

Berry Intermediate School

2010-2011

Student and Parent Handbook



Board Approved: July 2010

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WELCOME TO BERRY INTERMEDIATE SCHOOL!

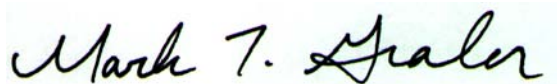
Dear Berry Intermediate School Students and Parents,

We are excited to have you at Berry Intermediate School. Whether you are new to the building or have already spent some time here, we hope you will find this school year to be a memorable and successful one.


This handbook is designed to provide students and parents with information necessary to ensure an educational and enjoyable school year. Expectations at the intermediate level are designed to help students transition from an elementary setting to a secondary setting. With this in mind, we encourage students and parents to read this handbook thoroughly. It will explain exactly what we expect and what services and benefits the school provides.

We hope you will contact us with any questions or concerns. We look forward to working with you this year.

Sincerely,



Mark T. Graler
Principal



Elizabeth Z. Kletzly
Assistant Principal

Lebanon City Schools District Directory

Board of Education

Mrs. Donna Davis Norris, President
Mrs. Esther Larson, Vice President
Mr. Chip Bonny, Member
Mrs. Laura Doughman, Member
Mr. Ryan Patterson, Jr., Member

Board of Education Office

Mr. Mark North, Superintendent
Mr. Eric Sotzing, Treasurer
Mrs. Becky Hill, Director of Curriculum
Mr. Bill Lautar, Director of Human Resources
Mrs. Krista Foley, Director of Pupil Personnel
Mr. Craig Hurtt, Supervisor of Transportation
Mr. Ron Hurtt, Supervisor of Maintenance
Mrs. Casey Schrichten, Supervisor of Technology
Mrs. Patsy Tibbs, Supervisor of Food Service
700 Holbrook Avenue
Lebanon, OH 45036
934-5770

Lebanon High School

Grades 9-12

Principal: Dr. Sam Ison
Assistant Principal: Mr. Scott Butler
School hours: 7:30 a.m.-2:35 p.m.
1910 Drake Road
Lebanon, OH 45036
934-5100

Lebanon Junior High School

Grades 7-8

Principal: Mr. Ian Frank
Assistant Principal: Mrs. Marla Timmerman
School hours: 7:20 a.m.-2:15 p.m.
160 Miller Road
Lebanon, OH 45036
934-5300

Berry Intermediate School

Grades 5-6

Principal: Mr. Mark Graler
Assistant Principal: Mrs. Elizabeth Kletzly
School hours: 8:45 a.m.-3:30 p.m.
23 Oakwood Avenue
Lebanon, OH 45036
934-5700

Donovan Elementary School

Grades 3-4

Principal: Mr. Clifton Franz
Assistant Principal: Mrs. Sheri McHenry
School hours: 9:00 a.m.-3:45 p.m.
401 Justice Dr.
Lebanon, OH 45036
934-5400

Bowman Primary School

Grades 1-2

Principal: Mr. Robert Buskirk
Assistant Principal: Mrs. Laura Michaels
School hours: 9:00 a.m.-3:45 p.m.
825 Hart Road
Lebanon, OH 45036
934-5800

Louisa Wright Early Childhood Center

Preschool and Kindergarten

Principal: Mrs. Kelley Lacey
A.M. Kindergarten 9:05 a.m.-11:45 a.m.
P.M. Kindergarten 1:05 p.m.-3:45 p.m.
600 S. East Street
Lebanon, OH 45036
934-5460

**Lebanon City Schools Vision:
Through high expectations for students, staff,
and this community, Lebanon City Schools
will be the standard for excellence.**

ADMISSIONS AND ATTENDANCE

Attendance Procedures

The foundation for good schoolwork is good attendance. Attendance procedures are intended to promote regular attendance and help students attain educational goals. **The Lebanon City School District follows the Warren County Common Attendance Policy described below.**

Legal Requirement

Ohio Revised Code, Section 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03: It is the parent's responsibility to cause the child to attend school.

Reporting Student Absences

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

- The parent should phone the school within one (1) hour from the start of school on the day of the absence.
- Upon the child's return to school the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes and physician notes as may be required by this attendance policy.
- If within two (2) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

The Missing Child Act requires schools to contact parents of all students who are absent from school each day. A phone call to the school should be made by **9:45 a.m.** on the morning of the absence. This will help the school reduce the possibility of a child missing from school without the parent's knowledge. If phone contact is not made with the school, a note **must** be sent upon the student's return to school. Within two days of the absence, if no contact has been made either by phone or note, the absence will be marked unexcused. Medical notes must also be turned in to the office within 2 days of returning after an absence, or they will not be accepted.

Regular attendance is one of the most important parts of your child's education since learning cannot take place if the child is not at school.

Call the school at 934-5700 by 9:45 a.m. to report your child's absence.

Excused Absences

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, excused absences/tardies include (but are not limited to):

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved vacations. Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) day absence rule.
- Head lice. Children excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum.). Days beyond the two (2) day limit (2 occurrences per year) are unexcused.
- Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- "My mom didn't get me up."
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- "I had a game last night."

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as "Excused Absences" may be documented by a parent note. Medical notes shall not count against the eight (8) parent notes for absences or five (5) parent notes for tardies. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician assistant – unless an absence is otherwise excused by the principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not serve the child's best interest. Those circumstances include, but are not limited to, the child's and/or the child's siblings' attendance in the current or prior school years.

In all instances where students/parents have been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing) and are currently under active supervision or probation, excused absences shall be granted only on the condition of a note from a physician, nurse practitioner, physician assistant, or personally excused from school by the school principal.

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this policy as "Excused Absences."

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Chronic Illness

For students with a chronic medical condition (asthma, migraines, etc.), the school nurse and treating physician, nurse practitioner, or physician assistant shall discuss the child's case. If the school nurse and physician (et. al.) agree the child may be absent/tardy due to this on-going condition and decide it is not necessary for the child to be seen by the physician (et. al.) for each instance, the parent shall write a note to excuse the child's absence/tardy for this condition – even though the absence/tardy may exceed the number of days for which a medical note is typically required. This Chronic Illness waiver shall be renewed annually.

Unexcused Tardies Convert to Unexcused Absences

Five (5) unexcused tardies equals one day of unexcused absence.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence.

Tardy to Class

Class tardies are handled on an in-school basis.

Definition of Truancy

Truancy is defined by Ohio Revised Code, Section 3313.609, as "any absence that is not excused."

Consequences of Truancy

Besides school-imposed discipline, unexcused absences (truancies) will be handled as follows:

- 2 Unexcused Absences - Formal warning letter to parent and student.
- 5 Unexcused Absences - Warren County Juvenile Court Truancy Intervention Meeting.
- 7 Unexcused Absences - Warren County Juvenile Court Unofficial Hearing
- 12 Unexcused Absences - Formal charges filed with Warren County Juvenile Court

Important Note: Formal court proceedings may be initiated without utilizing the above sequence.

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic or habitual truants. In addition, contributing charges may be filed against the parent(s).

Chronic Truancy (Delinquency) =

- 7 consecutive unexcused absences.
- 10 unexcused absences in four (4) weeks.
- 15 unexcused absences in a school year.

Habitual Truancy (Unruly) =

- 5 consecutive unexcused absences.
- 7 unexcused absences in four (4) weeks.
- 12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of contributing charges. Juvenile Court may retain jurisdiction of students until they reach 21 years of age.

Attendance Accounting Procedures

Students will be marked ½ day absent in the following situations:

- Any student arriving at school after 9:45 a.m.
- Any student who is signed out of school before 2:30 p.m. (Any student who is signed out of school after 2:30 p.m. but before the official end of the school day will be counted tardy.)

Perfect attendance means no absences and no tardies.

After 8 days of absence, excused or unexcused, an attendance letter will be sent home requiring a doctor's excuse or conference with the school principal for further absences to be excused. (Exceptions would be for extended illnesses such as chicken pox, pneumonia, etc.)

Vacations During the Year

Families are strongly encouraged to take their vacations when school is not in session. The Board does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations may be given permission to do so by the school. The responsibility for such absences resides with the parents, and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance of such a trip, every reasonable effort will be made to prepare a general list of assignments for the student to do while he/she is absent. Please notify the school in writing at least one week in advance of an expected absence.

Arrival

Students are not permitted in the building before 8:30 a.m. Prior to this time, NO adult supervision is provided. Do not send your child to school before this time because we can assume no responsibility for them. Students who arrive late for school must check in at the office with an adult before going to their classroom.

Departure

In order to protect the children entrusted to school personnel during regular school hours, the following procedure has been developed for those times when a child must be picked up from school.

1. Notify the school in writing and indicate date, time and who will pick up the child.
2. The person picking up the child must report to the school office, ask for the child, and give the code word.
3. The child will then be called to the office by a staff member. Students will not be released at the classroom door or to anyone without the code word. Parents are required to establish and use a code word to sign their child out of school AT ANY TIME. This code word should not be shared with others except those authorized to pick up your child.
4. When the person picking up the child is unknown to the office staff, that person may be asked to prove identity by displaying a driver's license or other photo identification.
5. All children must be picked up at the time of dismissal.
6. These same procedures are also followed when a child must be taken home early due to illness.
7. Students will not be called down to the office until the person picking up the student has arrived. Please plan at least 5 extra minutes to allow your student time to collect belongings and report to the office.

Withdrawal Procedures

In order to withdraw a student from the school, parents/guardians are required to sign a Student Withdrawal Form in the building office. Books must be turned in and all fees and fines paid before the withdrawal can be completed.

School Supplies

The Lebanon City Schools Board of Education provides all basic texts at no cost to students of our school. These textbooks are loaned to the students and remain the property of the school district. All books lost or damaged during the year must be paid for according to the nature of the loss. Some of the consumable materials used daily by the students in the instructional program are provided through payment of the Supply Fee. Please see the letter on pages 36-37 from Eric Sotzing regarding fee rollover.

Please pay the Supply Fee before the end of the third week of school. If you are unable to pay the fees by this date, please notify the school office or your child's teacher so other payment arrangements can be made. (It is the policy of the school to withhold the report card until the supply fee is paid or until a payment plan has been established.)

Fees

School fees for 2009-2010 are \$35.00. All checks written should be made out to Berry Intermediate School. Unpaid fees will follow students from year to year. Record keeping is greatly simplified if a separate check is written for each type of charge. Please do not send money to one teacher for all of your children in other classrooms. Each teacher is required to keep a record of fees paid in his/her room and issue a receipt. The

teachers cannot make change or divide the money correctly when one check is written for more than one child and more than one purpose.

Waiver of Student Fees

Please note that recipients of ADC or state disability payments are exempt from paying student fees. If you are requesting a waiver of fees, please present the school office with your ADC case number or proof of eligibility if you are receiving state disability payments.

STUDENT PERFORMANCE

Grading

In grades 5 and 6, the Lebanon City Schools grading policy is based on the following scale when letter grades are given:

A = 92-100

B = 83-91

C = 74-82

D = 65-73

F = Below 65

Mid-term reports and report cards are issued four times per year in grades 5 and 6. Report cards are held for failure to pay fees and fines, but may be viewed at school with your child's teacher. Parents are asked to sign and return the mid-term/report card envelope.

District-Wide Testing

Students in grades 5 and 6 will take various District Assessments throughout the year to assess their mastery of curriculum standards. In accordance with the No Child Left Behind Act, students in grades 5 and 6 will participate in Achievement Tests from the State of Ohio. Testing dates and further information will be provided as it becomes available.

Homework

Homework for students should be meaningful. The length of homework varies among grade levels. Homework policies are developed by each teacher and are communicated to parents and students at the beginning of the year. Check with your child's classroom teacher if you have questions concerning homework.

At Berry Intermediate School, students use the assignment notebook provided to keep track of homework assignments. The assignment notebook is an excellent place for parents and teachers to communicate about the progress of the student. Please encourage your child to use the assignment notebook like adults use daily planners or calendars. This is an important study skill that will benefit your child as he/she moves up in grade.

Students who are absent will complete make-up work after they return to school. In the case of an extended absence, parents may contact the office to arrange for work to be gathered. Please notify the office by 10:00 a.m. to ensure that materials can be ready for pick up following dismissal.

Intervention Assistance

Berry Intermediate School utilizes the intervention assistance team to assist all students and their individual learning needs. The team may include a building administrator, counselor, psychologist, reading teacher, and classroom teachers. Parents are critical team members and are invited to attend meetings.

Once parents are consulted and a referral to the team is made, the classroom teacher meets with team members to brainstorm teaching approaches and identify physical or academic assessments that might be helpful. The team meets again following implementation of the various strategies and if progress is reported, the teacher continues to use those ideas with the student. Other methods are considered if additional

assistance is indicated.

Flexible Grouping

Students at Berry Intermediate School are placed into heterogeneous (mixed-ability) groups as homerooms. Throughout the year, teachers may use a differentiated instruction strategy known as flexible grouping to deliver instruction for a certain unit, project, or time period. Flexible grouping is short-term grouping of students for various purposes, such as skill development. Teachers may group students by ability, interest, learning style, or topic. Frequently, pretesting is used to assist teachers as they create flexible groups. When flexible groups are in use, students remain in their homeroom groups for lunch, recess, and specials. Flexible groups typically remain in place for the duration of the unit or project, but group assignments can change based on observed needs.

Cheating/Plagiarism

Cheating and/or plagiarism is considered to be any work that is copied or taken from another source and submitted for benefit of a personal achievement.

Circumstantial evidence can be the basis of discipline:

1. Student evaluation (test scores/grade)
2. Teacher observance of physical happenings (eye movements, body movements)
3. Identical responses or answers
4. Location of article/information in another published source or another students' work, without proper footnoting
5. Proximity (seating arrangement)

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident and the determination that it is more probable than not that cheating and/or plagiarism occurred.

Consequences may include, but not be limited to: phone call home, meeting with parent and administrator, loss of grade, etc.

COMMUNICATION

Home-School Communication

Parents are encouraged to contact the school regarding any questions, concerns or comments that might help us to better meet the needs of our students. Please feel free to contact any Berry staff member at 934-5700. You may also leave voice mail messages for the office or your child's teacher during the school day or after school hours. The school secretaries can connect you to any teacher's voice mailbox.

Board of Education Policies

Board of Education policies are available on the district website: www.lebanon.k12.oh.us

Conferences

Close communication between parents and teachers is encouraged. Conferences facilitate better understanding between home and school and help to meet the needs of each child. Parents are invited to conferences each year in the fall. Please see the school calendar for building dates. In addition, we encourage you to call your child's teacher(s) anytime you have a concern or question.

Class Placements & Parent Input

In the spring, we begin the student placement process for the following school year. As a staff, we devote our expertise and time toward creating classroom assignments that ensure balance for optimal teaching and learning.

Classroom groupings are built, reviewed, and adjusted by staff. Additional input regarding placements comes from counselors, special area teachers and support personnel in the building. Many details are considered before placements are made. These include overall academic ability, classroom performance, personality traits, social and behavioral factors, and special concerns. Friendships among students are not considered as a part of the placement process.

Input from parents is an important piece in our process and will enhance our knowledge of your child as we work to place him or her in a classroom. We ask you to share information which you feel would be helpful to us regarding your child through the Parent Input Form. These are sent home each spring.

Do not request a specific teacher's classroom. All forms with a specific teacher's name will be returned and asked to be resubmitted.

Questions or Concerns

Feel free to contact building staff any time you have a question about school. If classroom matters are involved, consider your child's teacher your first and best resource. Principals, counselors and the nurse are also available to listen and share information with you, should other kinds of questions or concerns arise during the year.

Telephone Calls and Text Messaging

Messages from parents/guardians may be given to the secretary or staff member for delivery at a convenient time. Students will not be called to the telephone or be excused to use the telephone during the school day. Do not call your child's cell phone or text message during school hours. Always call the office.

Custody Papers

When any court has ruled on child custody, Ohio law requires parents to provide copies of the most recent custody order to the school. The school will honor the most recent court papers that we have on file. Changes in address, phone numbers or emergency numbers should be reported to the school to keep records current.

Bulletins and Announcements

Information of importance and relevance to students will be announced over the P.A. as appropriate. Students are to pay attention to such announcements when they are made. All announcements are to be approved through the principal's office.

School Pictures

Lifetouch Portrait Studios offer several different picture options for you to choose from during the course of our school year. In the fall, children will have their individual portraits taken.

After fall pictures are taken, the school will offer Retake/Make-up Picture Day. If you did not receive an individual portrait package of your child or you are unhappy with the fall portrait you received, you may have your child photographed on this day. Please note: only those children returning the original portrait package will receive a retake package.

A student yearbook will be offered for purchase separately. Look for the special yearbook flyer to come home to you around January.

Finally, in the spring, Lifetouch will be offering classroom group picture, as well as individual spring portraits. Students need to pre-pay for the classroom group picture. The spring individual portrait package will be sent home for you to preview prior to making your purchase.

You are never under any obligation to purchase any of the products that Lifetouch offers. A portion of sales through Lifetouch is returned to our school. We use these funds for a variety of items that benefit our students throughout the school year.

Advanced Reader Shelf

Books in our library with content deemed mature for students in grades 5 and 6 are stored on a shelf known as the advanced reader shelf. If a student desires to check out one of these books, parent permission is needed. The student should talk with the media specialist about the book and the media specialist will send home a plot summary and permission form for a specific book. When the form is returned, the book will be issued to the student.

Last Date To Join Band

In order to maintain a quality band program, students already enrolled in Lebanon City Schools are welcomed into band at the beginning of each school year. For incoming fifth and sixth graders, the last date to join band for the 2010-2011 school year is Friday, September 24. Students who move into Lebanon City Schools during the year and after September 24 will be able to participate in band if they participated in their previous school.

HEALTH AND SAFETY

Clinic Assistance

When students become ill at school, they will report to the clinic for assessment by either the school nurse or secretary. While there may not be a full-time nurse in each building, one is available to serve as a resource for parents. Feel free to contact our nurse with questions as they arise.

Medication Policy

Board of Education policy directs that prescription and non-prescription medication be administered only by authorized individuals and only after proper forms have been completed by a physician indicating the name of the drug, the possible side effects, the strength of the dosage, and specified directions for administration. These forms must be completed by the physician, parent, and returned to the school before the medication can be given to the child. **There will be no exceptions to this policy.** Copies of the necessary medication form are readily available in the school office. Due to recent legislation (HIPAA), many physicians will no longer fax medical information such as medication permission forms and immunization records to school. This change is an effort to protect your child's confidential records. Please contact your physician to determine his/her specific policy. The school will fax a blank form to your physician if needed.

New medication forms must be submitted for each school year as well as for changes in medication orders. Be aware that inhaled medications such as those used in the treatment of asthma are considered prescription medicines and require a signed form as well.

Prescription medicine must be brought to the office with the proper information completed. The prescription medicine must be in the original container from the pharmacy with all directions and the student's name clearly evident. A school official will administer the medication at the designated time and will record each date and time on a log sheet. **Students are not permitted to transport medications to and from school.** Parents are responsible for bringing and picking up your child's medication.

Emergency medications such as inhalers and epi-pens may be carried by students if indicated by the physician and parent on the medication permission form. It is advisable that a back-up medication still be kept in the office in the event that the student is unable to tell an adult where his/her medication is located. Please ensure

that your child is able to safely and correctly administer such medication before making this decision and that your child understands the importance of keeping the medication away from other students.

Non-Prescription Medications

Do not send non-prescription medication to school such as Advil or cough drops – **they cannot be administered by school officials and they cannot be in the possession of or taken by the students. The above policy on prescription medication also applies to non-prescription medication.** Brands of cough drops that students are permitted to bring include Halls Fruit Breezers, Ludens, and Smith Brothers. Check the list of ingredients—if there is medication in the drop, a medication administration form must be completed.

Emergency Information

The safety of your child is our greatest responsibility. It is absolutely essential that the school have the most complete, up-to-date information available on each child. At the beginning of the year you will complete a personal data update sheet. It is imperative that we have all the most current information for the safety of your child. Whenever there are changes, please call the school office giving these changes. We need the parent's work numbers, babysitter information, if applicable, other emergency numbers and names that the school may call if the student becomes ill or injured and the parents cannot be located. Student medical information is obtained from the update forms and emergency medical forms.

Student medical information will be shared with school personnel who interact with your child to ensure his/her safety at school.

Please notify the school nurse in writing if there is information you do not want shared with other school personnel.

Emergency Medical Authorization

All parents are required by Ohio law to have an emergency notification form completed and on file for each child enrolled. The Student Information Form is sent home at the beginning of each school year and must be signed by the parents or legal guardian and return to school. Parents are responsible for keeping the office informed of changes in telephone numbers and other pertinent information. If you want to deny permission for such treatment you should complete the bottom portion of the form.

Medical Emergencies

As stated above, the school must have on file emergency telephone numbers where the parent or guardian can be reached during the school day. Any child who becomes ill or injured at school is seen by the school nurse or designated personnel. Emergency care that can be legally given will be administered and the parent will be notified as soon as possible.

Information Changes

It is vital that the school has the most complete and up-to-date information concerning the address, phone number, work numbers, and emergency information concerning each child's family. If there are any changes, the school must be informed of the changes immediately.

Hand Washing

Students are expected to wash their hands after using the restroom and before eating. If students report directly from recess to the cafeteria, there are hand sanitizer pumps available for use.

Head Lice

Any student with live head lice will be sent home from school. Head lice must be treated before the child may return to school. When a student is found to have live lice, we will make every effort to check every student in the class within 24 hours.

Suspected Child Abuse

According to Ohio law, persons whose duties bring them into contact with children are expressly required to immediately report instances of suspected child abuse or neglect. Mandated reporters are teachers, school employees, and school administrators. Failure to report suspicion is a fourth degree misdemeanor.

Fire Drills/Tornado Drills/School Safety (Lockdown) Drills

In order to ensure safety of the children during the school year it is necessary we practice drills. Teachers shall review with the students the procedures to be followed. Emergency procedures are posted in each classroom. No one is to use the elevator during a fire drill.

Visitors

Parents, grandparents and other community members are welcome in our school. For the safety of our students and staff members, all visitors are to enter through the main office doors on Oakwood Avenue.

Appointments must be made to confer with teachers. Teachers will not be able to talk with you while instructing pupils during the regular school day.

Classroom observers must arrange a time of mutual convenience with the teacher by contacting the building principal before coming into the school. This includes student guests and observers.

All volunteers and visitors will be issued an identification badge upon signing into the building.

Birthday Recognitions and Invitations

Please contact your child's teacher for information about the recognition of birthdays. Invitations to private parties are not to be distributed in a classroom unless every student in the class is receiving an invitation.

School Meals

Hot lunches and breakfast are served each day. Monthly school breakfast and lunch menus are sent home with students. All menus include menu choices with prices. Milk is also available for purchase by students packing their lunch. For 2009-2010, a student lunch will cost \$2.10. Milk will be \$0.50. Breakfast will cost \$1.25.

Prepayment for school lunches and breakfast is available on a weekly basis from the cafeteria staff. A check or cash may be sent in as needed with your child's name and id number clearly printed on memo line or on the outside of an envelope. Students access their account through their student number. Upon receiving this student number please help your child to memorize it for easy access during lunch. The cafeteria is also offering Café Prepay as convenient way to pay for school meals. This service is available online at www.cafeprepay.com.

Free or reduced-price meals are available for those families who qualify. Eligibility for free or reduced meals is determined by income qualification guidelines. Applications for this program will be sent home with all children. Until the application forms are sent home, children who qualified for free or reduced price meals the previous year may continue on the same plan.

Parents/Guardians and grandparents have an open invitation to have lunch with their student at any time. Please send in a note on that day so that our cooks can plan for you in their meal preparation. There will also be special days throughout the year when parents/guardians and grandparents are invited to come in for lunch.

In the event your child comes to school without lunch money, a lunch charge will be given. Students will be able to charge up to three times. After three charges, if a student doesn't pay the balance and needs a lunch, a charge lunch will be provided. No student will go without food.

If your child has food allergies, accommodations can be made through menu choices and seating arrangements. Please notify the school nurse, your child's teacher, and the office.

Carbonated drinks not permitted at school except with permission of a staff member.

Energy drinks are not permitted at school. An energy drink is defined as a drink advertised to boost energy with ingredients like sugar, caffeine, vitamins, herbal supplements, or any combination of these ingredients.

Outside Play

All students will be expected to participate in outside play during the school year. When weather is bad, students will participate in indoor recess. Otherwise, children go out with their class. In cold weather, please dress children appropriately. **Students will go outside if the temperature is 20 degrees or above, including the wind chill factor.** If a child returns to school after an accident or illness and is not permitted outside, please send a note to the teacher so that other arrangements can be made. If the child is to remain indoors for 3 or more days, please attach a doctor's note to your own note.

TRANSPORTATION AND DISMISSAL

Parent Responsibility

Transporting children is a shared responsibility between home and school. We ask that parents reinforce with their children the importance of obeying the bus rules listed below. Such rules ensure the safety and welfare of all young riders. If a child repeatedly violates these rules – thus jeopardizing everyone's safety – the student may ultimately be denied the privilege of riding the bus. Thus, parent support for behaving appropriately in transit is essential.

If parents have a problem or concern related to the bus, they are encouraged to write the driver a note or phone 934-5838 to leave a message at the transportation department. Do not interrupt the bus schedule by talking directly with the driver while he or she is on the route. In some cases, building administrators may also assist with transportation related questions.

Bus Rules

The following behavior rules are posted in each of Lebanon's school buses and students are expected to follow these rules.

DON'T LOSE YOUR RIDING PRIVILEGE!

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus drivers are authorized to assign seats.

Transportation Guidelines

One of the most important and difficult procedures is getting students to and from school by bus transportation. Because of the seriousness of coordinating the transportation of all students, we will follow certain guidelines.

Students must be transported regularly to and from the same location five days a week. We will do a split AM and PM. This means if the student is getting on at a home address, we can take them to different address in the PM. **This will have to be consistent for the school year.**

Shared Parenting –the school and transportation office will need to have a monthly schedule before we can deliver students to addresses. Any changes with the schedule will have to be a 24-hour written notice and will be done for a week at a time, unless in an emergency case. If there are too many daily routine changes, it will be the parent’s responsibility to make other transportation arrangements.

We will not drop off at businesses on Columbus Avenue, Main Street, or Broadway. The traffic volume is too high for safe transport in these areas.

Transportation Changes

Students are permitted a maximum of two addresses for transportation. The home address will be one of the addresses. The second address can be a babysitter’s address or another location that the student will be picked up at or dropped off at all year. For example, a student can be dropped at grandma’s house on Monday, Wednesday, and Friday and home on Tuesday and Thursday.

All addresses for pick up and drop off must be in the transportation computer system and student names must appear on the roster for each bus.

No bus passes will be issued for additional addresses. Bussing will not be provided to businesses, the library, driving schools, employment, birthday parties, sleepovers, etc.

Students may only be transported to the YMCA if they go on consistent days all year. The YMCA would be the second address in the system.

No changes will be made to bus routes between August 20 and September 7, 2010. Any students enrolling during this period will not be scheduled on a bus. Parents will need to provide transportation. Students will be added to routes after September 4.

There is a 24-hour notice for any and all transportation changes throughout the school year. Requesting a transportation change the day of the change will not be possible.

All changes, AM and PM, in student transportation information must come from the buildings to the transportation office. Parents will complete a transportation form which will be sent to the transportation department via fax. No changes will be made by phone.

Once students are loaded on the bus they must remain on the bus until their designated stop.

What is a “Safety Spot?”

Each student shall be assigned a residence-side designated place of safety. Drivers must account for each student at the designated place of safety before leaving. Students are not to proceed to their residence until the school bus has departed. (Ohio Revised Code Section 3301.83.13 B.5)

The law requires the bus driver not to proceed until all students who have alighted reach a place of safety on their residence side of the road.

Bus Stops

Please have your student at the “Safety Spot” at least 5 minutes prior to the scheduled pick up time. Students need to remain in their “Safety Spot” when dropped off until the bus has pulled away.

Misbehavior on the Bus

When discipline problems with individual students arise, these steps will be followed:

- If possible, the driver will solve the problem.
- If the driver is unable to solve the problem, he/she will report to the transportation supervisor and/or building administrator.

- A discipline report will be completed by the driver and a copy sent to parents.

Riding to school is a privilege and convenience. Failure of a student to follow bus rules may result in forfeiture of riding privileges. Bus referrals will normally result in suspension from the bus on the third referral. Further bus referrals will result in additional bus suspensions.

Pursuant to the Ohio Revised Code, students riding school district buses may have bus riding privileges suspended by the superintendent or other district administrators for a period of time not to exceed eighty (80) days for any violation of Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers and/or the Board of Education. A student is subject to the Student Code of Conduct and Bus Riding Regulations while he/she is physically riding the bus and when the student is at or near a school bus stop. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Students will:

1. be careful in approaching bus stops; walk on the left, facing oncoming traffic and be sure that the road is clear both ways before crossing;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom;
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help to ensure safety;
6. keep the bus clean and sanitary; refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and might result in a serious accident;
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden);
11. remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus;
12. no smoking or flame generating devices permitted; and
13. all other rules of the Student Code of Conduct shall apply to the student transportation management regulations.

Riding a school bus is a privilege and convenience. Failure of a student to follow these regulations will result in his/her forfeiting the privilege of transportation by school bus.

Before suspension from bus riding privileges imposed under this regulation, the superintendent or the administrator will provide notice of intent to suspend these privileges to the student and provide the student and opportunity to appear before the superintendent or an administrator regarding his reasons for suspending a student's bus riding privileges. The parent or student shall be notified of a suspension and the reasons therefore within one (1) school day of the suspension. Students are subject to emergency removal from the school bus in accordance with the provisions of Ohio Revised Code Section 3313.66 (C).

Student Pick-up

In order to protect the children entrusted to school personnel during regular school hours, the following procedure has been developed for those times when a child must be picked up from school.

1. Notify the school in writing and indicate date, time and who will pick up the child.
2. The person picking up the child must report to the school office, ask for the child, and give the code word.

3. The child will then be called to the office by a staff member. Students will not be released at the classroom door or to anyone without the code word. Parents are required to establish and use a code word to sign their child out of school AT ANY TIME. This code word should not be shared with others except those authorized to pick up your child.
4. When the person picking up the child is unknown to the office staff, that person may be asked to prove identity by displaying a driver's license or other photo identification.
5. Students who are being picked-up must be picked-up by 3:30.
6. These same procedures are also followed when a child must be taken home early due to illness.
7. Students will not be called down to the office until the person picking up the student has arrived. Please plan at least 5 extra minutes to allow your student time to collect belongings and report to the office.

Bike Riders

Students who ride bikes to school should walk beside the bikes while on school property and park their bikes in the bike racks. Students are not permitted to ride motorized bicycles or scooters on school property.

Cancellation of School

On days when it is necessary for school to be canceled or delayed, the district will make every effort to contact the local media as soon as such a decision is made. To avoid overloading the school phone lines, please listen for announcements on the radio or television. Parents will receive a phone call from Community Safe, the district's automated call system, alerting them to delays and cancellations. To revise your phone number in the Community Safe system, contact the school office.

You may tune to any Cincinnati T.V. or radio station regarding school closings or delays. You also may turn to Channel 2 or 7 or radio stations 97.3 in Lebanon, WHIO and K99 in Dayton and WPFB in Middletown for the same information.

In the event that a delay is announced, school will open as announced but will dismiss on time.

Cancellation of Activities

On days that school is closed, all after-school activities and events are canceled (PTO, music programs, gym rental, etc.).

Preparing Your Child

Since situations that are very unpredictable can arise due to inclement weather conditions or other emergencies, it is imperative that parents sit down with their children and plan what the child should do in the event of:

1. Early school dismissal with parents at work.
2. A delay with parents at work.
3. School cancellation.

Discuss where students should go, how they can get in the house, who they should phone, and what they should do if home alone.

STUDENT RESPONSIBILITY

Care of School Property

When school property is misused or damaged, the student responsible for the misdeed must compensate the school for the damage. The acts of students who damage school property will be reported to their parents.

Lost Books

If a textbook or library book is lost, replacement costs will be the student's responsibility. If the replacement fee is not paid, report cards will be held.

Lost and Found

Berry Intermediate School stores lost items near the cafeteria and room 111. Unclaimed items are donated to charity throughout the year. Please put your child's name in everything that is sent to school, especially lunch boxes and coats.

Computers

Computer use is encouraged and is made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers, software, and student accounts. Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on student accounts are restricted to school-related assignments. Personal files may not be stored.
2. Network password security is the responsibility of the student.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using the program selected by the teacher.
5. Downloads must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent form, which must be approved before using the Internet.
7. No students shall attempt to establish computer contact into school district restricted computer networks or any other unauthorized databases.

Mobile Phones

Mobile phones are not needed at school and the staff prefers that students leave their mobile phones at home. If a student does bring a mobile phone to school, it is to be kept in the student's book bag and then in his or her locker during the school day. It is to be kept in the OFF position. For the purposes of this policy, the school day is defined as the moment a student gets on the bus in the morning to the moment he or she gets off the bus in the afternoon. If the student walks or is dropped off and/or picked up, the school day begins when the student steps onto school property for the day and ends when the student steps off school property to be picked up or walk home. **Students may not use mobile phones to alter afternoon transportation plans; these changes must be made through the main office.**

The first time a student's mobile phone is discovered (in use or not) during the school day it will be confiscated and returned to the student at the end of the day. Any subsequent discoveries of the student's mobile phone will result in the phone being confiscated and returned only to the owner's parent or guardian. The school will assume no responsibility for lost, stolen, or damaged mobile phones.

Student Dress Code

It is the policy of Lebanon City Schools that appropriate student dress and grooming practices are as important as appropriate conduct. The best guide for proper dress and grooming is common sense and is best supervised by students and parents themselves. In order to establish and preserve an atmosphere in our schools which is conducive to learning, the Lebanon City Schools Board of Education has adopted the following dress code for its students.

Student dress and grooming practices shall not:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Materially interfere with schoolwork, create disorder or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his/her own educational objectives.

Specific dress and grooming restrictions include the following:

1. Shirts and tops should be long enough to tuck into pants, and have high enough necklines to cover all cleavage. Shirts or tops that reveal portions of the waistline, torso or chest are not appropriate. Shirts should not be see-through. Shirts that are sleeveless should cover the entire shoulder area. No undergarments should be visible. No muscle shirts or tank tops.
2. Skirts and shorts are considered appropriate if with arms down at side, finger tips must touch fabric, not skin. Pants and shorts will be worn at the waist and a belt will be worn when necessary.
3. Dresses should have a neckline that covers all cleavage, and a hemline that is finger tip length—touching fabric, not skin. Dresses may not be backless or strapless.
4. Coats and hats may be worn to and from school, but should remain in the student's locker throughout the school day, except during outdoor recess.
5. Clothing that has profanity, sexual innuendo/overtones, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult-like activity, has a double meaning, or promotes violence is not appropriate for school. These examples are not all-inclusive and other types of messages may be deemed inappropriate for the school environment.
6. Clothing which is ripped, cut, patched or altered to achieve an unusual effect in inappropriate areas shall not be permitted.
7. Clothing must not drag on the floor.
8. Head apparel, (hats, headbands, hoodies, scarves, bandannas, etc.) jackets, sunglasses, chains hanging from pants, neck wear, pajamas, slippers or arm wear with spikes("dog collars") of any kind are not permitted.
9. Footwear should be safe for the school environment. Shoes with wheels integrated into the sole are not permitted at school.
10. Grooming, hairstyle and/or wearing of clothing, jewelry, head coverings, or accessories (including temporary tattoos), which by virtue of color, arrangement, trademark, or other attribute impedes the learning process or denotes or implies membership in a group or gang, or satanic/cult activity will not be permitted.

***With the changes in fashion and style, administration reserves the right to determine if a violation of the dress code has occurred.

Toys, Collector Cards & Electronic Devices

Students are not permitted to bring toys or collector cards to school without special permission from the teacher. Electronic devices such as MP3 players, iPods, and portable game systems are not to be used, seen, or heard during the school day. They must be secured in book bags or lockers upon arrival. The school will assume no responsibility for lost, stolen, or damaged toys, collector cards, or electronic devices.

The first time any of these items are discovered (in use or not) during the school day they will be confiscated and returned to the student at the end of the day. Any subsequent discoveries will result in the items being confiscated and returned only to the owner's parent or guardian.

Search and Seizure

When school administrators have reasonable cause to believe that a student is in possession of or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products or any alleged stolen property, a search of the student and his/her locker, and desk will be conducted. A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her briefcase or purse, backpack or book bag, locker, or desk. All computers and applications are property of the school and therefore subject to review and inspection at any time without suspicion or cause. In addition, students are hereby placed on notice that their lockers and the contents of their lockers are subject to random search at any time, without regard to whether there is reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

Discipline

In order to grow educationally, socially, and emotionally, we believe our students need to be in an environment in which there is a concerned teacher who will set firm, consistent, and positive limits while at the same time providing support for their appropriate behavior. It is only then that the student will be in a position to take responsibility for how he/she will behave.

Berry Intermediate School has four school rules collectively known as the Warrior Way. They are:

Be Ready

Be Responsible

Be Respectful

Be Safe

Rules for various places and activities at school are based on the Warrior Way as described above.

In the Classrooms

Ready

- ✓ I have my materials ready when the day begins.

Responsible

- ✓ I follow the teacher's directions the first time they are given.
- ✓ I use materials correctly.

Respectful

- ✓ I clean up my area and put the trash in the garbage can.
- ✓ I listen to the teacher.

Safe

- ✓ I keep my hands, feet and objects to myself.
- ✓ I use materials appropriately.

In the Cafeteria

Ready

- ✓ I know my number code
- ✓ I eat what I sign up for in the morning.

Responsible

- ✓ I only touch my own food.
- ✓ I talk in a quiet voice.
- ✓ I wait patiently and quietly in line.
- ✓ I stay at my table unless I have permission to leave.

Respectful

- ✓ I clean up my area and put my garbage in the garbage can.
- ✓ I raise my hand when I need help.

Safe

- ✓ I keep my hands, feet and objects to myself.
- ✓ I walk to and from my table
- ✓ I sit at the table correctly

In the Hallways

Ready

- ✓ I stay on the right side while walking in the hallway.
- ✓ My eyes are looking forward.
- ✓ I watch and listen to my teacher.

Responsible

- ✓ I walk
- ✓ I go directly to the place I am supposed to be.

Respectful

- ✓ I am very quiet.

Safe

- ✓ I keep my hands, feet and objects to myself.

- ✓ I stay right behind the person in front of me.
- ✓ I always walk of the right side of the hallway.

In the Restrooms

Ready

- ✓ I use a pass from my classroom.
- ✓ I wait for my turn.

Responsible

- ✓ I use the equipment correctly.
- ✓ I flush.
- ✓ I wash my hands without dripping water on the floor.
- ✓ I put my paper towel in the garbage can.
- ✓ I leave the bathroom as clean as it was when I walked in.

Respectful

- ✓ I use a quiet voice and keep my hands to myself.
- ✓ I honor privacy.
- ✓ I use time wisely in the bathroom.

Safe

- ✓ I use the equipment correctly.
- ✓ I keep my hands, feet and objects to myself.

On the Playground

Ready

- ✓ I "freeze" when the first whistle blows and line up when the second whistle blows.
- ✓ I remind myself of the safety rules.

Responsible

- ✓ I tell an adult if someone gets hurt or is being a bully.
- ✓ I stay in the playground area.
- ✓ I have fun with my friends.
- ✓ I use school toys only.

Respectful

- ✓ I take turns.
- ✓ I take care of the environment.
- ✓ I am kind to others and let them play in games with me.
- ✓ I listen to the adults that are on duty.

Safe

- ✓ I keep my hands, feet and objects to myself (no contact sports/games are OK for recess).
- ✓ I use the equipment correctly.
- ✓ I go down the slide feet first sitting upright.
- ✓ I stay away from moving swings.

On the Bus

Ready

- ✓ I know where to sit

Responsible

- ✓ I talk in a quiet voice.
- ✓ I follow the bus rules

Respectful

- ✓ I cooperate with the driver
- ✓ I am kind to all on the bus

Safe

- ✓ I keep my hands, feet and objects to myself.
- ✓ I walk to and from my bus
- ✓ I sit in my seat facing the front

At A Football Game

Ready

- ✓ I arrive with my ticket or money.
- ✓ If there is an adult with me at the game, I know where he or she will be sitting.
- ✓ If I am at the game without an adult, I know how to contact one if needed.
- ✓ If I am at the game without an adult, I have made plans for how to get home from the game.

Responsible

- ✓ I tell an adult if someone gets hurt or is being a bully.
- ✓ I remember I can have fun with my friends and demonstrate appropriate behavior at the same time.
- ✓ I remember that all school rules including the dress code apply at a football game.
- ✓ I remember that consequences can occur at school if I break rules.

Respectful

- ✓ I wait in line to purchase concessions.
- ✓ I use the kinds of words I would use at school- no inappropriate language
- ✓ I put my trash in a trash can.
- ✓ I am kind to others.
- ✓ I listen to the adults that are supervising students at the game.

Safe

- ✓ I keep my hands, feet and objects to myself.
- ✓ I walk around the stadium.
- ✓ If tossing a football is permitted, I do not tackle anyone while tossing a football.

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 to school regulations and accept directions from authorized school personnel. The Board does not tolerate violence, disruptive or inappropriate behavior by its 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 school related events is subject to approved student discipline regulations. The Superintendent and/or his designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior. The information below 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 students will be held accountable for any violations of the student code of conduct. The rules apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property, on other school property, or at a school activity, event or program.

Bullying And Other Forms Of Aggressive Behavior Board Policy 5517.01

Harassment, intimidation, or bullying toward another student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Berry Intermediate School will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct, that is repeated enough or is serious enough, to negatively impact a student's educational, physical, or emotional well being. These behaviors include, but are not limited to, stalking, bullying, cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also includes electronically transmitted acts (i.e., internet, e-mail, cell phone, PDA, or other wireless hand-held device) that a student or group of students exhibits toward another student more than once and the behavior causes mental and/or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

A student or the parent or guardian of a student should report being the victim of aggressive behavior to the building administration. When a thorough investigation confirms there is an instance of harassment, intimidation, and/or bullying, prompt and appropriate remedial and/or disciplinary action will occur.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

Anti-Harassment Policy

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment- Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's

work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually:

- A. in the staff handbooks;
- B. on the School District's web site; and/or
- C. in the student/parent handbook.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

Legal references: R.C. 4112.02, 42 U.S.C. 2000d et seq., 42 U.S.C. 2000e et seq., 29 U.S.C. 621 et seq., 29 U.S.C. 794, 42 U.S.C. 12101 et seq., 20 U.S.C. 1681 et seq., 42 U.S.C. 1983

Code of Conduct

The following code sets forth school rules prohibiting certain types of student conduct, either:

1. On district school grounds during or immediately before or immediately after school hours; or
2. On district school grounds at any other time; or
3. Off district school grounds at a school sanctioned activity, function, or event.
4. On out-of-district school grounds during or immediately before or immediately after school hours.

Violation of these rules may result in a disciplinary action at the school level. It is the decision of the proper school administrator, after carefully weighing all the facts and circumstances, as to which corrective measures are appropriate or adequate. In some instances, the school may provide referrals to law enforcement agencies.

1. Alcohol/Drugs/Narcotics

No student shall possess, (including but not limited to purses, wallets, lockers, desks, etc.) consume, use,

inhale, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply or show signs of consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering substance/chemical, or any counterfeit controlled substance or look-a-like of any kind. This includes all over the counter medication (including but not limited to aspirin, ibuprofen, cold/flu medicine, stackers, stimulants, vitamin supplements, etc.).

No student shall possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make any instrument used for drug abuse, or paraphernalia (including, but not limited to, lighters, matches, hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.).

2. **Abuse of Others**

No student shall use, direct, or display words, phrases, gestures or actions which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate as defined by school administration.

Bullying is the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of persons. Any improper use of power in order to intimidate, threaten, distress, or hurt others is bullying. Such conduct includes but is not limited to, direct behaviors like teasing, intimidating, threatening, name calling, ridiculing, belittling, extorting, hitting, physical attacks, physical presence, and/or violence. Such conduct also includes but is not limited to indirect behaviors like spreading rumors or causing social isolation or psychological isolation.

Sexual Harassment is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. This conduct includes, but is not limited to remarks about sex organs, sexual orientation, and direct solicitation. Such conduct is a violation of school and district policies and will be handled through the school's disciplinary code. Disciplinary action will depend upon the severity of the conduct and may include but is not limited to the following: warning, detention, alternative learning center, Saturday school, out of school suspension, recommendation for expulsion, and/or police referral.

Intolerant Communications is the speaking, writing, wearing, gesturing, or any other way of conveying a message that communicates bias or prejudice against and/or intolerance of a person or group of people because of their religious beliefs, ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background.

3. **Aiding and Abetting**

A student shall NOT, in any way, knowingly aid or abet another student who is violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

4. **Assault/Fighting**

No student shall behave in such a way which could threaten or cause physical injury to school personnel, students, or visitors while under the jurisdiction of the school and/or on school property. Students are prohibited from fighting, hitting, and unauthorized touching and any act of physical aggression toward another person.

5. **Attendance**

No student shall fail to comply with state attendance laws and district policy, including but not limited to, truancy, from a specific class and tardiness to school, in general, or to a specific class. This includes leaving the school during school hours without permission of the proper school authority.

6. **Cheating and Plagiarizing**

No student shall cheat or plagiarize material to present as his/her own thought. See the section "Cheating/Plagiarism" in this student/parent handbook for further details.

7. **Damage to Property**

No student shall, at any time, destroy or deface property or equipment of the school district or the personal property of another person. No student shall damage or destroy property belonging to a school employee or anyone connected with the school district, whether on or off school premises.

8. **Non-compliance**

No student shall disobey directions of administrators, teachers, substitute teachers, student teachers, teacher aids, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.

9. **Disrespect**

No students shall be disrespectful to any school employee or adult. A student shall not direct toward a school employee words, phrases, or gestures which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class. If the student is in disagreement with a teacher, the student must talk with the teacher privately after class. If this does not resolve the disagreement, the teacher or student should schedule a conference with administration in the building. Dishonesty with school personnel shall be classified as disrespectful behavior.

10. **Disruption of School/Bus**

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to the carrying on of a normal school day or activity. Examples of disruption include, but are not limited to, unusual or offensive attire, setting off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc. Anything that disrupts the learning process may be classified as disruption of school. See the section "Bus Regulations" for a complete list of bus rules.

No student shall refuse or disobey a bus driver's request or direction per bus regulations.

11. **Dress and Grooming**

Failure to abide by reasonable dress and appearance codes set forth in the "Dress Code" section of this student/part handbook. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonable related to or represents gang like activity. This also all improper and suggestive dress. Please read the "Dress Code" section for complete details.

12. **Extortion/Shakedown**

No student shall use force, intimidation, undue or illegal power to obtain money or personal property from another student.

13. **Failure to Serve Detention and/or Saturday School**

No student shall skip or refuse to take detention or other properly administered discipline.

14. **Forgery, Removing or Altering Student Records and/or Office Forms**

Students shall not be involved in any form of forgery. No student shall remove any student record from its official place of deposit without permission of the record custodian or alter school forms in any way. No student shall inappropriately use computers and/or computer programs. No student shall falsify information given to school authorities.

15. **Gambling**
No student shall participate in gambling of any kind. All material will be confiscated and returned to parent at the end of the school year.
16. **Hazing (State Law)**
No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as subjecting or coercing another person into mental or physical harm, for purposes of organizational invitation. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
17. **Leaving School Property**
No student, regardless of age, shall leave the building during the school day without prior approval from an administrator.
18. **Loitering/Off Limits**
No student shall loiter in off limits or unauthorized areas of the school grounds.
19. **Public Display of Affection**
No student shall be involved in a public display of affection with a person of the same or opposite sex. (i.e. kissing, hugging, displaying excessive affection and touching each other in inappropriate areas)
20. **Electronically or Battery Operated Items**
No student shall use electronically or battery operated items, except for calculators, unless requested by teacher in classroom. This includes, but is not limited to, cameras, beepers, mobile phones, cd/mp3 players, and mobile game systems. No students shall take pictures or film other students or staff members without proper permission.
21. **Sales**
No student shall be involved with any sales except those connected with school activities and approved by the school administration.
22. **Student Activities**
No student shall violate the rules or regulations or misappropriate funds of such school activities.
23. **Suggestive, Obscene, Lewd and Violent Materials**
No student shall possess any material that would be suggestive, obscene, lewd, or violent, as defined by School Administration.
24. **Theft/Possession of Stolen Property**
No student shall attempt to steal property or equipment of the school district or the personal property of another person while under the school's jurisdiction.
25. **Transportation – for LHS only**
No student shall operate his/her vehicle in a reckless manner on school grounds; this includes motorcycles. Some examples of recklessness not intended to be exhaustive, include: speeding, peeling tires, etc. Students shall not sit in cars, vans, trucks, etc, at any time during the school day. Students are not permitted to go to their cars during the day unless approved by a building administrator. Students are to park in the designated area (not in the faculty parking lot or in the front of the school.) **Driving to school is a privilege not a right.**

26. Unauthorized Publication (Non-school sponsored)

No student shall publish or distribute publications of matter which is, in the constitutional sense, considered as unprivileged, libelous, pornographic or obscene. This includes placing signs or distributing material on school premises without the permission of proper school authority.

27. Usage Of Tobacco

No student shall buy, sell, transfer, use or possess any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.

On July 20, 1988, a state law prohibiting tobacco use by students went into effect. Students in Ohio's public schools are not permitted to smoke, use tobacco, or possess tobacco during any school supervised activity. The tobacco ban will apply to such areas and activities as: school buildings, school grounds, school buses, school field trips and extracurricular activities including basketball, volleyball, and football games. Administrators may operate on basis of suspicion and/or obvious circumstances.

28. Weapons and Instruments

No student shall possess or use dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to: guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc. No student shall possess or use objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc. Anyone possessing or using a weapon is subject to disciplinary actions, up to and including expulsion.

*See the "Weapon Violations" section of this student/parent handbook for more detailed information.

29. Other violations

No student shall commit a crime or be in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code while on school premises, school transportation or a school sponsored event. This includes, but is not limited to: indecent exposure, murder, aggravated murder, voluntary or involuntary manslaughter, felonious assault, rape, gross sexual imposition, felonious sexual penetration and arson.

CONSEQUENCES OF MISCONDUCT

The consequences of misconduct, including contacting the police, shall be specifically determined by the proper school administrator after carefully weighing all the facts and circumstances pertinent to the incident.

Below is a list of code violations and typical consequences for those violations. Consequences will typically be administered in a progressive manner (subsequent violations of a code will be met with more serious consequences). In some cases, serious consequences may be administered for a first violation.

Code Descriptor	Typical Consequences (this list is not all-inclusive) (consequences may not be administered in the order in which they appear in this chart)
ALCOHOL, DRUGS, NARCOTICS (dependent upon severity) #1	10-day out of school suspension Notify parent/guardian Recommend expulsion Notify police

ABUSE OF OTHERS (Bullying, Sexual Harassment, Intolerant Communications) (dependent upon severity) #2	Notify parent/guardian Loss of privileges Saturday school Suspension Recommend expulsion Notify police
AIDING / ABETTING #3	Consequences will be according to the consequences given for the code being violated.
ASSAULT / FIGHTING (dependent upon severity) #4	Notify parent/guardian Suspension Recommend expulsion Notify police
<u>TARDINESS TO SCHOOL</u> #5	5 unexcused tardies = 1 day of unexcused absence The Warren County Common Attendance Policy will be followed.
<u>TRUANCY</u> #5	The Warren County Common Attendance Policy will be followed.
CUTTING CLASS/TEAM #5	Notify parent/guardian Loss of privileges Saturday school Suspension
<u>EXCESSIVE ABSENCES</u> #5	The Warren County Common Attendance Policy will be followed.
<u>FAILURE TO ATTEND DETENTION</u> <u>FAILURE TO ATTEND SATURDAY SCHOOL</u> #13	Notify parent/guardian Saturday school Suspension
<u>DAMAGE TO PROPERTY</u> (dependent upon severity) #7	Notify parent/guardian Restitution Loss of privileges Saturday school Suspension
<u>NON-COMPLIANCE</u> (Dependent upon severity) #8	Notify parent/guardian Loss of privileges Saturday school Suspension
<u>DISRESPECT</u> (Dependent upon severity) #9	Notify parent/guardian Warning Loss of privileges Saturday school Suspension Recommend expulsion
<u>DISRUPTION OF SCHOOL</u> <u>DISRUPTION OF SCHOOL BUS</u> (Dependent upon severity) #10	Notify parent/guardian Warning Loss of privileges (including riding the school bus) Saturday school Suspension or suspension from the bus Notify police
<u>DRESS AND GROOMING</u> #11	Request change of clothes Send home as unexcused absence Loss of privileges Saturday School
<u>EXTORTION / SHAKEDOWN</u> (Dependent upon severity) #12	Notify parent/guardian Loss of privileges Saturday school Suspension

<u>FORGERY / REMOVING ALTERING RECORDS / INAPPROPRIATE USE OF COMPUTER PROGRAMS</u> #14	Notify parent/guardian Loss of privileges Saturday school Suspension
<u>GAMBLING</u> #15	Notify parent/guardian Warning Loss of privileges Saturday school Suspension
<u>HAZING</u> (Dependent upon severity) #16	Notify parent/guardian Loss of privileges Saturday school Suspension
<u>LOITERING / OFF LIMITS</u> #17, #18	Notify parent/guardian Warning Loss of privileges Saturday school Suspension
<u>PUBLIC DISPLAY OF AFFECTION</u> #19	Warning Notify parent/guardian Loss of privileges Saturday school Suspension
<u>ELECTRONICS</u> #20	Warning Confiscate Parent/guardian must pick up in office
<u>SALES</u> #21	Warning Notify parent/guardian Loss of privileges Saturday school Suspension
<u>STUDENT ACTIVITIES</u> #22	Notify parent/guardian Restitution Loss of privileges Saturday school Suspension
<u>SUGGESTIVE, OBSCENE LEWD, & VIOLENT MATERIALS</u> #23	Confiscate Notify parent/guardian Loss of privileges Saturday school Suspension Recommend expulsion
<u>THEFT / POSSESSION OF STOLEN PROPERTY</u> (Dependent upon severity) #24	Notify parent/guardian Restitution Loss of privileges Saturday school Suspension Notify police Recommend expulsion
<u>TRANSPORTATION- FOR LHS ONLY</u> (Dependent upon severity) #25	BIS students may not drive to school.
<u>UNAUTHORIZED PUBLICATIONS</u> (non-school sponsored) #26	Notify parent/guardian Loss of privileges

USAGE OF TOBACCO / SMOKING AND POSSESSION #27	Notify parent/guardian Suspension Recommend expulsion
WEAPONS / INSTRUMENTS (Dependent upon severity/circumstances) (Law enforcement agencies will be notified immediately) #28	Notify parent/guardian Suspension Recommend expulsion Notify police

Suspension and Expulsion Procedures

1. No student may be suspended unless:
 - The student is given prior written notice of the intention to suspend and the reasons for the intended suspension.
 - The student is provided an opportunity to appear at an informal hearing before the building principal, assistant principal, superintendent, or superintendent's designee to challenge the reason for the intended suspension or otherwise to explain his or her actions. This opportunity may be granted immediately upon the giving of a written notice of the intended suspension.
2. No student may be expelled unless:
 - The student and his/her parent, guardian, or custodian are given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.
 - The time to appear shall be not earlier than three (3) nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the pupil or his/her parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the pupil and his/her parent, guardian, custodian, or representative of the new time and place to appear.
3. If a student is removed on an emergency basis, and either suspension or expulsion is contemplated, a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal, and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.
4. Within twenty-four (24) hours after the time of a student's expulsion or suspension, the superintendent or principal shall provide written notification of the suspension or expulsion to the parent, guardian, or custodian of the pupil. The notice shall include the reasons for the expulsion or suspension and notification or the right of the pupil or his/her parent, guardian, or custodian:
 - a. To appeal such action to the Board of Education through its designee
 - b. To be represented in all such appeal proceedings
 - c. To be granted a hearing before the designee of the Board in order to be heard against such suspension or expulsion
 - d. And to request that such hearing be held in executive session. Any such appeal must be filed in writing within ten (10) days after the notice of suspension or expulsion has been issued.
5. The duration of a suspension or an expulsion is based upon the nature of the offense, and student history. A suspension or expulsion can extend beyond the end of the school year if there are fewer school days that the suspension or expulsion days remaining.
6. Students committing offenses warranting suspension or expulsion have forfeited their right to participate in curricular and extracurricular activities during their suspension or expulsion. Suspension days will be forwarded and must be served after school reopens when a school is closed due to weather.
7. Students who have been suspended or expelled will receive an unexcused absence for each and any part of a school day missed.
8. Students who have been suspended or expelled from school are not permitted on any school property or at any school-sponsored event for the duration of such disciplinary action. Students who are suspended or expelled and enter school property or attend a school-sponsored event will be subject to further disciplinary action. Students shall not be permitted to return to school pending an appeal process with the administration or the court.

The Lebanon City School District Board of Education will make every effort to promptly hear all appeals to minimize the student's absence from school. Should the Board of Education, the superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

Weapons Violations

The Board is committed to providing the students in the district with an educational environment free of the dangers of firearms, knives, dangerous weapons, and objects indistinguishable from firearms. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary or poisonous gas; bomb, grenade, rocket having a propellant chard of more than 4 ounces, missile having explosive or incendiary charge of more than ¼ ounce, mine or device similar to any device described above.

The definition of a firearm also includes those objects which are "indistinguishable from a firearm." An "object indistinguishable from a firearm" is defined as "any object made, construed, or altered so that, to a reasonable person without specialized training, the object appears to be a firearm." No student shall bring a firearm to or possess a firearm while on school property, in a school vehicle or at a school-sponsored activity. Any student that brings a firearm to school in the above manner shall be expelled from school by the superintendent for a period of one calendar year. Any student who possesses a firearm, which was initially brought on to school property by another person, may be expelled by the superintendent, at his or her discretion. Any student who brings an object, possesses an object indistinguishable from a firearm may be expelled by the superintendent at his/her discretion.

In addition, the superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend as necessary into the school year following the school year in which the incident occurred. The superintendent may reduce a one year expulsion on a case-by-case basis. Factors which may justifiably lead to a reduction of an expulsion period include, but are not limited to:

1. An incident involving a disabled student and the incident is a manifestation of the disability;
2. The age of the student and its relevance to the punishment;
3. Prior disciplinary history of the student;
4. Intent of the perpetrator;
5. Any other factors which the superintendent believes in his or her discretion mitigate the circumstances of the students' proscribed conduct.

Students are also prohibited from bringing a knife to or possessing a knife while on school property, in a school vehicle, or at a school-sponsored activity. Definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings to or possesses a knife while on school property, in a school vehicle or at any school-sponsored activity, the superintendent may, at his/her discretion, expel the student subject to the conditions listed above.

Fee Rollover Notice

Dear Lebanon City School Parents and Guardians:

School District policy states that students will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used in the instructional program will be established at the beginning of each school year and may vary depending upon the cost to provide those materials. In addition, the policy states that a fine may be assessed when school property, equipment or supplies are damaged, lost or taken by individuals. The fine imposed must be reasonable, seeking only to compensate the school for the actual expense or loss incurred by the District.

It is the responsibility of each parent to pay school fines and fees each year. The balance of unpaid fines and fees is maintained for each student for the entire time they are enrolled in the Lebanon City School District. The policy states that students with unpaid fee and fine balances could have their report cards, work permits, permission to attend class field trips, and /or their final diploma and transcripts held until fees are paid in full or arrangements have been made with representatives from the building in which they attend.

In addition, Ohio law states that children who receive benefits under Ohio Works First or Disability Assistance are eligible for a waiver of instructional fees. The waiver only applies to school fees and does not apply to any fees for extracurricular activities, fines, school pictures, parking or lunch fees. Please contact the staff in your child's building or the District's Central Office for more information or to obtain waiver forms. It is important to note that waivers are valid only to the year in which you apply and are approved. All fees imposed prior to that approval are the responsibility of the parent and must be paid.

Thank you in advance for your cooperation with the school fee payment policies. Your prompt attention to this matter certainly assists the District staff in providing the best education possible for your child.

Sincerely,
Eric Sotzing, Treasurer
Lebanon City Schools

Guidelines for Extreme Heat

- I. BIS will remain open for normal school hours on hot days
- II. Parents will be responsible for decision-making regarding their student's attendance on hot days
- III. Measures will be taken to make staff and students as comfortable as possible
 - a. The dress code will be relaxed for staff and students
 - b. Hydration will be encouraged; students will be permitted water bottles at their desks
 - c. Water bottle filling stations will be available in the hallways
 - d. Physical activity, particularly in physical education classes, will be kept to a minimum
 - e. Fans will be used to circulate air

Frequently asked questions about heat at BIS

1. Is it OK to keep my student at home if I think it's too hot to come to school?

Yes. This is a parental decision.

2. Will absences due to heat be excused absences?

Yes. Absences for heat-related reasons on excessively hot days will be excused. These absences will not count toward the 8 absences that a student can accrue before a doctor's note is required for further absences to be excused.

3. Why isn't there air conditioning at Berry Intermediate School?

Installing air conditioning at Berry is cost-prohibitive. The building's current electrical system will not support the additional power demands of running either window air conditioners or central air conditioners. An analysis completed in April of 2001 through the Ohio Schools Facilities Commission provided the following data:

Replacing the electrical service as required to accommodate building loads and a new HVAC system	\$1,304,540.00
Installing new HVAC system	\$2,471,760.00
Total cost in 2001 dollars	\$3,776,300.00

4. What do we do at school to manage the heat for students and staff?

We relax the dress code for students and staff. Students are permitted to have water bottles on their desks. We provide water bottle filling stations in the hallways. We reduce the level of physical activity at school, particularly in physical education classes. We monitor students and staff for signs of heat-related illness. Fans are used to circulate air, and ceiling fans are installed in each classroom.

5. Why can't we dismiss students at BIS early on hot days?

Demands on the transportation department make it impossible to run special routes to get BIS students home early on hot days. There isn't enough time between the high school/junior high school routes, midday kindergarten routes, and the elementary routes (of which BIS is a part) to insert another route for BIS. Dismissing BIS students early creates childcare issues for many of our families.

2010-2011 QUICK REFERENCE

My student's teachers and phone numbers:

homeroom: _____

language arts: _____

social studies: _____

math: _____

science: _____

art: _____

music: _____

p.e.: _____

media: _____

band: _____

choir: _____

NOTES:

Building Information:

Address: 23 Oakwood Avenue
Lebanon, Ohio 45036

Phone: 934-5700 Fax: 228-1944

Website: www.lebanon.k12.oh.us/os/berry.html

School Hours:

Students may arrive at 8:30.

School begins at 8:45.

Students are tardy after 8:45

Students are dismissed at 3:30.

Attendance Procedures:

Call the office by 9:45 a.m. if your student will be absent. Parents of fifth graders should call Kim Gregg at 934-5702. Parents of sixth graders should call Gina Wright at 934-5703.

A parent note or a doctor's note is required to excuse absences. After eight absences excused by a parent note, a doctor's note is required.

Lebanon City Schools follows the Warren County Common Attendance Policy. Please refer to the BIS Student and Parent Handbook, pages 5-7, for further explanation.

Cafeteria Information:

A student lunch costs \$2.10. Breakfast is \$1.25

Extra milk costs \$0.50.

A variety of ala carte items are available daily. Students can charge three lunches before they are given a 'charge' lunch (cheese sandwich, milk, sides) in place of the lunch of the day. No student will go without food.

Staff to contact with questions:

5th grade secretary: Kim Gregg- 934-5702

6th grade secretary: Gina Wright- 934-5703

Guidance Counselor: Jessica Egger- 934-5754

Kitchen: 934-5708

Assistant Principal: Beth Kletzly- 934-5700

Principal: Mark Graler- 934-5700