

# Plymouth-Shiloh Elementary School

Student-Parent Handbook  
2022-2023



**Plymouth-Shiloh Administrative Office**

**Mr. Brad Turson – Superintendent**

**Plymouth-Shiloh Board of Education**

365 Sandusky St.

Plymouth, OH 44865

Phone: 419-687-8200

Fax: 419-687-1541

**Plymouth-Shiloh Elementary School**

420 Trux Street

Plymouth, OH 44865

Phone: 419-687-8200

Fax: 419-687-9040

**SCHOOL HOURS**

Office Hours            7:00 – 3:30

Teacher Hours           7:30 – 3:00

Student Hours            7:45 – 2:40

The Plymouth-Shiloh Board of Education has approved  
all parts of this handbook.

**PLYMOUTH-SHILOH ELEMENTARY STAFF**

**Principal Mr. Gilbert Dir. of Student Services Mr. Alex Sharick**

**Secretary Mrs. Kennard**

**Intervention Specialists**

**Pre- K- Mrs. Stine**

**Ms. Rader**

**Kindergarten Mrs. Bail**

**Mrs. Blair**

**Mrs. Balas**

**Mrs. McPeek**

**Mrs. Bays**

**Miss Riechart**

**Intervention**

**Aides**

**Mrs. Roub**

**Mrs. McKenzie**

**1<sup>st</sup> Grade Mrs. Maldinger**

**Mrs. Grimes**

**Miss Shifley**

**Mrs. Kilgore**

**Mrs. Garrett**

**Mrs. Mitchell**

**2<sup>nd</sup> Grade Mrs. Aumend**

**Speech**

**Mrs. Arnold**

**Ms. Creveling**

**Mrs. Shaffer**

**Occupational Therapy Mrs. Miller**

**3<sup>rd</sup> Grade Mrs. Terry**

**Miss Johnson**

**Mr. Garrett**

**Physical Therapy Mrs. Cole**

|                             |                     |                              |                        |
|-----------------------------|---------------------|------------------------------|------------------------|
| <b>4<sup>th</sup> Grade</b> | <b>Ms. Keefe</b>    | <b>Custodians</b>            | <b>Mr. Tucker</b>      |
|                             | <b>Mrs. Yetter</b>  |                              | <b>Mr. Stumbo</b>      |
|                             | <b>Mrs. Roll</b>    |                              | <b>Mr. Branham</b>     |
|                             |                     | <b>Food Service Director</b> | <b>Mrs. Strohm</b>     |
|                             |                     | <b>Cafeteria Manger</b>      | <b>Mrs. Schwaderer</b> |
|                             |                     | <b>Cafeteria staff</b>       | <b>Ms. Means</b>       |
|                             |                     |                              | <b>Mrs. Elliott</b>    |
| <b>Music</b>                | <b>Mrs. Allen</b>   | <b>School Counselor</b>      | <b>Mrs. Montgomery</b> |
| <b>Gym</b>                  | <b>Mr. Roll</b>     | <b>Nurse</b>                 | <b>Mrs. Grove</b>      |
| <b>Art</b>                  | <b>Ms. Thompson</b> | <b>Reading Coaches</b>       | <b>Mrs. Beckner</b>    |
| <b>Library</b>              | <b>Mrs. Hamman</b>  |                              | <b>Mrs. Robinson</b>   |
| <b>Computer/</b>            | <b>Mrs. Carrier</b> |                              |                        |

## **Plymouth-Shiloh Elementary School Vision Statement**

*We envision that Plymouth-Shiloh Elementary School will be a safe and secure place in which our students will learn. The Shiloh Elementary staff, parents, and community will work together to nurture a positive and productive learning environment for all students. Students will be encouraged and taught to solve problems and make decisions that benefit themselves and others. Student achievement will be assessed continually to monitor progress. Teachers and students will be held accountable to high standards both academically and behaviorally. Plymouth-Shiloh Elementary students will be encouraged to be respectful, responsible, safe, ready and proud members of the community.*

### PRINCIPAL'S MESSAGE

Dear Plymouth-Shiloh Elementary families,

Welcome to the 2022-2023 school year. I hope you had a great summer vacation. Our teachers and staff have been working hard as they prepare for the new school year. Please take time to read through the information from your child's teacher as well as the Parent-Student handbook which can be found on the district's web page. Also, make sure to sign up for Bloomz for teacher contact.

Please complete sign and return student information and emergency information as soon as possible in Final Forms. If you have questions contact Mrs. Kennard X. 22304

Some reminders, changes, and focuses for the new school year in the new handbook include:

- Parents should only enter through the front door and check in with the office.
- The State of Ohio has made changes to absence reporting. Please make sure you read this section!
- Use of cell phones is strongly discouraged. To reach your child please always call the office first. Children are not to take any photographs of other students while at school or on the bus.
- Bus passes; a written request shall come from parents/guardians. We must have a written note for any changes. No phone calls will be accepted for safety reasons.
- All treats sent into school must be individually wrapped with ingredient labels included. This is to ensure student safety due to allergies.

- Students must be fever and symptom free for 24 hours before returning to school.
- The normal school day is 7:45-2:40. Students may arrive as early as 7:30 and will be tardy after 7:50.
- Breakfast is provided free of charge to all students in the mornings from 7:45 – 7:55.

Education and safety are extremely important for us. We strive to implement best practices and integrate social and academic learning in every aspect of the school day. We will be continuing PBIS, positive behavior instructional support, with our students this year. Ask your teacher how you can help and support the program.

Plymouth-Shiloh Elementary is a great place to be. Strong community-school relationships are essential for academic success. I am looking forward to learning how you can help us grow and be more successful. We hope through the combined efforts of home, school, and the community your child will grow and enjoy learning.

Please consider helping out with the PTO, events, and parent-teacher conference nights.

Please send me your ideas and questions, I can be reached at: [dgilbert@plymouthk12.org](mailto:dgilbert@plymouthk12.org) or 419-687-8200 ext. 22315. I am looking forward to a great school year. Go Big Red!

David Gilbert, Principal

### **Plymouth-Shiloh Elementary School Belief Statements**

#### **We believe that...**

- Education is an ever-changing lifelong process. As educators we need to continuously evaluate our educational practices to ensure they meet the ever-changing needs of all our students.
- Students have a right to well prepared teachers who keep their skills up to date.
- Students have a right to a curriculum that is structured, research-based, and provides a variety of options.
- Students have a right to classrooms that optimize learning opportunities.
- All students are the responsibility of everyone.
- All students can learn and need positive opportunities for continued growth according to their individual needs.

- All students can learn and must be taught effectively, according to their individual needs.
- All students must have an opportunity for high quality education in the least restrictive environment necessary to realize their potential. Learning occurs most successfully in an inclusive, caring and supportive environment
- High standards and expectations must be maintained through a system of accountability for all students, staff and schools.
- People have unique learning styles, needs, and gifts; education is most successful where these attributes are respected and utilized.
- Respect for each individual is fundamental to teaching and learning; staff to staff- students to staff, specials, aides
- Students have a shared responsibility for their own learning.
- Enjoyment enhances teaching, learning and our work together

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## GENERAL INFORMATION:

### AWARDS CEREMONY

Each quarter students will be recognized for their achievements. Students will have the opportunity to receive certificates for Award of Distinction for **exceeding** all grade level standards, Award of Excellence for **meeting** all grade level standards receiving, Perfect Attendance and Citizenship.

### CANCELLATION OF SCHOOL AND DELAYS

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. You will receive a text, email or phone call through our emergency notification system. It is important your contact information is kept up-to date in the office. Please do not call the school to check on cancellations.

### CELL PHONES

Cell phones are to be turned off and placed in the student book bag once they enter the building. All phones must be kept in the student's cubby or given to the homeroom teacher during the day. Students may not possess cell phones 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. Students will use the office phone if they need to call home. No recording, audio, video or picture taking is permitted at any time at school or on the school buses.

#### Violation of Cell Phone Policy

First Offense- Phone taken-Students can pick it up at the end of the day.

Second Offense- Phone taken-Parent will need to pick up the phone from school and student will be assigned in-school detention

Third Offense- Phone taken-Parent will need to pick up the phone from the school and student will be assigned an afterschool detention or suspension.

Plymouth-Shiloh Elementary is not responsible for loss, theft or damage to student cell phones brought to school.

### CHANGE OF ADDRESS

It is very important that every student maintains an up-to-date address and phone number at the school office. Please change your information in Final Forms and then notify the school office immediately if you have a change of address or telephone number during the school year. We must have a working contact number on file in the office for each student.

### CLASSROOM CELEBRATIONS

We ask that no homemade treats be sent to school due to many students with life threatening conditions. All treats must be individually packaged with ingredient label included.

## DRESS CODE

It is important that parents and school staff assist students in developing habits which will help them be successful. The intent of the dress code is to provide guidelines which promote safe and appropriate clothing choices that encourage students of the school to appear clean, neat and well-groomed for school and school activities. The primary responsibility for student dress rests on the parent. When students fail in their obligation or are unaware of the dress guidelines, they will be contacted and informed. The following dress code policy guidelines are for the elementary aged students of the district:

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 school.
  - A. Students shall not wear
    - i. Tops with straps less than 3 fingers wide
    - ii. Muscle shirts
    - iii. Halter tops
    - iv. Garments that are cut low, or exposure of one's midriff or back when sitting or standing.
    - v. Jeans or other articles of clothing with holes in them.
    - vi. Tight fitting pants such as yoga pants or leggings at 4<sup>th</sup> grade. These may be worn underneath dresses or underneath a long shirt..
  - B. Sleeveless garments must extend to the shoulders and fit closely under the arms.
  - C. Skirts and dresses, must reach 1 inch above the knees.
  - D. Shorts (no cut-offs) and skorts should reach the bottom of fingertips when arms are straight down at the student's side all clothes must have finished hems and seams.
  - E. Undergarments, other than T-shirts must 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.
3. Shoes are required for all students. Shoes that damage the floors or make unusual noise will not be permitted. Shoes must be properly fitted to the foot. Shoes such as flip-flops that can easily fall off or high-heels are not permitted.

4. Dress and grooming will not be such as to disrupt the teaching-learning process. Clothing, considered to be pajama apparel, is not appropriate for school.
5. Clothing articles or accessories such as piercings, chains, spiked bracelets or necklaces that may pose a risk to one's or others' health or safety are not be worn or brought to school.

In all cases of student dress, the decision of the principal shall be final. Students who violate the dress code will call home for appropriate clothes. Repeat dress code violators may lose specific privileges or may be assigned more serious discipline consequences.

### EMERGENCY DRILLS

Lockdown, Fire and Tornado drills will be conducted at regular intervals as required by law. Students will remain quiet and follow the directions of their teacher during these drills.

### EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file in Final Forms the following information:

- 1) Parents or guardians name, address, and phone number
- 2) Work phone numbers of the students' parents
- 3) Phone numbers of relatives in case of emergency
- 4) Medical alert information

### FEES

The school charges a variety of fees for different services and materials. Fees should be paid promptly. If a student or his family has a financial problem which affects the payment of school fees, the situation should be brought to the attention of the principal where suitable arrangements can be made for payment. In order for a student to participate in field trips or activities, all fees, fundraiser money, and fines must be paid in full prior to the field trip or activity.

### FIELD TRIPS

All students who go on field trips for various classes and activities are expected to observe the general behavior rules of the classroom and the school. They should follow the directions of the teachers who are in charge of the trip. All students must be transported on the school bus. Parents/Guardians wishing to attend field trips must undergo a Bureau of Criminal Investigations (BCI) background check prior to April 1. Please contact the Board of Education office for more information. Those individuals who wait until after April 1 will not be permitted to serve as chaperones for the current school year.

Chaperones will not be permitted to bring preschoolers along on the trip. Rules governing the use of tobacco on school property also apply to field trips. There shall be no tobacco products used when chaperoning field trips. (Please refer to the Fees paragraph above regarding eligibility to participate in field trips.)

## FUND RAISING

Our school will hold one major fund raising activity yearly. Selling will be voluntary and no minimum sales will be required.

## LIBRARY

The library is open on a regularly scheduled basis and is supervised by the librarian. The students are encouraged to use the library to read, check out books, and to do reference work. Each student may check out one or two books for a period of up to two weeks. There are fines for overdue books and the student must pay for lost or damaged books.

## LOITERING

Students should leave the school grounds promptly after classes and activities are dismissed. There is to be no unnecessary “hanging around” before or after school. Nonstudents are not permitted on campus at any time unless they have been registered as official guests in the school office.

## LOST AND FOUND

All lost and found articles are turned into the school office. Students may claim their things after proper identification. Parents are encouraged to check the lost and found whenever they visit the school.

## OFF LIMIT AREAS

Our school is maintained and operated for the benefit of our students. Safety considerations dictate the designation of a few off limit areas where the students are not allowed. Students are expected to cooperate and refrain from playing or visiting in the areas of the boiler room, the teacher’s room, the kitchen and trash collection compound.

## PARENT VOLUNTEERS

Our schools consider parent volunteers as a very special resource. Parents are encouraged to help in all classroom programs and activities. Please contact your child’s teacher to share your time and skills with our students. Parents/Guardians wishing to volunteer must undergo a Bureau of Criminal Investigations (BCI) background check. Please contact the Board of Education office for more information.

## PETS

No pets are allowed at school without permission from the principal.

## PICTURES

Individual school pictures are taken each fall at school. These pictures are for our records and parents will be allowed to purchase packages of these pictures each year.

Student pictures may be taken throughout the year, if you prefer your child’s picture not be used in newspapers or school newsletters, please let us know in writing.

## PHOTOGRAPHS

Students DO NOT have permission to utilize personal electronics to photograph themselves or other students while at school or on the school bus. Phones will be confiscated and parents will be asked to pick them up and ensure photos are deleted.

## RELEASE OF RECORDS

The school will maintain records on all students. Information included in these records may not be released without written parental permission.

## SCHOOL SUPPLIES

Each teacher will furnish their students with an exact list of supplies needed at the beginning of the school year. These supplies are modestly priced and easy to obtain. The basic list contains the following: pencils, dry erase markers, crayons/colored pencils, scissors, and washable glue. Additional items may be added to supply lists at the discretion of the grade level teachers.

## SOLICITATION

Students are not solicited for money unless the principal has approved the project. No sale items are to be conducted at the school by students for community drives.

## TOYS/RADIOS

Please do not bring toys to school for play on the playground. The school is not a place for toys and we cannot be responsible for lost or broken toys. Radios, CD, MP3 and, tape players, laser lights, trading cards, and electronic games are not permitted at school except under the permission of the principal. No Fidget toys are allowed either at school or on the bus.

## VALUABLES

The school is unable to be responsible for valuables brought to school by the children. If a special circumstance makes it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the office.

## VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

## VISITORS

Parents are welcome and are encouraged to visit the school. All visitors are required to enter through the front door and report to the school office upon entering the building. You will be asked to wear a badge once you have signed in. Only staff and students may enter through the North door.

## CLASSROOM VISITATION (PROCEDURES):

Temporarily suspended due to COVID, will be allowed under yellow/orange conditions.

Our desire is to ensure that the instructional process is not disturbed, we have several requirements that we ask all visitors to comply with during their time in the classroom (usually 1 lesson or classroom period).

- a. A minimum of a 24-hour notice is required. Please contact the teacher for an agreeable time and date. This gives the teacher time to ensure a chair and copies of instructional activities are available for the visitor.
- b. Upon arrival at school, check in at the office and obtain a visitor sticker/badge. You will be asked to show identification and the office staff will verify your appointment with your child's teacher.
- c. Whenever possible, the visitor should plan to arrive at the beginning of a lesson and remain until the end of the lesson. If arrival is after the lesson has begun, entrance to the room should be as quiet as possible. Visitations will not be allowed if the class is involved with testing.
- d. The visitor is to sit where the teacher directs him/her and all cell phones should be turned off.
- e. Visitors are to be silent observers while in the classroom. The teacher has the responsibility of all students, so the visitor cannot discuss his/her child or the observation immediately before or after the visit. A phone or personal conference date can be requested at a different time.
- f. Visitors are not to talk with the teacher or with any student during the visitation unless directed to.
- g. Any information regarding the observation should be confidential between the teacher, administrator, and visitor. Parents shall not discuss other students with that child's parents. Electronic recording or video taping of students or the teacher once inside the school is not permitted.

After the completion of the visit, visitors are asked to return to the main office to sign out.

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

2022-23 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.

## ATTENDANCE:

### ARRIVAL AND DISMISSAL

Students should not arrive at school before 7:30 a.m.

- 7:45 First Bell- All students should go to their classrooms
- 7:50 Tardy Bell
- 2:35 Students released to pick up area.
- 2:40 First bell for buses
- 3:00-3:10 Remaining students will be released as buses arrive

### ATTENDANCE

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.

The Plymouth-Shiloh Local Schools believe that punctuality and regular attendance are essential for a student to receive maximum benefit from their educational experience. In fact, punctuality and regular attendance are attributes which serve one well throughout life. It is recognized by our administration and faculty that excessive absence and tardiness from school is detrimental to a student's academic performance.

Student absences will be classified as either excused or unexcused. An excused absence indicates that the reason for non-attendance has been recognized and approved by the administration. Academic work missed shall be allowed to be completed with credit. An unexcused absence indicates that the reason for non-attendance has not been recognized or approved by the administration. Academic work missed shall not be allowed to be completed with credit.

### 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.

### 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.

### ABSENCES

Due to federal and state statutes regarding missing children, parents/guardians have a legal responsibility to call the school when a student will be absent from school. When a student is unable to attend school, parents should call the school between 7:00 and 8:30 a.m. Please include student's name, their teacher's name, date of absence, and the reason for the absence. A doctor's excuse or a note written by the parent/guardian must be submitted upon return. This will prevent your child's absence from being unexcused. Students must be fever and symptom free for 24 hours before returning to school.

### 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.

Unexcused absences include:

1. Appointments which are not medical or legal in nature
2. Choosing not to attend school classes
3. Oversleeping
4. Transportation problems
5. Babysitting problems
6. An absence for any reason that is not listed as excused
7. Failure to bring in a written excuse when returning from an absence even if a phone contact has been made. An excuse must be sent within 48 hours.

### DOCTOR/DENTIST APPOINTMENTS

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. Parents are required to sign out and sign in their child in the school office for these appointments.

### 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 extra-curricular activities that are non-essential 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.

### HEAD LICE

Checks for head lice will be done periodically. If your child is identified as having head lice, you will be notified by phone or written note. If live lice is found on a student then that student will be sent home for the rest of the school day and can return to school once treated. Proof of treatment (receipt for treatment, empty bottle, etc.) and being checked by either the school nurse or secretary on day of return accompanied by parent is required.

## MAKE-UP WORK

Students who are absent with a valid excuse 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.

## TARDINESS

A student who arrives to school after 7:50 a.m. for the elementary school is considered tardy. Prompt arrival at school is expected of all students. Four days of being tardy will equal one day of unexcused absence. At 7 tardies, a student's parent or guardian will be required to have a conference with the principal or the district truancy representative.

## 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).

13 unexcused hours: a warning letter may be sent home

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).

52 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.

#### 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.

#### ILLNESS OR INJURY

In case of illness or injury, the student will be cared for temporarily by a member of the school staff. Parents will be contacted and first aid will be provided to the student. If the parents are unavailable, the child will be taken to the emergency room.

#### IMMUNIZATIONS

All Children currently enrolled or entering the Plymouth Local Schools shall have completed or be in the process of completing the necessary immunization program as prescribed by law. Children not having completed the necessary immunization program and who have failed to continue the immunization process in a timely manner shall be excluded from school until such time as the immunization process is begun.

Required Immunizations by doses:

1. 4-5 DTaP- The final dose must be administered on or after the 4<sup>th</sup> birthday.
2. 3-4 Polio- The final dose must be administered on or after the 4th birthday.
3. 2 Varicella (chicken pox)
4. 2 MMR
5. 3 Hepatitis B

Parents may request in writing that their child not be required to have immunizations under the following conditions only:

1. Philosophical beliefs
2. Religious objection
3. Doctor's statement that child cannot be immunized due to health

### INSURANCE

Student insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care. Parents are encouraged to take advantage of this service.

### LEAVING SCHOOL

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the principal. Permission to leave the school will only be granted upon written request from the student's parent.

### PRESCRIPTION DRUGS AND OVER THE COUNTER SUBSTANCES

The school is not authorized to dispense medicine of any kind unless a parent waiver is signed and the prescription medication form is signed by the prescribing physician. A medical administration form must be filled out and on file in the office. All medications will be kept in the office and administered by school staff. Medicine must be in its original container and labeled with instructions for its administration.

### **ACADEMIC INFORMATION:**

#### CLASS LISTS

Each year our teachers are given the difficult task of determining next year's class lists. This is a complex task that is taken very seriously. We consider the best learning environment for all children. Teachers look at many factors when determining student placement. Such factors include: specific learning needs of each student, personalities of the students and teachers, balance of boys and girls, balance of academic abilities, and separation of specific behavior concerns. The overriding consideration is always to create a classroom that is the best possible educational situation for each child. Parental requests will not be accepted.

#### CONFERENCES

Parent – Teacher conferences are scheduled in the fall and winter. Conferences are valuable to the overall education of the children. It is not necessary to wait for the regular conference time if a parent has a special concern or question. Parent conferences are encouraged and can be scheduled at any time of the school year. Scheduled conferences will be October 24, 2020 from 8 am to 7pm.

#### GIFTED IDENTIFICATION PROCESS

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 Ability, and Visual or Performing Arts

If you think your child would qualify for one of these programs, talk to the Building Principal or Gifted Intervention Specialist.

### GRADING SYSTEM

Students will be assigned grades based on demonstrated mastery of required standards and a traditional grading scale.

**A 100% -90%**

**B 89% -80%**

**C 79% -70%**

**D 69% -60%**

**F 59% -0%**

The following letters will be used to identify where our children are at in their learning for each standard.

**E = Exceeds** (The student exceeds requirements by showing in-depth understanding and/or application of the standard)

**M=Meets** (The student meets grade level expectations at an independent level)

**P=Progressing** (The student inconsistently demonstrates understanding of the standard at an independent level and frequently requires assistance)

**N= Needs Improvement** (The student is experiencing great difficulty and/or requires great assistance)

### HOMEWORK

Homework is important. It is an extension of the learning process. Homework is assigned to provide practice and drill for reinforcement of the classroom activities. Parents can help their children by providing a quiet, comfortable place for the students to work and by seeing that assignments are completed.

**HOMEWORK POLICY: Plymouth Local School District**

#### 1. Rationale

The Plymouth Local School District is committed to a good homework policy and supports the use of homework as an integral part of the learning process. The District Schools further believe that homework –as long as it is properly designed, carefully planned, and geared to the development of the individual student—meets a real need and has a definite place in the educational program.

The purpose of homework should be to complete, to reinforce, and to enhance the learning taking place in the classroom. The main value in homework assignments is the experience it

gives a child in developing independent thinking, in accepting responsibility, and in giving parents the opportunity to participate in the learning experience.

Homework should be assigned to help the student become more self-reliant, to improve the skills that have been taught, and to allow for research, individual projects, and drill. Home study assignments also provide a way for parents to acquaint themselves with the school program and their own children's progress.

## 2. Guidelines: Time Limits

Teachers are responsible for using their best judgment in the amount of homework assigned. They should recognize that students have other academic, cultural, and social obligations that require their time, attention, and commitment and that are of benefit to them.

- If teaching in a departmentalized situation, teachers should co-ordinate assignments (amount and days) with fellow teachers.
- There should be opportunity for some portion of the homework assignment to be completed during supervised study in the classroom.
- In the event students are unable to complete a homework assignment, a note from the parent is sufficient excuse to extend the due date of the assignment. In the event of continual extensions, a parent-teacher conference should be set up.
- Homework over school vacations is not appropriate.
- Avoid assigning "busywork".

## 3. Kind of Homework

- Types of homework suitable for all students include, but are not limited to, reports, projects, practice work, drill, study or review, completion of class work. Also, comparing, relating, and experimenting with ideas and analyzing principles.
- Secondary school and middle school assignments might also focus on preparation outside the classroom for the next day's discussion.
- Teachers should insure that the students have the skills necessary to complete the assignment independently and should determine that the students clearly understand what is expected of them.
- Homework should be assigned on the basis of subject objectives, academic interests, student abilities, and pupil performance objectives. Assignments should be individualized whenever possible.

## 4. Evaluation

- Homework shall be reviewed by the student or other students in the class under teacher supervision, or collected, checked, and evaluated by the teacher.
- Homework will not be used in the evaluation process.

- Homework should be returned to students within a reasonable length of time.

#### 5. Parental Responsibility

- Parents should be encouraged to provide magazines, a dictionary and additional reference books for the student's use at home.
- Parents should discourage cheating or copying work that has been prepared by another person.
- Parents should take some responsibility to see that homework assignments are completed.
- Parents should be informed of the assignment procedures at the beginning of the school year.

**Homework is not given as a form of punishment.**

#### PROMOTION AND RETENTION OF STUDENTS

Third Grade Guarantee: No school district shall promote to fourth grade any student who attains a score in the range designated under division (A)(3) of section 3301.0710 of the Revised Code on the assessment prescribed under that section to measure skill in English Language Arts expected at the end of third grade.

Promotion of a student will be based on the student's ability, achievement and attendance. As a school, we will look at several factors when determining whether retention is in the best interest of the student. Light's Retention Scale-5 will be used to help make this determination.

Any student who is truant for more than 10% of the required attendance days of the current school year and is not considered to be proficient in the majority of the assessed standards will be 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 the principal, in consultation with the student's teacher (s) has reviewed the student's work and records and has concluded, 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

Any student entering Plymouth-Shiloh Elementary after being home-schooled will take appropriate assessments to determine accurate placement.

#### RECESS POLICY

Weather permitting; students are given recess each day. The decision to have outside recess during cold weather depends upon temperature and wind chill factor. Students should always dress for outside recess. Parents should put the initials and grade level of their student's coat on the tag. All students must be on the playground during outside recess. Only students with a Doctor's excuse will be allowed to remain in the building during scheduled recesses.



Students will have supervised free time in the classroom on days of bad weather. Quiet games and talking with friends are usually allowed by the teacher in charge. **If eating lunch with your child, we ask that you do not go outside at recess time with them. This is a safety issue.**

### REPORT CARDS

Elementary students' academic and social skills progress will be reported to parents four times per year using a standards-based report card that details strengths and skills to improve in regard to achieving end of year State Standards. Please contact your child's teacher if you have any questions about your child's academic progress. A parent may request a conference with their child's teacher at any time during the school year.

### STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study skills.

1. Come to class prepared with pencil, paper, book, and other necessary materials.
2. Be an active learner in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations
6. Strive to do the very best work possible. "Getting by" is not a worthwhile goal.

### SUBSTITUTE TEACHERS

Every class will periodically be taught by a substitute teacher because of teacher illness or professional development. Students are expected to be courteous and respectful to all substitute teachers. Any misconduct in the classroom will result in disciplinary action.

### STUDENT CODE OF CONDUCT:

#### **Plymouth-Shiloh Elementary School: Purpose for the Code of Conduct**

- To ensure that every student at Plymouth-Shiloh Elementary School is continuously engaged in challenging programs of academic instruction within safe and orderly environments.
- To provide clear and explicit expectations for social behavior within all school settings.
- To specify guidelines for teaching and encouraging social skills necessary for meeting school-wide behavioral expectations.

- To describe explicit methods of corrective instruction and consequences for responding to behavior infractions.

### **School Policy Regarding Behavior:**

All students have the right to learn, and no student has the right to disrupt the learning activities of others. Plymouth-Shiloh Elementary School has adopted a school-wide policy to promote guidelines for the teaching and implementation of expected behaviors.

Students must follow the school Code of Conduct before, during and after school. The Code is in effect in the school building, on school grounds, at school-related activities, and on the way to and from school. Students also must follow these rules on the bus that brings them to school or takes them home.

The school Code of Conduct provides definition of behavior infractions. Some definitions include examples. These examples are not intended to be exhaustive lists; that is, the behaviors covered by the definition include, but are not limited to, the examples given.

In addition to the Code of Conduct, our school has developed its own school-wide behavior system. This system includes activities for teaching and encouraging expected behaviors. We will communicate our school-wide behavior system to our parents/guardians and students—including strategies for teaching and reinforcing behavior, and strategies for providing consequences for both positive and negative behavior.

Parents are expected to know and understand the school-wide behavior system at our school.

The safety and security of your child is our highest priority and we are committed to providing a safe learning environment for your child. If you have any questions or concerns, please contact the school at 419-687-8200

Our goal at Plymouth-Shiloh Elementary School for students who misbehave is to have them understand what behaviors are acceptable and replace their negative behavior with positive behavior. However, if the student fails to comply with the rules and expectations of our school, the student will be disciplined according to the school Code of Conduct.

### **STUDENT CONDUCT**

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

### ZERO TOLERANCE:

Students are expected to conduct themselves in such a way that they respect and consider the right 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

### Rules for General Behavior

The behavior expected from all students at school is a combination of common courtesy and safety consideration. The following types of conduct are never permissible:

- 1) Fighting,

- 2) Defiance or disrespect of a staff member
- 3) The use of profanity
- 4) Refusal to prepare assignments or participate in class
- 5) Possession of a weapon or other dangerous objects
- 6) Possession or use of tobacco or controlled substance, fireworks or sparklers,
- 7) Gambling
- 8) Vandalism
- 9) Bullying
- 10) Threatening others

Teachers, which include substitute teachers, have the authority and responsibility to maintain discipline in the classrooms and hallways. When a discipline problem occurs, the teacher may: conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the building principal.

#### Bus Line Rules

Students are required to sit in the assigned line for their bus. Students are not to leave the bus line without permission from the supervising teacher.

#### Playground Rules

Students are to remain on the playground during outdoor recess and leave only with the permission of the supervising teacher. Rock and snowball throwing and any other dangerous activity are not to be permitted. Playing with any playground balls or footballs will be on the field and not on the concrete pad. There will be no conduct such as hitting, kicking or jumping on other students permitted. Students are asked to stay away from classroom windows as to not interrupt classes.

#### Discipline Procedures

The discipline procedure for students will be a combination of two methods. Teaching personnel are responsible for successfully managing student behavior and are expected to make every effort to correct and handle discipline problems that occur within their range of responsibilities. Once the matter has been sent to the administration, it becomes the responsibility of the principal and her decision as to discipline procedures. It is extremely important that the student and parent read and be familiar with the Discipline Code.

### 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. Students who leave at noon and do not expect to return in the afternoon must also report to the principal's office for permission to leave school. Parental authorizations will be required. A principal or secretary must give approval before a student is to sign out.

#### 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. (See Dress Code in General information).

\*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, or disgraces another student.

Rule 16: Violation of School Bus Conduct

See - 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: 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 30: Repeated Violations

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

#### DANGEROUS WEAPONS IN THE SCHOOL

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 an 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 DETENTION

In-School Suspension/Detention 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 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 after school. It is the responsibility of the student to secure transportation home. Having an unexcused absence from detention may result in additional assigned detentions, Friday School, In-School Detention 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

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

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

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

### 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 :

#### 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-HARRASSMENT, 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.

### PHYSICAL RESTRAINT

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.

### FOOD / SERVICE INFORMATION:

#### CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. Classes will sit together and students may leave their table only when excused by the supervising adult. Students are required to keep hands and feet to themselves and not to play with or throw their food. Students are required to not scream or talk loudly.

- Breakfast will be served from 7:45-7:55 in all classrooms. Breakfast is free to all students.
- Pop is not permitted in packed lunches.

- Students may not share food with each other.
- There is to be no food trading/sharing of outside food brought in at lunch time.

### CHARGING PROCEDURES

Milk that is not part of a full school lunch will cost \$0.50. Students may buy extras, this will come from their account if they have money or they will need to bring money from home; extras cannot be charged.

Balances, both negative and positive, are carried over from one year to the next. If you receive a negative balance letter in the mail from a previous charge, please take care of this as it will stay on your child's account until paid.

There is a "no change" policy for students PreK through 4th grade. All money sent in for a meal account will be deposited. Should you move to another school district within the year, please contact the cafeteria for a refund of your child's account; refunds are only made at your request.

### SCHOOL FOOD POLICY

It shall be the policy of the Plymouth Local Schools to serve meals through the School Lunch Program that meet and/or exceed the requirements of the National School Lunch Program.

In accordance with the National School Lunch Program and Government Donated Food Programs Agreement, foods of minimal nutritional value will not be sold from 8:00 a.m. to 3:00 p.m in the cafeterias or on school grounds. Foods in these categories are soda water (carbonated beverages), water ices (Popsicles), chewing gum and candies of the following types: hard candy including breath mints and cough drops, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn.

It is the intent of the Plymouth Local Schools to follow the dietary guidelines set forth by the USDA and the Ohio Department of Food Services. Therefore, items high in fat and sodium content will also be eliminated from sales.

### GUM

Students are not permitted to have gum at school.

### **TRANSPORTATION INFORMATION:**

#### 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 or her designee. A written request must come from the parent or guardian stating why a bus pass is needed. A phone call or verbal request will not

be accepted. **Bus passes will only be issued for emergency and/or school related functions.** The office will make the final decision on issuing bus passes.

### 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 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 buses

1. Ultimate responsibility for all passengers on school buses lies with the bus driver. He/she is to report any violations or problems to the bus supervisor. 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 resort and only where necessary. All bus passengers are expected to comply with all rules of the Plymouth School District and are expected to follow the reasonable instructions of the driver (3319.41 ORC). Drivers, staff, students, and parents are expected to use dignity, courtesy, and respect in dealing with each other.
2. The transportation supervisor may work with the drivers to help enforce the code, but only a principal, assistant principal, or the superintendent may suspend a student from the bus.
3. All trips involving school buses will have passengers assigned to seats and a copy of the seating chart will be kept in the bus. Copies of the seating chart for extra-curricular trips will be kept with the A.D. or appropriate supervisor. 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.
4. 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.
5. The emergency door is to be opened only in the case of a true emergency.
6. 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 the 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.

7. No eating, littering, drinking, gum chewing, or possession or use of tobacco, alcohol, or drugs is allowed 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 device 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, 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 on to 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 could 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 principals 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 roads, etc. With a note from the parent and the permission of the principal a student may get off his regular 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 aid 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 is in the middle or to the rear of the bus. Any Plymouth Local Schools employee riding a school bus for any reason is expected to assist the driver in maintaining student order and discipline.

### **Suspension, Expulsion 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; Discipline will occur which may include: 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 the parent or guardian to transport their student, to and from school, if bus privileges are suspended.

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 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

#### WALKING STUDENTS

Students are encouraged to ride the school bus to school. Due to the lack of sidewalks, walking to school is not sanctioned by the District.

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

### **FOR THE COMPUTER NETWORK OF THE PLYMOUTH-SHILOH LOCAL SCHOOL DISTRICT**

The Plymouth-Shiloh Local School District is pleased to make available to staff, students, and community (“users”) access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the Plymouth-Shiloh Local School District (“School”) to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. While the School will make reasonable efforts to supervise use of network and Internet access, they must have cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (“Policy”) of the Plymouth-Shiloh Local School District and the North Central Ohio Computer Cooperative (“Information Technology Center”) that provides Internet access and filter security to the School District. Upon reviewing, signing, and returning this Policy each user will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District will not provide access to any user who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if less than 18, does not return the Policy as directed with the signatures of his/her parents or guardians.

#### **1) PERSONAL RESPONSIBILITY**

- a) By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the advising teacher, Principal, or Technology Director. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

#### **2) TERM OF THE PERMITTED USE**

- a) A user who submits to the School, as directed, properly signed Policy and follows the Policy to which he/she has agreed will be provided computer network and Internet access during the course of the school year only. Users will be asked to sign a new Policy at any time-defined necessary by the School.



### 3) ACCEPTABLE USES

- a) **Educational Purposes Only.** The School District is providing access to its computer networks and Internet for *ONLY* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) who is currently supervising or Technology Director.
- b) **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
  - i) Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the network or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copy write symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - ii) Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identification that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - iii) Uses that jeopardize the security of access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  - iv) Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
  - v) Download applications without the direct permission of the Technology Director or Building Principal

- c) **Netiquette.** All use must abide by rules of network etiquette, which include the following:
- i) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - ii) Avoid language and uses, which may be offensive to others. Don't use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - iii) Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
  - iv) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

#### 4) **INTERNET SAFETY**

- a) **General Warning: Individual Responsibility of All Users.** All users including their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that others users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- i) **Personal Safety. Be Safe.** In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

- ii) “Hacking” and Other Illegal Activities. It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, are strictly prohibited.
  
- iii) Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities, or on the school web page.

**(1) Active Restriction Measures.**

1. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.
  
2. Internet filtering software or other technology-based protection systems may be disabled by computer teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects.
  
3. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that
  
4. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.

5. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or stimulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
6. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## 5) PRIVACY

- a) **Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.**
- b) **A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the staffs employment or student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.**

## 6) WARRANTIES/INDEMNIFICATION

- a) The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to, and use of, its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all

of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

**7) UPDATES**

- a) Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

**User AGREEMENT**

Every user, regardless of age, must read and sign below:

I certify that I have read the Plymouth-Shiloh Local School District Acceptable Use Policy (AUP). I understand and agree to follow the above Terms and Conditions for the Plymouth-Shiloh Local School District Internet use. I understand any violation of the Plymouth-Shiloh Local School District Internet AUP will result in the loss of Internet access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense. I agree to report any misuse of the Internet resources to my system administrator. I use the Internet entirely at my own risk and I hereby release Plymouth-Shiloh Local School District from any claims arising from my use of the Internet.

\_\_\_\_\_

\_\_\_\_\_

User Name (PRINT CLEARLY)

Home Phone

\_\_\_\_\_

\_\_\_\_\_

User Signature

Date

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Address

User (place an "X" in the correct blank): I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_.

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

#### PARENT'S OR GUARDIAN'S AGREEMENT

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Student's Name

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the student's for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless of the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

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Parent or Guardian name(s) (PRINT CLEARLY)

Home Phone

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Parent or Guardian signature(s)

Date

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Address

**STUDENT/PARENT HANDBOOK ACKNOWLEDGE**

Plymouth-Shiloh Elementary encourages the electronic use of the Board approved Student/Parent Handbook. This handbook is a valuable resource for parents and students. Information includes, but is not limited to attendance policies, behavior expectations, grading policies, dress code, and code of conduct. **Please complete the requested information below and return to your child’s teacher.**

All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. We are aware that Plymouth-Shiloh Elementary Handbook can be electronically accessed at <http://plymouth.schoolwires.com/site/default.aspx?PageID-1>

Date: \_\_\_\_\_

Printed Name of Student: \_\_\_\_\_

Teacher/Grade Level: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

**My child has permission to use the internet and will abide by the policy set forth in the District’s Acceptable Use Policy found in the student handbook and on the district website.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_



**MEDIA RELEASE INFORMATION:**

**Through the course of the school year, your child's photograph may be taken for various group and individual recognition. Your child may be identified by first name. The photographs may be posted on the school website/newsletters and/or may be distributed to local media sources and press releases authorized by the school.**

**I \_\_\_ DO GIVE CONSENT \_\_\_ DO NOT GIVE CONSENT to Plymouth-Shiloh Schools to use digital photographs of my child in print and other media including Plymouth-Shiloh Website, social media sites and newsletters.**

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**Parent's Signature**