, or expel persons displaying profane, threatening and other behavior believed to be detrimental to the order of the school.
- All individuals who enter the building must sign in, provide identification, and receive a visitor's pass.
- All individuals who enter the building will pass through a weapons detection system.
- Student visitors will not be permitted to attend school unless their parents have made arrangements as part of the open enrollment process with approval by the principal.

CONCEALED WEAPONS LAW

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

CUSTODY RIGHTS

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.

SCHOOL CANCELLATION / OPENING DELAYS

In the event of inclement weather, the decision to close school is made by the Superintendent or his designee based upon criteria unique to each individual situation.

- 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 the FinalForms account, as well as via the district website and social media.
- Be sure to keep Final Forms contact information updated.

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 safety drills are complete.



SCHOOL EVACUATION

In the interest of the safety, security, and well-being of all WCS students and staff, and as a part of the 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, the immediate focus is on the safety, security, and well-being of WCS 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.
- 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.
- In such a situation there is an understanding that there may be a heightened emotion that may accompany the uncertainty of such events. Please know that the highest priority is working to ensure the safety, and well-being of the students. Additionally, the staff is aware importance of accurate and timely information being communicated to families when events occur and are committed to meeting that need as soon as it is safe to do so.



TRANSPORTATION

DROP OFF / PICK UP

Before and after school, students should be dropped off for school and picked up after school in the Main Lot.

- No cars should enter the bus loop around the back of the building.
- Please note the signs directing traffic flow and prohibited areas.

From 7:00-7:50 and 2:00-2:40 [WGH Drop Off and Pick Up Map](#)

- Vehicles will not be permitted to drive around the roundabout.
- Vehicles will not be permitted along the lanes closest to the building.
- Vehicles must exit toward Atlantic St. or toward Elm Rd.

During the school day, students can be dropped off or picked up in the front of the school, and the only door that will be open for entry after 8:15 am will be the Visitors' Entrance.

Students arriving late to school must report to the Main Entrance. No student may go directly to his/her classroom without checking in to the Attendance Office.

BUS TRANSPORTATION

The Bus Schedule is provided by the Transportation Department with the bus stop and pick up / drop off times. WCS Bus Transportation **changes can only be approved** by the district Transportation Supervisor **330.841.2265**.

- Any transportation inquiries can be communicated to the Transportation Department at 330.841.2265.
- Students will not be permitted to ride a different bus without a note from a parent and principal approval at least two hours before dismissal.
- Students on the bus or other authorized Board of Education transportation vehicles are under the authority of the bus/vehicle driver at all times.
- Disorderly conduct or refusal to submit to the authority of the driver or other staff member on the bus will be sufficient reason for refusing transportation service to any student.
- A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle or at the bus stop in violation of the student code of conduct/student discipline code. Students may also receive discipline from school.

In the interest of student safety, changes in a student's method of transportation can only be made by a **written or emailed note** (wghattendance@warrencityschools.org), or a **face-to-face request** from the child's legal guardian, and must be submitted to the main office at least 30 minutes prior to dismissal. Requests made over the telephone may not be granted. Verbal requests from students will also not be accepted, as the identity of the parent cannot be verified.

STUDENT DRIVING

The following rules apply to students who drive to school:

WGH / WCS are not responsible for cars parked in the parking lots. All students park at their own risk.

Students must complete an application and receive approval to receive a WGH parking permit.

- **Applications are available in the Main Office and in Student Services from the Guidance Secretary.**
 - [2026-2027 WGH Driving Permit Application](#)
 - Students must display their permit placard and park in the assigned space.
 - Students who already possess a driver's license and plan to drive to school must complete and submit an application prior to **August 28, 2026** to receive their parking permit.
 - Students who obtain their driver's license throughout the school year and plan to drive to school should complete and submit an application prior to driving to school in order to receive the parking permit.
- Student drivers must provide proof of a valid driver's license and insurance. Students without a valid driver's license are NOT permitted to drive on school property at any time.
- Student drivers must consent with the District's drug testing policy before permission is granted to drive.
- Students must park in the assigned student spaces with the WGH parking permit visible.
- Students are not permitted to leave the school building to go to vehicles or move cars during the school day without principal authorization, and students are not permitted to loiter in their cars.
- Students who use their cars to leave school without permission may lose their driving privileges and disciplinary measures may be invoked for truancy.
- All drivers must observe the speed limit of 5 mph and one-way traffic flow while on school grounds. Students who speed or drive in a reckless manner may have their driving privileges revoked.
- School buses have the right-of-way at all times.
- Excessive tardiness, truancy, skipping class, and other infractions are grounds for revoking a student's driving privilege.
- Driving permits can be revoked by the school administration due to violation of any of these rules or other school rules or policies.

SCHOOL BREAKFAST AND LUNCH PROGRAM

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

Students are expected to follow all rules for the cafeteria areas and the directions of the adults in charge.

The following common courtesies are expected of our students during breakfast and lunch:

- Speak in a normal voice; loud talking and high noise levels are not appropriate.
- Throw all trash in receptacles provided.
- Refrain from throwing any item.

Dropping off fast food to students during the day is not permitted. Also, having food delivered to school (Door Dash, Grub Hub etc.) is not permitted, and students will be subject to disciplinary action.

BREAKFAST

From 7:23-7:35 am breakfast will be provided free to all students and will be eaten in the cafeteria.

- Students may NOT bring in food or drink from outside sources unless pre-approved by a principal for a specific class requirement.
 - This includes but is not limited to McDonald's, Dunkin', Starbucks, 7Brew, etc.

LUNCH

Each day lunch will be provided free to all students during a designated / scheduled time each day.

- Students **are** permitted to bring a packed lunch.
 - Please do not send anything in glass bottles or jars.
 - **Energy drinks, pop and carbonated beverages are prohibited.**
- Students should finish lunch before exiting the cafeteria, and cannot take any food or drinks to class with them, including snacks or drinks from the snack bar.
- Students cannot take lunches out of the cafeteria to the academic wing, and cannot eat lunch in teachers' classrooms.
- An alternate lunch setting will be available most days in room 2266 for students who do not wish to have lunch in the cafeteria setting.



ATTENDANCE & TARDINESS

Regular school attendance is one of the most important factors in your child's academic success. Students who attend school consistently build stronger relationships with teachers and classmates, stay engaged in learning, and are better prepared for future opportunities. Good attendance is linked to higher grades, improved academic achievement, and a greater likelihood of graduating ready for college, career, or military service.

Students are encouraged to be at school on time and ready to learn at least 95% of the school year. That means missing no more than approximately nine (9) days of school for the entire year or about 1 day, on average, each month. Students who reach this goal will be recognized monthly for being an Attendance H.E.R.O.

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 that simply cannot adequately be made up.

EXCUSED ABSENCES

Parents are responsible for contacting the school to report their child off when they are absent.

- Parents should send a note with the student, or send an email to wghattendance@warrencityschools.org within two days of the student's absence
- **No more than seven (7) parent excuses will be accepted throughout the school year.**
- Principals may require medical documentation from 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.
- A student with an unexcused absence is not permitted to make up missed schoolwork.

The following types of absences are considered to be excused:

- Documented medical appointments
- Death in the family (w/ documentation)
- Court appearance
- Illness or quarantine of student
- Recognized religious holiday
- Principal approved requests including College Visits [26-27 College Visit Form.pdf](#)



The school's **School-Community Liaisons** are available to partner with families and help to address barriers to regular attendance. If support is needed, please contact the school for resources.

TARDINESS TO SCHOOL

Repeated tardiness can lead to chronic absenteeism lost learning opportunities. 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.

- Students should be in their first period classes by 7:40 a.m.
 - Students who enter the building after 7:40 a.m. will be considered tardy.
 - Students who enter during first period will enter the M Door and will receive a tardy pass.
 - Students who enter after 8:15 must enter at the Visitors' Entrance and the student will receive a late pass.
- Tardies can be excused for medical or court appointments with proper documentation.
- Five (5) excused parent notes will be accepted to excuse tardiness to school each quarter.
- A student who has an UNEXCUSED tardy to first period will be assigned ISI for first period
 - Students who miss period 1 will be able to ask their teacher for missed work the following day.
- A student who is tardy periods 2, 3 or 4, will be sent to class with an unexcused tardy pass.
- A student who has more than five (5) unexcused tardies per quarter will be assigned to a full day of ISI for each tardy to school, and a parent meeting will be held.
- Students will not be permitted to enter school without an excuse after 10:45 (the end of fourth period).
- Tardiness to school may result in exclusion from school dances, special events, and incentive activities.

TARDINESS TO CLASS

Students are expected to arrive to class on time. If a student is late, teachers will mark the student tardy in Gradebook.

- Students will be assigned a lunch detention with the accumulation of five (5) tardies.
- If a student accumulates more than fifteen (15) tardies per quarter, the student will be assigned In School or Out of School Suspension and parents may be required to attend meetings if students exhibit chronic tardiness to school or to class.
- Tardiness may result in exclusion from school dances, special events, and incentive activities.
- Students who are more than five (5) minutes tardy to class will be considered truant and will be sent to SSC for a disciplinary consequence.

TECHNOLOGY / ELECTRONIC DEVICES AT SCHOOL

Electronic devices (including but not limited to: cellular phones, headphones / AirPods, smartwatches, EReaders, tablets, handheld gaming devices, Bluetooth speakers, smart glasses) are not permitted to be used on school property during the instructional day.

The administrative staff will not investigate the loss of electronic devices brought to school, nor is the school responsible for lost or stolen items.

- It is recommended that students keep their electronic devices locked in their lockers during the instructional day.
- The following guidelines must be followed for ALL personal electronic devices
 - Students are prohibited from using any non-WCS approved electronic devices in a classroom.
 - Students are prohibited from using any electronic devices in the hallways during classroom transition.
 - Students are prohibited from using personal or school-issued electronic devices in violation of the Warren City Schools' Acceptable Use Policy.
 - 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.
 - Students are prohibited from using technology for interactive communication in the form of posts on social media websites, including but not limited to Facebook, Snapchat, Instagram, TikTok, Twitter, Tumblr, and other Blog/Chat/Messaging sites, during the hours of school operation.
 - Students are prohibited from using technology for interactive communication to initiate or participate in any and all harassment/bullying and intimidation behaviors per the Ohio Revised Code definition.
 - Students are prohibited from using technology for accessing, sharing, or disseminating inappropriate content including pornography, material with abusive language, drug/alcohol/weapon related content, or any information that can be deemed harmful or shocking to minors.
 - Students are prohibited from using technology for "Sexting," which is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging.
 - This conduct is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography.
 - 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.
 - Students are prohibited from using cameras and other electronic equipment and devices to capture or record audio and/or images/pictures/videos 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.

Students who violate these guidelines will be required to turn devices in to school personnel and sign an electronic device responsibility contract.

The administrative staff reserves the right to assign discipline for violations of the electronic device guidelines. Law enforcement will be notified as appropriate. If instructed to turn over a device, students are expected to do so without argument or confrontation.

CELLULAR PHONES

At no time are students permitted to use their cellular device to make telephone or video calls during the school day.

- All phones must be muted and kept out of sight during the school day, exception will be during scheduled lunch time in the cafeteria and at breakfast when students will be able to text only.
- Cellular phones must be muted during school hours, and no student shall display or use electronic communication devices in the school during classroom instruction, during class change, during an assembly, or other gathering part of the instructional day.
- During building-wide testing (EOC exams, SAT, etc.) students are not permitted to bring electronic devices into the testing room. If they do, they will be required to turn the device in to the proctor.
 - Any violation of this policy could result in school discipline and the invalidation of the student's scores.
- School officials also reserve the right to deny phone privileges at any time deemed necessary to school safety.
- Students who need to place a phone call can do so in the SSC.
- EXCEPTION: A student may use a cell phone to monitor or address a health concern with principal and school nurse approval.

HEADPHONES / EARBUDS

Students are not permitted to use or wear headphones at any time while the instructional day is in progress (7:25 am-2:30 pm), including during lunch.

LAPTOPS / IPADS / TABLETS

School laptops and platforms (Teams, email, Clever, etc.) are the property of Warren City Schools.

- No outside apps or downloads are permitted on the school computers or platforms.
- Any communication on these devices and platforms should be professional and related to school content.
- Students will not be permitted to connect to the school wi-fi using personal devices. **Updated 8/14/26**

SCHOOL-ISSUED DEVICES

Each student has an option to use a school-issued device for use while at WGH.

NEW FOR 2026-2027: Families who wish to request a school-issued device for their student MUST indicate their request on Final Forms.

- Students are expected to bring their device to school daily for educational purposes.
- Lost or damaged 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 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. An additional devices will not be issued until the obligation is paid.
- Any student who borrows a school device from a classroom teacher will be responsible for returning that device at the end of the class period. Devices not returned will result in a fee for the student.

LOG IN CREDENTIALS

Student log in and email addresses use the student's first initial and full last name with the last four digits of their student ID. These examples use dmiller in place of the student's name.

- Desktop and Laptop Computer Log Ins
Username: dmillerXXXX (XXXX = last four of student ID#)
Password: MMDDXXXX (MMDD = student's 2 digit birth month and 2 digit birth date, XXXXXX = full student ID#)
- Office 365 / Office.com
Username: dmillerXXXX@warren-raiders.org
Password: MMDDXXXX
- Final Forms:
Username: dmillerXXXX@warren-raiders.org
Password: The student sets their own password by clicking "Forgot Password." The email will be sent to their Office 365 Outlook email for the password reset.
- If a student is not able to access their account, please email WGH Building technician trevor.donley@warrencityschools.org with the student's name and student ID.

Newly enrolled students will receive log in information within a couple days of official enrollment.

PROGRESSBOOK

ProgressBook is the online gradebook. Students and parents can have their own access account.

- Teachers are expected to have their Progress Book updated by 7:40 am each Monday morning.
- If you have concerns about a grade please contact the teacher, school counselor, or grade level administrator.

If you do not have an account, you can request a registration key (parent or student) lisa.duncan@warrencityschools.org or you may call Mrs. Duncan at Ext 2488.

- Schedules, interim reports and report cards will be available in ProgressBook and will NOT be mailed home.
- You can access ProgressBook one of two ways:
 - Download the Mobile App search for "Progress Book Parent/Student" to find the Frontline Progress Book Parent/Student mobile app
 - Log onto the [Warren City Schools website](https://www.warrencityschools.org) and click [ProgressBook Parent Access](#)
- If You Have a Registration Key
 - Open the mobile app and tap Login.
 - When redirected to the website, begin typing your district name and in the results list that displays, select your district, and tap Go.
 - Scroll down to the New to ProgressBook and tap Create Account.
 - On the next screen, tap New Parent Account or New Student Account.
 - Follow the prompts on the screen to complete registration.
- If You Already Have an Account
 - Open the mobile app or visit the website and tap Login.
 - When redirected to the website, begin typing your district name.
 - In the results list that displays, select your district, and tap Go.
 - Enter your Username and Password and tap Sign In.

SCHOOL TELEPHONE USE

Students may use the school phone in the SSC (room 3117) before, during, or after school with the permission of a principal or a classroom teacher.

Telephone messages for students are accepted from parents and guardians in emergency circumstances only.

- Parents/guardians should call 330.841.2316 ext. 7600 to relay a message to their child.
- A student who misses his/her bus should report immediately to the Main Office to call home.

DURING THE SCHOOL DAY

CLUBS AND ORGANIZATIONS

Students participating in extra-curricular club and organizations may be subject to Board of Education Policy #5530.01 requiring drug testing for certain populations of students.

- **Academic Achievers** Provides college preparation, career planning, counseling and tutoring, and summer programs on YSU's campus.
- **Academic Team** Students involved in this organization participate in quiz bowl competitions.
- **Drama Club** Students involved in this organization rehearse and create sets to present school plays.
- **Drone League** Students taking the Drone Course will participate in this co-curricular league competing with other schools.
- **F.I.R.S.T. Robotics Team** Gives students the opportunity to work alongside mentoring teachers and engineers that have had real world experience in technical fields. Visit the F.I.R.S.T. web site at Harding's web page.
- **Interact** Service organization sponsored by the Rotary Club that exposes students to community organizations and projects.
- **Key Club** Service organization sponsored by the Kiwanis Club that works on community projects and participates in leadership training.
- **National Honor Society** Students who exhibit and maintain the NHS ideals of character, leadership, scholarship and service are invited to apply for membership in this organization junior and senior years. Students who are accepted participate in community service projects.
- **Poetry Club / Literary Magazine** Any student who wishes to publish or perform the written word is invited to participate.
- **Powerlifting Club** Any student who is interested in physical fitness or lifting
- **Ski Club** Beginner or experienced skiers are welcome to participate in this winter club.
- **Student Council** Student council members sponsor community service projects, represent the school in the community, and assist with school climate and safety issues.
- **Upward Bound** Provides college preparation, career planning, counseling and tutoring, cultural enrichment, financial aid assistance, and scholarship search help.
- **WSCN (Warren Student Communications Network)** Provides the building with many services, including a daily news broadcast that can be found at www.wscntv.com.
- **Yearbook** This co-curricular activity provides students the opportunity to work on the school yearbook.

FEES FOR STUDENTS

Fees or obligations may be paid in the bookroom using cash or money order, and in the bookroom or over the phone using, credit / debit card or PayPal. PERSONAL CHECKS ARE NO LONGER ACCPETED.

- The school charges fees for consumable materials and services for a limited number of extra & co-curricular activities. Every effort is made to keep the costs as low as possible and students are expected to pay fees in a timely manner.
- If fees are not paid, students will not be permitted to participate in their Senior Prom, graduation ceremonies or receive their diploma.

FIELD TRIPS

Parents must be notified about trips. A permission slip for Field Trips is signed on Final Forms.

HALL PASSES

Students will have a pass log to keep in their school-issued binder that they will use when they need a pass out of class. Students who do not have their binders will not be able to receive a pass.

- Students should use the restroom before school, during class changes, and during lunch when possible.
- There are NO hall passes during the students' Raider Day periods. Students should use the restroom outside the cafeteria while at lunch.
- In case of an emergency, students should explain the situation to the classroom teacher or report to SSC.
- Students should not ask to visit other classrooms unless the teacher has called to ask for permission.
- Students should not disrupt other classes looking for students at any time.

HARASSMENT AND BULLYING

Harassment and Bullying are acts that a student or group of students exhibit toward another particular student(s) that may be persistent in nature, and include (but are not limited to) verbal, written, graphic, or physical expressions that cause mental or physical harm, or that create an intimidating, threatening, or abusive environment. These behaviors will not be tolerated in Warren City Schools.

- If a student or family member suspects that bullying or harassment have occurred, the student or family should report this to a staff member or administrator. If an allegation of such behavior is reported to any staff member or witnessed by any staff member, they are responsible for notifying the appropriate administrator (Board Policy #5517). See the Guide to Positive Behavior for more information.

LOCKERS

A locker will be issued to each student during the first week of school or when a student enrolls. Students will keep the same assigned locker for their remaining years at WGH (if a change is needed, see a grade level administrator).

- Lockers come equipped with locks and each student is responsible for the contents and that the locker is secure.
- Lockers are the property of the school and may be searched randomly at any time with or without consent or knowledge of the student.
- Students are not permitted to share or move lockers and should not share combinations with anyone.
- Students will be charged for damage to lockers.
- Students should make a plan to visit their lockers 2-3 times a day to reduce hallway traffic and transitions.
- Lockers are provided for students to store book bags, string bags, sports equipment, oversize bags, outerwear, and school materials.
- Following the final day of school, all lockers will be emptied of contents and placed in a secure location in the school for 2 weeks. At the end of the 2-week period, all items will be donated to charity.

PANTRY

WGH has a pantry with items available for students and families. To place an order for the pantry, students or families should scan this QR code or visit this link [26-27 WGH Pantry Form](#). Students can also pick up an orange form from the pantry, student services office, or main office. Students will need to complete the form and return the form to the main office, student services, or room #2249 by 3rd period. Students will receive a pass in their 7th or 8th period class to go to the Pantry to pick up their items prior to dismissal.



PHOTOS / USE OF PHOTOS IN THE MEDIA

The parental permission form for the release and publication of student photographs or images is in Final Forms for and acknowledgement each year. This form is to grant or deny use of your child's photograph or image from the educational setting.

RECORDS REQUESTS

Any legally recognized or natural parent who is identified in school records may request access to his/her child's records information unless those rights were lost as a result of adoption or custody ruling.

Parent/guardian requests to see their student's records folder should be addressed to one of the principals or counselors with ample time being given to fulfil that request.



ATHLETIC DEPARTMENT

Timothy Porter, Athletic Director

Ext. 2216

timothy.porter@warrencityschools.org

Dawn Harper, Athletic Department Secretary

Ext. 2217

dawn.harper@warrencityschools.org

All athletes will be provided with an athletic handbook which clearly states all of the requirements for safety and participation.

All athletes at WGH must meet the following requirements:

- Students in grades 9-12 must be currently enrolled and must have been enrolled the immediately preceding grading period.
- During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation (OHSAA Bylaws Section 4-4-1).
- It is important for students to be aware that summer school, credit flexibility, or after school courses cannot be used to meet the eligibility requirement of five one-credit courses or the equivalent.
- Ohio High School Athletic Association has published the requirements for eligibility, available at www.ohsaa.org.
- Beginning in fall 2014 in accordance to Board Policies 2430 & 2431 students in any co-curricular, interscholastic and non-interscholastic extra-curricular activity must maintain a 2.0 to be eligible for participation.
- Each student must be found physically fit by a doctor in order to try out for athletics. The record of this medical examination must be on file in the athletic office prior to participating in any practice or contest.

NCAA ELIGIBILITY CENTER

The NCAA (National College Athletic Association) sets high standards for athletes who desire to attend a college or university as an athlete.

The NCAA has reviewed Harding's entire core curriculum and they have published a list of all Harding courses that may be used for eligibility for university scholarships and placement.

- Only approved courses on the list will be credited for Eligibility Center purposes. The entire list of approved courses for Harding, along with information about the NCAA college eligibility process, may be viewed at their web site www.ncaa.org. Please review the list when selecting course options.
- Athletes must be cautious if accessing the credit flexibility option as it may affect clearance through the eligibility center and quarterly eligibility in high school.

ACCIDENT INSURANCE

The school makes available a low-cost accident insurance policy. This is voluntary, but recommended. Students are not covered by school insurance. If a student is injured at school, the student or parent/guardian is responsible for payment should a doctor or hospital bill result. Forms are available in the main office and the athletic office.

ATHLETIC PROGRAMS AT WGH

- | | | |
|--------------------------------|------------------------------------|---|
| • Baseball | • Boys' & Girls' ESports | • Boys' & Girls' Tennis |
| • Boys' & Girls' Basketball | • Girls' Flag Football | • Boys' & Girls' Track (Indoor & Outdoor) |
| • Boys' & Girls' Bowling | • Football | • Boys' & Girls' Soccer |
| • Cheerleading | • Boys' & Girls' Golf | • Softball |
| • Boys' & Girls' Cross Country | • Boys' & Girls' Swimming & Diving | • Boys' & Girls' Volleyball |

DRUG TESTING OF STUDENTS

On May 23, 2017, the Warren City School District Board of Education passed policy 5530.0; Drug Testing of Students Involved in Non-Academic Activities. Suspected use of alcohol, tobacco and illicit drugs is a serious concern and the Warren City Schools Board of Education and Administration 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. The purpose CAAof creating a drug testing program shall be:

- To provide for the safety of all students;
- To undermine the effects of peer pressure by providing legitimate reasons for students to refuse to use drugs, tobacco and alcohol;
- To encourage students who abuse drugs to participate in a drug treatment program; and
- To prevent the impact drug, alcohol and tobacco use has on the learning centers of the brain, allowing students to achieve their full potential while attending the Warren City Schools.

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 who 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 his/her conduct is not in violation of the WCS Student Guide to Positive Behavior. Please refer to the WCS Guide to Positive Behavior for the Administrative Guidelines governing this policy.

ACADEMIC INFORMATION

ACADEMIC DISHONESTY / PLAGIARISM

Plagiarism is the literary and intellectual theft of another person's work.

- Students are not permitted to use Artificial Intelligence to complete assignments.
- This includes another person's ideas, thoughts, or writings as one's own work without acknowledging the source.
- When borrowing an author's exact words, paraphrases, statistics, illustrations, photographs, drawings, or other visual and nonverbal material the source must be documented.
- When borrowing an author's idea, the author's name and source must be documented.
- If there is a doubt about the material you have used then be sure to document your source.
- The penalty for plagiarism will be determined by the teacher and may result in a failing grade for the submitted plagiarized work, which could result in a failing grade for the course. See the teacher's syllabus for more information.

CLASS RANK AND ACADEMIC RECOGNITION

Students who demonstrate a consistently high level of academic attainment will have opportunity to earn an honor designation. This designation is determined at the close of the seventh semester, the conclusion of the first semester of their senior year. Honor designations are earned based upon a student's cumulative achievement at WGH, as determined by the weighted GPA. The four tiers and criterion are:

- **Summa Cum Laude** – Any student having earned an accumulative GPA of 4.2 or higher by the conclusion of the 7th semester will be distinguished as a Summa Cum Laude graduate (with highest honors).
 - These students will be given a Red and Black stole and medal to wear at graduation.
- **Magna Cum Laude** – Any student having earned an accumulative GPA of 4.1-4.19 or higher by the conclusion of the 7th semester will be designated as a Magna Cum Laude (with high honors).
 - These students will be given a Gold and Black stole and medal to wear at graduation.
- **Cum Laude** – Any student having earned an accumulative GPA of 4.01-4.09 by the conclusion of the 7th semester will be distinguished as a Cum Laude graduate (with honors).
 - These students will be given a White and Black stole and medal to wear at graduation.
- **Academic Excellence** – Any student having earned an accumulative GPA of 3.75 – 4.0 by the conclusion of the 7th semester will be distinguished as having graduated with Academic Merit.
 - These students will be given a double knotted gold cord to wear at graduation.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus (CCP) program is designed to provide college-ready high school students access to college courses through Ohio's public colleges and universities. Courses through CCP also award high school credit, and students may use many of these courses to replace traditional high school courses for credits toward graduation. The faculty and administration of Warren G. Harding are able to provide our students with substantial college course options within the high school, giving students transferable college credits in the most accessible manner possible.

- Interested students must declare their intent by submitting an Intent Form to the Student Services Office – Room 3104/Mrs. Kampf-Melillo. Copies of this form are available from Grade Level Counselors, Raider Day Teachers, and on the bulletin board by Student Services
 - Students who earn 30+ hours of CCP credit while in high school will be given a red cord to wear at graduation.

COLLEGE VISITS

Students are encouraged to use up to three college visit days per year to explore post-secondary options. Forms are available with school counselors and with the Guidance Secretary [26-27 College Visit Form.pdf](#)

COURSE AUDIT

Students may apply to audit a course three times during their high school career, provided room is available in the class. Students may audit only one core course per semester/year and seniors may not audit the second semester of the senior year. The student must complete and submit an audit form to the guidance office within seven school days from the first day of instruction (September 1, 2026 for 1st semester or January 27, 2027 for 2nd semester). [Course Audit Form updated 7.2026.pdf](#). The student must attend class, participate in class activities, and complete all assigned work.

CLASS STATUS

For the official records class placement will be determined with the following credits:

- Freshman 0-4.75 credits
- Sophomore 5.00-10.00 credits
- Junior 10.25-15.75 credits
- Senior 16+ credits

CREDIT FLEXIBILITY

The Ohio credit flexibility policy allows high school students to earn credit in three ways, or in a combination of these ways: completing traditional coursework; testing out with a demonstration of mastery of the course content; or pursuing one or more “educational options.” Ohio’s plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study available for a particular subject and tailor the learning time or conditions needed. Warren G. Harding High School has developed a process for pursuing credit flexibility including application, timelines, and a written plan by the student. This process is student initiated and faculty supported. Please see guidance counselors for more details and the specified timeline required.

FINAL ASSESSMENTS

Final assessment should be used to certify mastery of objectives in accordance to Ohio’s Learning Standards by the students. All high school credit course final assessments shall be comprehensive. These assessments are final and are not subject to retesting as described in the “Reassessment Policy” provision.

- During the Final Assessment Dates, no new grades from the previous quarter should be assigned to the students.
- Any family who may have to miss school during the period of Final Assessments due to an unforeseen circumstance must submit a request to the building principal at least two weeks prior to the Assessment period to seek approval for rescheduling.
- Only in emergency situations will students be permitted to take assessments after the scheduled date.

Semester 1 Final Assessments - January 11-14

Senior Semester 2 Final Assessments - May 18-21

Underclass Semester 2 Final Assessments - May 24-27

GRADUATION REQUIREMENTS

	STATE MINIMUM	WGH REQUIREMENT
English Language Arts	4 units	4 units
Mathematics	4 units	4 units
<i>Must include 1 unit of Algebra II or the equivalent of Algebra II</i>		
Science	3 units	3 units
<i>Must include 1 unit of physical science, 1 unit of life science, and 1 unit advanced study in one or more of the following: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science</i>		
Social Studies	3 units	3 units
<i>Must include American History and American Government.</i>		
Health	½ unit	½ unit
Physical Education	½ unit	½ unit
<i>This requirement is accomplished through two semester courses.</i>		
Financial Literacy	½ unit	½ unit
Electives	5 units	5 units (1 Fine Art Course)
<i>Must include at least one unit of a fine art course.</i>		
Total	20 units	21 units

In addition to the above credit and course requirements, students must also satisfy the State of Ohio testing requirement. This requirement is met by showing competency in Math and English by earning a qualifying score on the Algebra 1 and ELA 2 end-of-course exams. Students also must demonstrate readiness for their post-secondary path by earning at least two readiness seals. To learn more about the graduation requirements click here: [Ohio Graduation Requirements ODEW](#) or see the graphic on page 26.

HOMEWORK

Teachers may give homework to reinforce the concepts being taught in class. Homework provides a means for families to monitor the student’s progress, provides extra practice, and is also a way to help students develop helpful work and study habits. Cooperation between home and school is crucial to the development and success of the academic programs.

HONORS DIPLOMA

The Ohio Department of Education, in consultation with a group of stakeholders and the State Board of Education, has updated the requirements for honors diplomas beginning with the class of 2026. Students who entered high school on or after July 1, 2022 will be required to meet the new honors diploma requirements.

- These students will be given a red cord to wear at graduation.
- Click on the underlined text to be directed to the Ohio Department of Education & Workforce explanations of each diploma type, including information about Student Strength Demonstration Replacement options.
 - [Academic Honors Diploma Requirements](#)
 - [International Baccalaureate Honors Diploma](#)
 - [Career Tech Honors Diploma](#)
 - [Arts Honors Diploma](#)
 - [Stem Honors Diploma](#)
 - [Social Science and Civic Engagement Honors Diploma](#)

MAKE UP WORK

When a student has an excused absence from school, it is his/her responsibility to request all make-up work and to arrange to take any missed tests or quizzes.

- The student has the same number of days as the absence to make up the work.
- If an assignment is given before the student is absent, it is to be turned in on the day the student returns.
- The teacher may determine that the student take a test upon his/her return if the student was aware of the pending test and no additional information from the days missed is required to perform successfully on the assessment.
- UNEXCUSED ABSENCES RESULT IN NO MAKE-UP WORK.

PHYSICAL EDUCATION WAIVER

The administration and the Board of Education of Warren City Schools have worked jointly on a policy that allows a Physical Education (PE) Waiver to be awarded to students who have participated in two years or two seasons of interscholastic athletic competition, JROTC, marching band, or cheerleading in place of the 0.5 credit physical education requirement.

- Students must not have any physical education credits on their high school transcript to take advantage of the PE Waiver.
- The PE Waiver form should be signed in Final Forms by the end of the Freshman year, and the students should discuss this plan with their school counselor.
- If the physical education requirement is waived, students may need to take a 0.5 credit course to meet the required number of courses.
- The Ohio Graduation Requirements require participation for at least two (2) full seasons of an approved activity in order to waive the PE requirement.
- Participation in only one (1) full season CANNOT be combined with 0.25 credits of PE to meet the PE requirements for graduation.

SCHEDULE CHANGE PROCEDURE

The master schedule of classes is based on the requests made by students in the spring. Therefore, students cannot expect to try a class and then drop or change it. Once courses are selected, adjustments will be made on a limited basis.

- Schedule changes must be made by September 4 for a 1st semester course, and by January 29 for a 2nd semester course.

Courses may be adjusted if the request meets the following criteria:

- Requested or required course not scheduled
- Prerequisite not met
- Course completed over the summer
- Administrative reason

Requests for changes will **NOT** be made based upon the following criteria:

- Preference of a different teacher
- Preference for a different period
- Preference to be with friends
- Change of mind about taking the course

How to Request a Course Change:

- Classes of 2030, 2029, 2027 - Students should ask for a schedule change form from their counselor or Raider Day teacher.
- Class of 2028 - Students should find the link on the Class of 2028 Team Page.
- Students must follow the present schedule until the change can be made.
- Courses dropped after the drop date must be approved by the Principal and may result in a failing grade entered on the transcript.

SPECIAL EDUCATION

The supervisor and case manager work with intervention specialist teachers in completing testing and reevaluation requirements. Psychologists, speech and hearing specialists, and the work-study coordinator are managed through Special Education.

Special services organized by this department include:

- Managing the servicing of students on an IEP
- Coordinating testing for students who may be eligible for these services.

SUMMER SCHOOL

Summer School is designed as a credit recovery option. Students will not be given credit for a course taken that has not been previously failed (exceptions include Physical Education, Health, and Financial Literacy). Any student who has an approved acceleration plan in place may take a course to accomplish a goal contained within the plan.

TESTING

End of Course Exam tests will be given in the winter and spring.

Standardized tests are designed to allow college admissions officers to judge all students by a common measure.

- Standardized test scores compensate for the uncertainty surrounding high school grades, school-to-school differences, grade inflation, teaching quality, etc. In addition, admissions officers use these scores as a way to predict academic performance in the first year of college.
 - **ACT** The American College Test is a college entrance exam that will substitute for the SAT I at some schools and may be required by others. The ACT is composed of four sections: English usage; Mathematical usage; Reading comprehension; Natural sciences; Writing (required by many universities and colleges).
 - **PSAT/NMSQT** The Preliminary Scholastic Assessment Test is a two-hour test administered once a year (usually in October). This test prepares students for the SAT and allows students to qualify for the National Merit Scholarship Program. There are two test sections: verbal and math. All sophomores and juniors are encouraged to take this opportunity. There is a fee for the test.
 - **SAT** The Scholastic Assessment Test I is a three-hour test that is often required for college admission. This multiple-choice test measures verbal and mathematical abilities. The verbal portion measures vocabulary, verbal reasoning, and critical reading skills. The mathematical portion tests ability to solve problems in arithmetic, algebra, and geometry.
 - The State of Ohio requires all junior / 11th grade students to take the ACT or SAT.
 - The SAT will be administered March 3. All 11th grade students must participate in this exam.
 - **SAT II** The Scholastic Assessment Test II measures knowledge in specific subject areas including writing, literature, sciences, and foreign languages. Testing information, test booklets and application materials are available in the guidance office.

TEXTBOOKS

Students will be issued textbooks for some classes. Textbooks are the property of WCS.

Students must return textbooks upon completion of the course or school year and shall pay for any loss or damage to them. It is important to make certain that the book issued is the same book returned (reasonable wear is expected as a result of daily use).

Obligations will be listed on report cards and the amount is available in Progress Book.

- Families can contact the WGH Bookroom 330.841.2316 ext. 2167 to pay fees. It is recommended not to wait until graduation to ensure that all fees have been paid.

TRANSCRIPTS

Transcripts are requested through the guidance office.

TRUMBULL CAREER & TECHNICAL CENTER (TCTC)

Students will have the opportunity to visit the TCTC during the sophomore year to decide whether to apply for enrollment in a program. Students may be accepted by TCTC; however, students who have credit deficiencies may not be permitted to attend. As the home school, WGH reserves the right to deny attendance based upon completion of prerequisites.

GRADES / GRADING

These Guidelines can be found in Administrative Guidelines, Section 5421E Explanation of Grading Procedures K-12 on the WCS website.

All classes will be divided into 2 semesters –

- Semester 1 will be **part A** and the semester will be worth 0.5 credit.
- Semester 2 will be **part B** and the semester will be worth 0.5 credit.
- The only full-year courses are Raider Days and CBI.

WARREN CITY SCHOOLS ADMINISTRATIVE GUIDELINES GRADING PROCEDURES 9-12

Grades received for a semester class are final grades for that course.

Each of the two (2) grading periods and the final assessment make up the three (3) criteria to be met. Students must pass two (2) of the three (3) criteria.

Teachers will add all final nine (9) week grades, multiply by two (2), include the final assessment; divide total by four and a half (4.5) for a final grade.

$$(Q1 \times 2) + (Q2 \times 2) + (\text{Final Assessment} \times 0.5) / 4.5 = \text{semester grade}$$

$$(Q3 \times 2) + (Q4 \times 2) + (\text{Final Assessment} \times 0.5) / 4.5 = \text{semester grade}$$

Final Assessments must be based on the standards and benchmarks covered during the preceding semester.

- For End of Course Assessed courses, a student may choose to be exempted from the Final Assessment and receive a grade of an A for the Final Assessment grade if the student scores 700+ on that exam.
- Final Assessments will be completed during the final week of the 1st semester and the final week of the 2nd semester.
- Teachers should not assign new grades for Quarter 2 or Quarter 4 during the final week of the 1st semester or the 2nd semester. This time will be dedicated to working on and preparing for the final assessment.

Teachers must keep accurate records, including a sufficient number of grades representing student's work as evidence to ensure grade validity.

All teachers shall follow the curriculum map for each assigned class aligned with the State Academic Content Standards.

Teachers shall give students written guidelines including:

- The criteria used for grading
- A brief course outline or description of purpose
- A list of activities, projects, tests, quizzes, homework expectations, and other major course events.

GRADE REPLACEMENT

Students may retake a course to have the new grade substituted for the previously earned grade. This option may be useful to increase an overall Grade Point Average (GPA), to improve a final transcript, or to improve NCAA eligibility standing.

- Students must submit a request for grade replacement for approval prior to the beginning of the course.
- Students must retake the course during the school year to qualify for a grade replacement.
- Students cannot receive credit twice for the same course.
- If a student drops a course after the second week of a semester class the student may receive a grade of an F, which will appear on the transcript. No course may be dropped without principal permission after the third week.

INCOMPLETE GRADES

Incomplete grades due to medical reasons must be made up and requirements met within the first twenty-five (25) calendar days of the following grading period. Students in this situation may opt to drop the courses taken during their period of illness and students will work with their counselor to reschedule these courses if needed.

- Incomplete grades can be granted by the principal to a student for non-medical reasons.
- Upon their return, students granted this statute will have ten (10) calendar days to complete their course work.
- Reasons for an incomplete of this nature will include: family emergency, death in family, illness in family, etc.
- Teachers may allow students to complete their incomplete grade with alternate assignments.

GRADING SCALE

A = 90%-100% B = 80%-89% C = 70%-79% D = 60%-69% F = 0%-59%

Final grades for each course are based upon the calculation for each nine weeks and the final assessment.

Each nine week grade is recorded as a numerical value as follows:

A = 3.5-4.0 B = 2.5-3.49 C = 1.5-2.49 D = 0.5-1.49 F = 0.0-0.49

A variety of College Credit Plus, Advanced Placement, and advanced level courses are given additional weight due to the rigorous level of study. These courses are designed to challenge students at the college level and represent our most advanced academic curriculum. Specific information is available in the WGH scheduling book. The final grade is weighted for the purpose of determining GPA. The weighted grade scale is as follows:

A=5 B=4 C=3 D=1 F=0

Students receiving less than a "C" in the weighted class may be considered for removal from the program at the end of a grading period.

ASSIGNMENT OF GRADES

The assigning of a grade in a particular course should reflect a student's mastery of the skills and content of the course.

- Grades shall be based on mastery of the curriculum and in alignment with Ohio's Learning Standards.
- Grades shall NOT be awarded for any nonacademic activities such as a compliance grade for returning a report card, etc.
- Grades shall be assigned according to the following percentages:
- Summative grades shall be weighted at 60% and based on summative assessments.
- Formative grades shall be weighted at 40% and based on formative assessments.
- These grades should be a balanced representation of the types of work completed during the course of the grading period.
- Students will be assigned a "Missing" in Progress Book when there is an opportunity for the student to turn in the assignment at a specified time (as outlined in the teacher's syllabus or a note should be made in Progress Book).
- Students will be assigned a "Zero" in Progress Book when the grade is final and cannot be turned in at any point.
- This includes a grade of zero for an assignment due on the date of an unexcused absence.

FORMATIVE / SUMMATIVE ASSESSMENTS

Formative and summative assessments are important to facilitate student learning.

Formative Assessments: Daily work and homework = 40% of the student's overall grade

- Formative assessment occurs during the stage of learning in which students are "forming" their understanding of the concepts taught.
- Daily work and homework should be evaluated in a timely manner and used as a method to provide students with specific feedback on their performance of the assigned tasks.
- Homework should only be assigned for reinforcement of skills and concepts taught in class.
- Daily work and homework should have value, should result in a higher performance level on summative activities, and should be included in the total grade to encourage students to complete work productively and on time.
- Examples of formative assessment include but are not limited to the following:
 - Class discussion
 - Daily practice
 - Checkups
 - Some quizzes
 - Homework
 - Classwork
 - Teacher observation
 - District Common Assessments

Summative Assessments = 60% of the student's overall grade

- Summative assessments occur at a point in the learning where the teacher is assessing and evaluating mastery of the concepts being taught.
- Summative assessments should be evaluated in a timely manner and used as a method to provide students with specific feedback on their performance of the assigned tasks.
- Summative grades should be based on mastery of the curriculum.
- Examples of summative assessment include, but are not limited to the following:
 - Tests
 - Projects
 - long-term assignments
 - Presentations
 - Papers or Reports
 - Some quizzes

REASSESSMENT POLICY / TEST CORRECTIONS (SUMMATIVE ASSESSMENTS)

A teacher shall provide an opportunity for proper remediation and either retest individual students or an opportunity for students to complete test corrections if they have failed a summative assessment (this includes ALL summative assessments).

- Each teacher shall provide a clear and concise procedure for reassessment / test corrections outlined in the syllabus and posted in the classroom.
- The teacher shall record the higher of the two grades earned for students being retested.
- Reassessment should occur within one week (5 days) of the original assessment.

POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS (PBIS)

See Student's Guide to Positive Behavior/Code of Conduct for complete details of rules, regulations, and consequences.

TEACHER CLASSROOM REFERRALS

In certain circumstances a disciplinary response that removes a student from the classroom may be necessary. In these cases it is our goal to ensure that the student's education continues and that interventions work to teach students how to meet our behavior expectations, and that the disciplinary response is commensurate with the offense. Students may be given an intervention referral to the Skills and Support Center (SSC).

If given a referral the student must leave class quietly and immediately report to SSC.

- Students who become disruptive, attempt to take up class time challenging the issuance of the intervention referral, or who refuse to leave the classroom, may be subject to suspension.
- Students who are sent to SSC but do not report are considered truant and may receive a consequence.
- In the SSC the student will receive skill building intervention and a response to the behavior.
- Responses to more serious offenses can include in-school or out-of-school suspension in addition to the skills building intervention. Examples of such incidents include, but are not limited to:
 - Failure to comply with directives of staff to maintain the educational environment.
 - Behavior that would prevent instruction from taking place.
 - Behavior that is a verbal or physical threat to other students or staff.

IN SCHOOL INTERVENTION

In-School Intervention (ISI) is designed to allow students to remain in school and complete classroom assignments in the ISI room.

- A student who is assigned ISI is required to remain there throughout the entire school day.
- Students are expected to show the ISI slip to parents/guardians. Staff will call home the day that the student is in ISI.
- A student who fails to report to ISI will be determined as refusing to attend and will be assigned an out of school suspension. Upon return from the suspension the student will be responsible for serving the day of ISI initially issued.

AFTER SCHOOL DETENTION OR LUNCH DETENTION

Detentions allow school administration to hold students accountable without missing class time.

After School Detention will be assigned from 2:30-3:30 pm Monday-Friday and Lunch Detention will be assigned during the student's lunch period.

- Students are required to attend on the assigned date unless prior arrangements are made with SSC staff.
- Non-attendance of after school result will result in further disciplinary action.
- A 3:30 bus may be available for transportation home from detention.

DRESS CODE

Students who violate the guidelines of the WCS Policy for Appropriate Dress, may be subject to any of the following consequences as determined by SSC or the building administrators. Dress code is provided in the Student's Guide to Positive Behavior.

- Call parent/guardian to bring appropriate dress to school.
- Provide alternative dress for the remainder of the day.
- Place student in ISI for the remainder of the day or until appropriate dress is provided.
- Suspend from school.

MISSED CLASS TIME

A student who is suspended or referred to SSC for behavior will miss classes and class work.

It is the student's responsibility to gather missed assignments and to have them in on time.

- Upon return to school or class, the student will have the same number of days that he/she missed to gather and complete missed assignments for credit.
- The grade for a completed classroom assignment missed because of a suspension will be reduced by fifteen percent (15%).
- A student who "cuts" or misses a class without permission from the assigned teacher will be considered truant/unexcused and will not be permitted to make up work from that class period for credit.
- A student who misses class time due to discipline issues may have grade problems and difficulty meeting the Ohio graduation requirements.
- Since this is an important issue, parents/guardians should monitor student attendance and behavior issues closely.

HOMECOMING ELIGIBILITY

In order to attend the WGH Homecoming Dance on Saturday, October 17, 2026, students must meet the following expectations:

- No more than one (1) unexcused absences from August 31-October 9
- No more than two (2) full days of In School Suspension from August 31-October 9
- No more than one (1) unexcused tardy to school from August 31-October 9
- No Out of School Suspensions or Expulsions from August 24-October 16, 2026
- If a student enrolls after August 31, attendance at homecoming based on this eligibility will be at the discretion of the school administration.

WINTER EVENT ELIGIBILITY

In order to attend the WGH Winter PBIS Event, students must meet the following expectations:

- No more than one (1) unexcused absences from October 20-December 12
- No more than two (2) full days of In School Suspension from October 20-December 12
- No more than one (1) unexcused tardy to school from October 20-December 12
- No Out of School Suspensions from October 20-December 12
- No Expulsions from August 18-December 19

END OF THE YEAR EVENT ELIGIBILITY

In order to attend the WGH end of the year event in May, students must meet the following expectations:

- No more than two (2) unexcused absences from January 5-May 1
- No more than two (2) full days of In School Suspension from January 5-May 1
- No more than one (1) unexcused tardy to school from January 5-May 1
- No Out of School Suspensions from January 5-May 1
- No expulsions from Expulsions from August 18-May 15

SENIOR PROM AND WALK-THROUGH ELIGIBILITY

ACADEMIC QUALIFICATIONS Must be met by May 7, 2027

- Students are expected to be on track for graduation.
- All graduation requirements must be met.
- Students must be on track to pass current required classes.
- Students should have all the necessary credit recovery courses completed.

ATTENDANCE QUALIFICATIONS March 17-May 7, 2027

- Students are expected to attend school and classes on time.
- Students cannot have more than one (1) unexcused absence.
- Students cannot have more than five (5) documented tardies to classes.
- Students cannot have more than three (3) unexcused tardies to school.

BEHAVIOR QUALIFICATIONS March 17-May 7, 2027

- Students are expected to follow the guidelines in the Student Guide to Positive Behavior.
- Students must not receive any OSS.
- Students cannot receive more than two (2) ISI.

BEHAVIOR QUALIFICATIONS FULL YEAR

- Students cannot have any expulsions during the 2026-2027 school year
- Students cannot have been placed on Home Instruction due to behavior during the 2026-2027 school year.

SENIOR DUES / FEE QUALIFICATIONS Must be met by May 7, 2027

- Students must pay all fees and obligations.
- Senior dues are \$60.00. Debit and Credit Cards, Cash and Money Orders will be accepted (no personal checks).

NON-WGH STUDENT QUALIFICATIONS Must be met by May 7, 2027

- A Visitor's Form must be completed for any non-WGH student guest. The completed Visitors' Forms must be submitted to Dr. Ulicny in the Main Office prior to May 7.
- Forms will be available for pick up from the WGH main office in April 2027.
- High School outside guests must be in good standing at their current school.
- Outside guests not currently enrolled in school cannot be over the age of 20.

These qualifications apply to all WGH / TCTC students who plan to attend WGH prom. WGH Administrators have the final right of approval for a student's attendance at the WGH Prom. If any students have challenging circumstances, please speak to a WGH Administrator.

GRADUATION REQUIREMENTS

This and other information can be found at <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

Warren. G. Harding High School Graduation Requirements

Classes of 2023 & Beyond

FIRST

Cover the Basics*



Earn 21 Credits



**4 Credits
Mathematics**



**4 Credits
English
Language Arts**



**3 Credits
Social Studies**



**3 Credits
Science**



**.5 Credit Health
& .5 Credit P.E.**



**1 Credit
Fine Arts**



**5 Credit
Electives**



**.5 Financial
Literacy**

*These are minimum requirements for graduation. Students are encouraged and able to maximize their credits based on their post-secondary goal.



SECOND

Show Competency



**Demonstrate
Competency**



Earn a "competency" score on the Algebra I and ELA II OST/End of Course Tests and take Biology, Geometry, US History & Government Tests.

OR



OR



OR



THIRD

Show Readiness



Earn 2 Seals**



** At least one of the two must be Ohio-designed

***Denotes Local Seal