

# Lebanon High School

1916 Drake Road · Lebanon, OH 45036



## Student/Parent Handbook 2010-2011

Adopted: July, 2010

School Year 2010-2011

Dear Lebanon High School Students and Parents,

WELCOME! Whether you are a newcomer to our school or an "old-timer," we hope you will find this school year to be a memorable and exciting one. Cooperation is, of course, the key, and we encourage you to read this handbook thoroughly. The handbook will explain exactly what we expect of you and what services and benefits you will receive from the school. We hope that you will take both messages to heart.

Best wishes to you and may this be one of the most rewarding and educational school years you have had!

Sincerely,

**Samuel Ison, Principal**

# Introduction

The Lebanon High School handbook was originated in accordance with the Ohio State Department of Education Code of Conduct Minimum Standards. All students have the right to an education, and students have the responsibility not to disrupt education for other students. Each student body has a frame of reference upon which reasonable conduct can be based, and for which certain rules are considered necessary. Every student has the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions. For this purpose, the following detailed handbook has been developed for students at Lebanon High School.

## **STAFF**

### **Board of Education**

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

### **Board of Education Office**

Mr. Mark North, Superintendent  
Mr. Eric Sotzing, Treasurer  
Mr. William Lautar, Director of Human Resources  
Mrs. Becky Hill, Director of Curriculum  
Mrs. Krista Foley, Director of Pupil Personnel  
Mrs. Patsy Tibbs, Supervisor of Food Service  
Mr. Ron Hurtt, Supervisor of Maintenance and Custodial Services  
Mrs. Casey Schrichten, Supervisor of Technology

### **High School Office**

Dr. Samuel Ison, Principal  
Mr. Scott Butler, Assistant Principal  
Mr. David Gregory, Assistant Principal  
Mr. Joe Roberts, Athletic Director  
Mrs. Syndra Snelling, Counselor 9th  
Mr. Lee Day, Counselor 10<sup>th</sup> & 11th  
Mr. Justin Schneider, Counselor 12<sup>th</sup>  
Ms. Elizabeth Davis, Secretary  
Mrs. Jan Flannery, Secretary  
Ms. Tammy Johnson, Secretary  
Mrs. Alice Scott, Secretary  
Mrs. Libby Turpin, Secretary  
Mrs. Laura Coffey, Nurse

## **Lebanon High School Staff**

Mr. Frank Back	Mrs. Escarlet Hines	Mrs. Heather Nixon
Mr. Mike Bailey	Mr. Rob Hodges	Ms. Marla Norman
Mrs. Terri Battaglia	Mr. Tom Hoeffel	Mrs. Mary Orlando
Ms. Patti Baum	Mrs. Paula Hogan	Mr. Chip Parker
Mr. Rusty Berner	Mrs. Julie Huckaba	Mrs. Karyn Phillips
Ms. Linda Bogar	Mr. Pete Huelsebusch	Mrs. Dee Pinkerton
Mr. David Bowling	Mrs. Joyce Hurtt	Mr. Steve Poitinger
Mrs. Kristen Bowman	Mr. David Iannelli	Ms. Lisa Porges
Mrs. Bunny Brooks	Ms. Angie James	Mr. Ryan Pubentz
Mrs. Jennifer Brunka	Mr. Stephen Jaynes	Mrs. Kathy Reed
Mrs. Debbie Bryant	Mr. J.J. Johnson	Ms. Christina Roddy
Ms. Phyllis Burton	Ms. Barb Jones	Ms. Diane Rodgers
Mr. Steve Butts	Mr. Chad Keil	Mrs. Anne Rolfes
Mr. Randy Callahan	Ms. Tina Killin	Mrs. Kristi Ross
Mr. Evan Carras	Mrs. Brenda Kimberlin	Ms. Christy Roy
Mr. Marty Collier	Ms. Roxana King	Mrs. Abigail Rudibaugh
Mrs. Sandy Cooper	Mrs. Jill Kirk	Mr. Tom Russell
Mrs. Denise Cupps	Mr. Don Kowaleski	Mrs. Cindi Sanders
Mr. Mark Czyzewski	Mr. Will Kuhn	Mrs. Patty Selbe-DeVer
Mr. Charles Darling	Mr. Deron Kuntz	Mr. Mike Slusher
Ms. Elizabeth Davis	Mrs. Bethanie Lamb	Mr. Craig Spencer
Mrs. Chrissy Duff	Mr. Shawn Lamb	Mr. David Stewart
Mrs. Coni Duning	Ms. Heather Lape	Ms. Kelly Stone
Mr. Ned Earley	Mr. Lance Links	Mr. Jeff Swanson
Mr. Steve Florence	Ms. Anne Maranda	Ms. Gina Tate
Mrs. Theresa Fountain	Ms. Jennifer Marsh	Mrs. Lisa Theuring
Mr. Jeff Franz	Mrs. Kathy Mayer	Mr. Michael Thiergart
Mrs. Jill Fritz	Ms. Sheryl Maynard	Mrs. Jodi Titmas
Ms. Connie Gallacher	Mr. Dan McCarty	Ms. Jennifer Vargas
Mr. Aaron Gibson	Mr. Jay Meno	Ms. Shelly Volkman
Ms. Debbie Gilliam	Mrs. Randi Michna	Mrs. Debbie Weaver
Ms. Jessica Glaser	Mr. Denny Minton	Mrs. Joan Wertz
Ms. Rachel Hahn	Mr. Andrew Monk	Mr. Mike West
Ms. Terri Harris	Mrs. Jodie Monk	Ms. Nancy Wills
Mrs. Elizabeth Hartley	Mr. Jim Morgan	Ms. Jill Woeste
Ms. Donna Hersman	Mr. Patrick Murphy	
Mr. Jeremy Hilan	Mr. Scott Nash	

## TABLE OF CONTENTS

Access to Student Records	6	Harassment Policy	26
Accidents	6	Illness at School	31
Activities	7	Library/Media Center	31
Alma Mater and Fight Song	39	Lockers	32
Announcements	7	Lunches	32
Athletics	7	Medications	32
Attendance	7	National Honor Society	33
Bell Schedule	5	Parking	33
Bullying	10	Saturday School	34
Buses	11	Schedule Changes	34
Cell Phones	12	School Closings	35
Cheating/Plagiarism	12	Search and Seizure	35
Code of Conduct	13	Study Halls	35
College Visits	21	Suspension and Expulsion	35
Computers	21	<del>Hearings</del> Tardiness to School	36
Consequences of Misconduct	18	Telephone Calls	37
Detention Policy	21	Textbooks	37
Disaster Drills	22	Truancy	9
Dress Code	22	Vacation Policy	37
Fees	23	Valuables	37
Gang Policy	24	Video Surveillance	37
Grade Cards	24	Visitors	38
Graduation	25	Weapons Violations	38
Guidance	26	Withdrawals and Transfers	39
Hall Passes	26	Work Permits	39



# LEBANON HIGH SCHOOL

## BELL SCHEDULES



Period	Regular	Period	Early Dismissal	Period	1 Hour Delay	Period	2 Hour Delay
1	7:25-8:15	1	7:25-8:05	1	8:25-9:10	1	9:25-10:00
2	8:20-9:05	2	8:10-8:45	2	9:15-9:55	2	10:05-10:35
		TEAM	8:50-9:10				
3	9:10-9:55	3	9:15-9:50	3	10:00-10:40	3	10:40-11:10
4	10:00-10:45	4	9:55-10:30	4	10:45-11:20	4	11:15-11:45
5	10:50-12:05	5	10:35-11:40	5	11:25-12:30	5	11:50-12:50
	lunch A 10:45-11:15		lunch A 10:30-11:00		lunch A 11:20-11:50		lunch A 11:45-12:15
	lunch B 11:35-12:05		lunch B 11:10-11:40		lunch B 12:00-12:30		lunch B 12:20-12:50
6	12:10-12:55	6	11:45-12:20	6	12:35-1:10	6	12:55-1:25
	lunch C 12:25-12:55		lunch C 11:50-12:20		lunch C 12:40-1:10		lunch C 12:55-1:25
7	1:00-1:45	7	12:25-1:00	7	1:15-1:50	7	1:30-2:00
8	1:50-2:35	8	1:05-1:35	8	1:55-2:35	8	2:05-2:35

## **ACCESS TO STUDENT RECORDS**

The educational interest of the student requires the collection, retention and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for maintaining records of all students attending schools in this district. Only records mandated by the state or federal government or specifically permitted by this Board may be compiled by district employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

1. Observations and rating of individual students by professional staff members acting within their sphere of competency;
2. Samples of student work;
3. Information obtained from professionally acceptable standard instruments of measurement;
4. Authenticated information provided by a parent or adult student concerning achievements and other school activities which the student wants to make a part of the records; and
5. Rank in class and academic honors earned. (Lebanon High School)

In all cases, permitted student records shall be objectively based on the personal observation or knowledge of the originator.

Student records are available to the parent, adult, student, and certain other persons in accordance with district procedures. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted.

Except for directory information, no names or personally identifiable information regarding a student, shall be released to any person, other than the student or his/her parent, without the written consent of the parent or guardian; or, if the student is eighteen (18) years of age or older, the written consent of the student, except that a person acting in his/her capacity as an employee of this district or of the State or Federal government may be permitted administrative use of public school records. The records of a student may be transferred to an educational institution for a legitimate educational purpose.

The Board has designated a student "directory information" (which may be released without the aforesaid permission) a student's: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, and awards received.

The Board authorizes the administration to forward education records on request to a school in which a student of this District seeks or intends to enroll (in accordance with the Ohio Revised Code).

## **ACCIDENTS**

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to an administrator and any other necessary authority.

## **ACTIVITIES FOR LHS STUDENTS**

Anime	Foreign Language Club	Singers
Art Club	FTA	Ski Club
Baseball	Girls Volleyball	Soccer
Basketball	Golf	Softball
BRIDGES	Jazz Band	Student Council
Cheerleading	JCOWA	Swimming
Color Guard	Lacrosse (non-school sponsored)	Tennis
Cross Country	Marching Band	Track & Field
Diversity Club	National Honor Society	Ultimate Frisbee (non-school sponsored)
Drama Club	Newspaper	War of Wits
Drum Line	Optimist Club	War Zone
FBLA	Reading Circle	Winter Guard
FCA	ROTC Guard	Wrestling
FCCLA	Science Olympiad	Yearbook

## **ANNOUNCEMENTS**

Announcements at LHS will be broadcast over the televisions throughout the school day. Daily announcements can also be found on the website: [www.lebanon.k12.oh.us](http://www.lebanon.k12.oh.us).

## **ATHLETIC ACTIVITIES PARTICIPATION**

An athletic handbook is given to all athletes. The rules are in conjunction with this handbook. Remember, athletics are a privilege, not a right. The principal and athletic director may allow a student who is being educated at home or at a non-district school to participate in one or more of the District's co-curricular or extra-curricular activities providing s/he meets the eligibility criteria established in the junior/senior high athletic handbooks with a minimum of five (5) credits. R.C. 3321.03, 3321.04 A.C. 3301-34

## **Warren County Common Attendance Policy** **2010-2011**

### **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, nurse practitioner, physician assistant, 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 medical 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 (grammatical corrections).

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

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

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. Lebanon High 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 both 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 serious enough, to negatively impact a student’s educational, physical, or emotional well being. These behaviors include, but are not limited to, stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cell phone, PDA, or other wireless hand-held device) that a student(s) or group of students exhibits toward another particular student(s) more than once and the behavior causes both 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(s).

Any student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building administration. After a thorough investigation, if there is an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action.

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 behaviors 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.

## **BUSES**

### **Transportation Department: 934-5838**

The purpose of a school transportation system is to deliver students to and from school and to authorized curricular and extracurricular events; therefore, the same conduct expected in the school is required on the bus.

#### **Bus Pass**

Students are not permitted to change buses unless they have a note signed by the parents and the assistant principal or designee. Give this note to the main office secretary in the morning and pick up the bus pass immediately after school. **No phone calls will be accepted.**

#### **Bus Regulations**

##### Student Conduct on School Buses

Pursuant to the Ohio Revised Code, students riding school district buses may have bus riding privileges revoked 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 the highway;
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.

Students are subject to emergency removal from the school bus in accordance with the provisions of Ohio Revised Code Section 3313.66 (C).

### **What is a “Safety Spot?”**

Each pupil shall be assigned a residence side designated place of safety. Drivers must account for each pupil at the designated place of safety before leaving. Pupils 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 left the bus reach a place of safety on their residence side of the road.

### **5610.04 – Suspension of Bus Riding/Transportation Privileges**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

## **CELL PHONES**

Cell phones (and other electronic devices including cd/mp3 players, iPods, cameras, etc...) are not permitted at school. If a cell phone is used at school, it may be confiscated by an adult and subject to being searched. A refusal to turn over such item will be subject to disciplinary action for noncompliant behavior.

## **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 grade.

Circumstantial evidence can be the basis of discipline, and includes but is not limited to:

1. Student evaluation (test scores/grade).

2. Teacher observance of physical happenings (eye movements, body movements).
3. Identical test 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 teacher, loss of grade, detentions, etc.

## **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.

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, cars, etc.) consume, use, inhale, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply or showing 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, images, or actions which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by school administration. This applies to other students as well as staff members.

**Bullying** is the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of people. 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, causing social isolation, or psychological isolation.

**Sexual Harassment** is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Inappropriate touching of self or others will not be tolerated. Comments including, but not limited to, remarks about sex organs, sexual orientation, and direct solicitation will not be tolerated. 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. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
- **Filming and distribution of a fight-** no student shall film a fight and distribute the footage over electronic means to others.

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, unauthorized touching, spitting or throwing bodily fluids 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 aides, 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.

Any student refusing to be searched will be assumed guilty of suspicion and suspended for 10 school days with the possibility of an expulsion recommendation.

**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 as well.

**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, use of profanity, 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.

No student shall lean or throw any items over the balcony.

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

See the section "Bus Regulations" for a complete list of bus rules.

**11. Dress and Grooming**

Failure to abide by reasonable dress and appearance codes set forth in the "Dress Code" section of this student/parent handbook may result in discipline consequences. 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 includes 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. This includes violation of the Board's Internet/Network Acceptable Use Policy as defined on page 20 in this handbook.

**15. Gambling**

No student shall participate in gambling of any kind. All material will be confiscated and returned to parent(s) 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). All sexual acts are strictly forbidden.
20. **Electronically or Battery Operated Items**  
No student shall use or possess electronically or battery operated items, except for calculators, unless requested by teacher in classroom. This includes beepers, cell phones, cd/mp3 players, cameras, etc... The school will not be responsible or liable if these items are lost, stolen, or damaged. No students shall take pictures or film other students or staff members without proper permission. Teachers and employees may confiscate Ipods/mp3's/cell phones/etc...if used during class.
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. All rules and regulations of the Student Code of Conduct (use of inappropriate language, profanity, and derogatory remarks) apply to every student activity including but not limited to: Yearbook, School Newspaper, School Publications, School Performances, Musical/Drama Productions, and student led speeches.
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. This also includes taking food from the cafeteria without paying for the items.

25. **Transportation**

Parking is a privilege for juniors and seniors 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.) Due to traffic and buses having the right of way, all drivers will need to be patient upon arrival and dismissal. **Driving to school is a privilege not a right.**

26. **Unauthorized Publication (Non-school sponsored)**

No student shall publish, possess, or distribute publications of subject 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/Possession 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 or look-a-likes of any kind. No student shall possess matches, lighters, or other similar devices.

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 all athletic events and social activities. 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. Alternative educational options may be considered for students who have been charged by the police (away from school) but have not been to court.

**30. Exceeding Consequence Limits**

No student shall exceed the limits per year given for detention, ALC, or OSS. When a student exceeds the designated limits, the student will be referred to the assistant principal or principal for further consequences. These consequences may include, but not limited to, OSS, filing of court charges, and recommendation to the superintendent for expulsion.

- After a third consequence, the administrator holds the right to apply a more severe consequence including a suspension or recommendation for expulsion.
  - Example: A third suspension from school in the same school year may result in a recommendation for expulsion along with the suspension.

**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. **If the infraction is of a more serious nature, consequences listed for the 2<sup>nd</sup>/3<sup>rd</sup> offense may be applied for the first offense.** The consequences will be noted by the following abbreviations and are listed in the grid below:

D – Detention      ALC – Alternative Learning Center      SS – Saturday School  
 OSS – Out of School Suspension      LOP – Loss of Privilege (driving to school, parking at school, commencement, dances, etc ...)

Again, the consequences listed below will be applied at the **discretion of the administrator**. At the end of the year, suspensions may be assigned instead of detentions, ALC or SS. Unless otherwise stated, consequences accumulate through the entire school year, resulting in a more severe consequence.

<b>Code Descriptor</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>
<b><u>ALCOHOL, DRUGS, NARCOTICS</u></b> #1 (dependent upon severity)	a. 10 OSS b. Notify Parent c. Recommend expulsion d. Notify police		
<b><u>ABUSE OF OTHERS</u></b> #2 (dependent upon severity)	a. D(s) or ALC, SS or 1-5 OSS b. Notify Parents c. Notify Police	a. ALC, SS, or 1-5 OSS b. Notify Parents c. Notify Police	a. 1-10 OSS b. Notify Parents c. Recommend expulsion d. Notify police
<b><u>AIDING / ABETTING</u></b> #3	a. Disciplined according to the consequences given for the rule being violated.		
<b><u>ASSAULT / FIGHTING</u></b> #4 (dependent upon severity)	a. 1-5 OSS b. Notify Parent c. Notify police	a. 5-10 OSS b. Notify Parent c. Notify police	a. 10 OSS b. Notify Parent c. Recommend expulsion d. Notify police
<b><u>TARDINESS TO SCHOOL</u></b> (per semester) #5	a. 1-4 = no discipline b. 5, 6 = DT c. 7-10 = ALC or LOP d. 10+ = SS or LOP		
<b><u>TRUANCIES</u></b> #5	a. Notify Parent b. ALC, SS, LOP c. Record as unexcused-refer to		

	truant officer for compliance d. File charges		
<b><u>CUTTING CLASS/TEAM</u></b> #5	a. 3 D b. ALC c. SS	a. ALC or SS	a. 2 ALC or SS
	* 4 <sup>th</sup> Offense – ALC or SS or OSS		
<b><u>EXCESSIVE ABSENCES</u></b> #5	a. Letter to parents b. Truancy meeting with truant officer c. File charges		
<b><u>CHEATING/PLAGIARIZING</u></b> (dependent upon severity) #6	a. notify parents b. meeting with parents and teacher c. loss of grade d. DT, ALC, SS, OSS e. etc...		
<b><u>DAMAGE TO PROPERTY</u></b> (dependent upon severity) (deletion of computer files, and knowingly introducing viruses) #7	a. Restitution b. D(s), community service, ALC, SS, or 1-3 OSS c. Notify Parent d. Notify Police	a. Restitution b. Work detail or 1-5 OSS c. Notify Parent d. Notify police	a. Restitution b. 10 OSS c. Notify Parents d. Notify police e. Recommend expulsion
<b><u>NON-COMPLIANCE</u></b> (Dependent upon severity) #8	a. D, ALC, SS, 1-10 OSS b. Possible recommendation for expulsion	a. D, ALC, SS, 1-10 OSS b. Notify Parents c. Possible recommendation for expulsion	a. ALC, SS, 3-10 OSS b. Notify Parent c. Possible Recommend expulsion
<b><u>DISRESPECT</u></b> (Dependent upon severity) #9	a. D, ALC, SS, 1-10 OSS	a. D, ALC, SS, 1-10 OSS b. Notify Parents c. Possible recommendation for expulsion	a. ALC, SS, 3-10 OSS b. Notify Parent c. Possible Recommend expulsion
<b><u>DISRUPTION OF SCHOOL / BUS</u></b> (Dependent upon severity) #10	a. Warning or D(s), ALC, SS, or 1-10 OSS b. Notify Parent c. Removal of bus privileges d. Recommend Expulsion (fires, fireworks, fire alarms, smoke bombs, etc...) e. Notify Police (fires, fireworks, fire alarms, smoke bombs, etc...)		
<b><u>DRESS AND GROOMING</u></b> #11	a. Request change of clothes, send home as an unexcused absence, or ALC c. Repeated violations will result in further discipline		
<b><u>EXTORTION / SHAKEDOWN</u></b> (Dependent upon severity) #12	a. Notify Parent b. ALC, SS, or 1-10 OSS c. Notify Police	a. Notify Parent b. 5-10 OSS c. Notify Police	a. Notify Parent b. 10 OSS c. Possible recommend expulsion
<b><u>FAILURE TO ATTEND DETENTION</u></b> #13	a. ALC	a. ALC, SS or LOP	a. ALC, SS or LOP
<b><u>FAILURE TO ATTEND SATURDAY SCHOOL</u></b> #13	a. SS or OSS	a. OSS	a. OSS
<b><u>FORGERY / REMOVING ALTERING RECORDS / INAPPROPRIATE USE OF COMPUTERR PROGRAMS</u></b>	a. Notify Parent b. Detention, ALC, SS, LOP, or 1-10 OSS		

#14			
<b><u>GAMBLING</u></b> #15	a. Warning b. D(s), ALC, or SS	a. Notify Parent b. ALC, SS, or 1-3 OSS	a. Notify Parent b. 1-5 OSS
<b><u>HAZING</u></b> (Dependent upon severity) #16	a. Notify Parent b. ALC, SS, or 1-10 OSS	a. Notify Parent b. 1-10 OSS	a. Notify Parent b. 1-10 OSS c. Possible recommend expulsion
<b><u>LEAVING SCHOOL PROPERTY</u></b> #17	a. ALC, SS b. Notify Parent	a. ALC, SS, or OSS b. Notify Parent	a. D, ALC, SS, or OSS b. Notify Parent
<b><u>LOITERING / OFF LIMITS</u></b> #18	a. Warning, D, ALC, or SS	a. D, ALC, SS, or OSS b. Notify Parent	a. D, ALC, SS, or OSS b. Notify Parent
<b><u>PUBLIC DISPLAY OF AFFECTION</u></b> (Dependent on severity) #19	a. Warning, D(s), ALC, SS	a. Warning, D(s), ALC, SS b. Notify Parent	a. Warning, D(s), ALC, SS, or OSS b. Notify parent
<b><u>ELECTRONICS</u></b> #20 (including pictures/ filming w/out permission)	a. Warning b. Confiscate c. Parent must pick up in office d. D, ALC, SS, OSS e. electronic device turned over to the Lebanon Police Department	a. Confiscate b. D(s) c. Parent must pick up in office d., ALC, SS, OSS e. electronic device turned over to the Lebanon Police Department	a. Confiscate b. ALC, SS c. Parent must pick up in office d. OSS e. electronic device turned over to the Lebanon Police Department
<b><u>SALES</u></b> #21	a. Warning b. D(s) c. ALC, SS	a. Notify Parent b. ALC, SS	a. Notify Parent b. OSS
<b><u>STUDENT ACTIVITIES</u></b> #22	a. Parent Notification and Restitution b. Warning(s), D(s), ALC, SS, or OSS		
<b><u>SUGGESTIVE, OBSCENE LEWD, &amp; VIOLENT MATERIALS</u></b> #23	a. Confiscate b. D(s), ALC, SS, 1-3 OSS c. Notify Parent	a. Confiscate b. ALC, SS, 1-5 OSS c. Notify Parent	a. Confiscate b. ALC, SS, 1-10 OSS c. Notify Parent d. Recommend expulsion
<b><u>THEFT / POSSESSION OF STOLEN PROPERTY</u></b> (Dependent upon severity) #24 Copyright infringement and unauthorized copy of software	a. Notify Parent b. Restitution c. ALC,SS, LOP, or 1-5 OSS d. Notify police	a. Notify Parent b. Restitution c. 1-10 OSS d. Notify police	a. Notify Parent b. Restitution c. 1-10 OSS d. Recommend Expulsion e. Notify police
<b><u>TRANSPORTATION – LHS only</u></b> (Dependent upon severity) #25	a. D, ALC, SS, LOP b. Notify Parent	a. D, ALC, SS, LOP b. Notify Parent	a. D, ALC, SS, possible permanent LOP b. Notify Parent
<b><u>UNAUTHORIZED PUBLICATIONS</u></b> (non-school sponsored) #26	a. warning, D, ALC, SS, OSS b. LOP c. Confiscate d. Notify parent		

<u><b>USAGE OF TOBACCO / SMOKING AND POSSESSION</b></u> #27	a. Notify Parent b. 3 OSS* c. Confiscate *enrollment and completion in a tobacco education program will waive the suspension. Additional consequences may be given for recurring multiple infractions.	a. Notify Parent b. 3-5 OSS c. Confiscate	a. Notify Parent b. 3-10 OSS c. Confiscate d. Possible recommend expulsion
<u><b>WEAPONS / INSTRUMENTS</b></u> (Consequence dependent upon circumstances) #28  Law enforcement agencies will be notified immediately.	a. Notify Parent b. Confiscate c. 1-10 OSS with recommendation for expulsion d. Notify police		

### **COLLEGE VISITS**

Seniors and juniors may visit a college campus during a regular school day. Students are not excused for more than a total of two days their junior year and two days their senior year. Students must pick up a college visitation form and a college visitation confirmation form from the Guidance Office. The completed form must be submitted to the attendance office at least **one week** before your visit. The confirmation form must be completed **while at the college**. The completed confirmation form is due the next morning in the attendance office before the start of school. It is the students' responsibility to make arrangements with each teacher to make up the work they will miss.

### **COMPUTERS**

To access the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege not a right. The District's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures to block/filter Internet access in an effort to restrict access to material that is obscene, objectionable, inappropriate, and /or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services in the Internet which the Board of Education had not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial.

The Board has the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the school district's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To ensure proper use of the district and/or voice-video-data network resources, the following rules and regulations apply to all students:

A. The use of the network is a privilege which may be revoked by the district at anytime and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software, the placing of unauthorized information, accessing materials which are inappropriate for the school setting, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

B. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the district. Misuses shall include, but not be limited to:

- (1) misrepresenting other users on the network;
- (2) disrupting the operation of the network through abuse of the hardware or software;
- (3) malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
- (4) interfering with others' use of the network;
- (5) illegal installation, copying, or use of licensed copyrighted software.

C. A student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without written permission of the District Technology Director.

D. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

### **DETENTION POLICY**

1. Students will receive a copy of detention slip with the offense and consequences indicated. They are asked to sign the slip to acknowledge a conference with the referring party.
2. One of two types of detentions will be issued: office or teacher detentions.
3. Details of teacher detentions will be given by the individual teacher.
4. Office detentions will be held after school in Room 1206.
5. Students will be given twenty-four (24) hours notice of the detention. Students and parents are responsible for transportation.
6. Detentions will be assigned to begin the day following the offense. Students may be excused from detentions only for an emergency. Excuses must be in writing and signed by parent.
7. If a student fails to report to an assigned detention, a day of In School Detention will be assigned by the appropriate administrator.

### **DISASTER DRILLS (Fire, Tornado. Etc.)**

It is essential that all students become familiar with the exit routes from each area of the building. When a warning is given, everyone should proceed by the prescribed route to a safety area as quickly as possible. Students should not talk during a drill and are to remain as a group.

Setting off a false alarm is a violation of state law. Violators will be suspended out of school, charges will be filed in court, and a recommendation for expulsion will be made.

### **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, tube tops, halter tops, 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, hats, and back packs may be worn to and from school, but must remain in the students' locker throughout the school day.
5. Clothing that has profanity, sexual innuendo/overtones, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult like activity, double meaning, or promotes violence is not appropriate for school. These examples are not all inclusive and other types of message may be deemed inappropriate for the school environment.
7. Clothing which is ripped, cut, patched or altered to achieve an unusual effect in inappropriate areas shall not be permitted. If the area in question is above the fingertips when the arms of the student are at the student's sides, it is inappropriate.
8. Clothing must not drag on the floor.
9. 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.
10. Grooming, hairstyle 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, satanic worship, or impedes the learning process 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.**

A student found to be in violation of the dress code would 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 Schools Code of Conduct.

**FEES**

There will be an opportunity to pay for school fees prior to the start of the school year during the class schedule pickup. Students may also pay school fees at the main office throughout the school year (fees owed from the junior high are added to the high school amount due). Students will not receive report cards (quarterly) or be permitted to receive their work permit until school fees (including library fines, lost textbook charges, etc...) are paid in full or there has been a payment plan established. If necessary, a payment plan may be set up where 1/4 of fees are paid each quarter. All fees must be paid to receive the final diploma and transcript. Individual course fees are listed below.

<b>COURSE NAME</b>	<b>FEE</b>	<b>COURSE NAME</b>	<b>FEE</b>	<b>COURSE NAME</b>	<b>FEE</b>
Athletic Team Fee	35.00				
English I	16.00	Fr. Sci.	10.00	Office App.	5.00
Eng. II G	16.00	Biology DBL	10.00	Personal Finance	5.00
Eng. II A	14.00	Physiology	20.00	Accounting I	62.00
English II H	30.00	Chemistry	10.00	Sports Mkt & Tech	5.00
Theatre I	7.00	Chem. II Hon.	15.00	Economics	5.00
American Lit.	18.00	Physics II	12.00	Banking	5.00

Theatre II	7.00	Biology II Hon.	50.00	Business Law	5.00
Amer. Lit. A	17.00	AP Environ Sci.	132.00	PE	16.00
Modern Adven.	18.00	AP Amer. Hist.	88.00	AFJROTC I-IV	25.00
English Lit.	13.00	AP Gov.	88.00	ADV Aviation GS	25.00
AP English	88.00	AP Euro. Hist.	88.00	Living Today	25.00
French I-IV	12.50	Art I	45.00	Careers	10.00
Spanish I-III	11.00	Dig. Design	24.00	College Life Skills	20.00
Spanish IV	13.50	Adv.Drawing	50.00	College Portfolio	20.00
Spanish V/AP	117.00	Ceramics	50.00	Child Dev.	15.00
Mandarin Chin.	23.00	Metals & Sculp.	60.00	Creative Cookery	60.00
Algebra 9	3.00	Painting	50.00	Woodworking I	5.00
Algebra I	3.00	Concert Band	8.00	Woodworking II	8.00
Geometry	6.00	Wind Ensemble	8.00	Ess. of English	10.00
Algebra II	3.00	Jazz Band	17.00	Ess. of Reading	10.00
Pre-Calculus	3.00	Cantare Choir	25.00	Ess. of Math	10.00
Applied Math	3.00	Singers	250.00	Ess. of Science	10.00
AP Calculus	88.00	Symph.Choir	25.00	Ess. of Social St.	10.00
Intro to Stats.	3.00			Ess. of Health	5.00
Calc. Concepts	3.00			Student Agenda	6.00

## **GANG POLICY**

### **Philosophy**

The Lebanon High School recognizes that a school must create a safe environment conducive to learning. The presence of school gangs disrupts the environment by threatening the safety of the students and it causes disruption to the academic process. As a result, the Lebanon High School hereby bars all gangs and gang-related activities from school buildings and property at all times.

### **Definition**

A gang is any identifiable group or club who exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has not acceptable social goals.

### **Insignia**

No gang insignia may be worn or carried by any student on school grounds at any time. This includes:

- a. jackets, headbands, shirts or other clothing that have come to be identified with a gang.
- b. tattoos or other material imprinted on the body, which is either intended to be permanent or easily removed.
- c. medallions or other jewelry which identify gang members or which has come to represent a gang.

## **GRADE CARD DATES AND INTERIM DATES**

### **Midterm Reports Distributed**

October 1, 2010  
December 3, 2010  
February 18, 2011  
May 6, 2011

### **Grading Periods Dates**

1<sup>st</sup> Quarter - October 29, 2010  
2<sup>nd</sup> Quarter - January 14, 2011  
3<sup>rd</sup> Quarter - March 25, 2011  
4<sup>th</sup> Quarter - June 2, 2011

### **Report Cards Distributed**

November 8, 2011  
January 24, 2011  
April 11, 2011  
June 10, 2011 (mailed)

## GRADING & GRADING SCALE

A = 92 - 100

B = 83 - 91

C = 74 - 82

D = 65 - 73

F = 64 or below

### **Averaging Final Grade**

1. A = 4, B = 3, C = 2, D = 1, and F = 0

2. 3.6 - 4.00 = A

2.6 - 3.59 = B

1.6 - 2.59 = C

.6 - 1.59 = D

Below .6 = F

Students are not ranked numerically; however, we do rank them by percentages - i.e. upper 5%, 10%, etc.

Grades given at the Lebanon High School are based on the letter system. "A" indicates superior work, "B" indicates work distinctly above average, "C" indicates work of average quality, "D" indicates work definitely below average, and "F" indicates failing work and loss of credit.

Semester courses - All students must have two (2) passing grades to receive credit for the course. To arrive at the final grade for the semester, 40% will be given to the first 9 weeks, 40% to the second 9 weeks, and 20% to the final exam.

Incompletes - An incomplete shall revert to an "F" for any portion of assigned work which is not completed within ten school days from the time the assignment is due. In case of extended excused absence, a longer period determined by the teacher and/or principal may be granted

## GRADUATION

23 credits + successful completion of **all** required courses and passing **all** sections of the Ohio Graduation Test

### Minimum Requirements for Graduation

4 Credits English

3 Credits Social Studies (1 cr. Am. History & ½ cr. Gov't)

3 Credits Math\*\*

3 Credits Science

.5 Credit Health

.5 Credit Physical Education

1 Foreign Language, Fine Arts, or Bus./Tech. (1/2 in computer application based course)

8 Credits in additional core courses or electives

**All seniors and early graduates must have completed all academic requirements listed above and any other requirements including, but not limited to, passing all parts of the Ohio Graduation Test, in order to participate in the Lebanon High School Commencement ceremony. No exceptions.**

**\*Note: Participation in LHS Commencement is a privilege and may be revoked along with suspension due to inappropriate behavior at school in the weeks leading up to graduation.**

**\*\*Starting with the class of 2014, students will be required to complete 4 Math credits (one of which includes Algebra II).**

## **GUIDANCE**

**Phone: 934-5106**

Students may visit the guidance office for information relating to college, careers, personal and social visits. They may use the resources available including books, magazines, computer web sites and software, booklets and pamphlets. If needed, they may request assistance from their counselor.

Students may see a counselor as often as needed. Students should have their study hall teacher sign their planner to be excused to the guidance office. If students do not have a study hall, they need to get permission from a classroom teacher at the beginning or end of a class period.

For specific guidance related information, please see the LHS Curriculum Handbook.

## **HALL PASSES**

Students must carry their plan book to all classes and use it as a hall pass. Time, date, destination, and a teacher's signature are necessary to be in the hallway.

## **HARASSMENT POLICY**

From Lebanon City Schools By-Laws and Policies (Policy 3362 – Anti-harassment)

### **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;  
</
- C. 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.

## **ILLNESS AT SCHOOL**

Students are permitted to visit the nurse/clinic if they have a pass from a teacher. Should a student's situation require dismissal to go home, a parent or legal guardian must be contacted by school personnel.

**The student must be "signed out" in the office to go home.** Students who fail to sign out or stay in the restroom without advising office personnel are considered skipping.

## **LIBRARY/MEDIA CENTER**

**Phone: 934-5116**

Students may check out books for a period of two weeks plus one 2-week renewal. Reference books, CDs, closed reserve collections, and current magazines are not available to check out. Bills are issued to students for fines and lost items.

Students come to the L/MC from study halls. You must bring your planner and ID, and be listed on the pass from the study hall teacher. Teachers may send you from class to do research individually or in a small group.

## **LOCKERS**

Lockers are provided in the building for the safekeeping of books, supplies, and clothing and will be assigned by the Assistant Principal. Students are advised that lockers are the property of the Lebanon Board of Education and may be searched at any time by an administrator or designee. Lockers will be subject to a dog search by the police department several times a year without prior notification. Malfunctioning or broken lockers are to be reported to the office. Students are responsible for any and all contents found in their lockers and will be held responsible for any violations of school rules that occur in their assigned locker. No student is to share a locker without written permission of the administration, and sharing of a locker does not excuse either student from being responsible for the contents of the locker at all times.

Lebanon High School can not guarantee 100% security of the lockers in the locker bays. If you would like added security to your locker, you are welcome to bring an additional lock. Lockers are to be kept locked at all times. Lockers and combinations are not to be shared. A student should not keep valuables in lockers. The school is not responsible for lost or stolen items. **LOCKERS ARE NOT TO BE DEFACED IN ANY WAY AND THE STUDENT WILL BE HELD RESPONSIBLE FOR DAMAGES.**

## **LUNCHES**

**(Lebanon has a closed lunch.)**

Visitors **must** have approval by an administrator to attend lunch **prior** to the visit. Friends of students who are not enrolled at LHS are **not permitted to deliver food for lunch.**

All lunches are to be eaten in the school cafeteria unless approved by the building administrator. Students are not permitted to leave the school building during the lunch period. **Phone orders or delivery of commercial food by others is prohibited.** Students are not permitted to pass through the cafeteria line with book bags or coats.

Lunchroom Behavior:

- Courteous and appropriate behavior is expected at all times.
- Misbehavior will be dealt with according to the Code of Conduct.
- Chairs should not be moved around. Students are responsible to keep their area clean, take their trays back, and throw away all trash.
- No food or drink is to leave the cafeteria. It is the responsibility of the students to clean up any spills/messes that they have created.

## **MEDICATIONS**

### **DISPENSING PRESCRIPTION DRUGS, NON-PRESCRIPTION MEDICATIONS, AND OTHER MEDICAL PROCEDURES**

The Board of Education believes that the administration of drugs prescribed by a physician or dentist to a student is the primary responsibility of the student's parent or guardian, except as otherwise required by federal law. However, the school nurse or such other person designated by the principal may administer prescribed drugs to any student pursuant to the provisions of this policy and Section 3313.713 (C) of the Ohio Revised Code. No medications, prescriptions or over-the-counter, will be administered without all of the information.

A. The principal or his/her designee must receive a written request signed by the parent, guardian, or other

person having care or charge of the student that the drug be administered to the student. 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.

- B. A parent or guardian whose child is to have drugs administered by school personnel must agree to submit a revised statement, signed by the physician, to the school nurse or other person designated by the principal if any of the information provided by the physician changes.
- C. The school nurse or other person authorized to administer the drug must receive a copy of the statement by the physician regarding instructions for storage and administration of the drug, and the drug must be received by the person who is to administer it in the original pharmacy container in which it was dispensed by the prescribing physician or licensed pharmacist. The instructions on this container must match those on the physician's statement.
- D. The school nurse or other authorized person shall establish a location in each school building for the storage of drugs to be administered under this section and federal law. All such drugs shall be stored in a locked place, except those drugs, which require refrigeration, may be kept in a refrigerator not used by students. Students will not be permitted to carry any medications including over-the-counter products unless the physician provides a written note indicating that the medication is needed for emergency purposes (i.e. inhaler, epi-pen). Students will come to the office for all other medications.
- E. Copies of the written request of the parents and the statement by the physician must be retained by the principal, and a copy of such statements shall be given to the person authorized to administer drugs to the student for whom the statement has been received by the next school day following the receipt of any such statement.
- F. The parent or guardian of a student may, after conferring with the principal or a school official designated by the principal, administer medication at the school to his/her child.
- G. An accurate record of each dose administered at school will be kept by an authorized school official.
- H. The provisions of this policy shall apply to school sponsored overnight activities. The authorized school official will carry only the quantity of medication expected to be administered during the duration of the activity.
- I. Any medications given at school shall be brought to the main office by a parent or an adult designated by a parent. Students are not permitted to carry meds on the bus or at school.

## **NATIONAL HONOR SOCIETY**

The Lebanon Chapter of the National Honor Society requires students to meet the standards by this organization established in 1921: Scholarship, Leadership, Service, and Character. **To be eligible, a student must:**

- have completed the sophomore year
- have attended Lebanon Schools for one year (a requirement of the national organization)
- have earned an **unweighted cumulative** grade point average of **3.60**

If a student meets the basic requirements during the first quarter he or she is given an information form to complete and return to the NHS Faculty Committee. This indicates the student wishes to be considered for membership.

Selection is based primarily on teacher evaluations submitted by every staff member. Instructors evaluate students they have worked with on scholarship, leadership, and character (including work habits). These evaluations, based on a 5 point scale, are added together. To this, the Faculty Committee adds their assessment of the information form that indicates, among other things, the amount and kind of service the student has given the school and community.

Final acceptance into membership is determined by the Faculty Committee. The number of students inducted varies from year to year as there is no specific number set by the committee.

Following the induction ceremony, all students who have not been selected will be contacted to discuss the process and to answer any questions they may have.

Since this is a faculty selected organization, the faculty committee reserves the right to dismiss a member for any infraction of the by-laws.

## **PARKING**

### **Parking permits will be sold to only junior and seniors.**

Students are expected to fully comply with all parking rules and regulations. Students driving to and from school are prohibited from driving through the bus lanes at all times. Also, traffic will be stopped momentarily during dismissal to allow for the buses to exit the parking lot. Failure to comply with the parking rules could result in the loss of parking privileges. Students are urged to read all rules carefully.

1. All automobiles parked on the school grounds must register with the school and must display the current decal. The fee for the permit is \$50.00 per year, \$25.00 per semester.
2. No student parking is allowed in front of the building. All vehicles must be parked within the marked spaces.
3. Prior to parking assignments, all fees must be paid, completed forms with driver's license must be presented, and parking class taken from high school.
4. Students are to park in assigned place; sharing assigned spots is not permitted; students **MUST** use their assigned spaces only.
5. Spaces cannot be rented, leased, or resold by students.
6. Students who transfer, withdraw or forfeit their spots, the space reverts to the school for re-assignment.
7. Students driving non-registered cars are required to either (a) leave their name, make, model, color, and license plate number of the car in the office, or (b) report the information to the parking monitor.
8. All students must be licensed and covered by insurance. The school is **not responsible** for the automobile or its contents.
9. Students are to report directly to the building on arrival at school. No loitering in the lot or visiting in the lot without permission. Truancy, class cuts, excessive absences or tardiness or other disciplinary actions may result in the suspension of parking privileges.
10. There will be no speeding or any other form of reckless driving on school grounds.
11. Ignoring signals to stop when school busses are approaching will result in disciplinary action.
12. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
13. Students applying for and receiving permits fully understand their responsibility in following the rules. Suspension of parking privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.
14. Students must abide by all traffic regulations specified by the Ohio Revised Code Chapter 4511.
15. Any traffic court appearance will result in a loss of spot for a set amount of days determined by an administrator. Suspension or revocation of driver's license is ground for losing your parking spot.
16. A new state law allows the denial or revocation of a student's driver's license when a student of compulsory school age withdraws from school or is habitually absent for more than 10 consecutive days or a total of at least 15 days in a quarter without legitimate excuse or is suspended or expelled from school for use or possession of alcohol or drugs. Denial of privileges will remain in effect until the student reaches the age of 18, returns to school, or receives a GED certificate.

Students who exercise the privilege of driving, riding, or parking a vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials, and school disciplinary procedures.

## **SATURDAY SCHOOL**

Saturday School is held from 8:00 a.m. to 12:00 noon at Lebanon High School. The students must enter through the front doors with their books and materials at 7:55 a.m. Students who fail to serve an assigned Saturday School will be subject to out-of-school suspensions. A student who is assigned to Saturday School shall attend on the date and time assigned. Beverages, snacks, radios, magazines, talking, and sleeping are not allowed. Students who violate these regulations will be removed from Saturday School and will be subject to out-of-school suspensions.

## **SCHEDULE CHANGES**

Changing courses after registration will be considered by the guidance office if there has been a failure of a course or a scheduling conflict. With sufficient planning and forethought, the registered courses should be final. Classes are scheduled upon availability and balanced class sizes. For obvious reasons, we cannot honor requests to have a particular teacher. If a schedule change is necessary, parental permission should be made through the counselor or teacher to drop a course. Please see the curriculum guide under general information regarding the specifics of adding/dropping courses.

## **SCHOOL CLOSINGS**

In the case of severe weather, the official announcement for school closings may be heard on:

**Radio:** WVXU/FM, WLW/AM, WAKW/FM, WINK/FM, WNKR/FM, WNKR/AM, WEBN/FM, WIZF/AM, WKRQ/FM, WUBE/FM, WSAI/AM, WYGY/FM – Y96, WGRR/FM, WARM/FM, WAOZ/AM, WHKO/FM, WYSO/FM, WING/FM, WING/AM, WCLR/FM, WHIO/AM, WGTZ/FM, WTPW/AM, WQRP/FM, WLQT/FM, WTUE/FM, WMMX/FM, WMVR/FM, WXEG/FM, AND WDKF/FM

**Internet:** [www.lebanon.k12.oh.us](http://www.lebanon.k12.oh.us)

**Television:** Channels 2, 5, 7, 9, 12, and 19 & Lebanon Cable Channel 6

Please do **not** call the school for confirmation of delays or closings. Unnecessary calls jam the lines and prevent actual emergencies from being received.

**Emergency Closings: Parent/Guardians and students please make provisions ahead of time for what your son/daughter or you should do if school is released early.**

## **SEARCH AND SEIZURE**

When school administrators have reasonable suspicion 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, or any illegal activity, a search of the student and his/her locker, electronic devices, desk and automobile will be conducted. A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her briefcase or pocketbook, cell phone, mp3, PDA, locker, desk, or automobile, if such an automobile is parked on school grounds. If a student does refuse to be searched, they will be suspended for 10 days with a recommendation for expulsion. 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.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board of Education has established a zero tolerance for alcohol use.

In addition, the use of canines, trained in detecting the presence of drugs or devices, will be used when the administration has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property, including student vehicles parked on school property, where such substances could be concealed. Canine detection is conducted in collaboration with local law enforcement authorities, and the **Lebanon City Schools is not liable for damage sustained by the dogs to private property.**

## **STUDY HALLS**

Students must have academic work to do. Literature read in the study hall will be subject to limitations at the discretion of the teacher. No food or pop will be permitted during study hall. Study halls are not for socializing.

## **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.
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 of 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 for 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 and/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 will receive an unexcused absence for each and any part of a school day missed. An exception to this rule will be for an out of school suspension where a student will be permitted to make-up work for 65% credit and have the absence excused. Students must score between 65% and 100% on their work to receive 65% credit. Work submitted below 65% will not be accepted and will result in 0% credit. Whenever possible it is the student's responsibility to collect all work assignments and books before the suspension begins. All work will be due, including the taking of any tests and/or quizzes, the first day a student returns from an out of school suspension.

8. Students who have been expelled will receive no credit or be allowed to make up any work and will receive zero's on all assignments during the expulsion.
9. 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. Student 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.

### **TARDINESS TO SCHOOL**

Students **MUST** sign in the attendance office when they are tardy to school and receive a pass to class. The tardy is recorded and dealt with per the Code of Conduct.

Students are permitted to have four tardies per semester with no consequences. On the fifth and sixth tardy, students will receive detentions. Beginning with the 7<sup>th</sup> tardy, students may be placed in In-School, issued Saturday Schools, or have privileges revoked (parking pass, attendance at sporting events, dances, etc...).

### **TELEPHONE CALLS**

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. Please do not call your child's cell phone or text message during school hours.

### **TEXTBOOKS**

Textbooks are provided by the Lebanon City Schools Board of Education. Normal wear is expected. Fines will be charged for defaced or lost books. All textbooks should be covered with a homemade or commercial book cover. Students are not permitted to carry backpacks or book bags from classroom to classroom; they are to be kept in their lockers during the school day.

### **VACATION POLICY**

Families are strongly encouraged to take their vacations when school is not in session. However, the Board of Education recognizes that under certain circumstances, that is difficult to do. Therefore, if a student has to miss school due to a family vacation, the following procedures must be followed:

- 1) **THE STUDENT MUST BE TRAVELING IN THE COMPANY OF THE PARENT OR LEGAL GUARDIAN.**
- 2) The student must notify the principal at least **FIVE SCHOOL DAYS** prior to the vacation and secure a vacation leave form. The form must be completed by the parent(s) or guardian, signed by the principal and teachers, and returned to the attendance office before the vacation.
- 3) Vacation requests **will not** be approved during **state tests**, the last week of school, or during the last week of the first semester, due to **final exams**.
- 4) An 18-year-old student must follow all aspects of this policy.
- 5) This policy may only be used once during the school year.
- 6) It is the student's responsibility to get homework assignments and make up any tests that missed. All work is due upon student return.

The administration reserves the right to refuse a student an excused absence from school for types of vacations that are questionable. Failure to make arrangements prior to vacation will result in an unexcused absence and no credit for the work missed during the vacation.

### **VALUABLES**

Students are prohibited from carrying valuables, large sums of money, or electronic devices (cell phones,

mp3/cd players, etc...) to school. Each student is responsible for his/her personal property. Every effort will be made to recover stolen property, but loss must be assumed by the student. Please mark all personal possessions with your name. This is especially true with P.E. clothing and calculators. There is a designated lost and found box, and should be checked periodically if something is missing.

## **VIDEO SURVEILLANCE**

Video surveillance and electronic monitoring systems will be used in our schools and buses in accordance with Board Policy 7440.01.

## **VISITORS**

ANY and ALL visitors are required to report to the main office and have administrative approval to be in the building. Students are not permitted to have non-parental visitors during the day or visitors during lunch.

### **Parent Visitations to Classrooms:**

Should a parent request to visit his/her child's class (es), this may be arranged by contacting the building administrator 24 hours prior to their visit. As always, parents are required to report to the office upon entering and leaving the building. **All visitors must sign in and out at the office.**

## **WEAPON 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 which includes but is not limited to any explosive, incendiary or poisonous gas; bomb, grenade, rocket having a propellant charge 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.

## **WITHDRAWAL AND TRANSFER FROM SCHOOL**

**Guidance Office: 934-5106**

The procedure for withdrawal or transferring is as follows:

1. Parent/guardian goes to the guidance office to fill out the withdrawal form. Due to the passage of a federal law, the school is unable to release any information on a student without written permission from the parent, guardian, or student who is of age.
2. The student takes the withdrawal form to all of his/her teachers for their signatures and a class grade. Books are to be returned at this time.
3. After all the teachers have signed off on the withdrawal form, it is taken to the library, attendance office, athletic office, front office, and the guidance office for a signature.
4. The student takes the completed forms to the guidance secretary.
5. Records will be sent when all school obligations have been met (fees paid, books returned, etc.).

\*\*New "Dropout" legislation - O.R.C. 3321.13 (B) (1): If a student withdraws for other reasons, the Principal/designee shall inform the Superintendent who MUST notify the Registrar of Motor Vehicles and the Judge of Juvenile Court. Such notification shall be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of state. Upon receiving such information, the Registrar of Motor Vehicles is REQUIRED to suspend the temporary instruction permit or driver's license of the student.

Any person whose driving privileges have been denied for the above reasons can file a petition with the Juvenile Court in whose jurisdiction he/she resides.

Any restoration of such privileges would depend upon that Court's Action and/or other approved reason as designated by law.

## **WORK PERMITS**

Work permits may be obtained at the high school main office. It takes a minimum of 24 hours to process the permit through the state of Ohio. All forms are available in the main lobby and must be filled out prior to receiving the work permit (including a physical from a licensed physician). The principal has the right to deny a work permit based on behavior, grades, attendance and outstanding school fees.

### **ALMA MATER**

Lebanon High, Oh Lebanon High, We gladly honor you.

For your glory we conspire in Alma Mater Song.

Chorus:

Lebanon High, Lebanon High, We pledge our love to thee,

Ever we will give to thee our true fidelity.

Through all our days we'll sing your praise with hearts

and courage true.

Through smiles and tears of future years, one thought and

that of you.

### **SCHOOL FIGHT SONG - ONWARD LEBANON**

Onward Lebanon; Onward Lebanon;

school so good and grand,

Keep the story of our glory forever o'er the land.

Onward Lebanon; Onward Lebanon; fight on for her name,

Fight students, fight to bring our school to fame.

