

*2021-22 Plymouth High School - Shiloh Middle School Handbook*

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PRINCIPALS' MESSAGE

Welcome to Plymouth High School and Shiloh Middle School. We are happy to have you as a student and want you to know that everyone connected with our school is interested in your individual success.

The purpose of this handbook is to help both students and parents become better acquainted with the activities, procedures, student code of conduct and academic programs at Plymouth High School and Shiloh Middle School.

Our schools offer many opportunities to experience achievement and success. Active and enthusiastic participation will make your high school and middle school days richer and more rewarding. Take advantage of these opportunities.

Best wishes for a successful year.  
Joe Morabito, High School Principal  
Mark Genders, Middle School Principal

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**General Information:**

Notice of Schoolwide Title I Program Eligibility for the Plymouth-Shiloh Local School District

2021-22 School Year

Our school is eligible for the following:

Schoolwide Title I Program: Schools may consolidate and use funds under Title I, together with other federal, state and local funds, in order to upgrade the entire educational program in school in which not less than 40% of the children enrolled are from low-income families.

We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision and implementation of our Schoolwide Program Plan.

FREE LUNCH PROGRAM

Students that need information concerning free or reduced lunches should check with the office for information and forms.

DRESS CODE

Students are expected to be in clean and appropriate attire for school and school related activities. Clothing must not constitute a safety hazard, make a statement inappropriate for a school setting or distract from the educational process. The following guidelines regarding dress is not all-inclusive and may be modified at any time.

1.) BRIEF AND REVEALING CLOTHING: Students must recognize that brief and revealing clothing are not appropriate apparel in school. All articles of clothing should fit properly and allow for a degree of modesty called for in a public school. The following guidelines on brief clothing are examples and do not cover all situations.

All tops must cover the shoulder and have finished seams. Tank tops, muscle shirts, halter tops, shirts with spaghetti straps, or strapless garments may not be worn unless covered by another sleeved shirt.

No garments that are see-through, low-cut or expose the midriff or back when sitting or standing may be worn. Undergarments should not be visible.

2.) VULGAR, OFFENSIVE MESSAGES:

Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene or libelous to others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission. This includes: Playboy, Hooters, Marijuana etc.

- 3.) SHOES: All students are required to wear some type of shoe to school and during class. Shoes that damage the floor or make an unusual amount of noise will not be permitted. Shoes that have rollers in them are prohibited in the building. Certain shoes may be required for specific classes.
- 4.) HATS/HEAD COVERINGS: Hats, do-rags or other items that completely cover the head are not to be worn in school. All hats brought into the building must be placed in lockers with the exception of special occasions. Hoods are not to be worn in school.
- 5.) SUNGLASSES: Sunglasses and other non-prescription eyewear are to be placed in lockers during the school day.
- 6.) SHORTS/SKIRTS: Shorts and skirts must not be shorter than four inches above the knee, all the way around. Must also have finished seams and fit appropriately.
- 7.) COATS: Coats are to be placed in school lockers during the day. This includes Varsity Jackets.
- 8.) EXCESSIVELY BAGGY PANTS: Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist be properly fastened and not drag on the ground.
- 9.) ACCESSORIES: Clothing articles or accessories such as chains, spiked bracelets or necklaces that may pose a risk to one's or others' health or safety are not to be worn or brought to school.
- 10.) BIG RED SPIRIT DAYS: All dress code guidelines are to be followed during special dress up days related to length and appropriate fitting clothing.
- 11.) BLANKETS: No blankets shall be brought to school or worn during the school day.
- 12.) BACKPACKS/BAGS/PURSES: Students are NOT permitted to carry bags, purses, and backpacks during the day. All backpacks, bags, duffel bags, purses, etc. are to be stored in student lockers. The only exception will be to carry clothing to and from physical education class.

In all cases of student dress, the decision of the principal shall be final. In some instances, students may be asked to change clothing before returning to class. Students may be offered alternate clothing or can have an outfit brought from home. Repeat dress code violators may lose specific dress code privileges or may face additional punishment.

#### SCHOOL FEES

The Plymouth-Shiloh Local Board of Education charges individual students fees for specific courses. These fees vary from year to year. All students are to ask for a receipt at time of payment. Participation in athletics, extracurricular events, field trips and so forth may be denied if fees are not paid or arrangements made.

All fees must be paid before attending Prom, Graduation and other activities so designated by the Principal.

Fees not paid during the present school year will be added to the student's fees the following year.

#### REPORT CARDS

Student progress reports for all classes will be continually updated through Progress Book. This can be accessed at any point in time by families to monitor grades. Attendance reports and grades are given out at the end of each grading period. These reports are issued for the benefit of students and parents.

#### PARENT-TEACHER CONFERENCES

The school encourages consultations with parents concerning the welfare of their students. Appointments should be made at least one day ahead in order to avoid conflicts. The High School and Middle School telephone number is 419-687-8200.

#### District Conference Schedule

Thursday, October 21, 8:00 AM - 7:00 PM (No School)



#### GIFTED IDENTIFICATION POLICIES

Plymouth-Shiloh Local Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students with advanced learning needs in the areas of: Superior Cognitive Ability

- Specific Academic Ability
- Creative Thinking
- Visual Performing Arts



If you think your child would qualify for one of these programs, ask your school's secretary for the Gifted Identification Packet or talk to the Building Principal or Gifted Intervention Specialist.

#### LOCKERS AND LOCKS

Each student is assigned to a locker at the beginning of the school year. Your coats, books, etc., should be stored in your locker and you are responsible for the regular cleaning of your locker. Lockers remain the property of the school district. Board policy allows school authorities to examine the contents of any locker if they have "reasonable" cause. Students or parents do not need to be notified that such an examination is taking place. The principal, in the presence of a staff witness, may examine a locker. There will be regular locker inspections throughout the year. It is strongly recommended that you have a lock. All other locks may be cut off without warning. Lockers are also present in the physical education dressing rooms. Their use is under the direction of the physical education teacher and the director of athletics. A special effort should be made to keep these lockers in a clean and healthful state. You should also have a lock on all physical education lockers. Glass containers of any kind are not to be stored in lockers.

#### AEROSOL CANS

Aerosol cans are not permitted in the building for any reason and will be confiscated if brought to school.

#### PERSONAL PROPERTY

The school cannot be responsible for the personal property of a student. Students should not bring large sums of money or other valuables to school. Valuable items should be kept on your person or left in the office.

#### ASSEMBLIES

Assemblies, including pep assemblies, will be held at various times throughout the year. Students will be called to the assembly over the P.A. from homerooms or a specific class period. Teachers will take students directly to the gymnasiums or assigned assembly location. During all assemblies students will act and conduct themselves in a positive and appropriate manner. Pep rallies should be requested a week in advance.

#### EMERGENCY DRILLS

Safety, fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys

promptly with the drill procedure. Directions are posted in each room and the teacher in each classroom will provide the student with instructions at the beginning of each term.

#### FIRE DRILLS

When the fire alarm sounds students will immediately stand and exit the room. Please move quickly and in an orderly fashion to the appropriate exit. Students are to remain as far away from the building as feasible until the signal is given to return to the building. Staff members are to take attendance of their class.

#### TORNADO DRILLS

A tornado evacuation plan is posted in each room. Students should study the plan and become familiar with it. Students should also be familiar with the safety crouch position to be assumed in case of a tornado striking.

When a tornado alarm is sounded, students will immediately form single ranks as they leave the room for their assigned tornado evacuation area. The students will remain at their designated area until the principal or his designee gives the all clear signal.

#### TEXTBOOKS

All textbooks in the Plymouth-Shiloh School District are the property of the school district. If a book is lost or damaged, the student will be charged an appropriate amount. The charge is based on the replacement cost of the book.

#### PUBLICATIONS

Plymouth High School and Shiloh Middle School have numerous student publications. The administration has the right to approve or disapprove any of the content.

#### WORK PERMITS

All minors under 18 years of age are required to obtain Age and Schooling Certificates if employed on either a part-time or full-time basis. Full-time work permits for those leaving school who are sixteen years of age and under eighteen are issued. However, evidence must be presented that steady employment at an acceptable job is available. These certificates should be picked up in the office.

#### MEDICATION

The school is not authorized to dispense medicine of any kind unless a parent waiver is signed. All medications must be turned into the office to be dispensed during the day. A Medication Form must be filled out and on file in the office.

#### WITHDRAWAL FROM SCHOOL

When a student withdraws from Plymouth High School, he/she should go to the guidance office and secure a Withdrawal Form. Each teacher should sign opposite his/her subject when the student returns his/her textbooks and/or equipment.

The teacher should not sign if the student owes a fee or fine for the class. Middle School students will be withdrawn by parents coming to the school.

#### STUDY HALL PROCEDURES

The study hall is a classroom and will be conducted that way. Students are to bring enough work to keep them busy for the entire period. The study hall monitor is to permit no more than one boy and one girl to go to the restrooms or the office at a time.

The study hall monitor must receive a pass prior to a student leaving study hall during a given period. Students are not to sleep during study hall and are to follow all guidelines established by the study hall monitor. Students are not permitted to eat and drink beverages other than water during study hall except during specific situations.

#### CAFETERIA PROCEDURES

Plymouth/Shiloh Local Schools adheres to a closed lunch policy. Students are not permitted to leave school to get lunch unless special permission by the office has been granted. Students may pack their lunch, purchase a hot meal or choose ALA-Card items from the snack bar. Students are not allowed to have others deliver fast food or restaurant items to the school during the lunch hour.

1. Dining facilities are available and will be used by all students consuming a lunch purchased in the cafeteria or brought from home.

2. All food will be consumed by students while seated at the dining tables. All trays and other wastes are to be taken to the cleanup table and properly disposed of.
3. To avoid chaos and confusion in the lunch lines, students should walk to their position in the line, remain as quiet as possible, forming a single file line, and avoid crowding.
4. Loud noises, boisterous conduct, yelling or shouting in the dining room is not permitted.
5. Breakfast & lunch are to be eaten in the cafeteria. Special days will be scheduled as appropriate to eat in other areas of the building.
6. Students who are uncooperative, leaves tables in an unacceptable manner, fail to follow simple requests and so forth will be assigned to a specific table at the discretion of the cafeteria supervisors. Eating privileges in the cafeteria will be lost for inappropriate behavior.
7. No student will leave the cafeteria area without explicit permission from the cafeteria supervisors.
8. Students are expected to be to lunch on time. Students arriving late are to bring appropriate passes with them.
9. No pop will be sold in the building to students during the school day. This includes students buying pop from the teacher lounge vending machines during school hours (7:15am – 2:45pm).
10. Food /Drink are not to be taken from the cafeteria unless given permission.

**Attendance Information:**

**COMPULSORY EDUCATION**

The Ohio revised code (section 3321.04) provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the state Board of Education for the full time the school is in the session.

The laws of Ohio governing school attendance are very specific and leave little option for school authorities to excuse children from school.

### ATTENDANCE PROCEDURE

Research has shown that regular daily class attendance and punctuality are directly related to increased student achievement. Frequent absences or tardiness disrupt the instructional process and often cause academic failure. For these reasons, maximum attendance standards must be required and enforced.

### EXCUSED ABSENCES

The following reasons would be accepted as valid excused absences:

1. Personal Illness
  - A. Illness or injury of a student that requires a doctor's care
  - B. Absences due to medical, dental, or legal appointment, which cannot be scheduled outside of the school day. The portion of the absence that can be verified in writing by a doctor, dentist, or court official will be excused.
  - C. Illness of a student verified by a parent not to exceed 3 consecutive days.
  - D. Verification by a doctor, a dentist, or a school nurse will be required if a student's absences exceed 3 days. The written medical verification must include all the days that the medical personnel are excusing for that student's absence.
2. Illness in the Family
  - A. The requirements for a family illness are the same as for personal illness.
3. Quarantine of the home by a health official.
4. Death of a family member.
  - A. Limit of 3 days for each occurrence except in extraordinary circumstances.
  - B. Family is defined as mother; father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, a student's child, or any person living in the same household.
5. Observance of a religious holiday.
6. Unforeseen emergency or circumstances deemed as good and sufficient cause by administration.
7. School approved curricular or extracurricular activities.
8. Family trips with prior approval of the administration. Trips should be planned whenever possible outside of school time hours. An excused absence will provide the privilege to make up work missed as a result of absence without penalty.
9. Vacations - All vacations during the school year are to be pre-arranged. Days missed count towards Medical Status. Days are unexcused if pre-arrangements are not made in advance. Vacation days that extend beyond 10 total days of absence for the year are considered unexcused.

### UNEXCUSED ABSENCES

Unexcused absences are considered truancy. This type of absence eliminates the opportunity to make up assignments and tests at the discretion of the teacher.

### MEDICAL STATUS

Students who accumulate 65 hours of absence (unexcused) will be put on medical status. At this point only a doctor's statement, court excuse, death in the immediate family or principal's approval will be accepted within (48) hours of the student's return. All other days will be treated as unexcused absences.

Students who are on medical status may lose the opportunity to participate in field trips and other extracurricular activities that are nonessential to the student's grades. Once a student goes on medical status, all activities which require the student to miss all or part of a school day must be approved by the administration.

### TARDINESS

#### Middle School

A student who arrives to school after 7:45 a.m. for the middle school is considered tardy. A detention point will be issued for each tardy. After two detentions are issued for tardiness other types of discipline may be utilized if this problem continues.

#### High School

When a student is late in arriving to school, he/she will report to the office and sign in. A student who arrives to school after 7:45 a.m. is considered tardy. Students are also considered tardy if they are not in their assigned classroom when the bell rings at the beginning of any given period including Intervention without a pass.

The following disciplinary procedures may be followed:

At 4 tardies – Student assigned one after-school detention.

Once a student accumulates 9 or more tardies, discipline will be at the discretion of the Principal. Failure to serve a detention can result in to include: the loss of driving privileges and additional consequences to include after school detention, Friday School, In-School Detention, out-of-school suspension. Students tardy to a specific class may be assigned an After-School Detention by the instructor at 4 or more tardies.

### RICHLAND COUNTY COURT PROCEDURE

#### (Truancies)

The following procedures will be used in conjunction with the Richland County Juvenile Court in dealing with unexcused absences (truancies).

#### 30 unexcused hours

A Truancy Warning letter will be sent home to alert the parent that his / her child has accumulated 30 hours of unexcused absences (truancies).

#### 32.5 unexcused hours

A Truancy Intervention Team Meeting will be scheduled at the school that will include the student, parent/guardian, staff members, and a school representative. An intervention team agreement will be developed to help alleviate the attendance issue.

#### 65 unexcused hours

If a student accumulates 65 hours of unexcused absences the parent and the student will be required to attend the Attendance/Truancy Awareness Program for Parents and Students. The court and/or school officials will outline the responsibilities of all parties concerning attendance under Ohio Law. Parents will receive written notice of the day and time that the program is scheduled. If the parent and student do not attend this program, the case may be scheduled for an unofficial hearing.

#### 72 unexcused hours

Unofficial Court Hearings are scheduled in one of the two ways:

1. Parent /Student did not attend the Attendance Truancy Awareness Program for Parents and Students.
2. Parent/ Student did attend the Awareness Program for Parents And Students, but the student has accumulated additional unexcused absences.

Parent(s) will receive written documentation of the day and time that the hearing is scheduled. At the unofficial hearing, the responsibilities of the parent(s) and the student will again be explained. A School Attendance Plan will be developed at the Unofficial Court Hearing for the student and parent. If the Parent(s)/ Students do not attend, then the case is referred for an Official Hearing. If additional unexcused hours are accumulated after the development of the School Attendance Plan an Official Hearing will be scheduled.

#### PERFECT ATTENDANCE

A student who attends school everyday during the school year between 7:45 a.m. and 2:45 p.m., has no unexcused tardies to school, and is only absent for excused pre-arranged school related reasons, will be considered to have perfect attendance for the year.

An excused pre-arranged absence does not count against perfect attendance if the student is on or at a school related field trip, activity or contest. College visitations (2 per senior year) and any type of testing outside the school required for college admission and/or scholarship applications will also not count against perfect attendance. Pre-arranged permission will be made through the office in each situation.

Certain pre-arranged absences are excused but do count against perfect attendance. These include absences, that are non-school related and involve the student being absent all or any portion of the school day between 7:45 a.m. and 2:45 p.m.

A student who is tardy to school on any given day during the school year will not receive perfect attendance unless the tardy is pre-arranged, excused or due to extenuating circumstances as determined by the building administrator.

#### MAKE-UP WORK

Students who are absent must contact their teachers concerning make up work. It is the student's responsibility to take the initiative and get the work made up within the same number of days they were absent.

### CONTACTING THE SCHOOL FOR ABSENCES

On the day a student is absent from school, the parent or guardian must call the school at 419-687- 8200 before 8:30 AM. If the school is not contacted by phone or note, the school will make a telephone contact to the parents that day. If the school receives a suspicious phone call or questionable note, the school will follow up with further inquiry.

### PREARRANGED ABSENCE

Any student who knows they are going to miss school for a period of time must make arrangements with the office ahead of time. Students are to pick up a Pre-Arranged Absence Form from the office and bring in a parent note prior to the absence. Assignments are to be made up within the number of days absent not to exceed 5 except in extenuating circumstances.

Teachers taking students on field trips are to provide the office and other teaching staff a list of the students going on the trip. Each student does not have to fill out a pre-arranged absence form.

### LEAVING SCHOOL DURING THE DAY

Permission to leave the building during the school day will be granted only by the Principal or his designee. This includes 18 year olds. In all cases verification from home is necessary and students must sign out at the office. Students failing to follow proper procedure will be considered truant.

If you are sick or for some other reason and you must leave school early,

Go to the office and get permission before you leave the building.

No student is permitted to use a cell phone to call home before contacting the office first and getting permission from the secretary or principal to do so.

Students are not permitted to walk home from school.

### LEAVING SCHOOL FOR ILLNESS

A student who leaves school because of illness is not to return to After-School activities. Participation or attendance at extracurricular activities is forbidden until the student returns to



school unless the principal gives prior permission. Students must be in school by 9:00 A.M. and attend the entire day. (exception: Pre-Arranged Absence)

#### PARTICIPATION IN SCHOOL ACTIVITIES

In order to participate or attend any scheduled event, activity, practice, competition, game or tryout, whether curricular or extracurricular, the student must be in school by 9:00 A.M. and attend the entire day.

If you are not in school by 9:00 A.M. you are ineligible to participate or practice in an extracurricular activity that day. This would also apply to an activity on a weekend when the absence occurs on the last school day preceding the weekend. If the absence is excused by a doctor, the student will be allowed to participate on Saturday. A student's parent or guardian may, for good cause, make prior arrangements and secure the permission of the principal for a student to be absent all or part of the day of a school extra-curricular activity and still participate in that activity.

#### COLLEGE /MILITARY VISITS

- 1) Students should contact the respective institution/military recruiter to schedule a visit.
- 2) While on a visit, the student should obtain a letter from the college admissions office/military recruiter confirming that a visit was made. The letter should be turned into the office the next day.

Visitations are the responsibility of the student and his/her parents. Parental permission is required with parents also arranging transportation. Visitations are limited to 2 days during the student's junior/senior year. Students are not counted absent if they bring a documentation from the college or military institution they have visited.

Any exceptions to this policy must be approved by the high school principal.

#### **Academics:**

#### MINIMUM GRADUATION REQUIREMENTS

The minimum requirements are set forth by the Ohio Department of Education and the Plymouth Board of Education. Section 3323.08 of the Revised Code states in order to receive a diploma, all students must pass all parts of the OGT (Ohio Graduation Test), or be exempt from one or more content area tests as documented through the student's Individualized Education Plan (IEP).

#### CLASS OF 2014 AND BEYOND

Beginning with students entering ninth grade for the first time on or after July 1, 2010, the graduation requirements shall include specific units, known as the *Ohio CORE Graduation Requirements*, designed to prepare students for the work force and for college-level study. Those units are as follows:

Graduation Requirements: Total credits = 22

1. English – four credits
2. Math – four credits (must include 1 credit of Algebra II or its equivalent)
3. Science – three credits (must include 1 Biology, 1 Physical & 1 Advanced credit of either)
4. Social Studies – three credits
5. Health – one half credit
6. Physical Education – one half credit
7. Fine Arts – one credit
8. Financial Literacy
9. The remaining credits to meet the required 22 must be from: Foreign language, fine arts, business, career-technical education, family & consumer sciences, technology, agriculture education or additional units beyond requirements from English, math, science, or social studies.

Credits needed for class standing: Sophomore = 5, Junior = 11, Senior = 16

TYPES OF DIPLOMAS:

Under current law, there are two types of diplomas which may be issued to Ohio high school graduates: the "regular" diploma will be issued to any student who has successfully completed the high school curriculum and passed the OGT in all areas. An "honors" diploma will be issued to any student who has successfully completed the high school curriculum and satisfied other criteria established by the State Board of Education.

Comparison of Diplomas with Honors Criteria

*Students need to fulfill all but one criterion for any of the following Diplomas with Honors*

This [link](#) provides all of the criteria and types of Ohio High School Honors Diplomas set forth by the Ohio Department of Education.

GRADUATION CEREMONY

Only those students who are currently enrolled, attending, and eligible to receive a diploma may take part in the graduation ceremony. Seniors eligible for a diploma must also complete all obligations (fees paid, equipment returned, textbooks returned, tuition paid, discipline served, etc.) and attend graduation practice in order to participate in the graduation ceremony and receive a diploma.

GRADING SCALE

A+ 100-99

A	98-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59-0

REGISTRATION AND SCHEDULE CHANGES

1. Each student should schedule at least six periods of classes each semester.
2. If a student fails a course or falls behind in credits, it is his/her responsibility to make up the deficiency as soon as possible.
3. Dropping a year long course after ten school days will result in a “drop F” and will be averaged into the grade point average. Dropping any semester course after five school days will also result in a “drop F” and will be averaged into the grade point average. A parent-teacher contact must be made and all options explored before the course will be dropped. A signed form from the parent giving permission for the course to be dropped with an “F” will conclude the process.

THE HONOR AND MERIT ROLLS

Students achieving academic success are recognized at the end of each grading period through honor and merit rolls.

Following are the requirements for the honor and merit rolls:

1. The standards for the Honor Roll are 3.50 average, with no grade lower than a B.
2. The standards for the merit roll are a 3.00 average, with no grade lower than a C.
3. Grades from non-academic subjects (band, or physical education) are used in computing averages.

SEMESTER/FINAL EXAMINATIONS

It is the expectation that all students will take semester and final examinations when considered a course requirement. Criteria for exam exemptions and/or alternative options will be determined by the instructor and building principal.

ACADEMIC LETTER

All students who have a combined 3.5 grade point average after the first three grading periods will receive an Academic Letter. The three grading period averages added together and divided by 3 must total at least 3.50. Semester exam grades are not included in determining the average. A student who qualifies for a second or third Academic Letter will receive a second or third year pin. Any student who qualifies for a letter all four years will receive a plaque.

### PHYSICAL EDUCATION

#### Students Who Have Injuries (High School)

Students who are unable to participate in physical education classes due to extended illness or injury may be rescheduled to take PE at a later time. This will be decided on an individual basis by the building principal and teacher.

Students who are excused from physical education classes due to a doctor's note (less than 4-5 wks.) will be required to complete homework assignments and written reports on a weekly basis. Assignments will pertain to a subject or topic that the class is currently studying. These students will receive credit for the assignments until they are released by the doctor.

Students who fail to turn in the assignments by the end of each week will not receive credit for their work. Students must report to the PE teacher each week to get the assignments and find out what they might be missing. Students are responsible for all work missed.

Please ask the doctor to date the length of time the student will be out. Students are required to have a note or blue slip from the office to be excused.

Commented [1]: Strike

### CHEATING/ACADEMIC INTEGRITY

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to copying other assignments, quiz, or test answers and plagiarism. Students who violate this policy may receive zero credit for assignments or work involved. Repeated offenses may result in

- . Placement of offense in student file
- . Parental contact
- . Possible suspension
- . Loss of all academic awards and honors

### COLLEGE PLANNING

A high school student who plans to go to college should first determine which college has the courses best suited to his needs or career plans. Since the student should feel at home in his college, other considerations are also important—whether the college is in a rural environment or a city, cost of tuition and living expenses, whether it is large or small, coeducational or not. The next step is to find out in detail the college entrance requirements, and prepare to meet these requirements while in high school.

### COLLEGE ENTRANCE TESTS

Students applying for admission to college will normally be required to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). The ACT measures abilities in English, Math, Reading and Science Reasoning. The SAT measures verbal and mathematical abilities. The two tests are scheduled periodically during the school year with test centers located in neighboring cities. Information concerning these tests, along with registration materials, may be obtained in the guidance office.

### ACCEPTANCE IN COLLEGE

Students should apply for college admission early in their senior year. Most colleges will accept applications for the following year's freshman class after September 1. Students must submit a completed application form, application fee, transcripts of grades and results of the ACT or SAT before acceptance or rejection can be determined. Any acceptance is tentative pending the student's graduation from high school.

### CREDIT FLEXIBILITY POLICY

Credit Flexibility is any alternative coursework, assessment, or performance that demonstrates proficiency needed to be awarded equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted as a required graduation credit in the related subject area or as an elective.

The following are ways in which aspects of learning can be customized based on students' interests and needs:

Coursework (Notification Deadline: March 31<sup>st</sup>);

Dual credit and/or Post Secondary Educational Options (Notification Deadline: March 31<sup>st</sup>);

Online coursework (Notification Deadline: March 31<sup>st</sup>);

Proficiency by testing out (Application Deadline: May 15<sup>th</sup> for testing out by August 15<sup>th</sup> for a full or first semester course; Application Deadline: November 15<sup>th</sup> for testing out by January 15<sup>th</sup> for a second semester class);

A performance and/or project based assessment and an examination; or

An independent study (e.g., distance learning, educational travel, an internship, community service project, etc.) (Notification Deadline: March 31<sup>st</sup>).

It is suggested that students have a minimum of a B average in the preceding course they wish to test out of.

**Athletics:**

*ATHLETIC MISSION STATEMENT*

The mission of the Plymouth High School and Shiloh Middle School Athletic Department is to prepare our student-athletes for productive careers, active and responsible citizenship and life-long learning. The Athletic Department emphasizes personal development, professional preparation and attainment of a high school diploma. The Athletic Department seeks to comply with the intent and letter of the Ohio High School Athletic Association and the Plymouth-Shiloh Board of Education rules and regulations as well as field teams and individuals that are competitive yet exude sportsmanship.

Plymouth High School and Shiloh Middle School offers the following interscholastic athletic programs: Baseball, Basketball, (Boys & Girls), Cheerleading (Fall & Winter), Cross Country (Boys & Girls), Football, Golf, Softball, Track (Boys & Girls), Volleyball and Wrestling. These sports are being offered based on the assumption that student participation and off season requirements are met.

All students are encouraged to participate in interscholastic athletics. Athletics provide students with the opportunity to learn the value of physical conditioning, guidelines and rules within each sport, an arduous work ethic, positive sportsmanship, self-control and achievement.

Eligibility for participation in grades 9-12: A student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, which counts toward graduation. Physical Education does not count toward one of the 5 required credits. Additionally, students are to maintain a 1.5 grade point average during each grading period and have no more than one "F".

Plymouth High School and Middle School athletes are subject to the provisions of the Plymouth-Shiloh Local Schools' Athletic Handbook. Every participant, accompanied by their parent, or guardian, shall be provided with a handbook at a mandatory meeting which is held prior to the start of each sport season. Until this obligation is met, student athletes will be denied participation. District and individual sports expectations will be provided by the athletic department and its coaches.

*SCHOOL INSURANCE*

Each year the schools offer some type of student insurance protection. This is a voluntary program and the cost to each student is minimal. Students are reminded that they must have some type of insurance in order to participate in interscholastic athletics.

## FAN EXPECTATIONS

It is the school's expectation that all spectators demonstrate positive sportsmanship toward players, coaches, game officials, and other fans. Students are to abide by the Student/Athlete Code of Conduct of Plymouth-Shiloh Schools.

Examples of unacceptable behavior includes but are not limited to the following:

Threatening actions or verbal abuse of players, fans, coaches, and game officials; unauthorized entry onto the playing area, team bench area, or locker room; throwing objects or disrespect toward anyone.

Inappropriate fan behavior at athletic contests may result in non-admittance to future contests up to a permanent exclusion from such contests.

In addition, the Plymouth-Shiloh Local Schools Board of Education has adopted the following policy on Sportsmanship, Ethics and Integrity.

*Board of Education Policy On  
Sportsmanship, Ethics and Integrity in  
Extracurricular Activities*

The Plymouth-Shiloh Local Schools Board of Education recognizes that extracurricular activities play an integral role in the total development of the well-rounded student. As a fraction of the total educational process, extracurricular activities instill values and ethics that may be honed outside of the traditional classroom setting.

The Board recognizes that a sampling of the most important traits that may be further enhanced through participation in extracurricular activities would include that of sportsmanship, ethics and integrity.

All participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of courtesy, control, and behavior as would be expected in the classroom and/or society. The Board of Education also encourages all participants and spectators to behave in a manner, which would instill pride in the Plymouth-Shiloh Local Schools and be consistent with the aims of this document.

- 1) Treating opponents and officials with the respect that is due them as guests and fellow human beings.
- 2) Shaking hands with opponents.
- 3) Taking victory and defeat without undue emotionalism.
- 4) Controlling of tempers at all times on and off the playing field.
- 5) Being positive with officials, without criticism for officials and/or coaches.
- 6) Cooperating with the coaches and fellow players to promote sportsmanship.
- 7) Being positive with opponents, refraining from swearing or making insulting remarks to the opponents before, during or after the contest.
- 8) Letting student audiences know that inappropriate behavior reflects poorly on the team.

**Student Code of Conduct:**

DISCIPLINE PHILOSOPHY

School and classroom control is a prerequisite to classroom learning. Children and youth who are well disciplined direct their interests, efforts, and abilities toward greater achievement. Those who are not disciplined waste their own individual opportunities and make learning difficult for classmates. Students are expected to follow reasonable standards of behavior as outlined in the school's student handbook.

Disciplinary regulations are provided to promote understanding and cooperation between parents, students, and school personnel for the safety, order, and discipline needed to provide a safe environment. It is our desire that all individuals affiliated with our schools cooperate and work for the success of basic educational programs offered in the Plymouth-Shiloh Local School District.

The task of maintaining appropriate school behavior is a shared responsibility of all members of the school community. Parents, students, and school personnel must strive to correct each deed of misconduct in a firm, fair, and consistent manner.

STUDENT CONDUCT JFC

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent disruptive or inappropriate behavior by students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of conduct is made available to students and parents and is posted in a central location within each building.

Adopted: 11/09/98

Legal Refs: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662 OAC 3301-35-03



## **STUDENT CODE OF CONDUCT**

### **Student Code of Conduct**

The purpose and intent of this Code of Conduct is to maintain an appropriate educational climate. Violation of the Code of Conduct may result in verbal warning, written warning, referral to school counselor, parental contact or conference, lunch detention, In-School Detention, after school detention, community service, emergency removal, referral to law enforcement agencies, suspension (up to 10 days) or expulsion. The Superintendent is the only individual who may impose an expulsion.

In addition, this Code of Conduct includes:

1. Misconduct by a pupil that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

### **Responsibilities**

1. Students are to use their time at school responsibly; using the restrooms before the tardy bell during class changes or by permission from the classroom teacher
2. Visitors - High school students are not permitted on the middle school grounds or in the middle school building before, during, or after regular school hours unless permission has been obtained. Having other students visiting in the classroom can be disruptive. Therefore, other students are not permitted to visit during school hours.

### **Rule 1: Weapons, Dangerous Instruments, Fireworks, and Explosives**

1. A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.
2. Students shall not possess, handle, transmit, sell, conceal, or bring on school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode, or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

### **Rule 2: Disruption of School**

1. A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, or function of the school.
2. Neither shall s/he urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, or function of the school.

3. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule.
- a. Occupying any school building, school grounds, or part thereof,
  - b. Blocking the entrance or exit of any school building or corridor or room herein,
  - c. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property,
  - d. Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds,
  - e. Activating or attempting to activate an emergency alarm system or procedure in the absence of such emergency,
  - f. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity, or any lawful school meeting or assembly on or off school property,
  - g. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event,
  - h. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event (except under the direct instruction of the principal or other authorized school personnel),
  - i. Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extra-curricular activity.

**Rule 3: Disrespect**

A student shall not act so as to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.

**Rule 4: Insubordination**

Students are expected to comply with the reasonable directions and expectations of the staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or act in defiance of staff, is unacceptable.

**Rule 5: Unauthorized Touching or Abusive Language Towards a School Employee, Authorized Visitor or Student**

A student shall not use vulgar, profane, or abusive language, or make a vulgar, profane, or abusive gesture toward any school employee, authorized school visitor, or another student nor cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor, or another student.

**Rule 6: Drugs of Abuse, Counterfeit Drugs of Abuse, and Paraphernalia**

Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants, and alcoholic beverages. Examples may include marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, liquor, e-cigarettes, and vapors.

Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color, or price.

Use of drugs authorized by a medical prescription from a licensed physician and registered with the school office shall not be considered in violation of this rule.

A student, while at school or at any school function, whether or not on school premises, shall not:

1. Possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse.
2. Instigate or conspire with others to possess, use, sell and offer to sell, deliver, conceal, consume, or be under the influence of any drugs of abuse including alcoholic beverages of any counterfeit drugs of abuse.
3. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse.
4. Possess, use, sell and offer to sell, deliver, or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip).
  - a. A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs of abuse including alcoholic beverages or counterfeit drugs of abuse.

A. First Offense

The principal may suspend the student for ten (10) days and may recommend expulsion or permanent exclusion in compliance with all requirements of law. Suspensions may be reduced to no less than five (5) days if the following occur:

1. Administration will attempt to contact parents and the student may be removed from school for the remainder of the school day.
2. Consultation with parent(s) or guardian and the student emphasizing available evaluation and counseling services and disciplinary action will be conducted by the administration.
3. Disciplinary Action:
  - a. The student proceeds to be evaluated by a chemical dependency professional; or

- b. The student and parent(s) or guardian agrees to follow any appropriate treatment, including but not limited to, individual or group sessions conducted by a drug/alcohol counselor.

B. Second Offense

The principal may suspend the student for ten (10) days and may recommend expulsion or permanent exclusion in compliance with all requirements of the law. Suspensions may be reduced to no less than five (5) days if the following occur:

1. Student is evaluated by a chemical dependency professional;
2. Professional communicates with the appropriate school personnel (principal and director of drug/alcohol program);
3. The student receives any appropriate treatment, which may include counseling with a professional, group counseling by the school counselor, and follow-up between the student and parent (s) or guardian and the school counselor.

C. Third Offense

The principal may suspend the student for ten (10) days and recommend the student be expelled or permanently excluded. The penalty may be reduced providing the student:

1. Be referred to an alcohol/drug professional for the purpose of arranging in-patient treatment, unless other measures are deemed necessary by the assessment agency.
2. Upon completion of treatment the student will follow through with all recommended aftercare, and will be placed in a school aftercare group

**Rule 7: Tobacco**

A student shall not possess, use, transmit, conceal or sell cigarettes or tobacco products. This is in effect on school premises or at school sponsored events.

**Rule 8: Out of Assigned Area/Unauthorized Area**

1. A student shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.
2. Students who find it necessary to leave the building because of illness or some other emergency, should first report to the principal's office and sign out. They must sign out to leave and sign in upon their return. Parental authorization is required along with the building principal or secretary prior to signing out and leaving the building.

**Rule 9: Damage, Destruction, Theft, or Unauthorized Removal of School Property**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property.

**Rule 10: Damage, Destruction, Theft, or Unauthorized Removal of Private Property**

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.

**Rule 11: Unauthorized Fire**

A student shall not knowingly burn or attempt to burn any property public or private.

**Rule 12: Trespass**

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours of that building. Additionally, a student already under suspension shall not enter upon the grounds or premises of the student's regularly assigned school building or any other school building without the express permission of the principal.

**Rule 13: Dress & Appearance**

A student shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment.

**\*The building administration will have the final decision as to the appropriateness of all clothing and attire.**

**Rule 14: Profane, Vulgar, or Improper Language or Gestures**

A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language. A student shall not use profane, vulgar, or other improper or inappropriate gestures or signs. A student shall not engage or attempt to engage in profane, vulgar, or other improper or inappropriate actions.

**Rule 15: Hazing**

A student shall not threaten, act, or participate in any occurrence, that injures, degrades, or disgraces another student. A student shall not attempt to threaten, act or participate in any occurrence that injures, degrades, disgraces another student.

**Rule 16: Violation of School Bus Conduct**

See p. 34 - Student Transportation Code of Conduct

**Rule 17: Forgery**

A student shall not forge 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. Students shall not falsely represent information given to a school official.

**Rule 18: Plagiarism**

Students are also not permitted to take the work or ideas of one person and pass them off as their own.

**Rule 19: PDA**

Public display of affection is not appropriate for our students.

**Rule 20: Unauthorized sales**

Only school-approved fundraisers are permitted at school. No personal sales are permitted. All school fundraisers must have prior administrative approval.

**Rule 21: Gambling**

A student shall not engage in or promote games of chance, placing of bets, or risk anything of value. Gambling for money or valuables on school property (including busses) or at any school-sponsored activity.

**Rule 22: Failure to Accept Discipline or Punishment**

A student shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

**Rule 23: Violation of Board of Education Rules/Policies**

A student shall not violate the policies of the Board of Education or school rules and regulations. Such policies and rules and regulations will be posted on the school district website. Each student is responsible for becoming familiar with these items.

**Rule 24: Misconduct during Extracurricular Activity**

A student who has been accepted or qualified for membership in a school sponsored or related extra-curricular activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies that govern participation in an extracurricular activity.

**Rule 25: Bullying and/or Harassment of Students, Staff and Others**

Plymouth-Shiloh Local Schools seeks to maintain an education and work environment free from all forms of bullying and unlawful harassment, including sexual harassment. This commitment applies to all Plymouth-Shiloh operation, programs, and activities. Students shall not intentionally perform acts or cause harm (mentally, physically, or emotionally) to others. Students shall not direct to a school employee or employee's

family member(s) words, phrases, gestures, graffiti, etc. considered slanderous, degrading in nature, obscene or profane.

**Rule 26: Gang Affiliation**

Students are not be affiliated with gang activities. This includes the wearing of colors, flashing gang signs, or displaying gang graffiti. Students violating this regulation will be subject to suspension and/or expulsion from school.

**Rule 27: Violations of District Acceptable Use Policy**

The use of any district technology is a privilege and not a right. Students are expected to use their assigned computer in accordance with the approved Guidelines and Procedures, and District Acceptable Use Policy and any applicable laws.

**28. GAMES**

Card playing, hacky sack, and other games are not permitted in the building or academic classrooms during the day. Permission may be granted at times under specific circumstances and conditions. (Example class learning targets, activities in the courtyard, or special days to name a few)

**Rule 29: Reckless or Unauthorized Operation of a Motor Vehicle**

Student drivers are to adhere to all safety precautions, speed limits, and campus safeguards. See pages 33-34.

**Rule 30: Repeated Tardiness**

Students are expected to be seated in their designated classroom at the beginning of the school day and throughout the remainder of the day.

**Rule 31: Repeated Violations**

A student shall not repeatedly fail to comply with school rules.

**Rule 32: Violation of Cellphone and Electronic Device Policy**

### DANGEROUS WEAPONS IN THE SCHOOL    JPCJ

The Board is committed to providing the students of the District with an educational environment, which is free of the dangers of firearms, knives, and other dangerous weapons.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm to school operated by the Board or to any other property owned or controlled by the Board. The Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Board also authorizes the Superintendent to expel a student from school for a period not to exceed one year for bringing a knife to a school operated by the Board or onto any other property owned or controlled by the Board or for possessing a firearm or knife at a school or any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person. The Superintendent may extend such as expulsion in the school year following the school year in which the incident gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student when the incident is a manifestation of the disability, the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

Adopted: 11/9/98

Legal Refs: ORC 3313.66: 3313.661; 3313.662

18 USC 921

20 USC2701 et seq. – Title IX 9001 – 9005

20 USC 8922

### IN-SCHOOL STUDIES

In-School Studies is a disciplinary action which would keep the student within the school setting but requires the student to spend the equivalent time in a supervised study area. The student will complete assignments from classes missed and also complete extra academic work assigned by all his/her teachers. In addition, students will be expected to observe the following:

1. Students will be assigned to a designated area, periods 1 through 7.
2. Students will not be permitted to leave the assigned area except in case of emergency.
3. No cell phones, Smart Watches, headphones, electronics, radios, cards, or other recreational articles will be allowed.
4. No food or beverages will be consumed during In-School.
5. Students are expected to complete their assigned work or additional time may be assigned to in-school.

### REMOVAL FROM CLASS - (DAILY)



Any student who is removed from class during the day because of disciplinary reasons, will not practice or attend extra-curricular activities or events on that day in which he or she was removed. Teachers are to contact the principal in such situations; the principal will make the final decision regarding such matters.

#### DETENTIONS

Detentions will be held before or after school, and during the lunch period. It is the responsibility of the student to secure transportation home. Having an unexcused absence from detention may result in additional assigned detentions, In-School Studies, or Out-of-School Suspension.

The Principal, with just cause, may reschedule detention times. All detentions will be served within one week of the day that they are assigned unless the Principal deems otherwise.

#### EMERGENCY REMOVAL JGDA

If the student's presence poses a continuing danger to the safety, order and/or discipline of persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises:

1. The superintendent, principal or designee may remove the student from the curricular or extracurricular activities or from school premises.
2. A teacher may remove the pupil from curricular or extracurricular activities under his supervision, but not from the premises.
3. When a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as practical thereafter.
4. If the superintendent or principal reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
5. A hearing must be held as soon as practical after the removal, but within 24 hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as practical prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. An additional requirement is that the person who ordered, caused, or requested the removal must be present at the hearing.

PROCEDURAL STANDARDS FOR  
THE SUSPENSION AND EXPULSION OF PUPILS

SUSPENSIONS

Before a student can be suspended for ten (10) school days or less:

1. The superintendent or principal must give the pupil actual written notice of the intention to suspend; and
2. The pupil must have the opportunity to appear at an informal hearing before the principal, superintendent, or superintendent's designee to challenge the reasons for the intended suspension or otherwise to explain his action.

If the administrator determines, as a result of the hearing, that the pupil should be suspended, then within twenty-four (24) hours of the suspension, the parent, the guardian, or custodian of the student must be notified in writing, the notice must include the reasons for the suspension and the right of the pupil, parents, guardian, or custodian to appeal the action to the Board of Education or its designee, the right to be represented in the appeal, and the right to request that the hearing be held in executive session.

EXPULSION    JGE

An expulsion is a removal from school attendance more than ten (10) days, with maximum days not to exceed 80. Only the superintendent of schools may expel a student. The following procedures must be utilized:

1. The superintendent must give written notice to the pupil and his parent, guardian, or custodian. The notice must include the written reasons for the intended expulsions and that the pupil and his parent, guardian, custodian or representative have the opportunity to appear before the superintendent or his designee to challenge the expulsion or explain the pupil's action. The notice must state the time and place to appear which must be not less than three (3) nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time.
2. The pupil or his parent, guardian, custodian or representative may request an extension of time and the superintendent may grant the request. If an extension is granted, the superintendent is required to notify the pupil and his parent, guardian, custodian of the new time and place.

3. A hearing is held before the superintendent or designee at the appointed time and place. The pupil, his parent, guardian, custodian or representative is given an opportunity to defend against the charges.

4. Written notification of the decision and the right to appeal to the Board of Education or its designee is required. The notice must include the reasons for the expulsion, the right to be represented in the appeal, and to request the hearing be held in executive session.

#### APPEAL JGE

Within twenty-four (24) hours after the hearing, a student, his parent, guardian, or custodian may appeal a suspension or expulsion to the Board of Education or its designee. The Board may either review the case itself or appoint a hearing officer to act in its place. The student has the right to "representation" at the hearing. At the request of the pupil, his parents, guardian, custodian, attorney, the board or its designee, the hearing may be held in executive session. Formal action on the appeal may only be taken in a public meeting.

By a majority vote of the board or by action of the board's designee, the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated or modified.

The board or its designee is to make a verbatim record of appeal hearings. Verbatim means "word for word". A tape recorder may be used. The record need not be reduced to writing until a notice of appeal has been filed with the Common Pleas Court.

The student remains suspended or expelled for the duration of the suspension or expulsion or until action is taken on the appeal.

Certificated and non-certificated school employees are authorized within the scope of their employment to use the amount of force as is reasonable and necessary to:

- A. Quell a disturbance threatening physical injury to others;
- B. To obtain weapons or other dangerous objects on the person or in control of the pupil;
- C. For self-defense;
- D. Or for the protection of persons or property.

Rules adopted: 4/12/71 Amended: 8/16/76; 1/11/88 Reviewed: 12/12/83 O.R.C. References; 3313.661

JFG

#### INTERROGATIONS AND SEARCHES

The Plymouth-Shiloh Local School District has custody of students during the school days and during school hours of approved extra-curricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed district regulations to be followed in the case of interrogations.

The right of inspection of students' school lockers, or articles carried upon their person and interrogation of individual student is inherent in the authority granted School Boards and that the school, IN EXERCISING ITS "IN LOCO PARENTIS" RELATIONSHIP WITH THEIR

CHILDREN, WILL EMPLOY EVERY SAFEGUARD TO PROTECT THE WELLBEING OF THOSE CHILDREN. Nevertheless, the exercise of the authority places unusual demands upon the judgment of school officials. Therefore, that authority is to be exercised sparingly and only when such inspection (search) is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility.

LEGAL REFS.O.R.C. 2151.411 3313/66; 3313.661  
NEW JERSEY V. TLO, 46A U.S. 325, 105 S. CT. 733. 83 L. ED. 2D 720 (1985)

SEARCHES OF STUDENT PROPERTY JFG-R  
BY SCHOOL PERSONNEL

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc), and the seizure of items in its possession:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, ect.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

SEARCHES OF STUDENT'S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL:

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There will be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches will be conducted by a member of the same sex as the student.
3. Searches will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
4. Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as possible after completion of the search.
5. Where evidence indicating that a student has violated the law is uncovered, law enforcement officials shall be notified.

SEARCHES OF STUDENT PROPERTY  
BY POLICE

A proper search warrant is required for any search of a student's personal property kept on school premises. However, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant in the presence of a school administrator or their designee.

INTERROGATIONS BY POLICE

The schools have legal custody of students during the school day and during hours of approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control.

Therefore:

1. Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of sight of others as much as possible.
2. The school principal must be notified before a student may be questioned in school or taken from a classroom.
3. If possible, the parents or legal guardian of the student to be interviewed should be notified by the police before the student is questioned so that the parents may be present if they so desire.
4. To avoid possible criticism, a school official must be present when an interrogation takes place within the school.
5. When it is necessary to remove a student from school, after notifying the school principal, the police authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents, the school should do so.
6. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the school learns of this involvement, it should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle situations that are properly in the realm of the police.

Anti-Harassment, Anti-Intimidation  
Anti-Bullying and Anti Cyber Bullying

Harassment, intimidation, or bullying behavior by any student/school personnel in the Plymouth-Shiloh Public Schools 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, mean any intentional written, verbal, graphic or physical acts 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, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

#### HARASSMENT

Harassment of a student(s) by other students or any member of the staff is a violation of Federal law and is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

#### SEXUAL HARASSMENT

1. Any student or staff member who believes that he/she has been subjected to sexual harassment will report the incident(s) to the building principal, who will investigate the report.
2. Upon investigation, student(s) found to have sexually harassed another student or staff member will be subject to the code of conduct and may face civil legal action from the individual who was subjected to the sexual harassment.
3. All matters involving sexual harassment complaints should remain confidential.

#### ANTI-HAZING POLICY

It is the policy of the Plymouth-Shiloh Local Board of Education and School District that hazing activities of any type, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrator, faculty member, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and maybe be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into the building, staff and student handbooks, and shall be the subject of discussion at employee staff meetings or in service programs.

ACCEPTABLE USE POLICY (AUP)

All students at Plymouth High School and Shiloh Middle School that use computers must have an Acceptable Use Policy (AUP) Form on file.

PHYSICAL RESTRAINT     JP

Whereas it is recognized that in order to provide safe environments, persons employed as teachers, principals or other administrators in a school and non certified school employees and bus drivers may, within the scope of their employment, use and apply force or restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons and property. Whereas there are numerous alternative methods of maintaining effective discipline which may be used in lieu of corporal punishment: Certified and non-certified school employees are authorized within the scope of their employment to use the amount of force as is reasonable and necessary to:

- (a) quell a disturbance threatening physical injury to others;
- (b) to obtain weapons or other dangerous objects on the person or in the control of the pupil;
- (c) for self-defense
- (d) or for the protection of persons or property.

Rules Adopted: 4/12/71

Amended: 8/16/76; 1/11/88; 7/12/93

Reviewed: 12/12/83

O.R.C. Reference; 3313.661

PROCEDURES FOR USE OF RICHLAND COUNTY SHERIFF K-9 UNIT

The following procedures are consistent with current legal expertise. It shall be understood that changes in these procedures necessitated by changes in statutory or case law shall be reduced to writing prior to the conduct of a search subsequent to a legal charge.

A. Random Searches

1. The K-9 Unit shall be used to make random, unannounced searches of any and all Plymouth-Shiloh Local Schools facilities and/or property, including motor vehicles parked on school premises.
2. At no time shall the K-9 Unit be used in an occupied classroom or other group of students, nor shall the K-9 Unit be used to search clothing or other personal objects on the person of a student.

3. Random searches upon school premises shall be conducted according to a schedule agreed upon by the Principal or the Superintendent and the Sheriff

- a. The use of the K-9 Unit on any particular school premises shall be unannounced to everyone except the principal (or his designee) and without forewarning. The officer in charge of the K-9 Unit shall, however, report to the Principal's office, properly identify himself, and state the K-9 Unit's purpose prior to any use of the dog on school premises.
- b. The Principal (or his designee) shall accompany the K-9 Unit on all random searches.
- c. The Principal (or his designee) may, for good reason, refuse to allow a search of the school premises at that particular time. He shall, however, notify the Superintendent (or his designee) stating the reasons for his refusal. The Superintendent (or his designee) may in turn overrule the Principal and authorize the planned inspection.



**Transportation:**

TRANSPORTATION - DRIVING & PARKING

Cars driven to PHS by pupils shall be placed in the parking lot until school is dismissed.

CARS MAY NOT BE TAKEN FROM THE PARKING LOT DURING THE SCHOOL DAY WITHOUT THE PERMISSION OF THE HIGH SCHOOL PRINCIPAL.

RULES AND REGULATIONS FOR STUDENT DRIVERS:

1. Parking is strictly limited to the student parking areas.
2. Excessive tardiness may result in loss of driving privileges.
3. All students must be licensed and covered by insurance. The school is not responsible for automobiles or their contents.
4. Driving and parking regulations are to be observed. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles and/or suspension from school may occur when students violate these regulations.
5. Students must drive directly to school, park in assigned parking areas, and vacate the car immediately.
6. Students must not enter cars or go into the parking lot during the school day without an Administrator's permission.
7. Students must drive slowly and carefully (not over 10 mph) in the parking lot and (15 mph) in the outer drive. Unnecessary noises or reckless operation will not be permitted.
8. Drivers must give buses the right-of-way and use extreme caution around the school buses.
9. Upon entering or leaving, keep to the right - observe the no-passing rule.
10. Drivers must obey the directions of personnel directing traffic.
11. Parking is provided as a convenience and privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have reasonable belief that items contained in the car may interfere with the safe or effective operation of the school.
12. Student drivers will allow buses to enter Route 603 during afternoon dismissal.
13. Students are assigned to a specific parking spot. They must register in the office and park only in their designated spot. Students who fail to display their parking pass or park in a non-assigned area may lose driving privileges. Lost parking passes must be replaced with a new pass at student expense.

NOTE: Students drive and park their vehicles at PHS at their own risk. PHS does not assume responsibility for damage to vehicles or theft of personal property incurred while on school grounds.

JFCC-R

STUDENT TRANSPORTATION  
CODE OF CONDUCT

The Plymouth Schools consider the safety and well being of its students as the primary reason for having a school bus code of conduct. We believe that the rules governing procedures and student behavior will result in a safe, efficient, and orderly system of student transportation.

All students, parents, and school personnel are to be provided with copies of this policy and are expected to act at all times in accordance with it.

### EXPECTED BEHAVIOR ON THE BUS

1. Ultimate responsibility for all passengers on school buses lies with the driver. He/she is to report any violations or problems to the principal. Bus drivers are expected to make a reasonable effort at all times to ensure that all passengers comply with the rules. This may include physical force or restraint as a last result and only where necessary. All bus passengers are expected to comply with all the rules of the Plymouth-Shiloh School Districts and are expected to follow the reasonable instructions of the driver (3319.41 O.R.C.). Drivers, staff, students, and parents are expected to use dignity, courtesy and respect dealing with each other. The transportation supervisor may work with the drivers to help enforce the code, but only a principal, assistant principal, or superintendent may suspend a student from the bus.
2. All trips involving school buses will have passengers assigned to seats and a copy of the seating chart will be kept in the bus. All passengers are expected to remain in assigned seats until reaching the appropriate destination or until instructed to move by the driver or trip supervisor. The aisles and exits are to be kept clear of feet, legs, arms, etc. as well as all objects that could impede passage. All body parts and other items of any nature must be kept inside the bus at all times. Students are not to be left unsupervised on buses.
3. Noise and other distracting behavior is to be kept at a minimum at all times. At the instruction of the driver, all passengers will maintain silence for safety at railroad crossings and other potentially hazardous areas.
4. The emergency door is to be opened only in the case of a true emergency.
5. Students are to be ready to load at the designated time and spot for each trip. All school rules outlined in the student handbook and the board of education policy are to be observed at bus stops and while coming to and going away from bus stops. Students are to unload as instructed by the driver. Each driver shall be responsible for instructing passengers as to where, when, and how they are to unload, and as to what is expected of them after unloading and until the bus has moved safely away.
6. No eating, littering, drinking, gum chewing, or possession or use of tobacco, alcohol, or drugs is allowed on the bus.
7. No electronic sound items such as radios, tape players, TV's etc. are to be carried or used on the bus.
8. No glass bottles or containers are permitted.
9. Students may not possess any item such as a squirt gun or other devices used to propel any substance or item. This includes any device that is capable of firing a projectile any distance. Items are not to be passed between passengers and, in particular, notes, which often cause ill feelings, are not to be exchanged on the bus. No object may be thrown in the bus or at the bus.

10. All acceptable materials and items brought onto the school buses must be held on the lap unless permission is granted by the driver to place the materials elsewhere. No dangerous materials, items, animals, explosives, chemicals, or any object or substance that can cause harm or injury, as determined by the driver, shall ever be brought on or kept on the bus.

11. Students are directly responsible for all damage they do to any part of the bus and will be required to make restitution for such damage.

12. Students are assigned to a specific bus and are expected to ride that bus. The district will not be responsible for transporting a student anywhere other than their regularly assigned destination. Passes to change buses will be written only by the principal and only in clear emergencies. An emergency is defined as a situation where failing to grant a bus pass could endanger the child by leaving them alone at a destination, requiring them to traverse dangerous road, etc. With a note from a parent and the permission of the principal, a student may get off his bus at any of the school buildings even if the stop is not his regular destination. However, a student may not ride another bus other than his own to any school unless the principal deems that it is an emergency situation.

13. Use of any form of inappropriate language or gestures either on the bus or directed at the bus or its occupants is strictly forbidden.

14. Coaches, chaperones, and field trip supervisors are expected to aide the driver in maintaining control of passengers and will place themselves under the authority of the driver for reasonable instructions and directions. They are to sit in a location so that they can maintain supervision. Generally speaking, this in the middle or to the rear of the bus. Any Plymouth-Shiloh Local Schools employee riding a school bus for any reason is expected to assist the driver in maintaining student order and discipline.

SUSPENSION, EXPULSION

JFCC-R

#### FROM BUS AND/OR SCHOOL

In general, violations of the rules outlined above will result in the following:

- 1<sup>st</sup> Offense: Referral to principal in writing. Students will be warned unless a severe behavior violation occurs.
- 2<sup>nd</sup> Offense: Referral to principal in writing; meeting with parents, student, bus driver, and principal. One (1) to three (3) day denial of bus privilege.
- 3<sup>rd</sup> Offense: Referral to principal in writing; three (3) to five (5) day denial of bus privilege.
- 4<sup>th</sup> Offense: Referral to principal in writing; five (5) to ten (10) day denial of bus privilege.
- 5<sup>th</sup> Offense: Referral to principal in writing; ten (10) day denial of bus privilege and recommendation to the superintendent of expulsion from bus for up to eighty (80) days.

The principals and bus drivers will notify parents in writing and by phone where possible of student bus rule violations. It shall be the responsibility of parents or guardians to see that a student is transported to school on any day when the student has been suspended from the bus for code violations.

Bus write-ups which reach the principal's office more than 24 hours after the alleged offense will be disregarded. Student conferences with the principal and the bus drivers will be held within 48 hours of the alleged offense when possible.

Principals have the authority to modify the above procedure where the health, safety, or well being of a student is involved. Ultimate disposition lies with the Superintendent and the Board of Education. Violations of a serious nature that are directed at Plymouth-Shiloh Local Schools employees may result in suspension from the bus on the first offense.

In all cases, student handbook and the Board of Education policies shall be in effect with the result that, in addition to warnings and suspensions from the bus other punishments may be appropriate for a serious violation including suspension from school and/or extracurricular activities. The code of conduct applies to all athletic and field trips as well as regularly scheduled transportation. Ultimate disposition of any violation lies with the Superintendent.

RULES ADOPTED; 10/13/86

Amended; 10/12/87, 8/14/95

JFCC-R

TRANSPORTATION  
OF ELIGIBLE STUDENTS

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation between home area and school will be provided for each resident child attending a State approved nonpublic school within the District on the same basis as public school children. Bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every resident student entitled to transportation services. The Board authorizes the installation and use of video recording devices in the school bus to assist the drivers in providing for the safety and well-being of the students while on a bus. The Superintendent shall be responsible for developing and implementing appropriate administrative guidelines for this policy.

RULES ADOPTED 6/14/93

BUS PASSES

Any student who requests to ride a bus not assigned to that individual must first obtain a bus pass from the building principal.

Middle School

A verbal request will not be accepted.

A written request must come from the parent or guardian stating; why a bus pass is needed.

High School

A verbal request will not be accepted.

A written request must come from the student's parent or guardian stating why a bus pass is needed.

A written request must also come from the parent or guardian of the destination: stating they have permission to come to their home/business..

Bus passes will only be issued for emergency and/or school related functions.

The office will make the final decision on issuing bus passes

**Information Specific to the High School:**

ENTERING THE BUILDING

The building is open to students beginning at 7:15 A.M. Students who arrive at school before 7:40 A.M. must report directly to the cafeteria or designated area until the 7:40 bell.

PLYMOUTH HIGH SCHOOL DAILY BELL SCHEDULE

7:45 – 8:33	1 <sup>st</sup> Period
8:37 – 9:22	2 <sup>nd</sup> Period
9:26 – 10:11	3 <sup>rd</sup> Period
10:15 – 11:00	4 <sup>th</sup> Period
11:04 – 11:49	5 <sup>th</sup> Period
11:53 – 12:23	6A Intervention
12:23 – 1:00	6B Lunch
1:05 – 1:53	7 <sup>th</sup> Period
1:57 – 2:45	8 <sup>th</sup> Period

CELL PHONE & ELECTRONIC DEVICE POLICY HIGH SCHOOL

Students are permitted to carry electronic devices such as cell phones, tablets, headphones, earbuds, audio players, Smart Watches, e-readers or laptops on their person throughout the school day. Use of the device will be restricted to before school, during lunch and after school only. Teachers may grant use of the electronic devices for educational purposes at their discretion. The following restrictions also apply to electronic device use:

- a. Pictures, videos or audio recordings will not be taken of any individual without prior consent.
- b. Pictures, videos or audio recording within a bathroom or locker room is strictly prohibited.
- c. Device sounds should be turned off to begin the day and will be placed in a designated area assigned by the classroom teacher during instructional time. This is to include electronic watches (Apple).
- d. Devices should be stored throughout the day and not visible.
- e. Electronic devices should not be used to violate the Student Code of Conduct or in a harassing manner.
- f. The transmission of test, quiz or other information that is used for academic gain is strictly prohibited.
- g. The Board assumes no responsibility for theft, loss, damage or vandalism of any electronic device brought on its property.

If a violation of an above rule occurs, the teacher will be responsible for confiscating the device and turning it into the office where it will be held until the conclusion of the school day. Repeat offenders will face additional consequences including Detention, Friday School, In-School Detention, or Out of School Suspension. After the first violation, the student will be required to check their phone and/or device in the office until further notice as set forth by the building principal. The administration may also refer matters to law enforcement if the violation involves an illegal activity. Consequences will be progressive and left to the discretion of the principal.

**IMPROPER USE OF  
CELL PHONES/ELECTRONIC DEVICES**

The taking ,disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

**PIONEER CAREER AND TECHNOLOGY CENTER**

The Primary purpose of the Pioneer Career and Technology Center is to help equip high school students for useful employment in occupations of agriculture, business, distribution, and the trade and industrial fields requiring less than a college degree. Acceptance into the school is based upon a student quota allocated to each of the participating schools. All students who apply may not be able to attend because of academic requirements and/or quota problems.

Students interested in attending Pioneer should start to plan their educational program beginning in the ninth and not later than the tenth year of school. To learn more about Pioneer School, it is suggested that interested students attend all meetings scheduled during the school year for the purpose of explaining the opportunities available for vocational training. A listing of PCTC programs can be found in the course offerings guide.

**STUDENT SPECIAL SCHEDULE POLICY**

*All students will attend school for the entire day unless excused for one of the following reasons: This includes 18 year olds*

- A. Students who are actively enrolled as part time students at OSU-Mansfield, NCSC or some other approved college.
- B. Students who have attended 4 full years of high school who are on a modified schedule
- C. Seniors randomly placed in first or eighth period study hall who meet attendance, tardy, academic, discipline and medical status criteria.
- D. Some other good reason and just cause approved by the Principal.

**EARLY RELEASE CRITERIA FOR SENIORS**

Criteria for early release eligibility will be set forth by the building principal.

**AWARDS AND SCHOLARSHIPS**

Plymouth High School and its community provides several opportunities for students to be recognized for academic and co-curricular excellence. Specific awards information will be distributed with the opening of school and be available through the guidance counselor's office.

### DANCES

Each sponsoring organization should maintain the following rules and procedures:

1. All tentative outside dates for dances must be registered with the office and approved by the principal.
2. All dances must have the class or organizational advisors present
3. All high school dances are closed to any student below the ninth grade or 21 years of age and older. Out of school guests are to be registered in the office 48 hours prior to the dance.
4. Dances may last up to 11:00 P.M. The Junior-Senior Prom and the Homecoming Dance may be extended with board approval.
5. Any group wishing to hold a dance must submit a standard request form to the principal. Forms are available in the office.
6. Students are not allowed to leave the building and then return to the dance unless they have received permission from an advisor.
7. Students may bring no more than one guest to a dance.

### THE JUNIOR-SENIOR PROM

Each year the Junior Class sponsors a dance honoring the Senior class known as the Junior-Senior Prom. The prom is usually held in May. The same rules for dances apply to the Prom. Before any Plymouth High School student may attend the prom, all responsibilities, such as detentions, fees, fines, discipline accountability and attendance accountability requirements must be completed and taken care of.

### CLUBS AND ORGANIZATIONS

Academic Challenge	History Club
Art Club	Ohio Scholars Association
Band	PRIDE
Choir Club	Pep Band
FCCLA	Student Council
FFA	

Criteria for membership:

Unless a student is involved in one of the above organizations for elective credit, the following criteria must be maintained for membership:

1. Maintain a 1.5 grade point average each 9 weeks and display appropriate behavior throughout the year.



2. Only one money-making project per year is permitted unless approved by the principal to do more than one.

3. No student shall be denied admission to co-curricular programs and activities of Plymouth High School or otherwise be discriminated against on the basis of race, color, national origin, gender or handicap.

#### CLASS OFFICERS

All Freshman, Sophomore, Junior, and Senior Class Officers must have a letter grade average of "C" or better when being selected for an office.

#### BOOK BAGS

Students are not permitted to carry book bags, backpacks, purses, tote bags etc. during the school day in the high school. The only exception will be to carry clothing to and from physical education class.

### **Information Specific to the Middle School**

#### ENTERING THE BUILDING

The building is open to students beginning at 7:15 A.M. Students who arrive at school before 7:40 A.M. must report directly to the cafeteria or designated area until the 7:40 bell. No student is permitted in the school halls or at lockers before 7:40 A.M. without permission.

#### SHILOH MIDDLE SCHOOL

## **6th, 7th, & 8th GRADE**

### **DAILY BELL SCHEDULE**

7:40 – 7:45 Lockers/Home Room  
7:45 – 8:00 Home Room  
8:00 – 8:57 1<sup>st</sup> Period  
9:00 – 9:57 2<sup>nd</sup> Period  
10:00 – 10:57 3<sup>rd</sup> Period  
10:57 – 11:27 4<sup>th</sup> Period/Lunch  
11:30 – 12:17 5<sup>th</sup> Period  
12:20 – 1:07 6<sup>th</sup> Period  
1:10 – 1:56 7<sup>th</sup> Period  
1:59 – 2:45 8<sup>th</sup> Period

## **5th Grade**

### **DAILY BELL SCHEDULE**

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7:40 – 7:45 Lockers/Home Room  
7:45 – 8:00 Home Room  
  
8:00 – 8:42 1<sup>st</sup> Period  
8:45 – 10:07 2<sup>nd</sup> Period  
10:10 – 10:54 3<sup>rd</sup> Period  
10:57 – 11:27 4<sup>th</sup> Period  
11:30 – 11:57 5<sup>th</sup> Lunch  
12:00 – 12:57 6<sup>th</sup> Period  
1:00 – 2:45 7<sup>th</sup> Period

### **COURSE OFFERINGS**

#### Grade 6

English/Language Arts  
Science  
Social Studies  
Mathematics  
Computer  
Physical Education

#### Grade 7

English/Language Arts  
Science  
Social Studies  
Mathematics  
Computer  
Physical Education

#### Grade 8

English/Language Arts  
Science  
Social Studies  
Mathematics  
Algebra 1  
Computer

Band (Elective)

Band (Elective)

Physical Education

Band (Elective)

Vocational Agriculture

(Elective)

### **Grade 5**

English/Language Arts

Science

Social Studies

Mathematics

Computer

Physical Education

Band

General Music

Art

### **EARNING HIGH SCHOOL CREDIT**

Students can earn credit towards high school graduation during their eighth grade year.

Currently high school credit is issued for Algebra 1 and Vocational Agriculture.

Grades earned in these courses will be used to determine a student's high school GPA unless the student chooses to repeat the course during their high school attendance.

If a student at anytime during the year is achieving below "B" work they may be moved to regular grade level classes.

### **PHYSICAL EDUCATION**

State Law requires that students take Physical Education. If either you or your parents feel that you should not take Physical Education for a period of time, bring a doctor's excuse to the Principal's office stating why you are to be excused and for how long.

Students are to properly dress for gym each week, this includes having shorts, sweats, tennis shoes and an appropriate top or T-shirt to wear. Students will be held accountable for not dressing for gym unless excused through a proper note.

### **BAND**

We encourage you to become an active member of the band at Shiloh Middle School. When you have become a member of the SMS band you will be expected to participate in any and all performances and activities requested by the director and approved by the administration. Grades at the end of each grading period are at the discretion of the band director and will be related to participation in all performances and activities. Membership in band may be changed at the semester break with parent and principal approval.

### **GRADES**

Grades will be issued on a 9 week basis during the school year. Midterm reports will be sent home each grading period. A student receiving more than 2 F's in any subject will fail that subject for the school year. Failure of two or more core subjects during the school year will result in possible retention. Students who earn a GPA of 3.5 or above will be on the Honor Roll. All "A" students will receive special recognition. Students who earn a GPA between 3.0 and 3.49 will be on the Merit Roll.

### **MIDTERM GRADE REPORTS**

The Grades of A, B, C, D or F will be used for midterm grade reports. Students with a D or F" will be given the opportunity to make-up work or retake tests until their grade is at least 70% or above.

If a student receives a D or F they will be on "academic probation" until they raise each grade to at least 70%. At this time they will be removed from academic probation.

### **ACADEMIC PROBATION**

Students who receive an F on their midterm grade report or an "F" on their nine week grade card will be on "academic probation". While on academic probation, students will not be allowed to participate in any after school activities or in-school special events until the grade is improved to a passing grade. This will include but is not limited to athletic contests, practices, dances, after school conditioning, weights, incentive parties, field trips, student council, Informed Teens or any other activities that would be considered additions to the regular academic daily schedule.

If a student receives an F at the end of a grading period, the student will be on academic probation until the next midterm report is released. If the midterm report does not have any F's, the student will be removed from academic probation.

A student not on academic probation prior to any incentive activity or dance must have all passing grades in order to participate.

### **ATHLETIC ELIGIBILITY**

Incoming sixth grade students must meet the Shiloh Middle School eligibility requirements based on their final nine week grading period to participate in the fall of their 7<sup>th</sup> grade year.

Students on academic probation will not be eligible to participate in athletics.

Students removed from classes during the day because of misconduct reasons will not participate in after school practices or events in any extra-curricular area. The teacher shall contact the office and parents when such an offense occurs. Final decision is at the discretion of the Principal.

### **USE OF CHEWING GUM**

During the school day improper usage and disposal of gum will result in this privilege being revoked. Students who continuously violate this privilege will be considered insubordinate.

### **BOOK BAGS**

Students are not permitted to carry book bags, backpacks, purses, tote bags etc. during the school day in the middle school. The only exception will be to carry clothing to and from physical education class.

### **CELL PHONE POLICY**

Cell phones are to be turned off and put away at all times once a student enters the building each day. All phones and electronic devices must be kept in lockers or given to homeroom teachers. Students may not possess cell phones or electronic devices during the school day. Parents are to call the school office if they need to contact their child during school hours. Parents should not call or text their child on their

cell phones. If students need to call home during the day they are to come to the office and use the office phone or ask permission to use their cell phone. **No recording, audio, video, or picture taking is permitted at any time on school grounds without permission from the office.**

**Violation of Cell Phone Policy**

**First Offense** – Phone taken – Student pick-up end of the day.  
3 Detention Points issued

**Second Offense** – Phone Taken – Parent will pick up the phone,  
5 Detention Points issued

**Third Offense** – Phone Taken – Parent will pick up the phone,  
Student Hearing for Suspension- for failure to follow  
school rules (Insubordination)

Shiloh Middle School is not responsible for loss, theft, or damage to student cell phones and other electronic devices brought to school.

**ELECTRONIC DEVICES**

CD Players, iPods, MP3 Players, electronic watches (Apple), headphones and other electronic devices are not to be on or visible during school hours and are under the same guidelines as cell phones.

**IMPROPER USE OF  
CELL PHONES/ELECTRONIC DEVICES**

The taking ,disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

**DRESS CODE VIOLATION**

Dress code violations will be issued detention points for each violation. Repeated dress code violations will be treated as insubordination as defined in the student code of conduct.

**ACCUMULATION OF DETENTION POINTS**

If a student accumulates 25 detention points during the year or more than two detentions in a grading period, all subsequent detentions may be replaced with a Suspension, In-School Studies and/or loss of extra curricular activities including athletics, dances, field trips, assemblies and special days. Reinstatement of extra-curricular will be at the discretion of the Principal.

**A student who receives more than 2 days of ISS or is suspended during the current 9 weeks they will not be permitted to go to incentive parties or dance. (2) two detentions, suspensions, or a combination of both during a 9 week period or from dance to dance, will not be allowed to attend the next scheduled school dance.**

#### **PROMOTION AND RETENTION OF STUDENTS**

The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors. The teacher takes into consideration: reading level, mental ability, age, physical maturity, emotional and social development, social issues, and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records.

#### **Guidelines include the following elements.**

1. A student receiving passing grades in social studies, mathematics, science, and ELA is promoted.
2. A student having failing grades in mathematics, and ELA at the end of each year has his/her case evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. A student having passing grades, "D" or above, throughout the year is not to be considered failed.
6. No student should be retained more than twice in grades K-8.
7. Documentary and anecdotal evidence should be available to justify retention.
8. A student with failing grades during any academic term is entered into the District's intervention programs to be assisted toward academic success in those areas.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared," as used in this policy, means that the principal, in consultation with the student's teacher(s) has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

Amended: 1/9/98  
Legal Ref: ORC 3301.0710;3301.0711  
3313.608; 3313.609  
OAC 3301-35-02

**We have read and understood this middle/high school student-parent handbook.**

The handbook can be accessed at:  
<https://docs.google.com/document/d/1bGxA7vD09dertFS37Q6uShU5XFxXu3RrX9GQ8f4yen/edit?usp=sharing>

We find agreement with the aims and principles contained in this document and will work together with this school to ensure that the undersigned student is provided the best opportunity for educational growth.

Student Signature \_\_\_\_\_

Parent's signature \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

As the building principals we are committed to seeing that your children are afforded every opportunity to be successful if they apply themselves. If you feel that you need to address a concern regarding Plymouth High School or Shiloh Middle School, please feel free to contact Mr. Turson or Mr. Morabito.

Yours in Education,

Joe Morabito, High School Principal  
Mark Genders, Middle School Principal