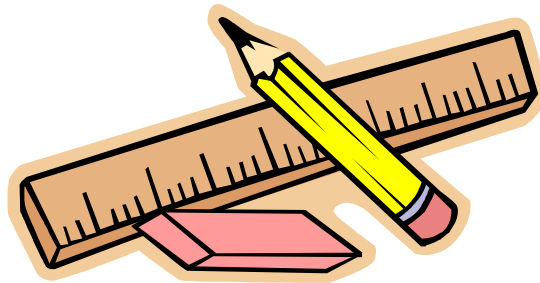


Lebanon City Schools

Parent and Student Handbook

Grades K-4

2010 - 2011



Louisa Wright Early Childhood Center

Bowman Primary School

Donovan Elementary School

LEBANON CITY SCHOOLS VISION:

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

WELCOME...

Welcome back to school.

It is our hope that your school experience will be educational and enjoyable.

A positive attitude will give you every opportunity to learn and grow to your fullest.

Your teachers are committed to giving you the very best education possible to insure your success now and in the future.

Parents, you too will play an important role in your child's success by encouraging them and by being supportive of your child's teacher and the school.

This handbook will help you understand many of the standards and guidelines necessary to ensure an orderly school life.

May the contributions you make to your school be regular attendance, good behavior, a friendly attitude, cooperation with your teachers, accepting the differences of others, helpfulness, and attention to work make your school experience of the highest quality.

Welcome and best wishes for a successful school year!

Sincerely,

Kelley Lacey, Louisa Wright Early Childhood Center
Robert Buskirk, Bowman Primary
Clifton Franz, Donovan Elementary

Lebanon City Schools

Board Office

Superintendent: Mr. Mark North
700 Holbrook Ave.
Lebanon, OH 45036
934-5770

Board of Education Members:

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

Central Office Staff

Mr. Mark North, Superintendent
Mr. William Lauter, Director of Human Resources
Mrs. Becky Hill, Director of Curriculum
, Director of Student Services
Casey Schrichten, Director of Technology
Mr. Eric Sotzing, Treasurer
934-5770

Lebanon High School

Principal: Dr. Sam Ison
Assistant Principals: Mr. Scott Butler & To be named
School hours: 7:30a.m. – 2:35p.m.
1910 Drake Rd.
Lebanon, OH 45036
934-5100

Donovan Elementary School

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

Lebanon Junior High School

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

Bowman Primary School

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

Berry Intermediate School

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

Louisa Wright Early Childhood Center

Principal: Mrs. Kelley Lacey
A.M. Kindergarten 9:00a.m.– 11:40a.m.
P.M. Kindergarten 1:00p.m.– 3:40p.m.
600 S. East St.
Lebanon, OH 45036
934-5460

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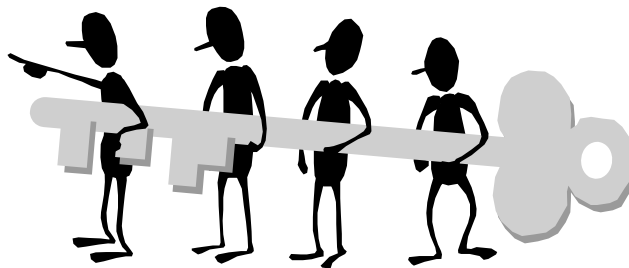
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ADMISSIONS AND ATTENDANCE

Attendance Procedures

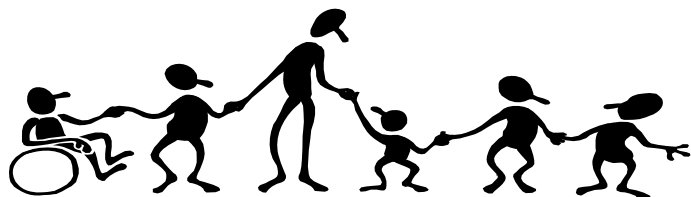
The foundation for good schoolwork is good attendance. Attendance procedures are intended to promote regular attendance and help students attain educational goals. Lebanon City Schools follows the Common Attendance Policy of Warren County.

Warren County Common Attendance Policy Revised 2009-2010

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 and Monitoring 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 parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in timely fashion.

Excused Absences

- 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."
- Senior pictures/portraits.

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. 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.

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 (see next section) or personally excused from school by the school administrator.

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 or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) 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's office 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 be allowed to 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 doctor's note is typically required.

Tardy to School

Five (5) unexcused tardies = one day 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. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Tardy to Class

Class tardies are handled on an in-school basis.

Truancy Defined

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) may be handled as follows:

2 Unexcused Absences. Formal warning via letter to parent/student.

5 Unexcused Absences. Juvenile Court truancy intervention meeting.

7 Unexcused Absences. Unofficial court hearing.

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 attain 21 years of age.

Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.).

Approval Dates

April 2006, Original Date of Approval

May 2007, Revision (minor) May 2009, Revision (minor)

May 2009, Revision (Chronic Illness and Nurse Practitioner/Physician Assistant additions).

Reporting Student Absence

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 **10:00 a.m.** on the morning of the absence. Children attending afternoon kindergarten please call by **2:00 p.m.** to report your child's 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.

Remember, 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.

Please remember to call the school by 10:00 a.m. to report your child's absence.

Children attending afternoon kindergarten please call by 2:00 p.m. to report your child's absence.

Attendance Accounting Procedures

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

Student Absences:

- Any student arriving at school one hour or more after the start of the school day.
- Any student who is signed out of school one hour or more before the end of the school day.
- 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. (ex. Extended illnesses such as chicken pox, pneumonia, etc.)

Student Tardies:

- Any student who arrives within one hour of the start of the school day or is dismissed within one hour of the end of the school day is considered tardy. Perfect attendance means no absences and no tardies.
- **Important Note: Five (5) unexcused tardies = one day unexcused absence.**

Arrival

Students are not permitted in the building before the start of the school day. Prior to this time **NO** adult supervision is provided.

Please do not send your child to school before this time because we can assume no responsibility for them.

Student's who arrive late for school must check in at the office with an adult before going to their classroom.

End of School Day Departure

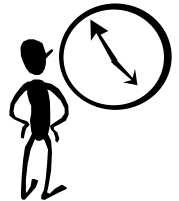
In order to protect the children entrusted to school personnel during regular school hours, the following procedure has been developed for those times when a child must be picked up from school.

1. Notify the school in writing and indicate date, and who will pick up the child.
2. The person picking up the child must report to the school office by 3:20PM, and fill out a check-out sheet with the necessary code word information.
3. The child will then be called to the office by a staff member. **Students will not be released at the classroom door nor 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. Phone calls regarding or requesting the dismissal or pre-dismissal of student **will not be accepted.** Students will remain in their room until signed out in the office.
5. 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.
6. All children must be picked up at the time of dismissal or arrangements should be made with Prime Time for after school care.

These same procedures are also followed when a child must be taken home early due to illness.

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 at least one week in advance of such a trip, a list of the major missed assignments will be provided. Please notify the school in writing at least one week in advance of an expected absence. Absences due to vacation shall be included in the eight (8) day absence rule. See page 5.



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 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 school fee. School fees are: Kindergarten -\$17.50, Grades 1-6 \$35.00.

Please pay the school 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 official report card until the supply fee is paid or until a payment plan has been established.)

Paying Fees

All checks written should be made out to the school. 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.

Per the treasurer's office, fees and fines are required to be paid each year. Fees and fines that are not paid each year will follow the student to his or her next year of education until these monies are paid. Fees and fines not paid could result in the student not receiving his or her official quarterly report cards, work permits, allowed to go on class field trips, and their final diploma and transcripts until these are paid in full or arrangements have been made with the respected buildings of attendance.



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.

Record Updates

It is important to us that student records are up to date and accurate. In order to do this we need your most current information regarding contact numbers, addresses, etc.

**If a phone number is changed
please notify the office of this change.**

Address changes are done at any of our school buildings. In order to successfully complete an address change for a enrolled student you should bring the following with you:

1. Proof of Residency

- Apartment Lease,
- Rental Contract,
- Mortgage Statement,
- Settlement Statement,
- Deed,
- Warranty Deed or
- Property Tax Statement
- Utility Bill (*Water, Gas, Electric or Landline phone only.*)

Information of individual completing paperwork MUST match information on both the utility bill and driver's license

2. Parent/Guardian driver's license or photo ID

License or Photo ID 2. Parent/Guardian Driver's License or Photo ID

STUDENT PERFORMANCE

Grading

In grades K-2, the Lebanon City Schools use the following code to assess your child's work and indicate grades on the report card:

- 4 – Meets the standard or indicators taught for this standard
- 3 – Clearly on track
- 2 – Just below standard
- 1 – Far below standard

In grades 3-4 students progress will be reported through grades in all academic areas. The district adopted grading scale is as follows:

A-Outstanding	92-100%
B-Above Average	83-91%
C-Average	74-82%
D-Below Average	65-73%
F-Failing	0-64%

In an effort to provide additional information on student progress in grades 3-4, the following code will be used to assess your child's progress in acquisition of content standards.

+	Exceeds expectations
√	Meets expectations
-	Below expectations
N/A	Not assessed in this quarter

Both codes for grades K-2 and 3-4 refer to standards that must be met by the end of the school year and follow those recommended standards listed in "A Standards Guide for Families" from the Ohio Department of Education.

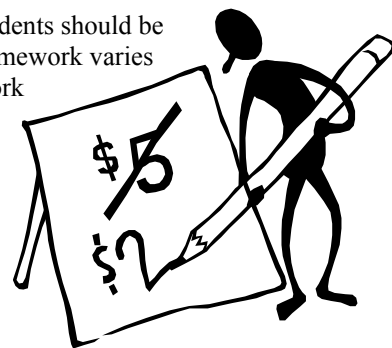
In grades 1-4, mid-term reports and report cards are issued four times per year. Kindergarten students will receive quarterly report cards. Official report cards are held for failure to pay fees and fines, but may be viewed at school with your child's teacher. Parents are asked to sign and return the mid-term/report card envelope.

District-Wide Testing

Students in grades K – 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 K - 6 will participate in diagnostic and/or achievement tests from the State of Ohio. Testing dates and further information will be provided as they become available.

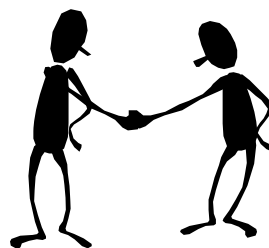
Homework

Homework for elementary 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.



Beginning in 3rd grade, 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 generally 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

The elementary schools utilize the intervention 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.

SCHOOL/HOME COMMUNICATIONS

Home-school Communication

Parents are encouraged at all times to contact the school regarding any questions, concerns or comments that might help us to better meet the needs of your child. Please feel free to call your child's school at the number listed in the front of this handbook. 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.

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 next 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 all staff. Each grade level of teachers create the original classroom groupings together utilizing information known about the children through their classroom and school experiences. Additional input regarding these groupings comes from counselors, special area teachers and support personnel in the building. Many things are considered before placements are made. These include overall academic ability, classroom performance, personality traits, social and behavioral factors, and special concerns.

Input from parents is an important piece in our process and will enhance our knowledge of your child as we work to place them 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 forms will be shared with the grade level team when creating balanced classroom groupings.

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

In reference to **kindergarten class placement** there are circumstances during the year that lead families to want to change their child's placement from an a.m. classroom to a p.m. classroom or vice versa. Switching classes will not be permitted unless it is best for the classroom environment.

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 concerns arise during the year.

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

Throughout the year, a school portrait studio will offer several different picture options for you to choose from. In the fall, children will have their fall individual portraits taken. Participation is optional, only those prepaying will receive a package however all will have their picture included in the school yearbook. A student yearbook will be sold separately each year.

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.

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

You are never under any obligation to purchase any of the products that a portrait studio offers, but please keep in mind that a portion of the sales is returned to our school. We use these funds for a variety of items that benefit all of our students throughout the school year. If you have any questions, feel free to call the school's individual portrait studio.

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, she is still available to serve as a resource for parents. Feel free to call or stop by with questions as they arise.

Medication Policy

Prescription Medicine: Board of Education policy directs that prescription or 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

Please do not send non-prescription medication to school such as cough drops – *it cannot be administered by school officials and it cannot be in the possession of or taken by the students.* *The above policy on prescription medication also applies to non-prescription medication.*

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 or call your child's school 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. Parents will be asked to pick up their child in the event the child has a fever diarrhea, vomiting, or other serious illness or injury. 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.

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. In the case of chronic head lice, the school nurse or administrator may enforce a no-nit policy on an individual basis. 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 report immediately instances of suspected child abuse or neglect. Some of those persons are teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

Evacuation/Tornado/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.

Visitors

Parents, grandparents and other community members are welcome in our school. For the safety of our children, however, we ask all visitors to register in the office before going to any other part of the campus.

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.

We ask that classroom observers 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.

Video Surveillance and Electronic Monitoring Systems

These systems will be used in our schools and buses in accordance with Board Policy 7440.01.

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 Lunches

Hot lunches are served each day. Monthly school lunch menus are sent home with students and include menu choices and prices. Prepayment for school lunches is available on a weekly basis from the cafeteria staff.

Free or reduced-price lunches are available for those families who qualify. Eligibility for free or reduced lunches 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 lunches the previous year may continue on the same plan.

In the event your child comes to school without lunch money, a lunch charge will be given. Students will be given only one lunch charge at a time. Once this charge is paid, students can get another charge if necessary. If a student doesn't pay his/her lunch charge then needs a lunch, a peanut butter sandwich will be provided.

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.

Please see additional information regarding the school cafeteria in the appendix section of this handbook.

Outside Play

All students will be expected to participate in outside play during the school year. When weather is bad, all children will stay inside. Otherwise, children go out with their class. In cold weather, please dress children appropriately. **We will go outside if the temperature is 20 degrees, 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’s 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 bus garage. Please 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.

Student Safety

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.

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 should report to the Transportation Supervisor and if necessary, will confer with a 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 his/her forfeiting the privilege of transportation by school bus. Bus referrals to the principals will normally result in suspension from the bus on the third referral. Further bus referrals may result in bus suspensions as well.

TRANSPORTATION GUIDELINES

One of the most important and difficult procedures is getting elementary 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 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 a week prior to and two weeks after the start of school. 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 this period.

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.

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

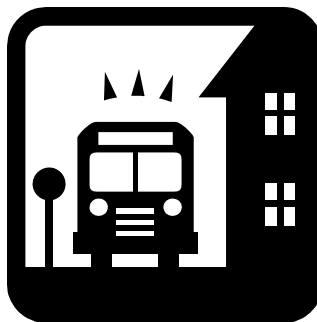
Student Pick-up

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 prior to the end of the school day.

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 as they identify their "code word", and fill out a check-out sheet with the necessary information.
3. The child will then be called to the office by a staff member. **Students will not be released at the classroom door except for LWECC students.**
4. Phone calls regarding or requesting the dismissal or pre-dismissal of student **will not be accepted.** Students will remain in their room until signed out in the office.
5. 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.

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. In addition, the school district will notify families of closings and delays through an automatic phone message system. The phone system utilizes the student's home phone number unless otherwise specified with 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.

The district web-site is also updated to reflect any district closings or delays.

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 the child 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 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.

Lost and Found

Each elementary school has a designated location where lost items are stored. Please put your child's name in everything that is sent to school, especially lunch boxes and coats.

Mobile Phones

Mobile phones are not to be seen or heard during the school day. 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 enters the building for the day and ends when the student leaves the building to be picked up or walk home. Students may not use cell phones on the way to get on the busses. Students may not use cell phones to alter afternoon plans in terms of riding a bus home or staying to be picked up; these changes must be made through the main office. Cell phones found to be in use during the school day will be confiscated and returned only to the user's parent or guardian.

Student Dress Code

Neatness of dress is encouraged for students. The elementary school is the proper place to begin instilling concern for one's appearance. It is important that students take pride in their appearance and in their work. The quality of one's work and one's appearance are not unrelated.

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:

- A. Present a hazard to the health or safety of the student himself or to others in the school;
- B. Materially interfere with school work, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his/her own educational objectives.

Specific dress and grooming restrictions include the following:

1. Muscle type tee shirts, halter-tops, and clothing which present a bare midriff are prohibited.
2. See-through clothing is prohibited.
3. Tennis, gym, cutoffs or shorter length shorts are not allowed. Shorts which are loose-fitting and at least mid-thigh length are acceptable.
4. Clothing with distracting pictorial designs or markings, insignia related to violence, drugs, alcohol, tobacco products and inscriptions with double meanings, gang, and satanic meanings or sexual implications are prohibited.
5. Clothing which has been ripped, cut, patched, or altered to achieve an unusual effect shall not be worn.
6. No head apparel (hat, headbands, scarves, etc.), jackets or sunglasses are to be worn in school.
7. Grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes or implies membership in a group, gang, or satanic group is not acceptable.
8. No wheels in shoes, flip flops/sandals that do not have closed toes or an ankle strap are not recommended



A student found to be in violation of the dress code will be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the Lebanon City School Code of Conduct.

Toys, Collector Cards & Electronic Devices

Students are not permitted to bring toys or collector items (i.e. cards, bands) to school without special permission from the teacher. Electronic devices such as MP3 players, iPods, and portable game systems are not to be utilized during the school day. They must be secured in book bags or lockers upon arrival. Toys or electronic devices found to be in use during the school day will be confiscated and returned only to the user's parent or guardian. The school will not be responsible for damage or loss of these items.

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 child will be in a position to take responsibility for how he/she will behave.

We have three general rules in the elementary schools which allow all students and staff to work productively.

They are:

*Show respect for yourself
Show respect for others,
and respect the
school environment.*

With this approach, we can provide a positive learning atmosphere where students are able to learn and teachers are able to teach.

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 has "zero tolerance" of 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 designee develop regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

This student handbook includes written information of the rules and regulations to which students are subject while in school or participating in any school-related activity or event. This handbook is distributed to all students at the start of the school year and to all new students upon registering.

The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. 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.

Harassment

5517 - ANTI-HARASSMENT

General Policy Statement from Board Policy

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

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 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.

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

Playground Rules

Playground rules have been established to ensure a safer playground environment for all the children to enjoy. Teachers will monitor students as they use common sense cautious play while on the equipment. The following rules are a general guideline for all play while at recess. When necessary, staff on duty may exercise discretion in supplementing rules to this framework as activities and weather conditions may warrant them.

Playground rules and boundaries will be discussed during the first week of school and individual students will be addressed upon enrollment.

1. Students are to act in a safe and just manner to themselves and their peers.
(Example: no rough housing)
2. Students will keep their hands to themselves at all times.
3. Students will respect the playground equipment and use the equipment appropriately. (ie. Not walking up the slide)
4. Students should respect the personal space of others.
5. Playground balls and equipment will be provided by the school. Students should not bring equipment from home.
6. The use of any electronic equipment is prohibited on the playground.
7. General boundaries exist and are denoted by grass or mulched areas. Areas of play will be adjusted daily based on weather conditions.
8. Students need permission from an adult to return to the building during the recess period.



Use of Playground Equipment

General rules and guidelines in the previous section will be followed during play on the equipment. Rules based on the specialization of that equipment and student play will be established and communicated at each building.



Lebanon City Schools Code of Conduct K-4

Student Rights and Responsibilities

Any student engaging in activities that violate the code of conduct are subject to disciplinary action. This Code of Conduct applies while the student is in the custody of the school, on school grounds, at a school sponsored activity and on school owned or provided transportation vehicles.

In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety, and welfare of students or employees of the district and would unreasonably interrupt the educational processes of the Lebanon City Schools.

Violations to the listed offenses are subject to any of the following:

- call home to parent
- work project
- partial loss of recess
- letter of apology
- office visit
- letter to parent
- parent conference with teacher or principal
- loss of privilege
- assigned seating in cafeteria
- loss of extracurricular activity
- temporary removal from classroom
- in school suspension
- after school detention
- time out
- desk moved from group
- complete discipline reflection form
- removal of illegal item (ex. Collector cards or portable game system)
- devise plan for improvement
- classroom behavior plan consequence (ex. Change color card)
- restitution
- logical consequence to infraction as determined by administration

Repeated violations or a single severe violation to any of the listed violations may result in:

- expulsion,
- suspension,
- emergency removal
- removal from school related activities

Violations:

1. Damage or destruction of school property on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
4. Assault on a school employee, student or other person
5. Harassment of school personnel during school and/or non-school hours.
6. Fighting
7. Hazing (to persecute or harass or humiliate another student and/or employee).
8. Chronic misbehavior which disrupts or interferes with a school activity.
9. Disregard of reasonable direction or commands by school authorities including school administrators and teachers.
10. Abuse or bullying of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be degrading or threatening in nature.

11. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps, mental handicaps, race, religion, nationality, appearance or other personal comments are prohibited.
12. Disrespect to a teacher or other school authority
13. Refusing to comply with properly administered discipline
14. Forgery of school related documents
15. Cheating
16. Unauthorized sales
17. Theft or possession of stolen merchandise
18. Arson or other improper use of fire
19. Possession of matches, lighters or similar devices
20. Possession of weapons or items that look like weapons that could possibly render harm to another. This includes, but not limited to guns, knives, sling shots, bows, arrows, chains, tools etc.
21. Buying, selling, trading transferring or using any substance containing tobacco or narcotics.
22. Buying, selling, transferring or using any drug, medication, inhalant or other controlled substance illegally.
23. Buying, selling, transferring or using any drug or alcoholic paraphernalia.
24. Use of personal electronic devices such as cell phones, I-pods (M3P players), and portable game systems during the school day
25. Bringing toys or collector cards to school without special permission from school personnel
26. Use of curse words or other foul language on school premises
27. Use of indecent or obscene language in oral or written form.
28. Publication or possession of obscene, pornographic or libelous material.
29. Demonstrations causing disruption to the school program
30. Truancy
31. Tardiness
32. Leaving school during school hours without permission of the proper school authority
33. Upon initial arrival, leaving school property without permission
34. Indecent exposure
35. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
36. Turning in false fire, tornado, bomb, disaster, or other alarms
37. Presence on school property with a known communicable disease
38. Possession of weapon
39. Intentional disruption or interference of school activities
40. Willfully aiding or encouraging another person to violate school regulations
41. Failure to abide by reasonable dress and appearance codes as defined by the Lebanon Board of Education.

**Lebanon City Schools
Parent and Student Handbook
Grades K-4**

Appendix

**CAFETERIA STUDENT HANDBOOK:
GRADES 1 THROUGH 4**

Lebanon City School District participates in the national school lunch program. This program sets the guidelines for eligibility of our free and reduced status students, age appropriate portion sizes, menu (see below for meal pattern) and nutritional standards. We encourage all of our students to participate in our lunch program. We also encourage our students to participate in our pre-pay system. Prepayment allows for much faster service, which in turn allows our students to enjoy a nice, leisurely lunch time. See below for prices and for prepayment options.

Menu Guidelines:	1st and 2nd	3rd through 12th
Protein	1.5 oz.	2 oz.
Bread	8 servings per week	15 servs./week
Fruits	1/3 cup	1/2 cup
Vegetables	1/3 cup	1/2 cup
Milk	8 fluid oz. (1% white, chocolate or Strawberry)	same

Breakfast:

Breakfast is available in all buildings grades 1-4. Breakfast is served starting the first full week of school. Should school be delayed 2 hours breakfast will not be served that day.

Daily lunch entrée choices include: (In addition to printed daily menu)

- Peanut butter and jelly sandwich
- Pepperoni and cheese w/ crackers
- Hot dog on bun
- Chef salad w/ crackers
- Turkey and cheese or ham and cheese sandwich

Charge Policy:

If a student does not have money for lunch, the complete lunch is given to the student along with a charge. Payment is expected the following day. Charge letters will be sent home weekly. No student is allowed more than three charges. A peanut butter or cheese sandwich and milk is given to the student on the fourth charge. No treats are allowed to be purchased with a charge balance.

Prices and prepayment Plan:

Bowman Primary and Donovan Elementary

Daily lunch	\$2.00
Breakfast	\$1.00
5 lunches	\$10.00
10 lunches	\$20.00
20 lunches	\$40.00
Milk	\$.50
Reduced price lunch	\$.40

At your request Café Terminal will provide you with a detailed report of your students' participation.

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. Please send in a sealed envelope. All monies for pre payment will be collected in classroom and sent to cafeteria each morning. We are also offering Café Prepay as new and convenient way to pay for school meals. This service is available online at WWW.CAFEPREPAY.COM.

Allergies & special needs:

All students with special needs must have documentation on file in the kitchen provided by a Doctor.

Family Application:

In an effort to reduce paperwork, only one free or reduced application is required per family per district. The application will be processed throughout the school district by the food service department.

Field Trips:

Sack lunches are available for field trips. Each lunch will meet the standard guidelines, 100% juice will be provided with the lunch. A treat will be included in each. The cost is \$2.00.

Ala Cart:

To encourage the students to eat a well balanced meal, ala cart items will be limited to one per day for student at Donovan Elementary. The following will be available:

<u>Item</u>	<u>size</u>	<u>cost</u>
Cookie	1oz.	\$.25
Fun size chips	¾ oz.	\$.25
Other healthy choices available		\$.50