



... **WGH**
STUDENT
HANDBOOK



2024-
2025



Warren G. Harding High School
860 Elm Rd., Warren, OH 44483

330.841.2316

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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 2025	Ext. 2010	vicki.raptis@warrencityschools.org
Holly Seimetz , Assistant Principal, Classes of 2026/2027	Ext. 2011	holly.seimetz@warrencityschools.org
Gary Israel , Assistant Principal, Class of 2028	Ext. 2399	gary.israel@warrencityschools.org
Amy Clementi , Supervisor of Student Services	Ext. 2100	amy.clementi@warrencityschools.org
Jennifer Cambareri , Supervisor of School Improvement	Ext. 2590	jennifer.cambareri@warrencityschools.org
Frank Caputo , TSA – SSC Restorative Practice Liaison	Ext. 2398	franke.caputo@warrencityschools.org
Stephanie Porterfield , TSA – Curriculum Liaison	Ext. 2069	stephanie.porterfield@warrencityschools.org
Richard Shepas – Athletic Director	Ext. 2217	richard.shepas@warrencityschools.org
Nina Elias – Student Recreation & Wellness Center	Ext. _____	nina.elias@warrencityschools.org

SCHOOL COUNSELORS

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.

TJ Lowery , Guidance Counselor - Class of 2025	Ext. 2589	tj.lowery@warrencityschools.org
Michele Senediak , Guidance Counselor - Class of 2026	Ext. 2223	michele.senediak@warrencityschools.org
Don Cheffo , Guidance Counselor - Class of 2027	Ext. 2407	donald.cheffo@warrencityschools.org
Susan Mizik , Guidance Counselor - Class of 2028	Ext. 2428	susan.mizik@warrencityschools.org
Jodi Austin-Brown , Guidance Counselor - SSC	Ext. 2495	jodi.a.brown@warrencityschools.org
Erin Kampf-Melillo , Testing Coordinator, Special Programs	Ext. 2492	erin.kampf@warrencityschools.org
Charles Penny , Dean of Students	Ext. 2493	charles.penny@warrencityschools.org
Kimberly Anzevino , Student Services Liaison	Ext. 2481	kimberly.anzevino@warrencityschools.org

ADMINISTRATIVE ASSISTANTS

Jacqueline Murphy , Enrollment/Withdrawals	Ext. 2151	jacqueline.murphy@warrencityschools.org
Nancy Corbin , Enrollment/Records	Ext. 2166	nancy.corbin@warrencityschools.org
Lisa Duncan , Guidance Secretary	Ext. 2157	lisa.duncan@warrencityschools.org
Nina Liptak , Attendance Secretary	Ext. 2156	nina.liptak@warrencityschools.org
Dawn Harper , Athletic Secretary	Ext. 2216	dawn.harper@warrencityschools.org
Barbara Jackson , Reception / Secretary	Ext. 7600	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
Stephanie Weber , Special Education Secretary	Ext. 2487	stephanie.weber@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.

Kim Johnson , Students in the Class of 2025	Ext. 2498	kim.johnson@warrencityschools.org
King Garner , Students in the Class of 2026 and 2027	Ext. 2496	king.garner@warrencityschools.org
Nadine Gardner , Students in the Class of 2028	Ext. 2497	nadine.gardner@warrencityschools.org

WGH BELL SCHEDULE 2024-2025

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.**

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 11:52-12:50

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**

**All students must exit the building immediately
at dismissal unless staying for a pre-arranged
activity or function, but must exit the building
immediately when the activity ends.**

Updated 8/10/2024

IMPORTANT DATES

SCHOOL NOT IN SESSION FOR STUDENTS

- September 11 –Waiver Day
- October 2 – Waiver Day
- October 11 – NEOEA Day
- November 5 – Waiver Day
- November 27-29 – Thanksgiving Break
- December 23-January 3 – Winter Break
- January 20 – Martin Luther King, Jr. Day
- February 17 – Presidents’ Day
- March 17 – Conference Comp Day
- April 18-22 – Spring Break

EARLY RELEASE DAYS – Students will be dismissed for the day at 12:25.

- October 18
- December 20
- March 14
- May 23 – Last day of school grades 9-11

INTERIM PROGRESS REPORTS AND REPORT CARDS

Interim Progress reports and Report Cards document student progress throughout each grading period.

- The reports will be sent home to inform parents/guardians about their child’s school progress.
- These reports represent the student’s grade at the middle or end of the grading period in each course attempted.
- The nine-week grades are then calculated with the final exam grade to determine the final grade for the course, and this is the grade that appears on the transcript.
- Teachers are expected to keep accurate records, including a sufficient number of grades representing the student’s work as evidence to ensure grade validity.

	<u>Interim Ending Date</u>	<u>Quarter Ending Date</u>
First Grading Period	September 18, 2024	October 18, 2024 (early release day)
Second Grading Period	November 15, 2024	December 20, 2024 (early release day)
Third Grading Period	February 7, 2025	March 14, 2025 (early release day)
Fourth Grading	April 17, 2025	May 23, 2025 (early release day) / last day of school for students

PARENT / TEACHER CONFERENCES

Parents or Guardians can schedule meetings with teachers during these scheduled times. Visit www.warrencityschools.org to find the conference on-line registration forms and information on scheduling conferences on these nights:

- Fall conference date – Wednesday November 13, 2024 from 3:00-7:00 pm
- Winter conference date – Wednesday February 12, 2025 from 3:00-7:00 pm
- Spring conference date – Wednesday March 26, 2025 from 3:00-7:00 pm

GRADUATION

Graduation will be held on Thursday, May 22, 2025 at 7:00 pm.

FINAL EXAMS

Semester Classes – Week of December 16, 2024

Full Year Classes - Senior Exams – Week of May 12, 2025; Underclass Exams – Week of May 19, 2025

Final exams or final projects should be used to certify mastery of objectives in accordance to Ohio’s Learning Standards by the students.

- All high school credit course final exams shall be comprehensive and must measure the mastery of Ohio’s Learning Standards.
- The final exams shall count 15% of the grade.
- These exams are final and are not subject to retesting as described in the "Reassessment Policy" provision.
- **Any family who may have to miss school during the period of Final Exams due to an unforeseen circumstance must submit a request to the building principal at least two weeks prior to the exam period seek approval for exams to be rescheduled.**
- Only in emergency situations will students be permitted to take exams after the scheduled date.
- Please do not schedule family vacations, appointments, or other events during the final exam scheduled dates.

HEALTH, SAFETY, AND WELL-BEING

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

Behavioral Health Services

These services are provided by partner agencies at our school. If you believe your child may benefit from emotional, mental, or health support, reach out to their School Counselor for more information about these important services.

School-Based Health Clinic

Akron Children's Hospital supports our 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 your permission, students can receive treatment for minor illnesses like cold and flu, fever, sore throat, allergy and sinus issues, asthma management, pink eye, rashes and poison ivy, respiratory infections.

The school based health clinic also offers in-person appointments for annual well visits, sports physicals, and vaccines.

Advantages

- Convenient – families do not need to be at the building for students to receive medical care
- Fast – prescriptions, if needed, are called in to the family's preferred pharmacy
- Informative – care plan and visit details are mailed to the family's home and are in MyChart (activation required)
- Affordable – any child in need can receive care, and with private insurance or Medicaid, we bill for our services.

These services do not replace the student's family doctor. If your child needs a doctor, AKCH can help with finding one. If you have questions, contact the school clinic to speak with the WGH School Nurses Beth Gray or Katina Thornton.

If students are ill, please assess if they should be kept at home:

If students may have a respiratory virus (from CDC.GOV)

- Stay home and away from others (including people in the home who are not sick) with respiratory virus symptoms that are not better explained by another cause. Symptoms can include fever, chills, fatigue, cough, runny nose, and headache, among others.
- Students can resume normal activities when, for at least 24 hours, both are true:
 - Symptoms are getting better overall, and
 - Fever is gone and fever-reducing medication is not needed.
- Upon 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 be able to spread even if the symptoms are gone, but it is less likely to be contagious at this time, depending on factors like how long the symptoms were present and how severe they were.
- If a fever develops or symptoms increase after returning to normal activities, stay home and away from others again until, for at least 24 hours, both are true:
 - Symptoms are getting better overall, and
 - Fever is gone and fever-reducing medication is not needed.

Do not send students to school if any of the following symptoms or conditions were present, and please consult a healthcare provider:

- Fever of 100 degrees or higher in the last 24 hours.
- Vomiting and / or diarrhea – if there are two or more episodes during the previous evening or night, they may not attend school.
- Rash or untreated infected skin patches with seeping fluid on an exposed surface that cannot be covered with a waterproof dressing.
- Bacterial infection – students may return to school after taking prescribed antibiotics for 24 hours.
- Pink Eye – students with thick mucus or pus draining from the eye (pink eye) should have guidance from a health care provider whether the student can remain in school. Students may return to school after taking prescribed antibiotics for 24 hours.
- Lice – contact the school health clinic to review the school district lice policy.
- Students 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 like Acetaminophen or Ibuprofen.

A minor sore throat is not usually 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 upset stomach. Contact your health care provider as your child needs special test to determine if it is strep throat. Colds can be contagious for a t least 48 hours. Returning to school too soon may slow the recovery process and expose other unnecessarily to illness.

MENINGITIS VACCINE CLASS OF 2025

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 6 will be excluded from school until documentation is provided.** Schedule an appointment with your family physician to get this important vaccination today!

MEDICAL PROCEDURES

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.

HEALTH

Allison Lantz – Nurse Practitioner alantz@akronchildrens.org

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

- Disinfecting wipes and hand sanitizing stations are present in classrooms and throughout the building.
- Facial Covering/mask wearing is recommended by the Center for Disease Control, Ohio Department of Health, as well as local health districts during times where COVID transmission rates are categorized as "high" for the community. This would include transportation as well as school building settings.
- Social Distancing is expected to be practiced as much as practical for everyone during the school day.

MEDICATION DURING THE SCHOOL DAY

If a student is required to take prescription medication while at school:

- It is the responsibility of the parent to bring the medication to school in its original container and place it with our school nurse. Medicine is kept in a locked cabinet and the school nurse or principal's designee will dispense it.
- A form filled out by the prescribing doctor and instructions on using the medicine must be provided. Students are not permitted to carry or take prescription medicine in school EXCEPT when dispensed by the school nurse or principal's designee.
- Students carrying inhalers, medications or medical supplies must provide the necessary documentation to the school nurse.
- No teacher is permitted to dispense medicine to students.
- Nonprescription medications such as ibuprofen, aspirin, etc. may not be carried by students and they are prohibited from ingesting any medications unless dispensed by a parent/guardian, principal or designees, or the school nurse.

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.
- 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

If a student has an appointment during the school day a note should be sent or emailed to nina.liptak@warrencityschools.org with a parent/guardian's phone number and we will call to confirm. Appointments should be scheduled after school whenever possible.

- 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.

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, we encourage adherence to the following rules (see Code of Conduct and Board Policy #9150).

- 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.
- 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.
- The building administrator or designee will arrange all parent or visitor conferences with teachers, and may need to be present.
- All visitors must sign in, provide identification, and receive a visitor's pass.

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.

EMERGENCY/CALAMITY INFORMATION

SCHOOL CANCELLATION / OPENING DELAYS

In the event of inclement weather, please be sure to check www.warrencityschools.org, local radio and television stations, or local radio and television station websites for school closings.

- On days where the weather situation is likely to remain poor throughout the day, school may be cancelled.
- On days when the weather or other unforeseen events do not make it possible for schools to open at their regular starting times, the Warren City Schools may institute a two-hour delayed opening schedule and classes will begin two hours later than the normal starting time. Dismissal time will remain at 2:26.

SAFETY DRILLS

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

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 to not 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 your child. Additionally, we are mindful of the 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.

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.

FINAL FORMS

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.

- Each student must have an emergency form completed through Final Forms prior to September 6, or the student will be excluded from school and school events until the Final Forms are completed.
- 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.
 - When an address is changed, proof of residency is still required to be changed at the WGH with the Enrollment / Records secretary.
 - **Updating an 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 user's 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 a parent submitted information regarding the child's medical treatment, should an emergency arise. It is the parent's responsibility to keep the information current through the year.

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

ELECTRONIC DEVICES AT SCHOOL

Electronic devices (including but not limited to: cellular phones, headphones / AirPods, smartwatches, EReaders, tablets, handheld gaming devices, Bluetooth speakers) 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.
 - 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.
 - 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 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

- 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 ... TEAMS CHAT IS NOT SOCIAL MEDIA.

BREAKFAST / LUNCH OPTIONS AND EXPECTATIONS

WGH has a designation that allows every student to receive a free breakfast and lunch.

- Breakfast will be available for students
 - All students will eat breakfast in the cafeteria from 7:23-7:35 am.
 - Students are NOT permitted to bring in outside breakfast.
- Lunch will be available during a designated time each day.
 - Dropping off fast food lunches to students during the day is not permitted.
 - Having food delivered to school (including Door Dash, Grub Hub etc.) is not permitted, and students will be subject to disciplinary action if they are found to have done so.
 - 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.
 - If a student would like an alternative lunch setting, please see SSC staff or a grade level principal.
- 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.

BULLYING & HARASSMENT

Bullying and Harassment 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.

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.

EARLY DISMISSAL FROM SCHOOL

It is suggested that all appointments are made during on-line days to avoid missing school.

- For the safety of all students, no one is permitted outside the building without the express permission of a building principal.
- All students must enter and leave the building through the Visitor's Entrance once school is in session.
- If students leave without proper authorization (being signed out at the attendance office) they will be considered truant and subject to disciplinary action.
- Students will not be permitted to leave school early without permission from the parent/guardian and without being properly signed out at the office. Please do not be offended; we will call you when your child brings a note for an early dismissal to verify.
 - **Students will not be released between 1:45-2:25 without advance notice with a note provided to the attendance office the morning of the student's early departure.**
- For safety purposes, parents/guardians and others picking up students prior to the usual dismissal time should come prepared to show identification.

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, but 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 and a signed permission slip must be turned in to the trip's sponsor.

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 periods 5 or 6 - 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.

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 to whom it is assigned.
- 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. The school cannot store items left by students. It is the responsibility of each student to completely empty his/her locker at the end of the school year.

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.
- 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.

SCHOOL 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 [24-25 WGH Pantry Form](#) to place an order. Complete the needed items from the form and choose a time and date for pickup. Students can also pick up an orange referral 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 office, 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.

STUDENT PHOTOS / USE OF PHOTOS IN THE MEDIA

The Parental Permission form should be completed in Final Forms if you do not wish to have your child's photograph used for publication.

- If a form is not submitted, parent consent is considered as given.

PLAGIARISM POLICY

Plagiarism is the literary and intellectual theft of another person's work. This includes another person's ideas, thoughts, or writings as one's own work without acknowledging the source. Students are not permitted to use Artificial Intelligence to complete assignments.

- 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.

STUDENT RECORD ACCESS

- 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.

SCHOOL TELEPHONE USE

Students may use the school phone in the SSC 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. The office will relay important information from parents to students. 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.

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 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.

TRANSPORTATION

STUDENT DRIVING

The following rules apply to students who drive to school:

- WGH / Warren City School District 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.
 - 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.
- Students who already possess a driver's license and plan to drive to school must complete and submit an application prior to August 23, 2024 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.

DROP OFF / PICK UP

Before and after school, students should be dropped off for school and picked up after school in the front of the building.

- No cars should enter the bus loop around the back of the building.
- Please note the signs directing traffic flow and prohibited areas – THERE WILL BE TWO LANES OPEN IN FRONT OF THE BUILDING FOR INCOMING TRAFFIC for drop off and pick up. Once through the roundabout, cars must exit toward Atlantic St. or toward Elm Rd.
- During the school day, students should be dropped off or picked up in the front of the school. The only door that will be open for entry after 8:15 am will be the Visitor's 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.
- 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.

BUS TRANSPORTATION

The Bus Schedule is provided by the Transportation Department with the bus stop and pick up / drop off times.

- 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.
- Any transportation inquiries can be communicated to the Transportation Department at 330.841.2265.
- 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.

ATTENDANCE & TARDINESS

Good attendance is critical for success. Attendance is one of the most important parts of a successful educational experience. Instructional time is valued and students are expected to attend class and school ON TIME.

- Students are required to attend all classes when scheduled.
- Students are not permitted to leave school unless the attendance office has been notified, and guardian has granted permission.

	Consecutive Hours	Hours per school month	Hours per school year
Habitual Truancy	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences	--	38 with our without legitimate excuse	65 with our without legitimate excuse
Chronic Absenteeism	--	--	10% or 92 with or without legitimate excuse

A student who falls in any of the above categories may be subject to:

- Attendance intervention.
- School discipline.
- Restorative activities.
- Exclusion from school dances, special events, and incentive activities.

Time missed due to tardiness to school and leaving school early will factor into these absenteeism designations.

Absences from school or class are excused if they meet the following criteria and written documentation is provided (excused absences may still factor against a student's absenteeism):

- Medical Appointments documented by a physician, hospital, or dentist.
- Death in the Family documented by funeral card, obituary, and note from parent.
- Family emergencies, with documentation.
- Court appearance.
- Illness of the student or quarantine for contagious disease.
- Recognized religious holiday.
- Vacation absences approved in advance by the principal.
- Other absences related to an approved field trip or school-related event.

The following procedures apply for an absence to be considered excused:

- The parent/guardian must call the attendance office 330.841.2316 ext. 2156, send a fax to 330.841.2289, or complete this form
 - If an email or the form was not completed, the parent/guardian must provide WRITTEN DOCUMENTATION when the student returns to school or within two days of his/her return from the absence.
- Documentation should be in the form of a doctor's excuse, court excuse, or a note from the parent.
- Only seven (7) parent notes will be accepted throughout the school year. After seven notes only a doctor's excuse or court excuse will be accepted to excuse an absence.
- If a student has a written document to submit it should be turned in to the Attendance Secretary. The student will be provided with an excused absence pass.
- Absences are considered unexcused if the student does not bring a note or written documentation.
- A student with an unexcused absence is not permitted to make up missed schoolwork.

TARDINESS 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 Visitor's Entrance and the student will receive a late pass.

- Tardies can be excused for medical or court appointments with proper documentation.
 - Five excused parent notes will be accepted to excuse tardiness to school each quarter.
- A student who is 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 ten (10) 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 provide documentation to the grade level principal.

- 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.
- 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.
- Parents may be required to attend meetings with principals if students exhibit chronic tardiness to school or to class.
- Tardiness may result in exclusion from school dances, special events, and incentive activities.

PLANNING FOR YOUR FUTURE!

WGH MINIMUM STANDARDS FOR GRADUATION

Students must meet both testing requirements and curriculum requirements in order to earn a diploma.

Curriculum Requirements	State Minimum	WGH Requirement
English Language Arts	4 units	4 units
Mathematics <i>Must include 1 unit of Algebra II or the equivalent of Algebra II</i>	4 units	4 units
Science <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>	3 units	3 units
Social Studies <i>Must include American History and American Government.</i>	3 units	3 units
Health	½ unit	½ unit
Physical Education <i>This requirement is accomplished through two semester courses.</i>	½ unit	½ unit
Financial Literacy (Class of 2026 and beyond)	½ unit	½ unit
Electives <i>Must include at least one unit of a fine art course.</i>	5 units	5 units (1 Fine Art Course)
Total	20 units	21 units

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

Class status may change at the midyear point once semester classes are completed.

HONOR ROLL

Students are considered to be on the Honor Roll if they have a GPA of 3.2 or higher in their academic classes and no grade lower than a "C" in all classes. A GPA of 3.5 or higher is considered High Honor.

RENAISSANCE PROGRAM

The Renaissance Program recognizes students for their academic achievement in grades 9-12.

- Students are responsible for signing up for one of three Renaissance Cards
 - Gold 4.0+
 - Red 3.5-3.99
 - White 3.2-3.49
- Cards are not automatically awarded to Honor Roll students, and students have one week after report cards are distributed each grading period to apply for a Renaissance Card.
- Each card has a list of incentives that the students can use during the grading period that they hold the card.
- Throughout the year students will receive recognition and awards in accordance with the number of cards students held and their levels of achievement.

GRADING POLICY

Final grades for each course are based upon the calculation for each nine weeks and the final exam. Core courses that extend through the full school year are English, Math, Social Studies, Science, and Foreign Language. Students receive 1 credit, and each nine-week grade is calculated with the final exam grade to determine the final grade for the course. Some courses, such as Health, Art, Family Consumer Science, and other electives are semester courses. Each of these is awarded .5 credit, with the exception of Physical Education which is .25 credit.

- Students receive a grade each nine weeks and will be required to complete a final exam (dates and more details on Page 3 & 11).
- 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

GRADE STANDARDS AND GRADE INTERPRETATION

A	90%-100%	Excellent performance and development.
B	80%-89%	Above average performance and development.
C	70% - 79%	Average performance and development.
D	60%-69%	Below Average performance and development. <i>Students receiving a D are encouraged to retake the course, especially if it is sequential in nature.</i>
F	0%-59%	Unsatisfactory, failure to achieve at his/her placement for instructional level. Students receiving an "F" are required to retake the course for credit unless not required for graduation.
I	No # value	Incomplete, the student has not successfully completed the requirements of the course due to medical and or school approved non-medical reasons

The final grade will be determined by the following formula:

- Convert the percentage grade to a letter grade
- Double the numerical value of the nine week grade
- Add the final exam grade as a numerical value
- Divide the total by 9
- Example:
Grading Period #1 (94% A) $4 \times 2 = 8$
Grading Period #2 (78% C) $2 \times 2 = 4$
Grading Period #3 (89% B) $3 \times 2 = 6$
Grading Period #4 (99% A) $4 \times 2 = 8$
Final Exam (91% B) $3 \times 1 = 3$
Total 29
Final Grade $29/9 = 3.2 = B$
- Students must pass 3 of the 5 criteria which consists of each grading period and the final exam.
- Students must pass one of the first two grading periods for full year courses.

FINAL EXAMS

The final exam does factor into students' overall final grade. Poor performance or a failing grade due to non-completion may have an adverse effect on the final grade. Final exams or final projects should be used to certify mastery of objectives in accordance to Ohio's Learning Standards by the students.

- All high school credit course final exams shall be comprehensive and must measure the mastery of Ohio's Learning Standards.
- The final exams shall count 15% of the grade.
- These exams are final and are not subject to retesting as described in the "Reassessment Policy" provision.
- Any family who may have to miss school during the period of Final Exams due to an unforeseen circumstance must submit a request to the building principal at least two weeks prior to the exam period seek approval for exams to be rescheduled.
- Only in emergency situations will students be permitted to take exams after the scheduled date.
- Please do not schedule family vacations, appointments, or other events during the final exam scheduled dates.

60/40 – SUMMATIVE AND FORMATIVE ACTIVITIES

60% of a student's course grade will be comprised of summative activities or those in which the student demonstrates what he or she knows or is able to do with the information presented. This can include but is not limited to

- Classroom Assignments
- Exams
- Projects
- Research Papers
- Quizzes

40% of a student's grade will be made up of formative activities that are used to facilitate learning the content. This can include but is not limited to

- Routine Classwork
- Homework

PRACTICE OF RE-TAKES AND RE-DOS OF SUMMATIVE ACTIVITIES

Students who do not earn a grade of at least a "C" on summative activities will be expected to address the area deficiency by receiving intervention to learn the content and to be re-assessed on the content. Please review teachers' course syllabus for each class for expectations and directions for re-takes.

HOMEWORK

Teachers may give homework to reinforce the concepts being taught in class.

WEIGHTED GRADE SCALE

A variety of 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 courses that receive weighted grades are:

- College Credit Plus courses provide high school students in grades 9-12 an opportunity to earn university credit while still enrolled at Harding High School.
 - For more information about College Credit Plus contact Erin Kampf-Melillo, School Counselor Ext. 2492.
- Advanced Placement are rigorous courses that require extensive study and are approved through College Board. These enriching courses are intended to prepare students for success on the AP exams administered at the completion of the course. The test scores required to receive college credit vary from university to university.
 - For more information about Advanced Placement contact Jennifer Cambareri, AP Coordinator Ext. 2590.
- Other advanced coursework identified in the course and scheduling guide
- The final grade is weighted for the purpose of determining grade point average (G.P.A.). 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 classes may be considered for removal from the program at the end of a grading period.

TRANSCRIPTS

Transcripts are requested through the guidance office.

GRADE REPLACEMENT

Under certain circumstances, and if space is available, a student may repeat a course to improve his/her grade. To replace a grade the student must contact his/her guidance counselor to determine if he/she meets the requirements for repeating the course and for having the grade replaced on the transcript. These arrangements must occur prior to enrolling in a course and no course can be taken in summer school or as Credit Flexibility as a replacement grade. Students cannot receive credit twice for the same course.

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 acceleration plan in place may take a course to accomplish a goal contained within the plan. A meeting with the principal is required to develop an acceleration plan.

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 ten school days from the first day of instruction (August 30, 2024 or January 17 for a 2nd semester course). The student must attend class, participate in class activities, and complete all assigned work.

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.

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:

- Students should complete this form [2024-2025 Course Change Request Form](#)
- Students must follow the present schedule until the change can be made.
- Schedule changes must be made by August 30 for full year or 1st semester courses, and by January 17 for a 2nd semester course.
- Courses dropped after the drop date must be approved by the Principal and will result in a failing grade entered on the transcript.

HONORS DIPLOMA

The District shall award the Diploma with Honors to any student who has fulfilled at least seven of the eight following requirements:

Subject	Criteria
English Language Arts	4 units
Mathematics	4 units including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units including physics and chemistry
Social Studies	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought i.e. 3 units of one language or 2 units each of 2 languages)
Fine Arts	1 unit
Career-Technical	Alternate Honors Diploma criteria for Career-Technical students
Electives	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score	27 ACT / 1280 SAT (excluding scores from the writing sections)
Additional Assessment	None

See the Ohio Department of Education website and search “Honors Diploma” or see your guidance counselor 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).
- 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).
- 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).
- 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.

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.

MY PATH

The My Path Program’s mission is to increase the number of students in Trumbull and Mahoning counties continuing their education beyond high school. Warren G. Harding High School is a site for the MVCAP. The program, provides assistance to students and parents in:

- Researching colleges, universities, and other postsecondary programs.
- Completing financial aid forms.
- Seeking scholarships.

College access advisors are available to assist students and their parents. Program information is available in our guidance offices. The Access Advisor can be reached at 330.841.2316.

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.

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.

TESTS

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 test 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 in March. All 11th grade students must participate in this exam.**

SAT II

The Scholastic Assessment Test II is a test measuring knowledge in specific subject areas. Test areas include writing, literature, sciences, and foreign languages. Testing information, test booklets and application materials are available in the guidance office.

PROGRESSBOOK

ProgressBook is the online gradebook shared with teachers and families. Both students and parents can have their own access account. If you do not have an account, you can request a registration key (parent or student) by email to the Guidance secretary at lisa.duncan@warrencityschools.org or you may call Mrs. Duncan at Extension 2157.

You can access ProgressBook one of two ways:

- 1) **Download the Mobile App** Go to the Apple App Store or Android Apps on Google Play and search for “Progress Book Parent/Student” to find the Frontline Progress Book Parent/Student mobile app and download the app.
- 2) **Log onto the Warren City Schools website** 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.
- 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**.

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 of 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.

CLUBS & 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 – For Inspiration and Recognition Of Science And Technology** 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.
- **Future Teachers Of America** Service organization that works with students to understand the career options for educators and the importance of community.
- **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.
- **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.

ATHLETIC DEPARTMENT

Richard Shepas, Athletic Director
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ELIGIBILITY

All athletes are provided with an athletic handbook which clearly states all of the requirements for safety and participation. All athletes at Harding 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 on the website 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' Swimming & Diving
Boys' & Girls' Basketball	Football	Boys' & Girls' Tennis
Boys' & Girls' Bowling	Boys' & Girls' Golf	Boys' & Girls' Track
Cheerleading	Boys' & Girls Soccer	Volleyball
Boys' & Girls' Cross Country	Softball	

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS

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.
- Students must provide their own 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 need to monitor student attendance and behavior issues closely.

HOMECOMING ELIGIBILITY

In order to attend the WGH Homecoming Dance on Saturday October 12, 2024, students must meet the following expectations:

- No more than one (1) unexcused absences from August 26-October 4
- No more than two (2) full days of In School Suspension from August 26- October 4
- No more than one (1) unexcused tardy to school from August 26- October 4
- No Out of School Suspensions or Expulsions from August 19-October 11, 2024

If a student enrolls after August 26, 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 7-December 13
- No more than two (2) full days of In School Suspension from October 7-December 13
- No more than one (1) unexcused tardy to school from October 7-December 13
- No Out of School Suspensions from October 7-December 20
- No Expulsions from August 19-December 20

END OF 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 6-May 2
- No more than two (2) full days of In School Suspension from January 6-May 2
- No more than one (1) unexcused tardy to school from January 6-May 2
- No Out of School Suspensions from January 6-May 2
- No expulsions from Expulsions from August 19-May 16

SENIOR PROM AND WALK-THROUGH ELIGIBILITY

ACADEMIC QUALIFICATIONS Must be met by May 2, 2025

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 18-May 9, 2025

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 18-May 9, 2025

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 2024-2025 school year
- Students cannot have been placed on Home Instruction due to behavior during the 2024-2025 school year.

SENIOR DUES / FEE QUALIFICATIONS Must be met by May 9, 2025

Students must pay all fees and obligations.

- Senior dues are \$58.00. Debit and Credit Cards, Cash and Money Orders will be accepted (no personal checks).

NON-WGH STUDENT QUALIFICATIONS Must be met by May 9, 2025

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 9.

- Forms will be available for pick up from the WGH main office in April 2025.
- 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*

W 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

W 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

W Earn 2 Seals**



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