

**2016-17**



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

**[www.warrenschoools.k12.oh.us](http://www.warrenschoools.k12.oh.us)**

# 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 2016-2017 WCS Student's Guide to Positive Behavior. The Student's Guide to Positive Behavior was adopted by the Warren City Schools Board of Education to help create a safe environment for all students and school personnel. The Guide sets forth the expected behaviors for students and a transparent process for administrators to redirect inappropriate behavior.

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

Parents are asked to review the Student's Guide for Positive Behavior with their children and all students are expected to conduct themselves appropriately at all times.

I hope you will find the Student's Guide to Positive Behavior to be a useful guide to expected student behavior and the process for correcting misconduct. Working together, we will create a safe school climate for the 2016-2017 school year.

Sincerely,  
Steve Chiaro  
Superintendent of 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 to behave appropriately.

**W**ork Ethic  
**A**ccountability  
**R**esponsibility  
**R**espect  
**E**ffective Behavior  
**N**o Excuses

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 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.



# Attendance

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

Anytime a student misses school, valuable classroom instruction is missed. Those students who are present in class have an advantage over those 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.

Unexcused 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 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

Students who are absent 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 basis, as required by law.

## **WHAT IS HABITUAL TRUANCY?**

A student will be considered “habitually truant” under state law if the student is absent without a legitimate excuse for five or more consecutive school days, for seven or more school days in one month or 12 or more school days in one school year.

## **WHAT IS CHRONIC TRUANCY?**

A student will be considered “chronically truant” under state law if the student is absent without a legitimate excuse for seven or more consecutive school days, for 10 or more school days in one month or for 15 or more school days in one school year.

## **WHAT IF A STUDENT IS CHRONICALLY OR HABITUALLY TRUANT?**

If a student is habitually or chronically truant, a complaint shall be filed with the Judge of the Juvenile Court. The building administrator may also take any of the following intervention actions:

- A. Assign the student to a truancy intervention program
- B. Provide counseling to the student
- C. Request or require the student’s parent to attend a parental involvement program
- D. Request or require a parent to attend a truancy prevention mediation program
- E. Notify the Registrar of Motor Vehicles of the student’s absences
- F. Take appropriate legal action

The Board of Education may begin the process to revoke driving privileges of any student under the age of 18 who has 10 consecutive days or a total of 15 days of unexcused absence from school during any semester or 90-day period. Parents will be notified before this process begins and have the right to review all records. (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 2016-17 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 (Drama Club, Key Club, NHS, etc.)

### Bottoms:

**Solid Color (no rips, tears, frays, or holes of any kind)**

- 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).
- Tank tops and/or camis alone as stand-alone shirts
- Yoga Pants
- 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, address, telephone number, date and place of birth, photograph, major field of study, participation in officially-recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

## **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. 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:

**FAMILY POLICY COMPLIANCE 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, “boom-boxes”, headphones, portable CD/MP3 players, portable TV’s, electronic games/toys, pagers/beepers, other paging devices.

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 in the building's central office 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.

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

Violations may result in 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 other adult residents of the community. 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.
- Business persons must also register at the school office and receive authorization to be present to conduct business.
- 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. 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 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 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.



# 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
- Restitution (repayment for any damages)
- Alternative Program
- 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.

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



# 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.)

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).

## **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.
6. Repeated truancy.

Instead of expulsion, the student may be recommended for placement in our 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 or dangerous instrument.
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.

## **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.**
- 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) 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.
- 26. Chronic misconduct.** Repeated failure to observe school rules and regulations and/or Board of Education policies.

### **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.

**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

**Superintendent, Steve Chiaro**  
**Associate Superintendent, Wendy Hartzell**  
**Treasurer, Angela J. Lewis**

330-841-2321  
330-841-2321  
330-841-2321

## School Buildings & Administrators

**JEFFERSON PK-8** 1543 Tod Ave., SW, 44485 Phone: 330-675-6960  
**PK-2: Carrie Boyer**  
**3-5: Sonya Marshall**  
**6-8: Josh Guthrie**

**LINCOLN PK-8** 2253 Atlantic St., NE, 44483 Phone: 330-373-4500  
**PK-1: Dani Burns**  
**2-3: Jeanne Reighard**  
**4-5: Andre Smith**  
**6-8: James Rasile**

**McGUFFEY PK-8** 3465 Tod Ave., NW, 44485 Phone: 330-675-6980  
**PK-2: Treva Pytlik**  
**3-5: Kate Gavalier**  
**6-8: Holly Welch**

**WILLARD PK-8** 2020 Willard Ave., SE, 44484 Phone: 330-675-8700  
**PK-2: Michele Chiaro**  
**3-5: Bill Bell**  
**6-8: Carly Polder**

**WARREN G. HARDING** 860 Elm Rd., NE, 44483 Phone: 330-841-2316  
**Principal: Dante Capers**  
**Grade 9 Assistant Principal: Janis Ulicny**  
**Grade 10-12 Assistant Principal: Holly Seimetz**  
**Grade 10-12 Assistant Principal: Larry Johnson**  
**Teacher on Special Assignment: Bryan Whitmore**  
**Monroe Center Assistant Principal: Richard Dixon**







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This publication can also be found on our website at:  
[www.warrenschoools.k12.oh.us](http://www.warrenschoools.k12.oh.us)