



Elementary Schools

STUDENT HANDBOOK

2026-2027

plainlocal.org



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ATTENDANCE INFORMATION

Reporting absences is the responsibility of the parent/guardian. To report your child absent, it is important that you do one of the following:

- *Phone the school or email the building secretary before 9:30 a.m. on the day of your child's absence.*
- *Upon returning a child MUST bring a note from the doctor, dentist, parent, etc., stating why the child was not in attendance.*

If we do not hear from you by 9:30 a.m., the school must do the following: phone the home, the emergency number and/or place of business to check on the absence. Absences due to trips may be permitted, but prior approval must be received from the principal. Parents should notify the school a minimum of 5 school days ahead of extended absences that would require schoolwork.

Morning Arrival

Students are not permitted to enter the building until 8:50 a.m.

There is no adult supervision outside the school prior to the 8:50 a.m. start.

Students will be marked tardy if they arrive after 9:10 a.m.

Tardiness

If a student arrives after 9:10 a.m. an adult must accompany the student to the main office to sign in.

Dismissal

Anybody picking up a student at any time must have a valid Photo ID and the individual must be listed as an approved person to pick up the student on the dismissal survey.

It is strongly encouraged that any student dismissal changes made by the parent or guardian be sent to the main office prior to 3:00 p.m.

Student Dismissal begins at 3:35 p.m. and ends at 3:50 p.m.

No students are permitted to stay in the building after dismissal.

Early Dismissal

Parents are encouraged not to have their child dismissed early from school unless there is a family emergency or necessary appointment that cannot be scheduled outside of the school day.

Parents should contact the main office via phone call, note or email indicating the reason for the early dismissal.

All parents must come to the main office to sign their student out for any early dismissal.

BIRTHDAYS

Follow the building-specific student birthday treat policy.

CHILD CARE

The YMCA childcare program provides care before and after school for children in grades K-6. The Meyers Lake YMCA handles the childcare program and all questions must be directed to them at 330-454-9018.

DRESS CODE

School dress should be both safe and appropriate for the learning environment. The Plain Local School District provides the following guidelines:

- *Clothing should be free of intentional rips, tears, and holes.*
- *Flip-flops are strongly discouraged for safety reasons.*
- *Foot apparel must be worn at all times, including appropriate shoes for physical education class.*
- *Mid-thigh is the minimum length for dresses, skirts, and shorts.*
- *Shirts with any stated or implied reference to drugs, sex, violence and obscene language are not permitted.*
- *Hats and/or hoods are not to be worn in the school building.*

INTERVENTION ASSISTANCE TEAM

The Intervention Assistance Team consists of the student's parent/guardian and may include school personnel such as classroom teachers, intervention specialists, a speech therapist, school counselor, school psychologist, and the principal. This team is convened to discuss the needs of the student who has been referred by his/her teachers and/or parents and to make recommendations for the individual student.

LOCKERS

Lockers are the property of the school and are for student use and can be searched or inspected at any time.

LOST AND FOUND

A designated area is provided in which students can place articles they have found that don't belong to them.

Encourage your child to make an immediate effort to find a lost article.

Clothing storage is limited and will periodically be donated. A notice will be given to all students prior to donation.

Note: It is good practice to mark all your child's belongings with his/her name.

MEDICATIONS

For safety reasons, students are not permitted to have medication in their possession at school. Under Ohio State Law and Plain Local Board of Education Policy, all students taking medication while at school must have a written request from the physician and the parent/guardian before school personnel may administer any medication. This also applies to “over-the-counter” medication (ex: Tylenol, cough drops, etc.). Please see the office for the appropriate forms.

Medication containers must have an affixed pharmacist’s label that includes:

- A. *The student’s name*
- B. *Name of medication*
- C. *Physician’s name*
- D. *Time for administering*

NON-DISCRIMINATION POLICY

The Plain Local School District does not discriminate against students, employees or applicants because of race, color, national origin, sex, religion, handicap or age. This applies to all educational programs including vocational community education and special education.

NUT-FREE ENVIRONMENT

Plain Local Schools is a nut-free environment. Please read carefully Nut-Free Acknowledgement in the beginning of the year paperwork, which details all of the specific parameters. Please help us keep ALL students safe by abiding by these guidelines. If you have any additional questions please contact Mark Parent, Director of Pupil Personnel at 330-491-3839 or parentm@plainlocal.org.

NUTRITION SERVICES

Breakfast and lunch are 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 2026-2027 School Year

Elementary Breakfast \$1.50	Elementary Lunch \$2.75
Glenwood Breakfast \$1.75	Glenwood Lunch \$3.00
Oakwood Breakfast \$1.85	Oakwood Lunch \$3.25
GlenOak Breakfast \$1.85	GlenOak Lunch \$3.50

Reduced Student Meal Pricing: Lunch & Breakfast - No Cost

Free Student Meal Pricing: No Cost

Milk: \$0.65

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. Payschools Central closes for the summer and reopens on August 1 each year. Questions can be directed to the Nutrition Services Department at 330-493-5569 or 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 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 is 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.

PTO

Each school's PTO (Parent Teacher Organization) will consist of four officer positions: president, vice president, secretary and treasurer. PTOs will meet regularly. All parents and community members are encouraged to attend these meetings. Officer and meeting schedule information will be shared through the building principal's weekly newsletter communications.

RECESS (OUTDOOR)

All children who have no written excuse for illness are expected to go outside during the recess period. We ask parents to refrain from writing indoor excuses for a lengthy period of time unless a physician gives a medical reason.

Proper dress suitable for the prevailing weather conditions permits children to experience recess throughout the year. Recess is held indoors during inclement weather.

SAFETY/SECURITY

The Blue Strobe Security system has been installed at all Plain Local Schools buildings. The flashing light is an indication the building is on lockdown and no one should enter. This precaution is in place for true emergencies and should be treated as such.

SCHOOL CLOSINGS

You will be notified of school closings due to inclement weather or emergencies by phone. Please make sure your phone number is current with your building secretary. Notice of a school cancellation will also be posted on the main page of the Plain Local Schools website, www.plainlocal.org. Please do not call the school for closing information.

In addition, the Plain Local School District may implement a 2-hour delay. This is intended to lessen the amount of school day cancellations due to inclement weather. Should a 2-hour delay be enacted, school will run as normally scheduled with the exception of starting 2 hours later. This means that:

- *Buses will pick up students exactly 2 hours later than normal procedures.*
- *Lunch will be served at the regularly scheduled times.*
- *Dismissal will begin at the regularly scheduled time.*

SCHOOL COMMUNICATION

There will be a weekly email update sent. You can sign up to receive these email updates at www.plainlocal.org or by contacting our office. For information on all things happening at our school, please visit our homepage, which can be accessed via the Plain Local Schools homepage at www.plainlocal.org then by selecting the “Schools” tab.

TOBACCO-FREE ENVIRONMENT

We would like to remind our guests that the Plain Local School District maintains a tobacco-free environment. This includes the stadium, all parking lots, fields, and all other properties of the Plain Local Schools. Thank you for assisting us in maintaining our smoke-free environment.

SPECIAL SERVICES

Plain Local Schools provide services in special areas including:

- *Counseling*
- *Gifted Services*
- *English Learners*
- *Multi-factored Evaluation*
- *Related Services*
- *Special Education Services*
- *Speech and Language*
- *Title I (if the building is eligible)*

TECHNOLOGY

The District provides access to technology, including Internet access, to enhance the instruction of its students and achieve the goals established by the District Board of Education and the Ohio Department of Education. Please refer to the acceptable use of technology agreement with any questions pertaining to internet/email use.

TRANSPORTATION SERVICES

We bus students who live more than 1 mile from their school. We do not bus students who have been granted intra-district enrollment.

Transportation by school bus is viewed as a privilege. Each student is responsible for his/her actions while waiting at their bus stop for the bus, and during the ride to and from school. The bus drivers are responsible for the buses and discipline while students are on the buses. Students may be refused transportation on the bus if they do not follow the rules for behavior or create a safety risk for other students riding the bus.

Please review proper conduct on the bus with your child. If you have any problems concerning bus stops, time, drivers, etc., call the Transportation Supervisor at 330-492-1918.

In order to ride a bus route other than the one assigned, the school must first have a note from the parent/guardian.

TRESPASS NOTICE

No one is permitted on school property without a legitimate reason. All visitors are to report to the main office as is posted on the entrance. Those determined to be trespassing will be reported to the proper authorities and evicted from the property.

VISITORS

- *Parents and visitors will ONLY receive permission into the building after buzzing in and stating their purpose for entering the school.*
- *Upon entering the building, parents and visitors enter directly to the main office.*
- *If a parent or visitor is staying in the building for any reason, he or she must provide a state-issued ID to be scanned every time they visit. The person will then receive an ID badge that must be worn while in the building. Upon leaving the visitor must sign-out with the office.*
- *Parents and visitors are NOT permitted to go to their child's classroom, unless this has been previously arranged with the classroom teacher. You are always welcome to schedule a conference with your child's teacher or communicate via email or telephone.*

Parent/Visitor Entering Building for a Program

- *Parents and visitors will ONLY receive permission into the building after buzzing in and stating their purpose for entering the school.*
- *Parents and visitors walk in and report directly to the appropriate area.*
- *Staff members will assist with parent entrance to ensure proper locations are found.*
- *Students leaving with a parent after the performance must be signed out.*

Parent/Visitor Entering Building for a Classroom Party

- *Parents and visitors will ONLY receive permission into the building after buzzing in and stating their purpose for entering the school.*
- *Parents must sign in and receive an ID sticker.*
- *Students leaving with a parent after the party must be signed out.*

VOLUNTEERS

We appreciate the help of all of our volunteers! Volunteers need to stop in the office or call before they can start to volunteer. New volunteers need to complete a background check—information is available from the secretary. Background checks are completed at the Administration Office and can be scheduled by calling 330-492-3500. Volunteers must sign in at the office and will be given a nametag or badge to wear while working in the building (refer to the Visitors section for more information on parents/visitors entering the building).

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, 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) Tyler Adkins, Assistant Principal of GlenOak High School, 330-491-3800, adkinst@plainlocal.org; and 2) Trisha Williams, Principal of Glenwood Intermediate School, 330-491-3780, williamst@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 PCDs (Personal Communication Devices) email, cell phones and pager texts messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites 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 of 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:

Chicola Whitfield
Principal of Oakwood Middle School
901 44th Street N.W.
Canton, Ohio 44709
whitfieldc@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: 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. The use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school sponsored event is prohibited. 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 and is prohibited.
- 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. Making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat is prohibited. Please refer to Board Policy 5517.01 - *Bullying and Other Forms of Aggressive Behavior* and Board Policy 5610 - *Removal, Suspension, Expulsion, and Permanent Exclusion of Students*.
- 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, 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. 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). "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.

- a. *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.
- b. *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.
- c. *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.
- d. *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.
- e. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
- f. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by State law.
- g. *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 property. Students caught stealing may be reported to consent.
- h. *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 extracurricular 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 summon 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 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 (e.g., rights to equal educational opportunity and freedom from discrimination), 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 electronic or 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. Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. The use of Artificial Intelligence and Natural Language Processing is strictly prohibited for the completion of schoolwork without the express permission/consent of a teacher. Refer to Board Policy 5500 – *Student Conduct*, Board Policy 7540.03 – *Student Technology Acceptable Use and Safety*, and Board Policy 7540.09 – *Artificial Intelligence ("AI")* for more information on AI.
- 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. Personal Communication Devices
 - I. Students are prohibited from using PCDs 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 PCD 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 PCD to violate the privacy right of another person may have their PCD confiscated and held.
 - II. The use of PCDs 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 PCDs on school premises/property and PCDs may be searched when officials reasonably suspect that the search is required to discover evidence of a violation of law or of school rules.
 - IV. Students are prohibited from using a PCD 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 PCD 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 PCDs to receive such information.
 - VI. Possession of a PCD 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 PCD 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 PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs 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 parents/guardians during the school day.
 - XI. Students who violate any of these provisions will be subject to discipline and possible confiscation of the PCD.

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) Cell Phones/PCDs Policy

Students are prohibited from using or possessing cell phones, ear buds, headphones, and other PCDs that are not issued by the District for purposes of instruction (as defined in Board Bylaw 0100) during the instructional day, school-related events, and school-related functions, except:

- in accordance with the student's written individualized education program or Section 504 plan;
- to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use;
- when the teacher or principal authorizes a student to use a cell phone for educational purposes during instructional time;
- during the student's lunch period and study hall;
- between classes;
- while riding in school vehicles. (Distracting behavior that creates an unsafe environment, failure to follow instructions of a bus driver, or any other violation of the Student Code of Conduct related to cell phone use shall not be tolerated and may result in the loss of use of the cell phone while in a school vehicle as well as discipline when appropriate.)

Additionally, students may use school phones to contact parents/guardians during the school day depending upon the exigencies of the situation, the location of the students, and the location of the cell phone during an active threat or emergency in accordance with the protocol outlined in the Board-adopted emergency management plan.

Students are permitted to possess a cell phone on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan. When the use of cell phones is prohibited, all cell phones must be powered off completely and placed in silent mode.

When the use of cell phones is permitted, cell phones must be placed in silent mode and stored out of sight when directed by the administrator, teacher, bus driver, adult supervising an extracurricular or school event, or sponsor. Students have no expectation of confidentiality with respect to their use of cell phones while at school

or on school property, including school buildings, other facilities, and school vehicles. Students are personally and solely responsible for the care and security of their cell phones, and the Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, cell phones brought onto its property.

Prohibitions. Students may not:

- use a cell phone in a manner that infringes on a person's reasonable expectation of privacy;
- use a cell phone to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person during school hours, on school property, or during school-related events and functions, except as authorized by a teacher, administrator, IEP team, or Section 504 plan;
- use covert means to listen-in or make a recording (audio or video) of any meeting or activity at school without express written consent of the Superintendent.
- use a cell phone in any way that would constitute bullying or harassment or other violations of the Student Code of Conduct. (see Board Policy 5517.01 - *Bullying and Other Forms of Aggressive Behavior*); transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs; engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form.
- use a cell phone to capture, record, transmit, and/or receive information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.
- use cell phones to access and/or view Internet websites that otherwise are blocked to students while in school, on school property, or at a school-sponsored activity.

Possession of a cell phone by a student during the instructional day, and during school-related events and functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of this policy may result in disciplinary measures such as verbal warning, temporary confiscation of cell phone, parent conference, loss of cell phone privileges for a designated length of time or on a permanent basis (unless required for medical reasons or in accordance with an IEP or Section 504 plan), out-of-school suspension, expulsion, and where appropriate, referral to law enforcement or child services.

Please refer to Board Policy 5136 – *Personal Communication Devices*, for more details about cell phone use at school.

bb. Non-Academic Misuse of AI/NCII

Students may not use AI to generate false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI-generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves. This prohibition includes the creation and/or distribution of Non-Consensual Intimate Imagery (“NCII”). Discipline may include suspension or expulsion, and illegal acts will be referred to law enforcement.

I. Consequences for Inappropriate Use of Electronic Devices

- (1) Violation of the appropriate use of electronic devices as described above may result in (1) detentions, Saturday School, 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) 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 recommendations 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/Truancy

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. 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.
- V. 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.
- VI. 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.
- VII. An administrator shall consider all other violations of the Plain Local School District Code of Conduct, and appropriate consequences shall be chosen.
- VIII. 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. The Superintendent may expel a student for up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees regardless of whether the actions qualify for permanent exclusion. The term “imminent and severe endangerment” means any of the following actions taken by a student:
 - (1) Bringing a firearm or a knife capable of causing severe bodily harm to a school operated by the Board or other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event or any other program or activity sponsored by the School District or in which the District is participating.
 - (2) Committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Ohio law while the student is at a school operated by the Board, on property owned or operated by the Board, or at any other program or activity that is sponsored by the District or in which the District is participating;
 - (3) Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat; or
 - (4) Making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.
 - IX. Upon expelling a student for actions that pose imminent and severe endangerment to others, the Superintendent will develop conditions that the student must satisfy before the student may be reinstated. Please refer to Board Policy 5610 -- Removal, Suspension, Expulsion, and Permanent Exclusion of Students, for detailed information concerning expulsion for imminent and severe endangerment to health and safety of students and conditions for reinstatement.
 - X. 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.
 - XI. Students returning to school following an expulsion will fall under the “3rd offense” for any suspendable behavior during the remainder of the school

year

- XII. 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.
- XIII. 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: Conveying deadly weapons on to school property or to a school function.

- a. Possessing deadly weapons on school property or at a school function.
- b. Carrying a concealed weapon on school property or at a school function.
- c. Trafficking in drugs on school property or at a school function.
- d. Murder or aggravated murder on school property or at a school function on school grounds, at a school function, if the victim is a school employee.
- e. Voluntary or involuntary manslaughter on school grounds or at a school function on school grounds, at a school function, if the victim is a school employee.
- f. Assault or aggravated assault on school grounds or at a school function on

- school grounds, at a school function, if the victim is a school employee.
- g. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or if the victim is a school employee.
 - h. 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 PCDs, 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 extracurricular activities can lose their eligibility.