

2018-2019



Student HANDBOOK

Glenwood Intermediate School

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WELCOME

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

COMMUNITY APPROACH

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

REPORTING STUDENT PROGRESS TO PARENTS

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

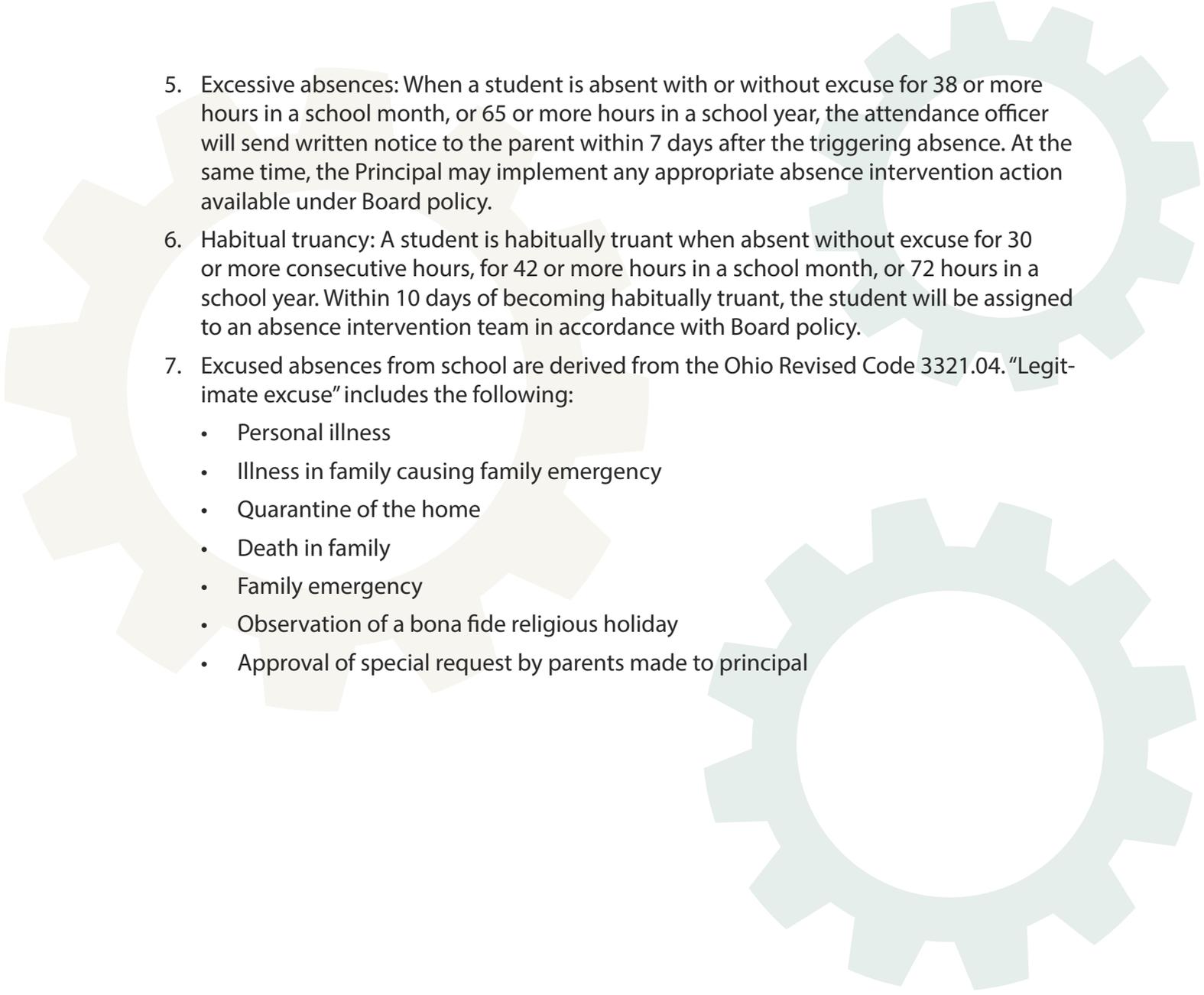
CONFERENCES

Parent-Partnering conferences will be held in the Fall/Spring. At this event, parents and teachers will become familiar with the individual needs of students and plan for a successful year.

ATTENDANCE POLICY

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

1. Parents are asked to call the school and report their child off and state the reason for the absence. For the safety of our children, parents who have not reported their child's absence will be contacted by the school to verify the absence.
2. When a student is absent for three or more days, parents may request homework assignments for the missed days.
3. The school should be notified of any advanced absences. After principal approval, assignments will be given prior to the absence whenever possible.
4. Attendance is taken at the beginning of each period and is accounted to the nearest full hour. Attendance for students arriving late or leaving early is tracked and recorded to the nearest full hour.

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

STEPS TO FOLLOW WHEN ABSENT

A student has three (3) days to present a written note for being absent; after which, the absence will be considered unexcused.

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

EARLY DISMISSAL PROCEDURES

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

STEPS TO FOLLOW WHEN TARDY

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

1. Any student arriving after this time must report to the attendance office with a written note from a parent listing the reason for tardiness.
2. Excessive tardiness may result in the following disciplinary action: (3) warning letter, (5) before/after school detention, (8 or more) additional detention or in-school suspension.

DETENTION

Often student behaviors are such that they receive detention as a result of those behaviors. Parents will be notified when their child is issued a detention.

WALKERS/BIKING TO SCHOOL

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

VISITORS

All visitors must report to the main office upon entering the building and wear a visitor's ID badge, if planning to go to a destination other than the office. Parents who wish to visit the school should make arrangements through the office prior to their visit. Students from other schools, however, cannot be accommodated in the building. Administrative policy of the Plain Local School District requires that all visitors must report to the main office upon entering any school in the District.

TELEPHONE USAGE

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

LOCKERS

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

EMERGENCY DRILLS

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

STUDENT INSURANCE

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

FIELD TRIPS/6TH GRADE CAMP

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

IMMUNIZATION REQUIREMENTS

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

- a) Four or more doses of DPT or TD (Adult Vaccine) or a combination of both
- b) Three or more doses of Polio Vaccine
- c) Two Measles immunizations (Rubella)
- d) Two Rubella immunizations
- e) Two Mumps immunizations
- f) One booster dose of Tdap (Tetanus, Diphtheria and Acellular Pertussis - adolescent and adult formulation or Td (Tetanus, diphtheria adult)

Vaccine is required prior to entry into 7th grade.

MEDICINES

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

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

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

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

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

INCLEMENT WEATHER

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

CHROMEBOOK INITIATIVE

Each 5th & 6th grader will be lent a Chromebook to use for the academic school year. The Chromebook remains property of Plain Local Schools and as such can be searched and inspected at anytime for any reason. Students may not download or install any software other than which is owned/approved by the District and made available to the student. Inappropriate use of the device may result in the student losing the right to use the Chromebook. Parents are responsible to supervise all Internet and email use while at home using the Plain Local Schools issued Chromebook.

PERSONAL DEVICE USE

Student's electronic devices (cell phones, iPods, tablets, etc.) must be off and secured in their locker during school hours (8:00AM – 3:10PM). Any student possessing/using their personal device during this time will have it taken and secured in the office based upon the following:

1st Offense – Returned at the end of the school day.

2nd Offense – Parent/Guardian must pick it up.

3rd Offense – Parent/Guardian must pick it up and it is not permitted in the building for the remainder of the year.

CAFETERIA PROCEDURES

All students, unless otherwise requested by their parent/guardian, will have a scan of their finger stored in our point of sale system. This will provide a more protected and secure system for managing a student's lunch account. Students can pay any amount in advance on either their tray lunch or a la arte accounts. Students need to specify how much they wish to deposit into which account. Then, with each day's lunch purchase, amounts are automatically deducted from the appropriate account. Students can also bring cash each day to pay for lunches. Charging is not permitted. Students without money or sufficient funds in their lunch account(s) may be given a sandwich (cook's choice) and milk. Students are expected to conduct themselves in a quiet and orderly fashion, use good manners at all times, and are expected to assist in keeping the cafeteria clean.

STUDENT FAILURE

Procedures for students who are in danger of failing:

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

PINNACLE

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

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. Students involved in these behaviors may be disciplined.
- j) Show courtesy towards all school personnel, visitors, fellow students, and the coaches and officials of all school activities.
- k) Take pride in everything Plain Local Schools endeavors to accomplish and has accom-

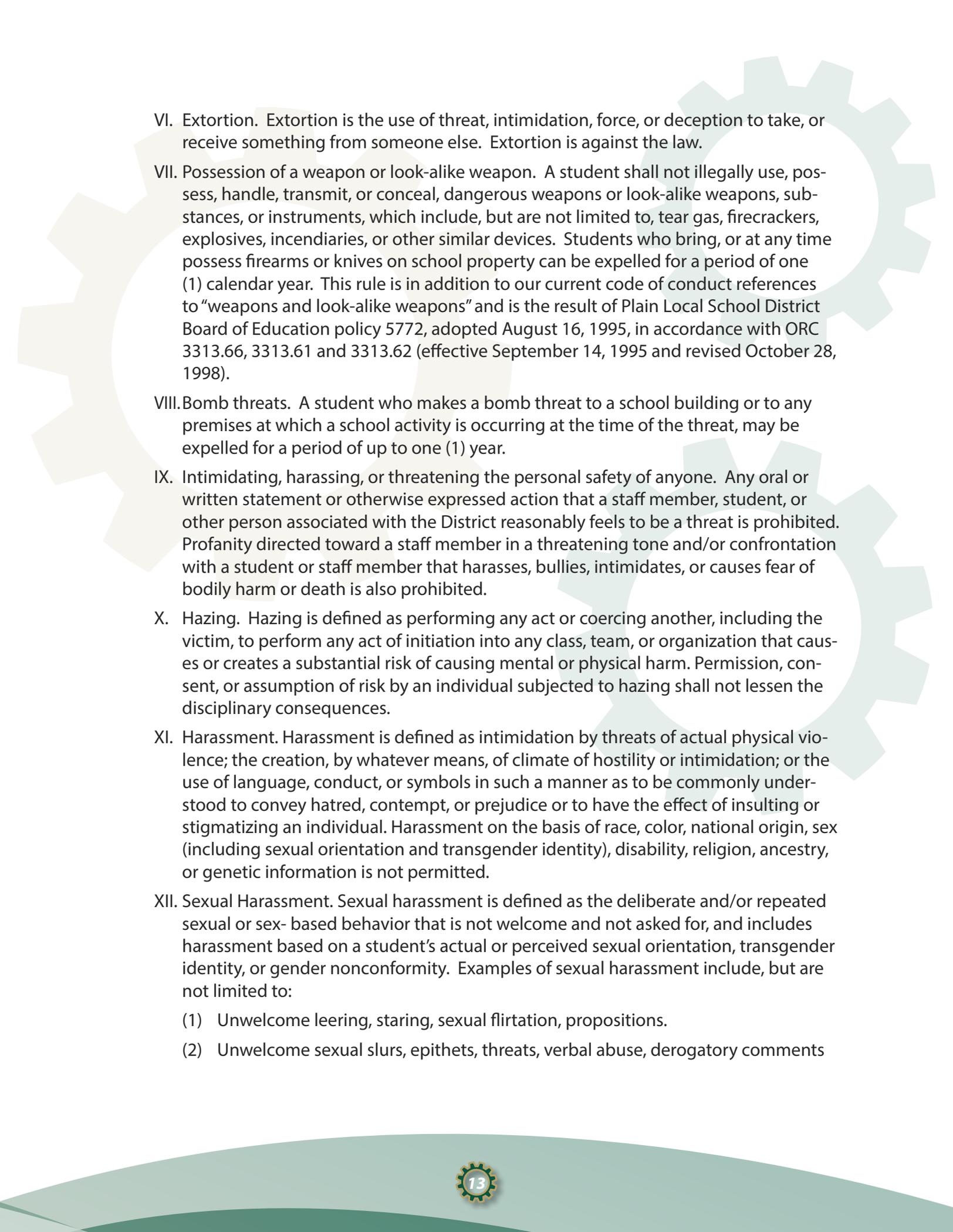
plished. School spirit means loyalty to all functions of the school.

- 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, in-school suspension, Saturday School, out of school suspension and/or expulsion from school. The Plain Local School District Student Code of Conduct defines “disruptive behavior” as including, but not limited to the following:

- a) Possession /use of drugs and/or alcohol. Any of the following list of behaviors involving illegal and/or non medically prescribed drugs, look-alike drugs, or alcohol (further delineated in section 4, Chemical Abuse Policy):
 - I. Possession and/or use
 - II. Being under the influence
 - III. Sale
 - IV. Distribution
- b) Possession of drug paraphernalia.
- c) Any act of violent or aggressive nature, including but not limited to:
 - I. Verbal / written abuse of students and / or staff. Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered verbal/written abuse. Profanity directed toward a staff member in a threatening tone may also be considered abuse.
 - II. Initiating and / or engaging in fights. Engaging in adversarial physical contact in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action is prohibited.
 - III. Words of provocation. Provoking, promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) is prohibited.
 - IV. Assault. Assault includes, but is not limited to acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
 - V. Violent conduct. Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, 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.

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- 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 tam-

pering 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 in-

formation 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. Electronic Devices 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) Mobile Phones

- Use of mobile phones for any voice or text communication is not permitted during school hours. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones must be off or muted during school hours.
- Mobile phones may possess advanced functions including Internet access, eReader and video/audio functions. The functions may be used during study hall and lunch period. 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:

- 1) 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.
- 2) The administration may amend the consequence when deemed appropriate.
- 3) In case of property loss, restitution may be required.
- 4) Disruptive behavior, as identified earlier in the Code of Conduct, may result in a suspension.
- 5) 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.
- 6) 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 prop-

erty of an employee or officer of the School District.

- 7) 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.
- 8) An administrator shall consider all other violations of the Plain Local School District Code of Conduct, and appropriate consequences shall be chosen.
- 9) 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:

- 1) 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 expelled, and given the opportunity to respond to the charges against him/her.

- 2) The Superintendent or his/her designee may amend the consequence when deemed appropriate.
- 3) In case of property loss, restitution may be required.
- 4) Disruptive behavior, as identified earlier in the Code of Conduct, may result in an expulsion.
- 5) 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 offered on property or owned or controlled by the School District.
- 6) 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 of officer of the School District or at the property of an employee or officer of the School District.
- 7) 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.
- 8) 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.
- 9) Students returning to school following an expulsion will fall under the "3rd offense" for any suspendable behavior during the remainder of the school year
- 10) 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.
- 11) 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 disci-

pline:

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:

1. Mandatory Participation in Mediation – Students may be required to participate in peer mediation in order to resolve conflicts and disputes between students.
2. After-School Detention – Students may be required to stay after regular school hours. Students and parents are responsible for transportation from school.
3. Saturday School – Students may be required to come to school on Saturday. Students and parents are responsible for transportation to and from school.
4. In-School Suspension – Students may be required to complete school work in a designated area during school hours under supervision of school personnel.
5. The following rules apply to After-School Detention, Saturday School, or In-School Suspension:
 6. Students are required to have assignments with them.
 7. Students are not to communicate with each other unless given permission to do so.
 8. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
 9. Students shall not be allowed to put their heads down or sleep.
 10. No WCDs, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
 11. No food or beverages shall be consumed.
 12. Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the unpassed tests.

12) Formal Discipline

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

1. 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.
2. 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.

3. **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.
 4. **Emergency Removal** – Students may be immediately removed from school for up to three school days.
 5. **Permanent Exclusion** – Students who are sixteen (16) years of age or older may be permanently excluded from school for engaging in certain criminal conduct.
 6. **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. Also, students involved in co-curricular and extra-curricular activities can lose their eligibility.**

