

2018-2019



Student HANDBOOK

GlenOak High School

1801 Schneider Street NE | Canton, OH 44721



Powered by Plain

TABLE OF CONTENTS:

Quick Reference	3
Welcome	4
Administration	5
Bell Schedule	6
Athletics	7
Student Activity Code of Conduct.....	7-11
Attendance Information.....	12-15
Building Access.....	15
Report Cards and Grading.....	15
Lockers.....	16
Food Policy.....	16
Medication Policy	16
Messages for Teachers	17
State Graduation Tests	17
Parking & Driving Regulations	17-18
Work Permits	18
SunGard	19
Schedule Changes.....	19
Search and Seizure	19
Trespass Notice.....	20
Student Dress Code	20-21
Student Groups, Clubs and Organizations	22-24
Visitors	24
Volunteers	24
PBIS (Positive Behavior Intervention & Support).....	25
Discipline Philosophy.....	26
PLSD Code of Conduct	27-43
Acceptable Use of Technology Agreement.....	46-48

QUICK REFERENCE

ATTENDANCE

24-HOUR ATTENDANCE REPORT LINE

Parents and guardians can report an absence from school, a tardy to school or an early dismissal from school by using the following direct 24-hour attendance line.

9th GRADE ACADEMY

All 9th Grade Students

Attendance Line (330) 491-3831 (24 Hr. Line)
Academy Secretary (330) 491-3945
Office: D117

GRADES 10-12:

Last Name Beginning with **A-Da** Attendance Line (330) 491-3811 (24 Hr. Line)
Academy Secretary (330) 491-3872
Office: A217

Last Name Beginning with **Db-M** Attendance Line (330) 491-3821 (24 Hr. Line)
Academy Secretary (330) 491-3837
Office: B117

Last Name Beginning with **N-Z** Attendance Line (330) 491-3841 (24 Hr. Line)
Academy Secretary (330) 491-3907
Office: C217

Students should see their Academy Secretary if: they are ill, they need an early dismissal pass, they need to locate their homeroom, they need to purchase a parking permit, they need their locker combination.

GLENOAK HIGH SCHOOL MAIN OFFICE (330) 491-3800

ATHLETICS L113 (330) 491-3779

TICKET OFFICE DOOR #17 (330) 491-3850

BUS INFORMATION Transportation Department (330) 492-1918



ALMA MATER

*Of fondest memories
those of GlenOak will last
through the years.*

*To thee our loyalty,
forever and ever endures.*

*May all the days that follow
bring back the memories of old,
of GlenOak High School,
the home of the green and gold,
the home of the green and gold.*

FIGHT SONG

*On Eagles on,
you know we'll always fight for thee.
Fight, Fight, Fight*

*Fight, Eagles, fight
we're on our way to victory.*

*We're gonna win, Eagles win,
you know that we'll be brave and bold!
We will be loyal to the team of the
green and gold.*

WELCOME

Our mission is to provide the Plain Local community with exceptional education that is personalized. We depend on the whole community – staff, students, parents and community – to educate each individual according to their talents and interests. Our community efforts are second to none and make Plain Local Schools every family's choice for education.

GlenOak offers a wide variety of career paths that guide our students to excellence. Please visit our website to learn more about these great opportunities. Together, we can make a difference.

We are "The Home of the GlenOak Golden Eagles".

Feel free to contact us at any time.

Mike Babics
Principal
(330) 491-3915

Gayle Kimbrough
Deputy Principal
(330) 491-3935

CENTRAL OFFICE ADMINISTRATION

Brent May
Superintendent

Brian Matthews
Asst. Superintendent

Tom Brabson
Business Manager

Kathy Jordan
Treasurer/CFO

GLENOAK HIGH SCHOOL ADMINISTRATION

Mike Babics
Principal
babicsm@plainlocal.org

Gayle Kimbrough
Deputy Principal
kimbroughg@plainlocal.org

ACADEMY PRINCIPALS

Leigh Anne Kummer
Arts & Comm./Env. Sciences
Career Tech Coordinator
kummerl@plainlocal.org

Jerad Buck
High School of Business
Human Services
buckj@plainlocal.org

Scott Esporite
9th Grade Academy
esporites@plainlocal.org

Chicola Whitfield
Engineering & Industrial Technology
Health Sciences
whitfieldc@plainlocal.org

GLENOAK HIGH SCHOOL GUIDANCE

9TH GRADE ACADEMY

Last Names Beginning with A-M
Melissa Slatzer, Counselor
slatzerm@plainlocal.org

Last Names Beginning with N-Z
Heather Zapolnik, Counselor
zapolnikh@plainlocal.org

GRADES 10-12

Last Name Beginning with A-Da
Dawn Jones-Harrington, Counselor
jonesharringtond@plainlocal.org

Last Name Beginning with Db-I
Kristen Zurbuch, Counselor
zurbuchk@plainlocal.org

Last Name Beginning with J-M
Theresa Rhoads, Counselor
rheadst@plainlocal.org

Last Name Beginning with N-S
Jennifer Howard, Counselor
howardj@plainlocal.org

Last Name Beginning with T-Z
Heather Zapolnik, Counselor
zapolnikh@plainlocal.org

BELL SCHEDULE

Warning Bell Rings at 7:20 AM

Tardy Bell Rings at 7:25 AM

REGULAR	DAILY SCHEDULE
Period 1	7:25 - 8:10 AM
Period 2	8:14 - 8:59 AM
Period 3	9:04 - 9:49 AM
Period 4	9:53 - 10:38 AM
Period 5	10:43 - 12:43 PM
1st lunch	10:43-11:13 AM
2nd lunch	11:13-11:43 AM
3rd lunch	11:43- 12:13 PM
4th lunch	12:13-12:43 PM
Period 6	12:48 - 1:32 PM
Period 7	1:36 - 2:20 PM

WEDNESDAY "STUDENT SUCCESS"	ADJUSTED SCHEDULE
Period 1	7:25 - 8:05 AM
Period 2	8:09 - 8:49 AM
Period 3	8:53 - 9:33 AM
Period 4	9:37 - 10:17 AM
"Student Success"	10:17 - 10:48 AM
Period 5	10:52 - 12:52 PM
1st lunch	10:52 - 11:22 AM
2nd lunch	11:22 - 11:52 AM
3rd lunch	11:52 - 12:22 PM
4th lunch	12:22 - 12:52 PM
Period 6	12:56 - 1:36 PM
Period 7	1:40 - 2:20 PM

NOTE:

The high school schedule is an A DAY / B DAY schedule.

The first day of school begins with an "A" day schedule.

The first day of the 2nd semester will begin on an "A" day schedule.

If school is cancelled for inclement weather or other reasons, the day of return will be the same day as the day that was cancelled. Example...Tuesday would be an A day. If school is cancelled on Tuesday and school resumes on Wednesday, the day would be an A day.

ATHLETICS

GlenOak High School supports many varsity sports. In addition, most of the varsity sports have junior varsity and freshman teams. Any GlenOak student can compete on these teams if they maintain eligibility requirements and the "Activity Code of Conduct." To sign up, contact the appropriate head coach or the Athletic Administrator.

Athletic (Interscholastic)...by season:

- **FALL** – *Cross Country (Boys), Cross Country (Girls), Football, Golf (Boys), Golf (Girls), Soccer (Girls), Soccer (Boys), Tennis (Girls), Cheerleading, and Volleyball.*
- **WINTER** – *Basketball (Boys), Basketball (Girls), Bowling (Boys), Bowling (Girls), Gymnastics, Swimming (Boys), Swimming (Girls), Wrestling, Cheerleading, and Indoor Track and Field (Boys & Girls)*
- **SPRING** – *Baseball, Softball, Tennis (Boys), Track (Boys), Track (Girls), Lacrosse (Boys), and Lacrosse (Girls)*

ATHLETIC ELIGIBILITY

For GlenOak students to be eligible to participate in interscholastic extra-curricular activities including athletics, students must meet the following requirements:

- *In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation; and*
- *Those grades must be, when combined, a total grade point average of at least 1.0 on a four point (4.0) scale.*
- *Eligibility is subject to any and all rules and regulations of the State of Ohio and the Ohio High School Athletic Association.*

STUDENT ACTIVITY CODE OF CONDUCT

The most important goal of GlenOak High School activity programs is to provide every participant the opportunity to grow mentally, morally, physically and emotionally. To assure that the programs can provide these opportunities, two things are required: first, a belief that students need to experience a wide range of activities to develop the total person. Second, a belief that self-discipline is required of every student involving compliance with rules and regulations concerning behavior.

Students are encouraged to be involved in a diverse cross section of activities. In case of any conflicts between activities, coaches and advisors will work to maintain schedules that will allow for the student to participate to their maximum capabilities in all activities. However, due to the scheduling of the calendar, the demands placed on practice, rehearsal,

and meeting times and places, and the need to develop positive group and team morale, conflicts will exist. To resolve these issues the coaches and advisors directly involved will resolve said conflicts within the framework of the best interests of the team and the groups affected.

Self-discipline must be encouraged and is the cornerstone of a person's character. Part of self-discipline involves the compliance with rules and regulations. Participation in co-curricular and extra-curricular activities at GlenOak High School is to be considered a **PRIVILEGE**, and not a **RIGHT**.

The following conduct code and procedures have been established for all co-curricular and extra-curricular activities sponsored by GlenOak High School. The students are expected to maintain the highest standards of conduct and behavior.

The authorization of student codes of conduct to include discipline for misconduct which occurs off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned or controlled by the Board of Education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. R.C. 3313.661(A)

Students may now be "PROHIBITED" from participating in any or all-extracurricular activities. ANY administrative personnel or other personnel employed by the district to direct, supervise, or coach a pupil activity program may do this R.C. 3313.664. Again, choices will have to be made as to who will be given this authority.

The following Code of Conduct and procedures have been established for all activities sponsored by GlenOak High School. Included but limited to, are all clubs, class organizations, athletic programs, academic competitions, honors programs, intramurals, music programs and award programs.

1) Student Activity Code of Conduct

The GlenOak High School Student Code of Conduct is in effect for all participants and all student observers in all co-curricular and extra-curricular activities sponsored by GlenOak High School on our site, or other sites, and while en route by transportation provided by the Plain Local Schools or its representatives.

2) Activity Rules and Regulations

In addition, each advisor, director, or coach shall distribute and explain the rules and regulations pertinent to that particular activity and list the possible consequences of violations. These rules must be on file in the principal's office and the Athletic Administrator's Office when appropriate.

3) Denial of Participation

Students may be denied participation or permanently excluded from an activity or program for violations in the following areas at any time:



a) Chemical use and/or abuse

Students shall not at any time possess, use, sell, offer to sell, deliver, conceal or consume, or be under the influence of any drug of abuse including alcoholic beverages or any counterfeit drugs of abuse. Counterfeit drugs of abuse include any substances that are directly or indirectly represented to be a drug of abuse. Participants shall not possess, use, sell, and offer to sell, deliver or conceal any instruments or paraphernalia for use with drugs of abuse. (Consequences for violations in this area may also involve mandatory chemical assessment and / or participation in Community Intervention "Insight" classes).

b) Disruption of Activity

A student shall not cause disruption or obstruction of educational programs, whether curricular, extra-curricular by violence, coercion, threat, or verbal abuse.

c) Damage of Property

A student shall not willfully or recklessly cause or attempt to cause damage to property owned by the Board of Education, private individuals, or other public agencies.

d) Violent or Aggressive Behavior

Any act of violent or aggressive nature, including but not limited to, verbal abuse of students and / or staff, initiating and / or engaging in fights, assault, possession of a weapon or look-alike weapon, intimidating, threatening, harassing a student or staff person, and / or hazing.

e) Dangerous Weapons and Instruments

A student shall not illegally use, possess, handle, transmit, or conceal, dangerous weapons or look-alike weapons, substances, or instruments which include but are not limited to, firearms, knives, tear gas, firecrackers, explosives, incendiaries, or other similar devices.

f) Use of Tobacco

A student shall not use or possess any tobacco or synthetic tobacco product, which shall include, but not limited to, cigarettes, cigars, snuff, chewing tobacco, pipes and vaporizers. The Ohio Tobacco Law will be in effect.

g) Obscenity

A student shall not use obscene, profane or other patently offensive language or gestures.

h) Theft

A student shall not wrongfully take, carry away or exercise control over property of other individuals, schools, or Boards of Education.

i) Disobedience

A student shall not fail to comply with the rules and regulations of the activity as set

forth by the advisor, director or coach, GlenOak High School, or any additional rules and regulations required by the activity's local, regional, state, and national governing bodies including the Federal League and O.H.S.A.A.

4) Duration of Code

This policy shall go into effect for all GlenOak High School participants in co-curricular and extra-curricular activities on the first day of GlenOak's participation in fall extra-curricular or co-curricular activities or the first day of school, whichever is earlier, and shall stay in effect until the last day of school or the last day of extra-curricular or co-curricular activities, whichever is the latest.

5) Procedures

All GlenOak High School students will receive a copy of the code of conduct agreement on the first day of school each year. Students are automatically under the contract regardless of whether or not they sign it. All students and their parents/guardians shall attend mandatory meetings prior to the start of their activity. The coach / advisor may provide copies of additional rules and review the conduct agreement.

6) Penalties

a) First Offense

i) A first offense shall result in ten percent (10%) denial of participation from all scheduled contests, competitions, programs or performances effective immediately. During this period, students may participate in all scheduled practices and meetings at the discretion of the advisor, director or coach. In activities, which do not follow a regular schedule of contests, competitions, programs, or performances, the advisor / director and principal shall determine an appropriate consequence.

ii) In the event of a drug or alcohol related offense, the student shall be referred to Care Team and follow the recommendation of the Care Team. Failure to comply with all requirements shall result in immediate dismissal from all GlenOak High School extra-curricular activities, including the receiving of award, until such times of the obligation is met.

b) Second Offense

i) A second offense will result in immediate dismissal from all extra-curricular activities for the remainder of the school year and may be excluded up to a 12-month period following the date of infraction. In the event of a second drug or alcohol related offense, a professional assessment will be mandated. Failure to comply with all recommendations will result in the denial of participation in any future GlenOak High School extra-curricular activity.

7) Due Process

- a) A student who is found to be in violation of the Student Activities Code of Conduct will have the opportunity of a hearing with the assistant principal, the advisor, director, or coach, and the Athletic Administrator, when appropriate.
- b) The student will receive a description of the offense and the assigned consequences in writing. The student and his or her parent / guardian may appeal the penalty by notifying the principal (or designated administrator) in writing within five (5) days of the hearing. The principal (or designated administrator) will form an appeal committee of at least three (3) staff members who may affirm, reverse, or modify the disciplinary action. Any further appeal must be made to the superintendent, in writing, within five (5) days of the committee's decision.
- c) Any student-participant who has been denied participation after a second offense and has followed the recommendations of professional assessment and has demonstrated a renewed commitment to upholding the GlenOak High School Activities Code of Conduct may appeal in writing to the high school principal for possible reinstatement.

8) Required Forms

All participants in GlenOak High School extra-curricular activities must have on file for each school year:

- a) Code of Conduct Agreement
- b) Emergency Medical Authorization Form
- c) Activities Conflict Form
- d) Physical form
- e) Parent Information Form
- f) Concussion Information Form
- g) Lindsey's Law Form

9) Equipment and Materials

- a) Students are responsible for the care and keeping of all materials issued to them as participants in a GlenOak High School activity. Participants who fail to return any issued uniforms, equipment or supplies at the designated times will be fined the cost of replacing said property at current prices. In addition, the school may hold all report cards, certificates, diplomas, etc., and deny further participation in GlenOak activities until appropriate compensation is made.

ATTENDANCE

Attendance is taken at the beginning of each period and is accounted for to the nearest full hour. Attendance for students arriving late or leaving early is tracked and recorded to the nearest full hour.

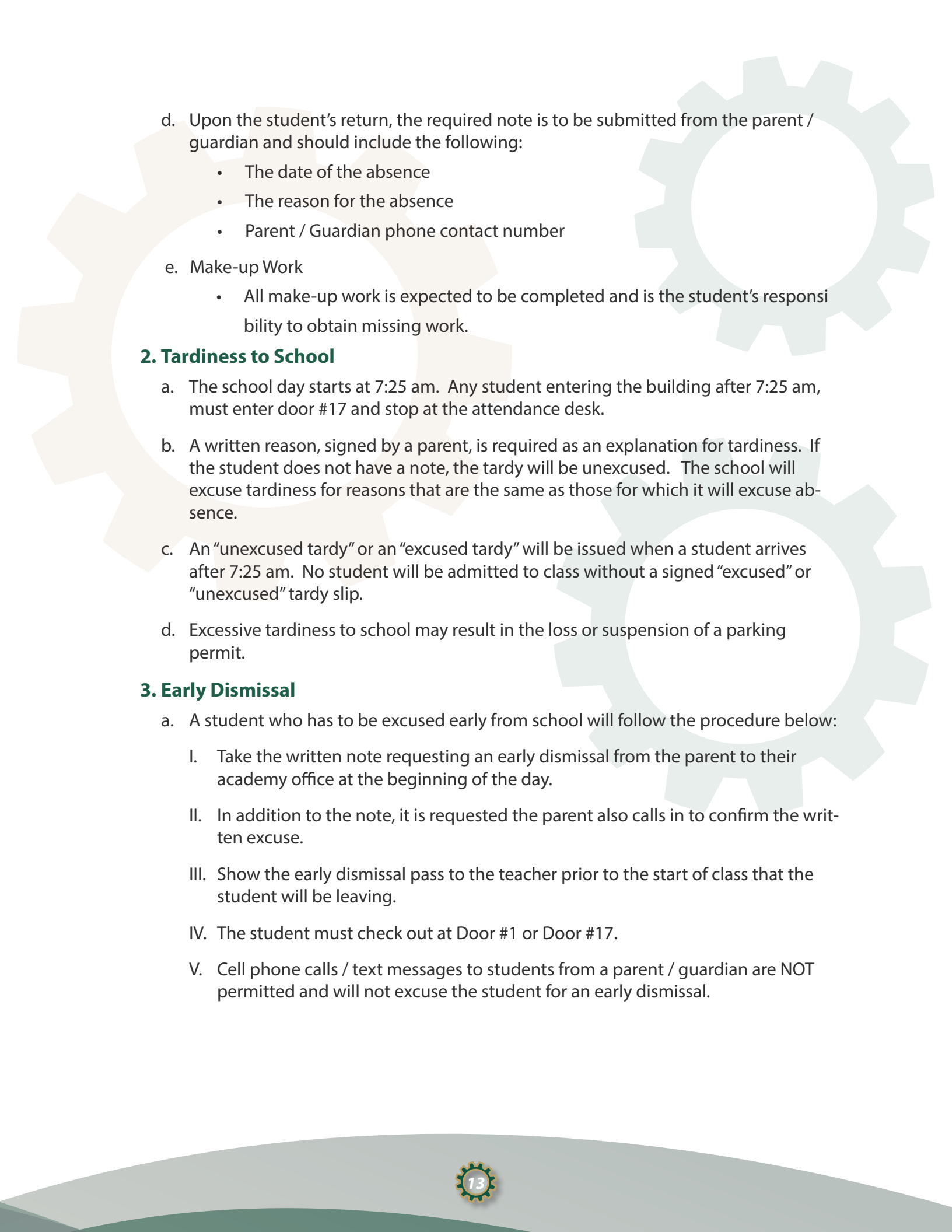
Excessive absences: When a student is absent with or without excuse for 38 or more hours in a school month, or 65 or more hours in a school year, the attendance officer will send written notice to the parent within 7 days after triggering the absence. At the same time, the Principal may implement any appropriate absence intervention action available under Board policy.

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.

In addition, students may suffer the loss of a driver's license or the right to obtain a driver's license.

1. Absence from School

- a. Regular attendance is essential to the success of the student while in school. In addition, it becomes part of a student's permanent record and is an important element in recommendations for employment, promotion, and entrance to college or other fields.
- b. Parents need to phone the Academy Office the day of the absence and provide a written note when the student returns. Please do not text or call your student during the school day.
- c. Calls must be made the morning of the student's absence. Procedures for school absence:
 - I. Parents should call in by 8:00 am and inform the academy secretary of the absence at the number listed in the front of the Student Handbook.
 - II. The school will accept the following reasons for an absence:
 - Personal illness or quarantine
 - Illness or death in the family
 - Religious holiday
 - Emergency

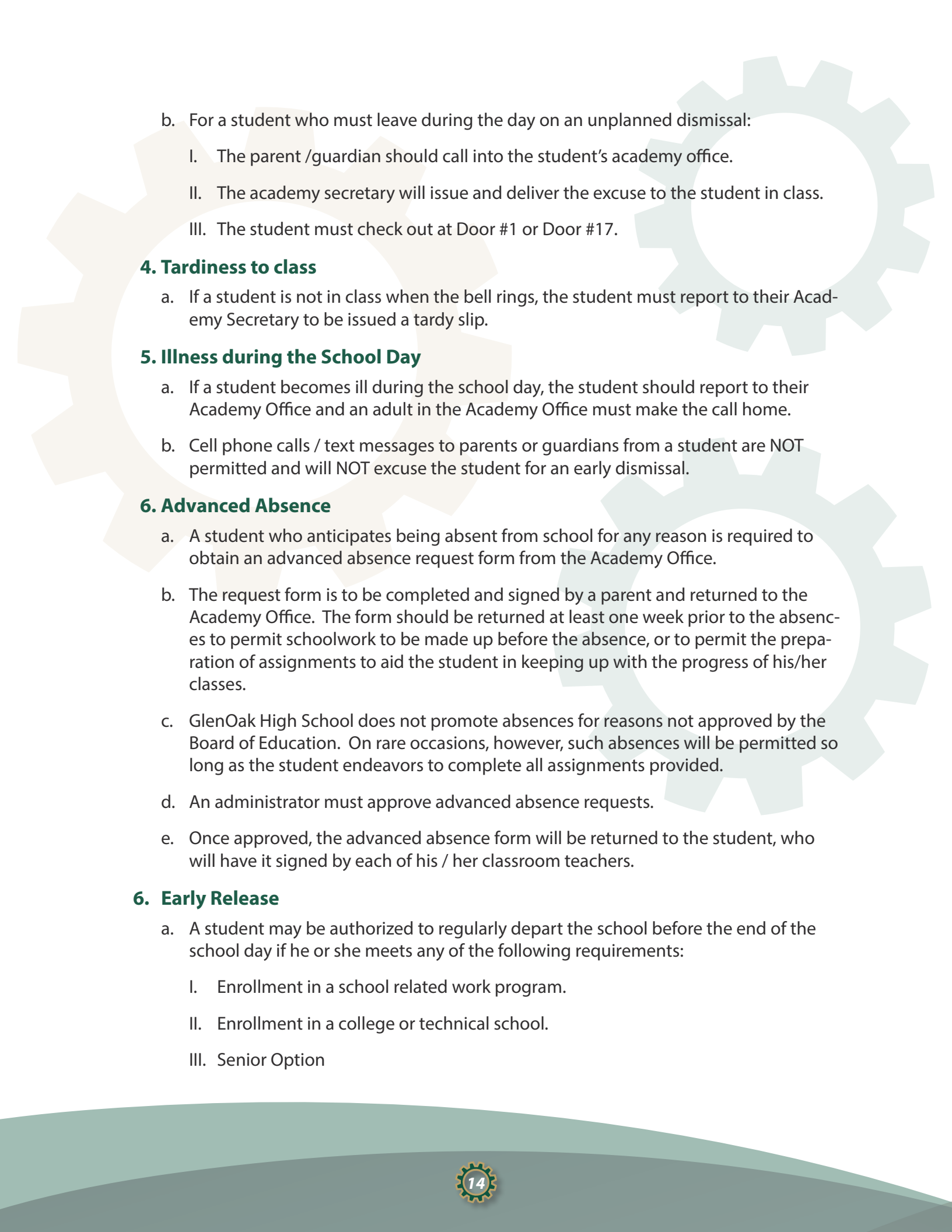
- 
- d. Upon the student's return, the required note is to be submitted from the parent / guardian and should include the following:
- The date of the absence
 - The reason for the absence
 - Parent / Guardian phone contact number
- e. Make-up Work
- All make-up work is expected to be completed and is the student's responsibility to obtain missing work.

2. Tardiness to School

- a. The school day starts at 7:25 am. Any student entering the building after 7:25 am, must enter door #17 and stop at the attendance desk.
- b. A written reason, signed by a parent, is required as an explanation for tardiness. If the student does not have a note, the tardy will be unexcused. The school will excuse tardiness for reasons that are the same as those for which it will excuse absence.
- c. An "unexcused tardy" or an "excused tardy" will be issued when a student arrives after 7:25 am. No student will be admitted to class without a signed "excused" or "unexcused" tardy slip.
- d. Excessive tardiness to school may result in the loss or suspension of a parking permit.

3. Early Dismissal

- a. A student who has to be excused early from school will follow the procedure below:
- I. Take the written note requesting an early dismissal from the parent to their academy office at the beginning of the day.
 - II. In addition to the note, it is requested the parent also calls in to confirm the written excuse.
 - III. Show the early dismissal pass to the teacher prior to the start of class that the student will be leaving.
 - IV. The student must check out at Door #1 or Door #17.
 - V. Cell phone calls / text messages to students from a parent / guardian are NOT permitted and will not excuse the student for an early dismissal.

- 
- b. For a student who must leave during the day on an unplanned dismissal:
 - I. The parent /guardian should call into the student's academy office.
 - II. The academy secretary will issue and deliver the excuse to the student in class.
 - III. The student must check out at Door #1 or Door #17.

4. Tardiness to class

- a. If a student is not in class when the bell rings, the student must report to their Academy Secretary to be issued a tardy slip.

5. Illness during the School Day

- a. If a student becomes ill during the school day, the student should report to their Academy Office and an adult in the Academy Office must make the call home.
- b. Cell phone calls / text messages to parents or guardians from a student are NOT permitted and will NOT excuse the student for an early dismissal.

6. Advanced Absence

- a. A student who anticipates being absent from school for any reason is required to obtain an advanced absence request form from the Academy Office.
- b. The request form is to be completed and signed by a parent and returned to the Academy Office. The form should be returned at least one week prior to the absence to permit schoolwork to be made up before the absence, or to permit the preparation of assignments to aid the student in keeping up with the progress of his/her classes.
- c. GlenOak High School does not promote absences for reasons not approved by the Board of Education. On rare occasions, however, such absences will be permitted so long as the student endeavors to complete all assignments provided.
- d. An administrator must approve advanced absence requests.
- e. Once approved, the advanced absence form will be returned to the student, who will have it signed by each of his / her classroom teachers.

6. Early Release

- a. A student may be authorized to regularly depart the school before the end of the school day if he or she meets any of the following requirements:
 - I. Enrollment in a school related work program.
 - II. Enrollment in a college or technical school.
 - III. Senior Option

- IV. A student authorized to depart early must leave the building at the time specified or face the possibility of disciplinary action or the loss of his / her permission.
- b. Cell phone calls / text messages from students to a parent or guardian are NOT permitted and will not excuse the student for an early dismissal.

BUILDING ACCESS/PARKING LOT ZONES/STUDENT DROP OFF & PICK UP

Official Building Opening: 7:00 AM
Official Student Entrance: Door 17 Cafeteria
Parent/Visitor Entrance: Door 1 Main Office

Zoned Parking

Lower Lots Zone 1: GlenOak Visitors Only. Idling prohibited.
Zone 2: Child and Adolescent Behavioral Health, Library and Cosmetology only;

Upper Lots Zone 3: Staff Parking and Bus Drop/Pickup Only; 6:00am-3:30pm
Zone 4: Ticket Purchase, Student Lot and Parent Drop off/pick up only
Zone 5: Student Parking only.

*** Parking permits are valid only during school hours.*

REPORT CARDS AND GRADING

1. General

- a. Report cards will be generated by computer and will be available on the Home Access Center (HAC).
- b. Report cards are issued four (4) times each year. This is a record of a student's progress and should be shown to the parents. The report card need not be returned to the school.

2. Grading Scale

Percentage Range	Letter
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

LOCKERS: STUDENT

- a. Lockers remain the property of GlenOak High School. Lockers are for student use only, and may be searched or inspected at any time.
- b. Plain School employees assume no responsibility for items not secured and /or left unattended.
- c. GlenOak High School/Plain Local School District is not responsible for lost or stolen property from the student's locker.

LOCKERS: PHYSICAL EDUCATION

- a. Students must provide their own locks.
- b. Students should always lock all their personal items in their assigned locker.
- c. Students are not permitted to leave personal items outside of their Phys. Ed locker while they are in Physical Education classes in the gymnasiums, building and weight room or outside of the building on fields.
- d. GlenOak High School / Plain Local School District is not responsible for lost or stolen property from the student's locker in the locker room.

FOOD POLICY

- a. Students with specific dietary needs must inform their academy office with a doctor's letter outlining the student's specific needs.
- b. Parents or guardians who need to drop off their child's lunch may do so by entering Main Office (Door #1).
- c. Upon receipt, we will make every attempt to contact the child so that he/she can pick up their lunch.
- d. Please note that deliveries from local food vendors will not be accepted. Students are not permitted to leave for lunch.

MEDICATION POLICY

- a. Before any prescribed or over-the-counter medication may be administered by the principal, academy principal or their designee, the parent must provide the school with the original prescription container and the completed "Medication Administration Record (MAR)" from which is available online.
- b. Forms are also needed for the use of self-medicated inhalers.
- c. Upon completion of the online MAR form, students should immediately report to their academy office with the medication.

MESSAGES FOR TEACHERS

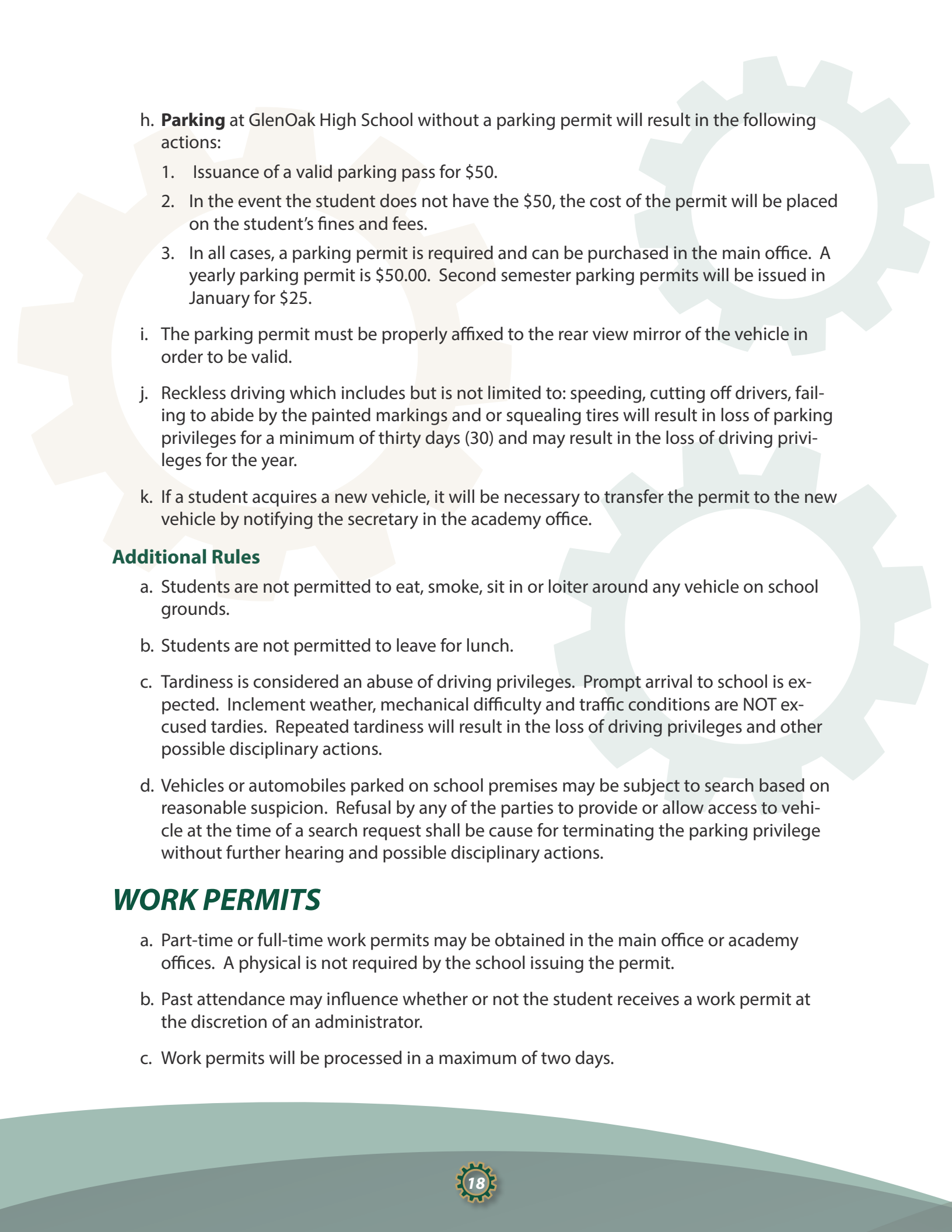
- a. Direct calls to teaching staff cannot be placed to a room during instructional hours of 7:25 am - 2:20 pm.
- b. Teaching staff can be reached by sending an email to their school email address. Email addresses can be located at the www.plainlocal.org site under GlenOak High School.

STATE GRADUATION TESTS

- a. By law, all students must earn qualifying point in designated subject areas in accordance to the Ohio Department of Education. Any student satisfying the GlenOak graduation requirements but not successfully meeting Ohio Graduation Testing Requirements will not receive a diploma from GlenOak High School and will not participate in the graduation ceremony.

PARKING PERMITS AND DRIVING REGULATIONS

- a. We realize that student driving is necessary for employment commitments and the convenience of participating in extracurricular activities. The following rules will apply to all students driving to school and using the parking facilities. Failure to comply with the student driving regulations will result in the student NOT being permitted to drive to school.
- b. **ALL OUTSTANDING FEES/FINES FROM PREVIOUS YEARS MUST BE PAID IN FULL AND A COMPLETED EMERGENCY FORM MUST BE COMPLETED ONLINE BEFORE PURCHASING A PARKING PERMIT.**
- c. **ALL DRIVERS SHALL OBEY THE TRAFFIC LAWS OF THE STATE OF OHIO AND COMPLY WITH THE RULES AND REGULATIONS SET FORTH BY SCHOOL OFFICIALS.**
- d. Driving is a privilege that is granted to students willing to abide by the driving contract. At no time is a student required to drive to school. This privilege can be rescinded.
- e. The school will not be held liable for damage to vehicles or stolen items.
- f. Students are required to park within the yellow lines in the assigned student parking area, Zones 4 or 5 of GlenOak High School. Parking is not permitted along driveways and designated fire lanes, on the ring road around building or in Zones 1, 2 or 3.
- g. In addition, students must park in their designated spot that corresponds to their parking permit number.

- 
- h. **Parking** at GlenOak High School without a parking permit will result in the following actions:
1. Issuance of a valid parking pass for \$50.
 2. In the event the student does not have the \$50, the cost of the permit will be placed on the student's fines and fees.
 3. In all cases, a parking permit is required and can be purchased in the main office. A yearly parking permit is \$50.00. Second semester parking permits will be issued in January for \$25.
- i. The parking permit must be properly affixed to the rear view mirror of the vehicle in order to be valid.
- j. Reckless driving which includes but is not limited to: speeding, cutting off drivers, failing to abide by the painted markings and or squealing tires will result in loss of parking privileges for a minimum of thirty days (30) and may result in the loss of driving privileges for the year.
- k. If a student acquires a new vehicle, it will be necessary to transfer the permit to the new vehicle by notifying the secretary in the academy office.

Additional Rules

- a. Students are not permitted to eat, smoke, sit in or loiter around any vehicle on school grounds.
- b. Students are not permitted to leave for lunch.
- c. Tardiness is considered an abuse of driving privileges. Prompt arrival to school is expected. Inclement weather, mechanical difficulty and traffic conditions are NOT excused tardies. Repeated tardiness will result in the loss of driving privileges and other possible disciplinary actions.
- d. Vehicles or automobiles parked on school premises may be subject to search based on reasonable suspicion. Refusal by any of the parties to provide or allow access to vehicle at the time of a search request shall be cause for terminating the parking privilege without further hearing and possible disciplinary actions.

WORK PERMITS

- a. Part-time or full-time work permits may be obtained in the main office or academy offices. A physical is not required by the school issuing the permit.
- b. Past attendance may influence whether or not the student receives a work permit at the discretion of an administrator.
- c. Work permits will be processed in a maximum of two days.

SUNGARD

- a. The current computer system we are using for grading is called SunGard K-12 Education.
- b. SunGard may be accessed at the Plain Local website under the Parent Resource Link.
- c. In order to have the most current information, we encourage parents to frequently monitor their child's attendance and grades.

SCHEDULE CHANGES

The development of a student schedule is one of the most important events during the school year. The student schedule is the product of input from counselors, teachers, parents, and the student. Classes are arranged and schedules are generated on registration selection from last Spring.

Underclassman are expected to have a minimum of seven (7) classes on their schedule per semester and all senior students are expected have a minimum of six (6) classes on their schedule per semester.

- a. Class Drop/Add Policy: Within the first eight (8) school days of a semester.
- b. In the event a student drops a class, all attempts will be made to schedule the dropped class with another class and not a study hall.
- c. In the case of extenuating circumstances, a procedure for requesting a drop may be implemented after the eight-day window.

SEARCH AND SEIZURE

A search may be conducted of a particular person, place or thing, if there is reasonable suspicion that such a search will lead to the discovery of evidence that the student:

- a. has violated or is violating a rule or behavior normally contained in the student handbook or
- b. has violated or is violating a particular law or
- c. possesses an item or substance which present an immediate danger of physical harm or illness to students and staff of GlenOak High School / Plain Local Schools' property.

Lockers and Other Storage Areas Provided

- a. All lockers and other storage areas provided for student use remain the property of the District, these lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage

area or the contents contained therein. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

- b. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
- c. The principal may, at any time, request assistance of the Stark County Sheriff Department having jurisdiction over the facilities of the Plain Local School District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

Desks and Other Storage Areas

- a. A desk or any other storage area in the school provided for student use as well as the contents contained therein may be searched when the principal has reasonable suspicion for a search.

K-9 Searches

- a. In an effort to maintain the safety and security of staff and students at GlenOak High School, the school is authorized to use specially trained canines to detect the presence of drugs and explosive devices on school property.
- b. The canines would be allowed to examine a student's possessions including a vehicle as well as the lockers.
- c. The use of these canines can take place at any time during the school year.

TRESPASS NOTICE

No one is permitted on school property or in the building without a legitimate reason. All visitors are to report to the main office (door #1), as is posted on the entrances. Those determined to be trespassing will be reported to the proper authorities and removed from the building.

STUDENT DRESS CODE

Guidelines for student dress code while in the school building:

- a. All clothing is to be clean and worn appropriately.
- b. Foot outerwear must be worn at all times (shoes or sandals). House slippers are not permitted.
- c. Hair must be clean, groomed, and not of a distracting nature.

- d. Proper dress may be required in a given laboratory or instructional setting, including extracurricular activities and special programs that go beyond the ordinary school day.
- e. Mid-thigh is the minimum length for dresses, skirts and shorts. Skirt slits must not extend higher than mid-thigh.
- f. Pants and shorts must be worn appropriately at waist level. Undergarments should not be exposed. Pajama bottoms are not permitted.
- g. Sleeveless shirts are not permitted for outerwear.
- h. Bare midriff, bare back low cut tops, tight fitting and other revealing garments are prohibited. Undergarments are to be covered by outerwear.
- i. Apparel that has any stated or implied reference to alcohol, drugs, and tobacco, sex, gangs, and cults, symbols of death, violence or obscene language is not permitted. Adult-themed materials are not permitted. This includes clothing that displays or reflects an adult theme, magazines or other imprinted materials or pictures.
- j. Coats/jackets, hats/head coverings, bandanas, gloves and sunglasses are not to be worn or carried in the school during the school day. All of the items listed must be stored in the student's assigned locker.
- k. Chains and other potentially dangerous apparel are not permitted.
- l. Spandex pants or leggings must be covered by appropriate apparel to mid-thigh.
- m. No blankets
- n. All decisions as to the appropriateness and safety of school dress will be at the discretion of the building administrator.

Implementation

- a. Throughout the regular school day, teachers and staff will monitor and enforce the Plain Local District dress code. Students who will not comply with the requests to conform will be dealt with under the Plain Local School District Code of Conduct.
- b. Students so identified will report to the appropriate administrator who will adjudge the validity of the nonconformity of the approved school dress code. If found to be appropriately dressed or groomed, the student will be permitted to return to the class with a pass indicating that the apparel/grooming is proper. If found not appropriately dressed or groomed, the student must meet the requirements of the dress code prior to returning to class. Dress code violations may result in discipline.

STUDENT GROUPS / CLUBS / ORGANIZATIONS

To join any of the groups at GlenOak, you should contact the appropriate advisor. In most cases, P. A. announcements are made or signs posted regarding when the group is being organized. To be eligible for membership in any group, students must maintain the requirements of the group and the "Activity Code of Conduct".

- a. **ACADEMIC CHALLENGE TEAM** – Our team competes against other schools and team members test their knowledge in such areas as History, Literature, Fine Arts, Mathematics and the Sciences. If you enjoy testing your knowledge and ability to recall information, or if you enjoy watching the popular "Jeopardy!" game show, you will find this activity most inviting.
- b. **DRAMA CLUB** – Drama education builds self-confidence, sparks creativity and boosts academic achievement. The Drama Club at GOHS is here to build on all of these skills. Monthly meetings consist of exploring these concepts through drama games and activities, professional theater workshops and in-depth exploration of character development, technical design and directing. Students will be given the opportunity to volunteer with local community theaters and to attend local and professional performances. Any student may join the fun!
- c. **INTERNATIONAL THESPIAN SOCIETY** – The International Thespian Society [ITS] is the Educational Theater Association's student honorary organization. ITS recognizes the achievements of high school theater students. Since 1929, EdTA has inducted more than 2 million Thespians into ITS. That number continues to grow, with more than 36,000 students from around the country being inducted each year. Students may earn points through their work in theater throughout the year. In the spring, applications will be available to any student wishing to apply for membership. If all membership criteria are met, new members will be honored at an induction ceremony held at the end of the school year.
- d. **KEY CLUB** - The purpose of Key Club is service to others and leadership development of its members. The Belden Village Kiwanis Club sponsors this group. As a chapter member of Key Club International, members strive to work and coordinate with them, as well as, sponsor local community projects and activities. The membership drive for Key Club is held in the early weeks of September of the current school year.
- e. **MUSICAL PRODUCTION** – GlenOak High School Musical Theater Productions Department produces a school-wide musical each year. Any student grades 9-12 may try out for roles and various crews. Auditions will be announced over the P.A.
- f. **NATIONAL HONOR SOCIETY** - National Honor Society [NHS] recognizes students who create enthusiasm for scholarship, serve others in the community, promote worthy

leadership, and demonstrate character. Juniors and seniors who have a 3.67 GPA are eligible for National Honor Society. Once eligible, students must complete an application packet for NHS. Members of the Faculty Council will then evaluate each applicant's application based on the four areas of character, scholarship, leadership, and service. Once selected as a member of NHS, students are required to complete 45 hours of community service to receive their honor cord for graduation.

- g. **O.M.U.N** – The Ohio Model United Nations [O.M.U.N.] club allows students the opportunity to role play the United Nations and learn about its role as the world's largest peacekeeping and humanitarian organization. Throughout the fall months, students work in groups to study current conditions and problems of pre-assigned countries. In December, students present their resolution and compete in a statewide summit in Columbus amongst students from all across Ohio, where they write, present and debate issues affecting the nations and peoples of the world. Selection to OMUN is based on a competitive application in September.
- h. **ROBOTICS** – The Robotics Club is a group of students who are interested in computer science, mechanical engineering, physical computing and robotics. The club gives lab time for students who are motivated by personal or small group "robotics" projects. The project can be for personal use, Maker Fairs or The National Robotics Challenge in the spring. The members are motivated by their projects and are self-directed. The STEM Tech lab will be directed by a robotics teacher, who provides guidance for their projects and oversees lab safety.
- i. **SCIENCE OLYMPIAD** - Science Olympiad is a team competition, which tests knowledge of various science topics and engineering ability. Students compete in 23 main events, which fall under three main categories: Science Concepts and Knowledge, Science Processes and Thinking Skills, and Science Application and Technology. They are knowledge-based, hands-on or engineering-based. GlenOak competes each year at the Akron Regional Olympiad in early March and if the team qualifies, at the State Olympiad in late April.
- j. **SPEECH & DEBATE TEAM** – Dedicated to the development and promotion of oral communication through interscholastic competition in debate, oratory and public speaking at the high school level. GlenOak High School offers competition in Lincoln/Douglas Debate, Public Forum Debate and Congressional Debate. Speech events include United States and International Extempore Speaking; Original Oratory; Oratorical, Humorous, Dramatic and Duo Interpretation, and Prose & Poetry Reading. Through competition, members of the Speech & Debate teams have the opportunity to win the Varsity Letter and to earn membership in the National Forensic League, the nation's largest high school honorary society. Speech & Debate enhances and refines communication skill sets and provides the opportunity to increase social awareness and to stimulate critical and analytical thinking. Through oral communication, completion and motivation, GlenOak Speech & Debate "Gives Youth a Voice!"

- 
- k. **SPIRIT CLUB** – Promotes school spirit by helping to plan pep sessions, creating locker and hall spirit signs for all competitions, organizing spirit week and other spirit activities. The membership drive for Spirit Club is held in the fall for the current school year.
- l. **STUDENT COUNCIL** – Student Council members develop leadership skills through school and community involvement. The Student Council serves as a liaison between the student body and school administration while helping to provide a school environment that reflects the wants and needs of the student body. Student Council organizes fundraisers, community outreach programs and school dances. All grade levels are represented by five elected officers, class officers and class representatives. All students are welcome. The membership drive for Student Council representatives is held in the fall for the current school year.
- m. **TEEN COURT** - Sponsored by the Stark County Courts, Teen Court participants work closely with attorneys, judges and probation officers to hear real juvenile cases in which members act as prosecuting and defense attorneys, bailiff and jury members. Students will hear four cases one evening per week at the Stark county Family Court located in downtown Canton. Twenty-five students are selected for a fall session and 25 students for the spring session. Selection for both sessions is by competitive application in September of each year.
- n. **WORLD LANGUAGE CLUB**—Students currently enrolled in a foreign language class or students who have completed two years of a language may become members of the World Language Club. Objectives of the World Language Club include: fostering an interest in and appreciation of the culture, foods, travel, holidays, and traditions related to the language.

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 must report directly to the office.*
- *If a parent or visitor is staying in the building for any reason, he/she must sign in, receive an ID badge, and wear it visibly while in the building. He/she is also required to return the ID badge and sign out upon departure.*
- *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.*

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 Admin-

istration 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 parent/visitor entering the building).

PBIS [Positive Behavior Intervention & Supports]

GlenOak High School will be implementing school-wide expectations that focus on being respectful, responsible, and cooperative. Our goal is to create a supportive learning environment where all students can thrive academically, socially, and behaviorally. Through positive behavior intervention and supports, we will reinforce positive behaviors and encourage students to make good decisions.

EAGLE EXPECTATIONS:

	BE RESPECTFUL	BE RESPONSIBLE	BE COOPERATIVE
Hallway	<ul style="list-style-type: none"> • Use school and work appropriate language • Use a quiet voice • Keep moving • Be courteous • Respect yourself & others 	<ul style="list-style-type: none"> • Arrive to class on time • Use a hall pass • Be aware of your surroundings • Follow dress code • Keep food in the cafeteria 	<ul style="list-style-type: none"> • Use manners • Pick up trash • Help others in need • Listen & follow directions
Classroom	<ul style="list-style-type: none"> • Use school and work appropriate language • Be courteous • Respect yourself & others 	<ul style="list-style-type: none"> • Arrive to class on time • Be prepared • Follow classroom expectations • Ask/answer questions • Follow dress code • Keep food in the cafeteria 	<ul style="list-style-type: none"> • Stay on task • Work together • Help others in need • Listen & follow directions
Cafeteria	<ul style="list-style-type: none"> • Use school and work appropriate language • Be courteous • Respect yourself & others 	<ul style="list-style-type: none"> • Take trays up • Clean tables • Remain in cafeteria during lunch • Keep food in the cafeteria • Follow dress code 	<ul style="list-style-type: none"> • Help others in need • Listen & follow directions

DISCIPLINE PHILOSOPHY

The Plain Local District Philosophy recognizes the individuality of each child, notwithstanding the need for children to "...accept and live in accord with the positive expectations of our free democratic society." A significant component of that need is the child's adherence to acceptable standards of behavior established by the school. Accordingly, the Plain Local School District shall provide all students the guidelines necessary for clear recognition of behavior expectations, in order that learners realize this important element of good citizenship.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Each student must have the opportunity to exercise the rights of citizenship, as well as to assume the responsibilities and the obligations of those rights.

One of the most important lessons to be learned is discipline. While it does not appear as a subject, discipline underlies the whole educational structure. Discipline is a process that develops self-control, character, orderliness, and efficiency. It is the key to proper conduct and the foundation for good citizenship.

Students should be taught to assume responsibility for obtaining the best education possible and learning to use opportunities wisely. Skills necessary to assume such responsibilities can be taught. Children begin formally to take responsibility for their self-development, setting goals, and making decisions upon entering school.

Development of these skills leads to an understanding of the purpose of discipline. It also aids in the development of a positive attitude toward discipline, as well as the habit of self-restraint, which is necessary in a democratic society. It is essential then that each student develop: 1) a respect for his or her own individual worth; 2) a respect for the rights of others; 3) exemplary personal standards of courtesy, decency and honesty; 4) respect for real and personal property; 5) a respect for the law and those given the authority to administer it.

Each student shall be guaranteed the protection of due process in disciplinary actions. However, the maintenance of discipline in our schools is the shared responsibility of all school personnel, students and their parents. Underlying all proceedings is the belief that discipline is a growth process and that parents and staff will work together in guiding students in this process of growth and self-development.

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. 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 credible 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.
- 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). 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) Kathy Jordan, Treasurer, 330-492-3500, jordank@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 House Bill 276 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.

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, Alterna-

tive Learning Environment, community service, 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, extra-curricular 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.
 - 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 illegally 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, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the disciplinary consequences.
- XI. Harassment. Harassment is defined as intimidation by threats of actual physical violence; the creation, by whatever means, of 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:
 - (1) Unwelcome leering, staring, sexual flirtation, propositions.
 - (2) Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
 - (3) Unwelcome graphic verbal comments about an individual’s body or overly personal conversation.
 - (4) Unwelcome sexual jokes, stories, drawings, pictures or gestures.

- (5) Unwelcome spreading of sexual rumors.
 - (6) Unwelcome 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 in the educational or work environment.
- d) Possession/use of tobacco. In accordance with the Ohio Revised Code, students will be cited and fined 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 legal area 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.
- 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 fire crackers, 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) Failure to demonstrate respect during the normal flag salute and/or pledge of allegiance.
 - n) Forgery, falsification of school work, 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.
 - o) 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.
 - p) Failure to report to or identify oneself to school personnel as directed.
 - q) Unruly behavior on the school bus.
 - r) Deliberate disobedience to a staff member and/or failure to comply with directives from a staff member. A student shall promptly comply with directives, request and orders of teachers, student teachers, educational aides, bus drivers, principals, counselors, and school staff personnel.
 - s) 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.
 - t) 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.

- u) 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.
- v) 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.
- w) 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.
- x) 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.
- y) Wireless Communication Devices
 - I. Students are prohibited from using WCDs to capture, record or transmit the (i.e. audio) and/or images (i.e., pictures/videos) of any student, staff member or other person in the school 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.

z) Plain Local Schools "Bring Your Own Device" Student Policy Applicable to grades 5-12 only

I. The use of certain electronic devices is permitted in Plain Local Schools as described below for grades 5-12. 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.

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

- Use of cell phones for any voice or text communication is not permitted during school hours. Cell phones may be used as directed by school personnel. Otherwise, cell phones must be off or muted during school hours.
- Cell phones may possess advanced functions including internet access, eReader and video/audio functions. The functions may be used during study hall and lunch period. Use of these functions during classroom instruction is at the discretion of school personnel.

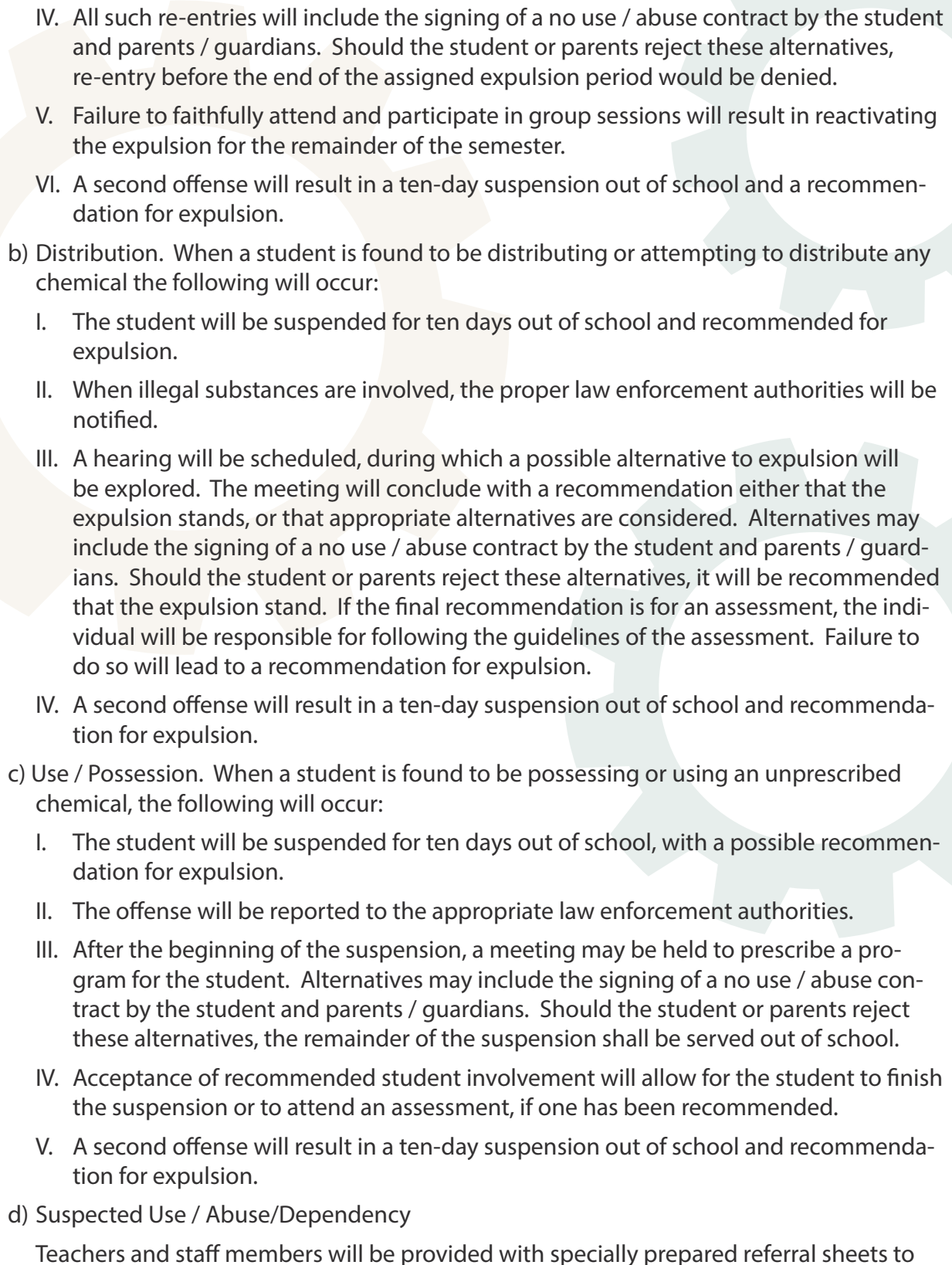
II. Consequences for Inappropriate Use of Electronic Devices

- 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 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 behaviors 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/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) 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 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
- 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.

8) 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.

9) 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 for 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.

10) 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:

1. Conveying deadly weapons on to school property or to a school function.
2. Possessing deadly weapons on school property or at a school function.

3. Carrying a concealed weapon on school property or at a school function.
4. Trafficking in drugs on school property or at a school function.
5. Murder or aggravated murder on school property or at a school function.
6. Voluntary or involuntary manslaughter on school grounds or at a school function.
7. Assault or aggravated assault on school grounds or at a school function.
8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
9. 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:

11) 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:

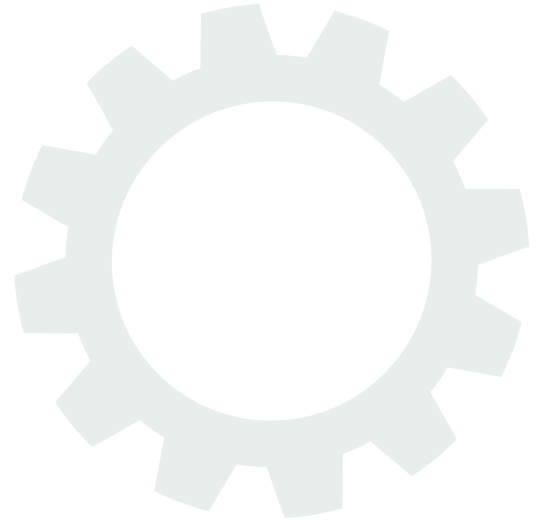
- a) After-School Detention
 - I. Students may be required to stay after regular school hours. Students and parents are responsible for transportation from school.
- b) Alternative Learning Environment (ALE)
 - I. Students may be required to complete school work in a designated area during school hours under supervision of school personnel.
- c) The following rules apply to After-School Detention or Alternative Learning Environment:
 - I. Students are required to have assignments with them.
 - II. Students are not to communicate with each other unless given permission to do so.
 - III. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
 - IV. Students shall not be allowed to put their heads down or sleep.
 - V. No WCDs, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
 - VI. No food or beverages shall be consumed.

12) Formal Discipline

Formal discipline results in the removal of a student from school. It includes the following:

- I. **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.
 - II. **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.
 - III. **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.
 - IV. **Emergency Removal** – Students may be immediately removed from school for up to three school days.
 - V. **Permanent Exclusion** – Students who are sixteen (16) years of age or older may be permanently excluded from school for engaging in certain criminal conduct.
 - VI. **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/or Activities for violation of any part of the Code of Conduct. Also, students involved in co-curricular and extra-curricular activities can lose their eligibility.**





Acceptable Use of Technology Agreement Including Internet Use & Safety

Education Purpose Statement

This provides access to technology, including Internet access to enhance the instruction students and achieve the goals established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including Internet access in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the District is committed to providing teaching on Internet safety.

Scope/Definitions

Technology, including the Internet, is a source of instructional material to which students and employees have access both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smart phones, digital tablets, electronic computing communication, recording or imaging devices including but not limited to MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- **Owned by, leased by or on loan to the District or any third party engaged in providing services for the District.**
- **Any computing or telecommunication device owned by, in the possession of or being used by district students that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.**

This Agreement applies to any online service provided directly or indirectly by the District for student use. Examples of online services include but are not limited to electronic mail, web sites, cloud based computing applications and social media sites. Students agree to abide by any license agreement established with a third party.

This Agreement is in effect for any school sponsored activity at any time or any place.

The Internet can be accessed by a variety of electronic devices including those not provided by the District. Because the material available on the Internet varies in quality and appropriateness and instructional material obtained from the Internet may have not been selected ahead of time in a manner similar to the way other instructional material is selected such as textbooks, software, or library books, the District cannot guarantee accuracy, appropriateness and opinions expressed in the materials.

Any implementation of the use of student-owned device for instructional use must follow all district rules and policies and may require a separate signed approval by parent or guardian.

Statement of Procedures

In order to maintain and encourage appropriate and effective use of Internet access, computer technology and connectivity, a set of rules for computer and network use have been established. Students must read and abide by these rules established by the District and their respective buildings and classrooms.

The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource. This access is intended to promote the effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability. This access is not intended to function as a public access service or a public forum. The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature. Any digital communication between district employees and students is expected to follow all district policies and the Ohio State Board of Education's Licensure Code of Professional Conduct for Ohio Educators.

Internet safety issues may arise around the access to and use of the Internet, internet-ready, and other electronic devices in a manner that promotes safe, civil and legal online activity for children, digital citizenship and literacy and recognizing and responding to cyber bullying. The District will offer training in the use of the Internet and students are required to participate in training. The training will address appropriate online behavior, cyber bullying awareness and response as well as proper etiquette when interacting with other individuals in social networking sites and chat rooms. Training relating to online safety issues may be made available for parents and guardians.

Student activities will be structured in a manner that is appropriate to the age and skill level of students. This approach is adopted in recognition of the importance of providing more secure environments for younger students and supporting safe, responsible and independent use by older students.

Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to the Internet or online services, technology or technology infrastructure provided to its students, staff or visitors. The District is not responsible for any personal documents or information stored on district technology or associated services nor is it responsible for any harm from the release of confidential information. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through Internet access. The District will not be responsible for financial obligations arising through unauthorized or inappropriate use.

Copyright/Ownership

Copyrighted materials may not be placed on any service accessed via the Internet or any system connected to the District's system(s) and used in conjunction with District initiatives without permission from the holder of the copyright and materials must be licensed directly to the District. Only the owners or authorized individuals may upload or download copyrighted material to and from the district's systems. Unauthorized copyrighted materials will be removed upon notification.

Privacy/Monitoring/Confidentiality

Users shall have no expectation of privacy when utilizing district technology or related services. At any time and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes, but is not limited to, information contained in online services provided by the District. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Students shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information.

Privacy/Monitoring/Confidentiality

The use of technology for any purpose that violates the student code of conduct, board policies, rules or regulations regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

- **Theft, destruction of property**
- **Purchasing goods or services**
- **Bullying**
- **Interfering with the normal functioning of computers, systems or networks**
- **Accessing, modifying or deleting files/data that do not belong to you**
- **Giving your username or password to any other student, or using the username or password of someone else to access any part of the system**
- **Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials**
- **Sending or publishing offensive or harassing messages/content**
- **Accessing dangerous information that, if acted upon, could cause damage or danger to others**
- **Violating copyright laws and/or district policy on plagiarism**
- **Recreational/non-educational use of electronic communication**
- **“Hacking” and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers/systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remote-control software. Possession of and/or destruction of any of software tools designed to facilitate any of the above actions will also be considered an offense**
- **Saving inappropriate files to any part of the system, including but not limited to music files, movies, video games offensive images/files, programs which can be used for malicious purposes, any files for which you do not have a legal license, hobby or personal interest files, even if not offensive or inappropriate**
- **Any file which is not needed for school purposes or a class assignment**

Students are required to report any occurrence of a prohibited practice to the school building administrators immediately. It is recognized that the use of technology, including but not limited to Internet access is a privilege and not a right. The District reserves the right to withdraw access to technology, including but not limited to, the Internet through its network and to determine what constitutes improper use.

Consequences

Those who violate this Agreement and those failing to report violations shall be dealt with following established student discipline guidelines. The District also reserves the right to administer the appropriate disciplinary action in accordance with the "Student Code of Conduct" which includes but is not limited to detention, in school suspension, out of school suspension or expulsion. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

Ban of Criminal and Illegal Acts

In addition to the rules and guidelines stated in this Agreement, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such actions and will refer offenders to proper law enforcement agencies. The District also reserves the right to seek monetary and/or other damages resulting from any criminal or illegal act or violation of this Agreement.