



GLENWOOD INTERMEDIATE SCHOOL

# Student Handbook

[plainlocal.org](http://plainlocal.org)

1015 44th Street NW  
Canton OH, 44709  
330-491-3780

2024

2023

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## WELCOME

On behalf of the Plain Local School District, we wish to extend our ambitions and expectations for a most successful school year. Diverse opportunities in academics, the arts, athletics, and extra-curricular activities in the Plain Local Schools offer unique alternatives for each student to reach their full potential.

## COMMUNITY APPROACH

The Plain Local Schools have a unique organizational pattern for our educational program. Our schools are organized into communities or schools-within-a-school. All students in a community have the same teachers for their academic courses, therefore they are with the same group of students throughout the day. The community approach is used for a variety of reasons. We firmly believe that it is one of the best patterns of organization for the intermediate school student. It enables teachers to know their students better and likewise, students to better know their teachers. This pattern also provides teachers the opportunity to coordinate their lessons. Material being covered in language arts may be reinforced in social studies class. Also, this approach enhances the teacher's professional growth by giving each community a common planning time as well as each core subject.

## REPORTING STUDENT PROGRESS TO PARENTS

Report cards will be issued online the week following the end of the grading period.

## CONFERENCES

Parent-Teacher conferences will be held in the Fall/Spring. At these events, parents and teachers become familiar with the individual needs of students and develop a plan for a successful school year.

## ATTENDANCE POLICY

Your student's success in school is directly related to their being present and on time each day; therefore, regular school attendance is expected.

1. *Parents are asked to call the school and report their child off and state the reason for the absence. For the safety of our children, parents who have not reported their child's absence will be contacted by the school to verify the absence.*
2. *When a student is absent for three or more days, parents may request homework assignments for the missed days.*
3. *The school should be notified of any absences known in advance.*

4. *Attendance is taken at the beginning of each period and is accounted to the nearest minute. Attendance for students arriving late or leaving early is tracked and recorded to the nearest minute.*
5. *Excessive absences: When a student is absent with or without excuse for 38 or more hours in a school month, or 65 or more hours in a school year, the attendance officer will send written notice to the parent within 7 days after the triggering absence. At the same time, the Principal may implement any appropriate absence intervention action available under Board policy.*
6. *Habitual truancy: A student is habitually truant when absent without excuse for 30 or more consecutive hours, for 42 or more hours in a school month, or 72 hours in a school year. Within 10 days of becoming habitually truant, the student will be assigned to an absence intervention team in accordance with Board policy.*
7. *Excused absences from school are derived from the Ohio Revised Code 3321.04. "Legitimate excuse" includes the following:*
  - *Personal illness*
  - *Illness in family causing family emergency*
  - *Quarantine of the home*
  - *Death in family*
  - *Family emergency*
  - *Observation of a bona fide religious holiday*
  - *Approval of special request by parents made to principal*

## STEPS TO FOLLOW WHEN ABSENT

Students are expected to arrive at school on time. All students who arrive after the regular scheduled school day will be considered tardy. Attendance is recorded to the nearest full minute; tardiness will contribute toward excessive absenteeism/habitual truancy hourly thresholds.

1. *Upon a student returning to school, a written excuse must be provided; even when the parent calls on the day of absence. A written excuse is also required for an ongoing medical circumstance that results in multiple days absent.*
2. *Students go directly to the attendance office upon entering the building to receive their excused pass.*
3. *Each student is responsible for seeing that make-up work is completed. Assignments that are not made up will be reflected in the student grade. Upon returning to the school, students have one day for assignments to be made up for each day missed.*
4. *If a student becomes ill during the day, they are to get a pass from their teacher and report to the attendance office. If it becomes necessary for the student to go home, the office will contact the student's parents. No student is to leave the building without first checking with the attendance office.*



This year parents may contact us via a link on our website (the night before – the next morning by 9:00 a.m.) or by calling the school at 330-491-3780 between 7:30 a.m. – 9:00 a.m. each day their child is off sick and to state the reason for the absence. To ensure the safety of our students, we will contact parents who have not reported their child's absence to verify the absence. A written excuse from the parent will also be required upon the student's return to school and should include the following information – student's full name, reason for and date(s) of absence and parent signature.

## EARLY DISMISSAL PROCEDURES

A student needing an early dismissal must present a written request to the personnel in the attendance/main office indicating the reason and time for dismissal. The early dismissal slip should then be given to the classroom teacher from which you are leaving. All students must be signed out of the building by a parent/guardian at the time of the dismissal from school. PLEASE NOTE: It is the student's responsibility to check in at the attendance office whenever he/she has been absent, late to school or in need of an early dismissal.

## STEPS TO FOLLOW WHEN TARDY

Students are expected to arrive at school on time. All students who arrive after the regular scheduled school day will be considered tardy. Attendance is recorded to the nearest full minute; tardiness will contribute toward excessive absenteeism/habitual truancy hourly thresholds.

1. *Any student arriving after 8:10 must report to the attendance office with a written note from a parent listing the reason for tardiness.*

## DETENTION

After school detentions may be issued by administration or teachers as a result of student misbehavior and/or failure to follow school rules. Parents will be notified when their child is issued a detention. Detentions are assigned on either Tuesdays or Thursdays from 3:15 - 4:00 p.m.

## WALKERS BIKING TO SCHOOL

Only those students not assigned to a bus are permitted to walk to and from school. Students should realize the importance of walking on the sidewalk when possible, staying out of the street, keeping off lawn areas, and crossing only at designated crossings. Students are only permitted to ride bikes or skateboards to school with prior permission of school officials.

## **VISITORS**

All visitors must report to the main office upon entering the building and wear a visitor's ID badge, if planning to go to a destination other than the office. Parents who wish to visit the school should make arrangements through the office prior to their visit. Administrative policy of the Plain Local School District requires that all visitors must report to the main office upon entering any school in the District. All visitors are required to show a state issued ID.

## **TELEPHONE USAGE**

Students are not permitted to use the office telephones unless approved by a staff member. Student usage of the phone will be monitored closely. Students will be called to the phone only in the case of an emergency.

## **LOCKERS**

All students will be issued a locker. All students are to use only the locker assigned to them. Students should not give their locker combinations to any other student. Please remember that lockers are to be kept neat and clean. Any problems with either the lock or the locker should be reported to the office. Where locks are provided, students will not have an expectation of privacy as to prevent examination by a school official. Lockers remain the property of Plain Local Schools. Lockers can be searched or inspected at any time.

## **EMERGENCY DRILLS**

Fire drills, tornado drills, lock down and evacuations will be held regularly throughout the year. These emergency drills are of a serious nature as they may save lives in the event of an emergency. Students will receive instructions concerning the proper procedure to follow for such emergency situations. Full cooperation is expected at all times during these drills.

## **STUDENT INSURANCE**

Accident Insurance is available for students who desire this coverage. Request forms must be sent directly to the insurance company.

## **FIELD TRIPS/6TH GRADE CAMP**

When field trips occur they are an important part of the educational experience in the Plain Local School District. All field trips require a permission slip signed by the parent or guardian. The parent's signature acknowledges that the parent is aware that students will be away from school and of the nature and purpose of the field trip. A student that has been suspended, either in or out of school, bus suspension, or whose pattern of behavior is consistently disruptive, may be excluded from a field trip.

## IMMUNIZATION REQUIREMENTS

The Ohio Department of Health has established the following minimum immunization requirements for school children:

- a) Four or more doses of DPT or TD (Adult Vaccine) or a combination of both*
- b) Three or more doses of Polio Vaccine*
- c) Two Measles immunizations (Rubella)*
- d) Two Rubella immunizations*
- e) Two Mumps immunizations*
- f) One booster dose of Tdap*

**Vaccination is required prior to entry into 7th grade.**

## MEDICINES

There are occasions when it is necessary for a child to take medicine at school. When those occasions arise, the following regulations, in accordance with Board Policy 5144-P and Ohio Law, will be in effect: A written request must be obtained from the physician and the parent/guardian. This request must include instructions as to the name of the medication, dosage, time medication is to be dispensed, duration of time the medication is to be given and possible side effects of the medication.

Original medication containers must have an affixed pharmacist's or physician's label that includes the student's name, name of medication, dosage, physician's name and time medication is to be administered.

The medication and the signed permission forms shall be brought to the school by the parent/guardian or another adult designated by the parent/guardian.

Students shall be prohibited from carrying medication to school on a day-to-day basis. Students may be permitted to carry inhalers as necessary.

A new request form must be submitted each school year or when a change in the medication order occurs. This form may be found at [www.plainlocal.org](http://www.plainlocal.org) or in the school office.

## INCLEMENT WEATHER

When weather conditions exist that would make it hazardous for students to get to school, please listen to area radio station WHBC 94.1 FM or 1480 AM for school closing status of Plain Local Schools. School closing information can also be found on the district website at [www.plainlocal.org](http://www.plainlocal.org) and district social media sites.

## CHROMEBOOK INITIATIVE

Each 5th & 6th grader will be lent a Chromebook to use for the academic school year. The Chromebook remains property of Plain Local Schools and as such can be searched and inspected at anytime for any reason. Students may not download or install any software other than which is owned/approved by the District and made available to the student. Inappropriate use of the device may result in the student losing the right to use the Chromebook. Parents are responsible to supervise all Internet and email use while at home using the Plain Local Schools issued Chromebook. Parents can sign up to receive Chromebook usage reports through Securly at [www.plainlocal.org](http://www.plainlocal.org) under "Parent Resources."

## PERSONAL DEVICE USE

Student's electronic devices must be off and put away during school hours. Any student's personal device that is seen or heard during this time will be taken and secured in the office based upon the following:

*1st Offense: Returned at end of the school day.*

*2nd Offense: Returned at end of the school day and contact is made to the parent/guardian.*

*3rd Offense: Parent/Guardian must pick it up.*

*4th Offense: Parent/Guardian must pick it up and after-school detention is issued.*

*5th Offense: Parent/Guardian must pick it up and the student is not permitted to possess the device during school hours for the remainder of the school year.*

## NUTRITION SERVICES

Breakfast and lunch is available to all students at the prices listed below. Free and reduced meal pricing is available to families that qualify; in order to qualify, you must complete the free and reduced meal application.

### Meal Prices for the 2023-2024 School Year

Elementary Breakfast \$1.40    Elementary Lunch \$2.65

Glenwood Breakfast \$1.65    Glenwood Lunch \$2.90

Oakwood Breakfast \$1.65    Oakwood Lunch \$3.15

GlenOak Breakfast \$1.75    GlenOak Lunch \$3.40

**Reduced Student Meal Pricing:** Lunch & Breakfast - No Cost

**Free Student Meal Pricing:** No Cost

**Milk:** \$0.60

To check your student's account balance, complete a free and reduced meal application, or add money to your student's account, please go to [www.payschoolscentral.com](http://www.payschoolscentral.com). Payschools Central closes for the summer and reopens on August 1, 2023.

Questions can be directed to the Nutrition Services Department at 330-493-5569 or [foodservice@plainlocal.org](mailto:foodservice@plainlocal.org).



# PAYSCHOOLS CENTRAL

Payschoolscentral.com is the online account management tool for student lunch and fee accounts. You will need your student's ID number to set up an account.

## Reminder to Parents:

- *You can apply for free or reduced lunch and/or breakfast for your student(s).*
  - *Application is available at <https://plainlocal.payschools.com/>*
  - *Applications are accepted year-round.*
  - *Parents can reapply at any time.*
- *Plain Local Schools Nutrition Services are available to assist any parent interested in applying.*
- *PaySchools Central a free resource. The service fees are paid by the Nutrition department, making it easy for parents to manage their child's account by providing:*
  - *Auto replenish once funds are low*
  - *Low balance notifications*
  - *Ability to pay by credit card or alternate check*

## FOOD POLICY

Any student who has special dietary needs will need to provide a medical note from a Physician with meal substitutions required. The Nutrition Services Department will accommodate within reason. These documents need to be turned in to the main office of your student's school.

## STUDENT FAILURE

Procedures for students who are in danger of failing:

1. *Any student who does not meet the minimum course requirement in 2 or more core subjects will be considered for retention.*
2. *Teachers in core content areas will submit a list of students at the end of the first semester who could be considered for retention.*
3. *A conference will be arranged early in the second semester with the student, parent, teachers, counselor and principal to discuss the potential retainment.*

## ESCHOOLPLUS

Plain Local Schools all use the online Home Access Center grade book. Parents and students can check attendance, grades, and use a communication tool with staff. eSchoolPlus can be accessed from the Plain local Schools homepage.

# PARENT INFORMATION

## Glenwood Intermediate: Great Teachers + Great Students = A Great School!

Welcome to Glenwood Intermediate! We are excited that you chose us for your student's education. Our goal is for every student to have the chance to grow academically and socially through the various opportunities we offer. We have great teachers here at Glenwood and with your student's hard work our reputation continues to grow.

The following is a guide to ease the anxieties of transitioning your student into the intermediate grades here at Plain Local. While Glenwood is a large building, we pride ourselves in providing each student with a small learning environment. This will help them feel safe and secure as they learn and grow in the middle grades.

### Four Tips to Make Life Easier During the Intermediate Grade Years (grades 5 & 6)

#### Tip 1: Make Sure Your Intermediate School Child Knows You Love Them

These are tough times for a child during their middle grades. Think back to when you were their age. Kids this age have a lot of self-doubt. When we think they are successful, they might think they are a failure. Just because they are older doesn't mean a hug, a special note in a lunch bag, or a trip to get ice cream aren't still needed.

#### Tip 2: Beware the Information Highway, Set Restraints on Technology

One of the biggest things that we deal with at Glenwood Intermediate School is cyber bullying. I hate this type of behavior because it is so shameful. Kids text and post the meanest things on their social media accounts.

The thing they often don't realize is how many people use these mean things to harass kids. These are three things that we do that help with the problem:

1. *If your child has a cell phone, have them recharge it in the kitchen each night.*
2. *Keep your computer in an open area of the home like the kitchen.*
3. *If you let your child on social media, know all login information and check it regularly!*

#### Tip 3: Monitor Grades and Assignments

What would school have been like if our parents had been able to see our grades at any time of the day or night? This should be an active tool in every household. Home Access Center (HAC) passwords will be made available to all families in August. If you have any difficulties accessing this information, please contact our Glenwood office and we will assist you.

#### Tip 4: Set Restraints, but Learn to Laugh

Every parent wants to back off of their children and permit them to be more independent. However, this is the time they need you the most. Set consistent rules/policies so your children can earn the trust as they navigate this chaotic time period of their lives. Just remember you are their parent and all freedoms need to come with equal responsibilities! By doing this you and your child will enjoy the next two years.

## School Times

7:50 a.m. – 8:10 a.m.	Student Arrival
8:10 a.m.	Tardy Bell
8:10 a.m. – 3:10 p.m.	School Day

## Pick Up / Drop Off Procedures

### Student Drop Off 7:50 – 8:10 a.m.

- *Door #1, Door #2 and Door #3 open at 7:50 a.m. for walkers and car riders.*
- ***The Drop-Off Zone is located in the front of the building facing 44th Street. Please enter this zone from the EAST (alley between Glenwood Townhouses and Glenwood School) and exit from the WEST side of 44th Street.***
- *All buses will drop off students at Door #5 at the northeast section of building.*
- ***NO cars are permitted in the north turnaround behind the building.***
- *Grab and Go Breakfast will be provided for students to eat in their homerooms.*
- *The tardy bell rings at 8:10 a.m. Students arriving after 8:10A.M. will be considered tardy and will need to report to the attendance office for a pass before going to their classroom.*

### Parent Pick Up: 3:00 – 3:10 p.m.

- *School dismissal begins at 3:00 p.m. as students going home by parent pick up exit at Door #14, with bus riders exiting the building at Door #1 and Door #2. **ONLY BUSES** are permitted in the loading zone in front of the building facing 44th Street.*
- *Afternoon Pickup: Parents need to park in the parking lot near Doors 13 & 14 (on the side of the gym). We will cone off an area for no parking in front of Doors 13 & 14. Around 3:05 p.m., our counselors will walk the parent pick-up students out those doors and keep them on the curb until a parent walks up to the coned off area and gets their student(s). We do not permit students walking out into the parking lot during parent pick up for safety reasons and we ask all parents to drive slowly and cautiously watching out for all people.*

Thank you for your patience as we strive to provide a safe and efficient school year.

## Dress Code

The following dress code is found in the Plain Local student Code of Conduct. All parts in bold are specific examples to help clarify how the dress code will be applied at Glenwood Intermediate School during the 2023-2024 school year.

1. *All clothing is to be clean, un-tattered, un-torn and worn appropriately. **No skin should be visible through pants.***
2. *Foot apparel must be worn at all times (shoes or sandals).*
3. *Hair must be clean, groomed and not a distracting nature. **Hair must be of a natural color (no pink, purple, blue, or green hair).***
4. *Proper dress may be prescribed in a given laboratory or instructional situation, including extracurricular activities and special programs that go beyond the ordinary school day.*

5. *All shorts, skirts, and dresses must not be shorter than “finger-tip” length.*
6. *All tops must have either short or long sleeves (shoulders cannot be visible), NO tank tops, tube tops, spaghetti straps for outer garments.*
7. *Bare midriff, bare back, tight-fitting and other revealing garments are prohibited. This includes: leggings, tights, & yoga pants unless a dress, jeans, or skirt that meets the “finger-tip” length requirement is worn over top. Undergarments are to be covered by outerwear.*
8. *Apparel that has any stated or implied reference to drugs, sex, alcohol, violence, gangs, cults, tobacco, symbols of death or obscene language is not permitted.*
9. *Coats, jackets, head coverings, hoods, gloves and sunglasses are not to be worn in the building. Students may carry regular sized book bags during the school day. Ear buds and headphones cannot be worn in the building.*
10. *Chains and other potentially dangerous apparel are not permitted.*
11. *Pants and shorts must be worn at the appropriate waist level. No shorts or undergarments should be visible.*

## **Electronic Use Policy**

### **Chromebooks**

In 5th and 6th grade every student receives a Chromebook as his or her ‘device.’ Therefore, they **will not** be permitted to carry any personal electronic device around during the school day (8:25 a.m. – 3:15 p.m.). Any personal electronic device (cell phone, iPod, iPad, tablet, etc.) must be turned off and kept in the student’s bookbag.

## **Top Questions Asked by Parents**

**I worry that my child will be lost in a school as large as Glenwood. How will my student avoid this problem?**

At Glenwood each student is a member of a community team. Each community team consists of three core teachers (Math, Language Arts, & Science/Social Studies). Each team works with approximately 90 students. Their rooms and student lockers are all in the same area. Therefore, students do not need to worry about the size of the entire building, as we shrink the building to their particular interests. The average student needs only to know their community rooms, cafeteria, gym, and arts classrooms.

### **How can parents get information?**

The number one thing I hear from parents is that they never hear from their intermediate school kids about what is going on at school. There are a couple of ways to get the info from them without much conflict.

1. *If you want to know their homework assignment*
  - a. *These are always written in the agenda book by the students at the beginning of each class period*
  - b. *Teachers send out weekly electronic newsletters on Friday or Sunday of every week*

2. *How do I find out about school events, activities and clubs? **Events, activities and clubs are postponed until further notice***

- a. *Each Wednesday Ms. Williams will send out her weekly email newsletter – to sign up for it go to [www.plainlocal.org](http://www.plainlocal.org) and click on mailing list*
- b. *Check out the school website*
- c. *Read the Eagle Nation Magazine – we love to share the great things happening at Glenwood*
- d. *Like Glenwood on Facebook*

**Who do I talk to if my child is having difficulty in class academically?**

A great place to start is your child's teacher. Parents don't have to wait for conference time to meet with our teams. We have set up time during the school day to communicate with families. Contact a teacher either through email (all teachers' emails are available on our school website) or by calling during the school day (330-491-3780). We try to stick to a 24-hour rule when returning parent phone calls or emails.

**What do I do if my child is being bullied and/or doesn't seem to be fitting in at school?**

Each grade level at Glenwood has a school counselor. They are a great start to help with the social needs of each student. From bullying to death or divorce, to simply difficult times, our counselors are trained to listen and offer solutions. In addition, our school is blessed to have a school/community liaison and a family engagement coordinator to help with school to family situations and also help when families that might need intervention. Feel free to contact them at any time.

Grade Five Counselor	Mr. Sean McCartney	<a href="mailto:mccartneys@plainlocal.org">mccartneys@plainlocal.org</a>
Grade Six Counselor	Miss Iman Grant	<a href="mailto:granti@plainlocal.org">granti@plainlocal.org</a>
School Community Liaison	Ms. Kristie Patterson	<a href="mailto:ladsonk@plainlocal.org">ladsonk@plainlocal.org</a>
Family Engagement Coordinator	Mrs. Cristin Betro	<a href="mailto:betroc@plainlocal.org">betroc@plainlocal.org</a>

**What can I do if my child is off track emotionally?**

Students in the middle grades (5-8) tend to be on an emotional roller coaster. Glenwood Intermediate School through a partnership with the Child and Adolescent Service Center offers counseling services at the building. Contact Ms. Williams about more information regarding the program.



Thank you again for trusting us at Glenwood with your student's education. We look forward to seeing parents throughout the year at our various events. Please sign up for Ms. Williams' weekly newsletter at [www.plainlocal.org](http://www.plainlocal.org), like us on Facebook and always check out our Glenwood website for updates, highlights, and necessary information throughout the school year.

Mark your Calendar for the following events (Be sure to check Glenwood's website as dates & events are subject to change).

August 16 .....	<b>5th Grade</b> 6:00-7:00pm <b>6th Grade</b> 7:30-8:30pm
August 18 .....	Transition Day <b>5th Grade Only</b>
August 21 .....	First Day for All Students
August 30 .....	Fall Picture Day
<b>September 4</b> .....	<b>No School - Labor Day</b>
September 21 .....	Parent/Teacher Conferences 3:45-8:15pm
October 5 .....	Parent/Teacher Conferences 3:45-8:15pm
<b>October 9</b> .....	<b>No School - Columbus Day</b>
October 11 .....	Parent/Teacher Conferences 3:45-8:15pm
October 12 .....	Picture Retake
<b>October 20</b> .....	<b>No School / Inservice Day</b> <i>End of the 1st Grading Period</i>
<b>November 22 - November 27</b> .....	<b>No School - Thanksgiving</b>
<b>December 21 - January 2</b> .....	<b>No School - Winter Break</b>
January 3 .....	Frist Day After Winter Break
<b>January 12</b> .....	<b>No School - Teacher Inservice Day</b> <i>End of the 2nd Grading Period</i>
<b>January 15</b> .....	<b>No School - Maring Luther King, Jr. Day</b>
January 5 .....	Parent/Teacher Conferences 3:45-8:00pm
February 8 .....	Parent/Teacher Conferences 3:45-7:15pm
<b>February 16</b> .....	<b>No School - Teacher Inservice Day</b>
<b>February 19</b> .....	<b>No School - Presidents' Day</b>
March 11 .....	Spring Picture Day
<i>March 22</i> .....	<i>End of 3rd Grading Period</i>
<b>March 25 - April 1</b> .....	<b>No School - Spring Break</b>
<i>May 23</i> .....	<i>Last Day for Students/End of the 4th Grading Period</i>

# PLAIN LOCAL SCHOOLS CODE OF CONDUCT

## 1) General School Behavior

The Student Code of Conduct was established for the welfare of the entire student body and school community. Plain Local Schools' students are expected to behave in a manner appropriate to the setting. This expectation includes the time during which students are attending school when it is in session, as well as those times when students are involved in or attending school functions beyond the regular school day. This expectation also includes the time during which students are going to and from school, on school transportation, and on property not owned or controlled by Plain Local Schools, but that is connected to activities or incidents that have occurred on school grounds or on property owned/controlled by Plain Local Schools. Furthermore, students may be disciplined for engaging in conduct that, regardless of where or when it occurs, is directed at a Plain Local Schools' official or employee, or the property of such official or employee. No form of violent, disruptive, or inappropriate behavior will be tolerated.

## 2) The Student's Responsibility

The school is a community, and its rules and regulations are the laws of that community. All those who enjoy the rights of citizenship in the school community must accept the responsibilities of citizenship. The student has the responsibility to:

- a. Be regular and punctual in attendance.
- b. Conduct oneself in a manner that does not infringe upon the freedoms and rights of others.
- c. Cooperate with fellow students and staff in contributing to the general welfare, health, and safety of all.
- d. Respect the authority of all employees of the School District.
- e. Conduct oneself outside the school in a manner that is creditable to the student body.
- f. Acknowledge and respect the property of other students and the property of the school.
- g. Maintain habits of appropriate dress and personal grooming.
- h. Accept the obligation of being a good school citizen.
- i. Realize that Plain Local Schools encourages friendly relationships between students. Overt public display of affection, however, is inappropriate and not permitted. A public display of affection, which includes, but is not limited to, hugging and kissing is inappropriate in the school setting. Students involved in these behaviors may be disciplined.
- j. Show courtesy towards all school personnel, visitors, fellow students, and the coaches and officials of all school activities.
- k. Take pride in everything Plain Local Schools endeavors to accomplish and has accomplished. School spirit means loyalty to all functions of the school.
- l. **Report all incidents of intimidation, harassment, and bullying to any staff member, guidance counselor, or appropriate administrator.** Any student who believes he or she is a victim of harassment on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, religion, ancestry, or genetic information should report the harassment to any staff member (who shall notify the District's Anti-Harassment Compliance Officers or the District's Title IX Coordinator (if the allegations involve sexual harassment))  
The following individuals have been designated by the Board to serve as the District's Anti-Harassment Complaint Officers: 1) Brian Matthews, Assistant Superintendent, 330-492-3500, matthewsb@plainlocal.org; and 2) Darci Knight, Human Resources Director, 330-492-3500, knightd@plainlocal.org.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Plain Local School District is strictly prohibited and such conduct may result in disciplinary action including suspension and/or expulsion from school. "Harassment, intimidation or bullying" in accordance with Ohio Revised Code Section 3313.666 and Board Policy 5517.01 – ***Bullying and Other Forms of Aggressive Behavior*** means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity or school provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- I. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

- II. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.
- III. Physical- hitting, kicking, spitting, pushing, pulling, taking, and / or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact.
- IV. Verbal- taunting, malicious teasing, insulting, name-calling, making threats.
- V. Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion / shunning, extortion or intimidation.
- VI. “Cyber bullying”- the use of information and Communication technologies such as any form of WCD’s (Wireless Communication Devices) e- mail, cell phones and pager texts messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Please refer to Board Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior for detailed information concerning the procedures for filing a complaint (involving allegations intimidation, harassment, and bullying), and the investigation process.

- m. Report all incidents of sexual harassment to any staff member, guidance counselor, or appropriate administrator. The Board of Education of the Plain Local School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District’s Title IX Coordinator(s) is/are:

**Darci Knight**  
 Human Resources Director  
 330-492-3500  
 901 44th Street N.W.  
 Canton, Ohio 44709  
[knightd@plainlocal.org](mailto:knightd@plainlocal.org).

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both. The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/oh/plainoh/Board.nsf/Public>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The District takes all allegations seriously and is committed to thoroughly investigating formal complaints, providing supportive measures as appropriate, determining responsibility for violations of the law, and implementing appropriate remedies, including imposing disciplinary sanctions/consequences. If a student feels that he or she is being or has been subjected to sex discrimination, sexual harassment, or inappropriate sexual conduct, or anyone who witnesses or has knowledge of prohibited conduct should report his/her concerns promptly to the school principal or the Title IX Coordinator, or any employee with whom the student is comfortable speaking. The Title IX Coordinator will promptly follow up on all complaints and will discuss the grievance/investigation procedures with the student and his/her parents/guardians, as well as the availability of supportive measures. “Supportive measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the District’s educational environment, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, school/campus escort services, mutual restrictions of contact between the parties, increased security and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures. The Title IX Coordinator will work with students to ensure that supportive measures are individually tailored to meet each student’s unique needs.

- n. Report any information concerning weapons and/or threats of violence by students, staff members, or visitors to any staff member.

### 3. Prohibited Disruptive Behavior

Each of the behaviors and types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to student conference, parent/guardian notification, parent/guardian conference, mediation, detention, in-school suspension, Saturday School, out of school suspension and/or expulsion from school. The Plain Local School District Student Code of Conduct defines “disruptive behavior” as including, but not limited to the following:

- a. Possession /use of drugs and/or alcohol. Any of the following list of behaviors involving illegal and/or non medically prescribed drugs, look-alike drugs, or alcohol (further delineated in section 4, Chemical Abuse Policy):
  - I. Possession and / or use
  - II. Being under the influence
  - III. Sale
  - IV. Distribution
- b. Possession of drug paraphernalia.
- c. Any act of violent or aggressive nature, including but not limited to:
  - I. Verbal / written abuse of students and / or staff. Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered verbal/written abuse. Profanity directed toward a staff member in a threatening tone may also be considered abuse.
  - II. Initiating and / or engaging in fights. Engaging in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action is prohibited.
  - III. Words of provocation. Provoking, promoting, or instigating a fight (i.e., contributing to a fight verbally or through behavior) is prohibited.
  - IV. Assault. Assault includes, but is not limited to acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
  - V. Violent conduct. Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property. Threats of violent conduct may be referred to law enforcement.
  - VI. Extortion. Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.
  - VII. Possession of a weapon or look-alike weapon. A student shall not use, possess, handle, transmit, or conceal, dangerous weapons or look-alike weapons, substances, or instruments, which include, but are not limited to, tear gas, firecrackers, explosives, incendiaries, or other similar devices. Students who bring, or at any time possess firearms or knives on school property can be expelled for a period of one (1) calendar year. This rule is in addition to our current code of conduct references to “weapons and look-alike weapons” and is the result of Plain Local School District Board of Education policy 5772, adopted August 16, 1995, in accordance with ORC 3313.66, 3313.61 and 3313.62 (effective September 14, 1995, and revised October 28, 1998).
  - VIII. Bomb threats. A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, may be expelled for a period of up to one (1) year.
  - IX. Intimidating, harassing, or threatening the personal safety of anyone. Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat is prohibited. Profanity directed toward a staff member in a threatening tone and/or confrontation with a student or staff member that harasses, bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

- X. Hazing. Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, school group, club, team, or organization or any act to continue or reinstate membership in or affiliation with any student or other organization, including any class, school group, club, or team, that causes or creates a substantial risk of causing mental or physical harm, including coercing another to consume alcohol or a drug of abuse. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the disciplinary consequences. Hazing by any individual, school group, club, team or other organization is not permitted. This includes performing any act or coercing another, including the victim, to perform any act of initiation (as defined above), no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.
- XI. Harassment. Harassment is defined as intimidation by threats of actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, religion, ancestry, or genetic information is not permitted.
- XII. Sexual Harassment. Sexual harassment is defined as the deliberate and/or repeated sexual or sex-based behavior that is not welcome and not asked for, and includes harassment based on a student's actual or perceived sexual orientation, transgender identity, or gender nonconformity. Examples of sexual harassment include, but are not limited to (see also the definition of sexual harassment under Title IX –, the following conduct may constitute sexual harassment if sufficiently severe, pervasive, and objectively offensive):
1. Unwelcome leering; staring; and/or sexual flirtation, propositions, invitations, and solicitations.
  2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions, language, profanity, or innuendo.
  3. Unwelcome graphic verbal comments about an individual's body, dress, or appearance, or overly personal conversation.
  4. Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
  5. Unwelcome spreading of sexual rumors.
  6. Unwelcome physical and/or sexual contact, including touching of an individual's body or clothes in a sexual way.
  7. Cornering or blocking of a sexual nature of normal movements.
  8. Displaying sexually suggestive objects, pictures, drawings, graffiti, videos, posters, audio recordings, or literature.
  9. Asking about or telling about, sexual fantasies or sexual activities.
  10. Other inappropriate boundary invasions by a Board employee or other adult member of the School District community into a student's personal space and/or personal life.
- XIII. Sexual Harassment under Title IX. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
1. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
  3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
  4. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.



- Rape is carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by State law.
- Consent refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
- Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

XIV. False Reports made in connection with a Title IX Complaint. Students are prohibited from intentionally making a false report, submitting a false Formal Complaint, or making a false statement or submitting false information during a Title IX grievance process/ investigation.

XV. Disciplinary Actions/Consequences in connection with a Title IX Complaint: The following disciplinary sanctions / consequences may be imposed on a student Respondent who is determined responsible for violating Board Policy 2266 (i.e., engaging in Sexual Harassment):

1. Informal Discipline –

- writing assignments;
- changing of seating or location;
- pre-school, lunchtime, after-school detention;
- in-school discipline;
- Saturday school

2. Formal Discipline –

- suspension of bus riding / transportation privileges,
- removal from co-curricular and/or extra- curricular activity(ies), including athletics;
- emergency removal;

- suspension for up to ten (10) school days;
  - expulsion for up to eighty (80) school days or the number of school days remaining in a semester, whichever is greater;
  - expulsion for up to one (1) year;
  - permanent exclusion; and
  - any other sanction authorized by the Student Code of Conduct.
- d. Possession/use of tobacco. In accordance with the Ohio Revised Code, students will be cited for use, possession and/or consumption of tobacco products on school campus. Students may not use or possess tobacco in any form on or around the Plain Local Schools campus area (including parking lots). This rule also applies to field trips and any extracurricular activities. It is prohibited by law for a minor to “use, consume, or possess cigarettes.” It is also prohibited for a minor to assist, pay for, or share in the costs of such products. Even though there are some exceptions to the law, those exceptions would not apply to use or possession of these products at school or school activities. This would include cigarettes, cigars, snuff, chewing tobacco, pipe tobacco, smokeless tobacco, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or electronic “vapor” or other substitute forms of cigarettes, etc. The administration reserves the right to ask the Sheriff/Police or law enforcement representatives to summons tobacco offenders into court.
  - e. Theft, or knowingly receiving or possessing stolen property. Theft/Possession of stolen property shall not be caused by a student or group of students. A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel, or other persons, or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property. Students caught stealing may be reported to law enforcement officials.
  - f. Vandalism - The unauthorized painting, defacement, or marking of property, or other acts of vandalism shall be considered a violation of this rule.
  - g. Arson and/or other felonious acts. Students shall not intentionally or purposefully cause destruction or damage to school or district buildings or property by means of fire or any other method. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is considered a felony.
  - h. Unauthorized use of fire – Students may not use or possess any form of device or material that would produce fire (matches, lighters, etc.) on or around the Plain Local Schools’ property.
  - i. Possession and/or use of fireworks and/or explosives. Fireworks may not be in possession of a student or used any form including but not limited to firecrackers, stink bombs, etc. on or around the Plain Local Schools’ property. Also, possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers).
  - j. Any act which infringes on the civil rights of another, or in any way threatens the safety or welfare of another.
  - k. Refusing to comply with the dress code. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.
  - l. Adult Themed materials are not permitted at Plain Local Schools by any student. This includes clothing which displays or reflects an adult theme, magazines or other imprinted materials or pictures.
  - m. Inappropriate Sexual Conduct. Having intimate relations in school or sexual relations or inappropriate school behavior.
  - n. Failure to demonstrate respect during the normal flag salute and/or pledge of allegiance.
  - o. Forgery, falsification of schoolwork, or dishonesty, or cheating. Possession and/or use of forged documents, falsification, dishonesty and/or cheating shall not be engaged in by a student at Plain Local Schools. A student shall not falsify the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school related correspondence. A student shall not lie or make a misrepresentation of any fact to a teacher or any other school personnel. A student shall not obtain, use, disseminate information about any test which the instructor does intend to be used or known by students, or which would create an unfair advantage for any student or students.

- p. Profane, vulgar, or improper language or gestures will not be tolerated by staff or administration at Plain Local Schools. A student shall not speak or write profane, vulgar, obscene, derogatory, demeaning, or other improper or inappropriate language, or use profane, vulgar, obscene, or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, obscene, or other improper or inappropriate actions.
- q. Failure to report to or identify oneself to school personnel as directed.
- r. Unruly behavior on the school bus.
- s. Deliberate disobedience to a staff member, failure to comply with directives from a staff member, and/or acting in defiance of a staff member. A student shall promptly comply with directives, requests, and orders of teachers, student teachers, educational aides, bus drivers, principals/administrators, counselors, and other school staff personnel.
- t. Any act which by nature interrupts the educational process or interferes with school activities or which threaten to do so are unacceptable. Such interruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.
- u. Tampering with safety equipment or alarm systems and false alarms. Intentionally tampering or interfering with any safety equipment, alarm system (including a fire alarm) or giving false alarm of a fire or other incident is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.
- v. Failure to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, counselors, and school staff personnel will not be tolerated.
- w. Complicity – No student shall assist or aid any other student in the violation of any rule set forth in this policy, or take any action, or make any statement, to prevent school personnel from obtaining information about any violation of this Student Discipline Policy.
- x. Attempt – The attempt to commit any of the offenses set forth in this Student Discipline Policy shall be punishable in the same manner as the offense itself.
- y. Repeated Acts of Misconduct – If any student commits any of the offenses listed in this Student Discipline Policy more than once within a given school year, such repeated misconduct may be treated as a separate offense or may increase the severity of the punishment for the underlying offense.
- z. Wireless Communication Devices
  - I. Students are prohibited from using WCDs to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/videos) of any student, staff member, or other person in the school, while attending classes online/remotely, or while attending school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or picture/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the school personnel. Students who violate this provision and/or use a WCD to violate the privacy right of another person may have their WCD confiscated and held.
  - II. The use of WCDs that contain built-in cameras (i.e. devices that take still motion pictures, whether in a digital or other format) is prohibited in locker rooms, bathrooms and/or swimming pools.
  - III. No expectation of confidentiality will exist in the use of WCDs on school premises/property.
  - IV. Students are prohibited from using a WCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.
  - V. Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
  - VI. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of the “Bring Your Own Device” policy or otherwise engages in misuse of this privilege.
  - VII. A person who discovers a student in possession of, or using, a WCD in violation of this policy is required to report the violation to the building principal.
  - VIII. Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property or the unauthorized use of such devices.

- IX. Parents/Guardians are advised that the best way to get in touch with their child during the day is by calling the school office.
- X. Students may use school phones to contact parent/guardians during the school day.
- XI. Students who violate any of these provisions will be subject to discipline and possible confiscation of the WCD.

aa. Plain Local Schools' "Bring Your Own Device" Student Policy

- I. Electronic Devices Use of certain electronic devices is permitted in Plain Local Schools as described below. Electronic devices are classified as disruptive, non-disruptive, and mobile phone devices. Permissibility of each type of electronic device is described as follows:
  - 1. Disruptive Electronic Devices:
    - Recording devices radios, pagers, laser pointers and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any area of Plain Local Schools.
    - Use of cameras on non-disruptive devices and cell phones to take still pictures or video is not permitted on school grounds, including transportation, unless under the direction and supervision of the classroom teacher.
    - The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed.
    - The misuse of electronic devices includes, but is not limited to: Use of any electronic device in a classroom or other area of Plain Local Schools not authorized by school personnel. Violation of the Plain Local Schools' Acceptable Use Policy. Listening to video or audio without headphones or earbuds. Use of headphones/earbuds at a volume level where others can hear. Using an inappropriate image or background while attending classes online/remotely.
  - 2. Non-disruptive Devices
    - Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
    - The categories of non-disruptive devices include: (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, & (e) audio players (MP3 players).
    - These devices may be used: during classroom instruction and in the library as permitted and directed by school personnel. In study hall and lunch as permitted and directed by school personnel.
  - 3. Mobile Phones
    - Use of mobile phones for any voice or text communication is not permitted during school hours. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones must be off or muted during school hours.
    - Mobile phones may possess advanced functions including Internet access, eReader and video/audio functions. The functions may be used during study hall and lunch period in a manner that does not violate the Code of Conduct. Use of these functions during classroom instruction is at the discretion of school personnel.
- II. Consequences for Inappropriate Use of Electronic Devices
  - 1. Violation of the appropriate use of electronic devices as described above may result in (1) detentions, SAS, or Out of School Suspension and (2) the student may be required to turn the device over to school personnel and the student and/or parent may pick up the device from the Office at the end of the day.
  - 2. Internet Connection. Wireless Internet connection will be provided by the Plain Local Schools for students to connect their devices to the Internet. Additionally, students may connect to the Internet using their own Internet provider. In this case, the student and family will be responsible for any Internet connection expenses.

3. Students must have completed an Acceptable Use Policy signed and a Chromebook Agreement on file at Plain Local Schools.
4. Lost or Damaged Device. Plain Local Schools assumes no responsibility for theft, loss or damage of any electronic device brought to school. Students bring these devices to Plain Local at their own risk.
5. 5) Transporting Devices. Use of bags and cases to transport electronic devices to and from Plain Local Schools is encouraged. Students may use laptop bags to carry portable computers to and from class. However, the bags may not be used to carry books.

#### 4. Chemical Abuse Policy

Sale, distribution, possession, use, abuse, and/or being under the influence of alcohol or drugs on school property before or during school-related activities are grounds for a ten-day suspension and possible recommendation for expulsion. Each offense warrants a different approach.

- a. Sale. When a student is found to be selling alcohol or drugs the following will occur:
  - I. The student will be suspended for ten days out of school and recommended for expulsion.
  - II. The offense will be reported to the proper law enforcement authorities.
  - III. Early re-entry may be considered upon completion of an assessment and / or treatment as prescribed.
  - IV. All such re-entries will include the signing of a no use / abuse contract by the student and parents / guardians. Should the student or parents reject these alternatives, re-entry before the end of the assigned expulsion period would be denied.
  - V. Failure to faithfully attend and participate in group sessions will result in reactivating the expulsion for the remainder of the semester.
  - VI. A second offense will result in a ten-day suspension out of school and a recommendation for expulsion.
- b. Distribution. When a student is found to be distributing or attempting to distribute any chemical the following will occur:
  - I. The student will be suspended for ten days out of school and recommended for expulsion.
  - II. When illegal substances are involved, the proper law enforcement authorities will be notified.
  - III. A hearing will be scheduled, during which a possible alternative to expulsion will be explored. The meeting will conclude with a recommendation either that the expulsion stands, or that appropriate alternatives are considered. Alternatives may include the signing of a no use / abuse contract by the student and parents / guardians. Should the student or parents reject these alternatives, it will be recommended that the expulsion stand. If the final recommendation is for an assessment, the individual will be responsible for following the guidelines of the assessment. Failure to do so will lead to a recommendation for expulsion.
  - IV. A second offense will result in a ten-day suspension out of school and recommendation for expulsion.
- c. Use / Possession. When a student is found to be possessing or using an unprescribed chemical, the following will occur:
  - I. The student will be suspended for ten days out of school, with a possible recommendation for expulsion.
  - II. The offense will be reported to the appropriate law enforcement authorities.
  - III. After the beginning of the suspension, a meeting may be held to prescribe a program for the student. Alternatives may include the signing of a no use / abuse contract by the student and parents / guardians. Should the student or parents reject these alternatives, the remainder of the suspension shall be served out of school.
  - IV. Acceptance of recommended student involvement will allow for the student to finish the suspension or to attend an assessment, if one has been recommended.
  - V. A second offense will result in a ten-day suspension out of school and recommendation for expulsion.



d. Suspected Use / Abuse/Dependency Teachers and staff members will be provided with specially prepared referral sheets to be used when a student exhibits behavior noted on referral sheets. These referrals will be forwarded to the appropriate person or committee who will maintain a file. When the quantity and / or quality of the referrals suggest action to be taken, a meeting will be scheduled. At this meeting, the parents / guardians will be made aware of the nature of the referrals and recommendation may be made for the student to sign a no use/abuse contract, to attend group sessions, or to seek professional help. If the parents or the student reject the recommendation of the group, they both will be informed that the student's behavior will continue to be monitored.

e. Look-Alike Drugs

I. Anyone who sells or distributes any substances falsely represented to be an illegal substance shall fall under the same provisions of the Chemical Abuse Policy as though the "look-alike" substance were, in fact, the substance represented. Such behavior, subject to the provisions of the Chemical Abuse Policy, shall also include any or all of the following:

1. Selling or soliciting a substance, which has a trademark indicating the substance to be other than, what it is.
2. Selling or soliciting a substance which is unmarked, but which is represented to be other than what it really is.
3. Representing a substance falsely in such a way as to make a reasonable person believe the substance is other than what it really is.
4. Any printing of trademarks, which could be used in association with falsely representing illegal substances.
5. Describing the effects of a substance falsely so as to mislead a reasonable person into thinking the substance was other than what it really is.
6. Advertising for the sale or distribution of substances falsely represented.

II. In addition to the preceding chemical abuse policy, schools may also include as part of their programs curriculum development, counseling and psychological services or community resources.

5. **Attendance/Ttruancy**

Excessive absences and habitual truancy as defined by Ohio law will be addressed under Board policy. Habitual truancy may be reported to the bureau of motor vehicles and juvenile court. In addition, unexcused absences, leaving class/school without permission, and/or excessive tardiness to class/school may result in discipline up to and including in-school suspension.

6. **Due Process Rights**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. Also, certain procedures must be followed if a student is subject to an emergency removal. As long as a student's informal/in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

7. **No Expectation of Privacy**

Students have no expectation of privacy in school-owned storage spaces such as lockers and desks, and such spaces may be searched at random by school officials. Students have no expectation of privacy in the use of technology provided by the school, such as computers, tablets, email accounts, cameras, online educational apps, etc. School officials may, at any time, access, monitor, review, and inspect any directories, files and/or messages residing on or sent using school-owned resources and technology.

8. **Suspension**

A suspension is a removal from school for up to ten (10) school days. When a student engages in any of the preceding behaviors on school property, or during school related activities, the student will be disciplined according to administrative guidelines with appropriate due process, possibly resulting in a suspension.

a. Guidelines

Students violating the Plain Local School District Student Code of Conduct and whose behavior warrants a suspension shall fall under the following guidelines:

- I. Students being considered for suspension are entitled to an informal meeting with the Principal or Assistant Principal prior to removal. During the informal meeting, the student shall be made aware of the violation and that he/she may be suspended, and given the opportunity to respond to the charges against him/her.
- II. The administration may amend the consequence when deemed appropriate.
- III. In case of property loss, restitution may be required.

IV. **Disruptive behavior, as identified earlier in the Code of Conduct, may result in a suspension.**

- V. Misconduct described in the Student Discipline Policies and Code of Conduct may be punished under that Policy or Code even if the misconduct occurs off school property as long as the misconduct is connected to activities or incidents that have occurred on property or owned or controlled by the School District.
- VI. Misconduct described in the Student Discipline Policies or Code of Conduct may be punished under that policy or code regardless of where the misconduct occurs, if the misconduct is directed at an employee or officer of the School District or at the property of an employee or officer of the School District.
- VII. Any acts, in the opinion of the building administrator, that endanger the safety of staff or students, or are criminal acts can result in immediate suspension for up to 10 days.
- VIII. An administrator shall consider all other violations of the Plain Local School District Code of Conduct, and appropriate consequences shall be chosen.
- IX. Students returning to school following an expulsion will fall under the “3rd offense” for any suspendable behavior during the remainder of the school year

b. **Accumulated Consequences**

All disciplinary responses accumulate over a given school year.

c. **Procedures**

When a student is being considered for a suspension, the Principal or Assistant Principal will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal or Assistant Principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within two (2) calendar days after receipt of the suspension notice, to the Treasurer or Board of Education. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board’s designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

9. **Expulsion**

An expulsion is a removal from school for up to eighty (80) school days. When a student engages in any of the preceding behaviors on school property, or during school related activities, the student will be disciplined according to administrative guidelines with appropriate due process, possibly resulting in an expulsion.

a. **Guidelines**

Students violating the Plain Local School District Student Code of Conduct and whose behavior warrants an expulsion shall fall under the following guidelines:

- I. Students being considered for expulsion are entitled to an informal meeting with the Superintendent or his/her designee prior to removal. During the informal meeting, the student shall be made aware of the violation and that he/she may be expelled and given the opportunity to respond to the charges against him/her.
- II. The Superintendent or his/her designee may amend the consequence when deemed appropriate.
- III. In case of property loss, restitution may be required.
- IV. **Disruptive behavior, as identified earlier in the Code of Conduct, may result in an expulsion.**
- V. Misconduct described in the Student Discipline Policies and Code of Conduct may be punished under that Policy or Code even if the misconduct occurs off school property as long as the misconduct is connected to activities or incidents that have occurred on property or owned or controlled by the School District.
- VI. Misconduct described in the Student Discipline Policies or Code of Conduct may be punished under that policy or code regardless of where the misconduct occurs, if the misconduct is directed at an employee or officer of the School District or at the property of an employee or officer of the School District.
- VII. Any acts, in the opinion of the building administrator, that endanger the safety of staff or students, or are criminal acts may include a consideration for expulsion.

- VIII. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion.
- IX. Students returning to school following an expulsion will fall under the "3rd offense" for any suspendable behavior during the remainder of the school year
- X. Expelled Students who return to school may be expelled from school for a period not to exceed one year for committing an act that is a criminal offense if committed by an adult and that results in serious physical harm to persons or property.
- XI. Expelled students may also be permanently excluded from attending school. Such process is formal and may follow an expulsion from school with the proper notification to the parents.

b. Accumulated Consequences

All disciplinary responses accumulate over a given school year.

c. Procedures

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing. In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled. If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session. Within three (3) calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

**10. Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal or Assistant Principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply. If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Expulsion policy (see Section 7 Expulsion ). The person who ordered or requested the removal will be present at the hearing. In an emergency

removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension, or expulsion.

#### 11. Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- a. Conveying deadly weapons on to school property or to a school function.
- b. Possessing deadly weapons on school property or at a school function.
- c. Carrying a concealed weapon on school property or at a school function.
- d. Trafficking in drugs on school property or at a school function.
- e. Murder or aggravated murder on school property or at a school function.
- f. Voluntary or involuntary manslaughter on school grounds or at a school function.
- g. Assault or aggravated assault on school grounds or at a school function.
- h. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
- i. Complicity in any of the above offenses, regardless of location.

*It should be noted that it is impossible to foresee all possible conduct infractions, and that the administration reserves the right to impose disciplinary action for any act that is contrary to proper behavior yet might not be expressly stated in this handbook.*

**Students who violate the Student Handbook and/or fail to make adequate academic progress may face the following corrective actions, which include informal and formal discipline:**

- **Informal Discipline** – Informal discipline takes place within the school environment, and will not be offered as an option when, in the opinion of the Principal, Assistant Principal, or Superintendent, the offense warrants formal discipline or is of a criminal nature. It includes the following:
  - » **Mandatory Participation in Mediation** – Students may be required to participate in peer mediation in order to resolve conflicts and disputes between students.
  - » **After-School Detention** – Students may be required to stay after regular school hours. Students and parents are responsible for transportation from school.
  - » **Saturday School** – Students may be required to come to school on Saturday. Students and parents are responsible for transportation to and from school.
  - » **In-School Suspension** – Students may be required to complete schoolwork in a designated area during school hours under supervision of school personnel.
  - » **The following rules apply to After-School Detention, Saturday School, or In-School Suspension:**
    - ♦ Students are required to have assignments with them.
    - ♦ Students are not to communicate with each other unless given permission to do so.
    - ♦ Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
    - ♦ Students shall not be allowed to put their heads down or sleep.
    - ♦ No WCDs, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
    - ♦ No food or beverages shall be consumed.

- ♦ Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the unpassed tests.
- **Formal Discipline** – Formal discipline results in the removal of a student from school. It includes the following:
  - » **Out of School Suspension** – Students may be suspended for up to ten (10) school days. A suspension may carry over into the next school year.
  - » **Expulsion** – Students may be expelled for up to eighty (80) school days, or the number of days remaining in a semester, whichever is greater. An expulsion may carry over into the next school year.
  - » **Criminal Charges** – Students who are suspected of engaging in criminal conduct may be referred to law enforcement as well as disciplined at school. Such law enforcement officials will be permitted to carry out any necessary law enforcement functions in Plain Local Schools, including the removal of a student from school property when deemed appropriate. Also, certain criminal acts may result in permanent exclusion from school.
  - » **Emergency Removal** – Students may be immediately removed from school for up to three school days.
  - » **Permanent Exclusion** – Students who are sixteen (16) years of age or older may be permanently excluded from school for engaging in certain criminal conduct.
  - » **Community Service** – At the discretion of the Superintendent or his/her designee, a student may be required/ permitted to perform community service in conjunction with or in place of a suspension or expulsion from school. The Superintendent or his/her designee may impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year.
- **In addition to informal and formal discipline, students may be excluded from attending Plain Local School District Events, Functions, and Activities. Also, students involved in co-curricular and extra-curricular activities can lose their eligibility.**