



# Student Handbook Grades PreK-4

Bowman Primary School  
Donovan Elementary School

*Board Approved: July 2024*



# *WELCOME...*

Welcome back to school! It is our hope that your school experience will be educational and enjoyable.

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

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

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

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

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

Welcome and best wishes for a successful school year!

Sincerely,

Laura B. Conner, Bowman Primary Preschool Coordinator  
Sheri McHenry, Bowman Primary Principal - Kindergarten-2nd Grade  
Clifton Franz, Donovan Elementary Principal

## Lebanon City Schools

### Board Office

Superintendent: Mr. Isaac Seevers  
160 Miller Road  
Lebanon, OH 45036  
**934-5770**

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Board Vice President: Mr. Roy MacCutcheon  
Board Member: Mrs. Kim Cope  
Board Member: Mrs. Jennifer Daulton  
Board Member: Mr. Michael Gliatti

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Mrs. Karen Ervin, Treasurer  
Mr. Brian Dalton, Assistant Superintendent  
Mr. Mark Graler, Assistant Superintendent  
Mrs. Krista Foley, Director of Pupil Personnel / Special Services PreK-6  
Mrs. Cherie Gibson, Director of Pupil Personnel / Special Services 7-12  
Mr. Scott Butler, Director of Business Operations  
Mr. Michael Arlinghaus, Operations Coordinator  
Mrs. Wendy Planicka, Communications Coordinator  
Mrs. Megan Grippa, Food Service Coordinator  
Mrs. Lori Robertson, Transportation Coordinator  
Mrs. Casey Greene, Technology Coordinator

### Lebanon High School

Principal: Mr. Robert Reynolds  
Assistant Principal: Mrs. Heidi Calvert  
Assistant Principal: Maggie Holtkamp  
Assistant Principal: Mr. Casey Wood  
School hours: 7:25a.m.–2:25p.m.  
1916 Drake Rd.  
Lebanon, OH 45036  
**934-5100**

### Donovan Elementary School

Principal: Mr. Clifton Franz  
Assistant Principal: Mrs. Carissa Womack  
School hours: 9:15a.m.–4:00 p.m.  
401 Justice Dr  
Lebanon, OH 45036  
**934-5400**

### Lebanon Junior High School

Principal: Mr. Alex Brunk  
Assistant Principal: Mr. Andrew Renner  
School hours: 7:10a.m.–1:57p.m.  
160A Miller Rd.  
Lebanon, OH 45036  
**934-5300**

### Bowman Primary School

Preschool Coordinator: Mrs. Laura Conner  
Principal K-2: Mrs. Sheri McHenry  
Assistant Principal: Mr. Butch Ferrero  
Assistant Principal: Mr. Bret Gordon  
School hours:  
Pre-K AM: 9:15-12:00  
Pre-K PM: 1:05-4:00  
A.M. Kindergarten: 9:15a.m.–12:00p.m.  
P.M. Kindergarten: 1:15p.m.–4:00p.m.  
Grades 1 & 2: 9:15a.m.–4:00p.m.  
825 Hart Rd.  
Lebanon, OH 45036  
**Pre-K-K: 934-5460**

### Berry Intermediate School

Principal: Mrs. Elizabeth Z. Kletzly  
Assistant Principal: Mrs. Tiffany Martin  
School hours: 8:30a.m.–3:20 p.m.  
160 Miller Rd.  
Lebanon, OH 45036

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## **IMPORTANT NOTE ABOUT STUDENT FEES FOR KINDERGARTEN THROUGH 4<sup>TH</sup> GRADE**

Student fees for each grade level are in the table located below. We have implemented the following standards to ensure that fees are collected this school year:

1. Fall pictures may be ordered by any student who has paid at least one-quarter of the yearly fee amount. If fees for more than one school year are owed, one-quarter of those fees and one-quarter of this year's fees must be paid in order to purchase fall pictures.
2. Spring pictures will not be sent home with students whose fee account is not current through the second quarter. If fees for more than one school year are owed, one-half of those fees and one-half of this year's fees must be paid in order to purchase spring pictures.
3. Students will not be able to receive a yearbook unless fees are current through the third quarter. If fees are owed and an order for a yearbook is placed through the Lifetouch online ordering system, the yearbook will be held at school until fees are current. If fees for more than one school year are owed, three-quarters of those fees and three-quarters of this year's fees must be paid in order to purchase or receive a yearbook.

We appreciate your prompt attention to paying your student's fees. Thank you.

Grade	Total Amount	Due 1st Quarter	Due 2nd Quarter	Due 3rd Quarter
Kdg.	\$54.00	\$13.50	\$27.00	\$40.50
1	\$69.00	\$17.25	\$34.50	\$51.75
2	\$69.00	\$17.25	\$34.50	\$51.75
3	\$64.00	\$16.00	\$32.00	\$48.00
4	\$60.00	\$15.00	\$30.00	\$45.00

# ADMISSIONS AND ATTENDANCE

## Attendance Procedures

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

## Reporting Student Attendance

It is the obligation of the parent or caregiver to report the child's absence, tardiness, or early dismissal on each occasion the student is absent.

## Absences

- Students who miss school are required to have their parent or caregiver contact the attendance office on or before 9:30 A.M.
- If the school doesn't receive notification, a phone call will automatically be made to the parent or caregiver. If the parent or caregiver fails to contact the school, the absence will be considered unexcused until a parent or caregiver makes direct contact (within 5 days) with the attendance office to verify the student's absence.
- All parent, caregiver, or physician's notes must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.
- **Unexcused Absences from school: (time out of school full or partial days)**
- The Ohio Revised Code defines a student as being a habitual truant when a student has:
  - o 30 consecutive unexcused hours, or
  - o 42 unexcused hours in a school month, or
  - o 72 unexcused hours in a school year.

## Tardiness

- Being punctual is an expectation that we have for all of our students. Any student arriving to school or their assigned seat in the classroom after 9:15 A.M. must report directly to the attendance office. All students in Kindergarten through 4th grade that arrive late to school must be signed in at the attendance office by a parent or caregiver. The school attendance officer will track tardies and report to the administration.
- When students arrive on school property he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority.
- Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

## Early Dismissal

- All early dismissals will be counted toward the student's 12 occurrences in the school year. When a student arrives on campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office.

### **Reasons for Excused Absence/Tardy/Early Dismissal**

- Personal illness or injury
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family
- Funeral of an immediate family member or relative
- Quarantine
- Religious holiday
- Appointments for court
- Pre-approved absences
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year.
- Emergencies and other reasons deemed good and sufficient by the principal.

### **Reasons for Unexcused Absence/Tardy/Early Dismissal**

The school administration will make the final decision on 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. The alarm clock (Student's or parent/caregiver'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 absence 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 Attendance**

Generally, twelve (12) absences from school (time out of school), which includes full days, partial days, and tardies, may be documented by a parent or caregiver phone call.

**\*Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent or caregiver may excuse.**

Absences (time out of school), full and partial days in excess of 12 absences may not be excused by a parent or caregiver and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an absence (time out of school, full or partial days) is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but

are not limited to: the student's attendance in the current or prior school years; instances where students/parents/caregivers have been adjudicated guilty of truancy-related offenses or are currently under active supervision or probation. Excused absences from school (time out of school, full or partial days) shall be granted only on the condition of a note from a physician, nurse practitioner, or physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation 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 the time out of school for full-day absence or partial-day absence is excused.

### **Monitoring of Attendance**

The school, in compliance with Ohio Truancy Laws, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies, and early dismissal:

If a student acquires 38 hours in one month or 65 hours in one school year of excused and or unexcused hours, a warning letter will be mailed to parent or caregiver.

The school, in compliance with Ohio Truancy Laws, has established the following intervention strategies to avoid unexcused hours, partial and full days, tardies, and early dismissal.

If a student acquires 30 consecutive unexcused hours, 42 hours unexcused hours from school in a school month, or 72 unexcused hours in a school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/caregiver, or their designee (a pre-approval FERPA form release for a designee to attend in a parent or caregiver's place must be filed by the parent or caregiver for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and a representative of the Juvenile Court.

If the parent or caregiver fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent or caregiver's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent or caregiver.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.



### **Truancy Defined**

Truancy is defined by the Ohio Revised Code, Section 3313.609, as “any absence that is not excused.” Truancy charges may be filed against a student (12+ y/o) who becomes a habitual truant. Contributing charges may be filed against the parent(s) or caregiver(s).

The Ohio Revised Code defines a student as being a habitual truant when a student has:

30 consecutive hours of unexcused absence from school, or  
42 hours of unexcused absences from school in a school month, or  
72 hours of unexcused absences from school in a school year.

### **Important Notes**

- Court Proceedings may be initiated without utilizing the above sequence.
- Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies.
- According to ORC 3321.13(B) the Board may authorize the Superintendent to establish a hearing and notification procedure for the purpose of denying a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 7 days during the semester.

### **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. If your child has a seriously diagnosed chronic illness (diabetes, severe asthma, seizures, etc.) that will result in frequent absences, then please contact the building school nurse to discuss attendance options.

### **Military Provision**

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military caregiver/parent/sibling. These days shall be approved in advance by the principal and will not count against the normal twelve (12) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

### **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.

## Reporting Student Absence

The Missing Child Act requires schools to contact the parents or caregivers of all students who are absent from school each day. A phone call to the school should be made by **9:30 a.m.** on the morning of the absence. Children attending afternoon preschool and kindergarten please call by **1:30 p.m.** to report your child's absence.

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

### Student Tardies:

- Any student who arrives within one hour of the start of the school day or is dismissed within one hour of the end of the school day is considered tardy.
- Perfect attendance means no absences and no tardies.

## Arrival

Students are not permitted in the building before the start of the school day (9:00). Prior to this time **NO** adult supervision is provided. Please do not send your child to school before this time because we can assume no responsibility for them.

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

## End of School Day Departure

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

1. Fill out the online dismissal form on the school's website.
2. The person picking up the child must report to the school office by 3:45 PM, and fill out a check-out form with the necessary code word information.
3. **Students will not be released to anyone without the code word.** Parents and caregivers are required to establish and use a "**code word**" to sign their child out of school AT ANY TIME. This code word should not be shared with others except those authorized to pick up your child.
4. Phone calls regarding or requesting the dismissal or pre-dismissal of a student **will not be accepted.** Students will remain in their room until signed out in the office.
5. The person picking up the child may be asked to prove identity by displaying a driver's license or other photo identification.
6. All children must ride school-provided transportation or be picked up at the time of dismissal.

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

## Vacations During the Year

The state of Ohio does not recognize a vacation as an excused absence. Families are strongly encouraged to take their vacations when school is not in session. Students who are taken out of school for trips may be given permission to do so by the school. The responsibility for such absences resides with the parents and caregivers, and they must not expect any work missed by their child to be

re-taught by the teacher. Please notify the school in advance of an expected absence. Pre-approved absences shall be included in the 10 occurrences rule. See page 7.

## **Withdrawal Procedures**

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

## **School Supplies**

The Lebanon City Schools Board of Education provides all basic texts at no cost to students of our school. These textbooks are loaned to the students and remain the property of the school district. All books lost or damaged during the year must be paid for according to the nature of the loss. Some of the consumable materials used daily by the students in the instructional program are provided through payment of the school fee. School fees are listed on page 6 of this handbook.

Please pay the school fee before the end of the third week of school. If you are unable to pay the fees by this date, please notify the school office or your child's teacher so other payment arrangements can be made.

## **Paying Fees**

All checks written should be made out to the school. Record keeping is greatly simplified if a separate check is written for each type of charge. Please do not send money to one teacher for all of your children in other classrooms. The teachers cannot make changes or divide the money correctly when one check is written for more than one child and more than one purpose.

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

Preschool tuition/fees for the 2024-2025 school year are broken down into a monthly payment of \$220 per month. Tuition is due on the first day of each month, from September to May. For your convenience, our Pay Schools Central system will be available to process tuition payments. Once accepted into the program, a non-refundable deposit of \$70 is required. A yearly school fee of \$25.00 will be required at the start of the school year. Please note that failure to remain current with monthly preschool payments throughout the year will revoke your child's eligibility for the preschool program and restrict the distribution of school pictures and the quarterly report card.

## **Waiver of Student Fees**

Please note that recipients of ADC or state disability payments are exempt from paying student fees for grades K-4. If you are requesting a waiver of fees, please present the school office with your ADC case number or proof of eligibility if you are receiving state disability payments.

## **Record Updates**

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

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

Address changes are done at any of our school buildings.

In order to successfully complete an address change for an enrolled student you should bring the following with you:

### **1. Proof of Residency**

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

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

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

# STUDENT PERFORMANCE

## Grading

In grades Preschool through second grade, the Lebanon City Schools use the following code to assess your child's work and indicate grades on the report card:

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

In third and fourth grade, students' progress will be reported through grades in all academic areas. The district-adopted grading scale is as follows:

A-Outstanding	90-100%	D-Below Average	60-69%
B-Above Average	80-89%	F-Failing	0-59%
C-Average	70-79%		

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

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

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

In grades 1-4, report cards are issued four times per year. Kindergarten students will receive quarterly report cards. Official report cards are held for failure to pay fees and fines but may be viewed at school with your child's teacher. Parents and caregivers can view grades at any time through their ProgressBook Parent Access Account. Contact your child's office if you need assistance in setting up an account.

## District-Wide Testing

Students in grades Pre-K – 4 will take various assessments throughout the year to assess their mastery of curriculum standards. In accordance with the Ohio Department of Education mandates, students in grades Pre-K - 4 will participate in diagnostic and/or achievement tests. Testing dates will be provided as they become available.

## Homework

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

Beginning in 3<sup>rd</sup> grade, students use an assignment notebook to keep track of homework assignments. The assignment notebook is an excellent place for parents and caregivers and teachers to communicate about the progress of the student. Please encourage your child to use the assignment notebook like adults use daily planners or calendars. This is an important study skill that will benefit your child as he/she moves up in grade.

Students who are absent will generally make-up work after they return to school. In the case of an extended absence, parents and caregivers may contact the office to arrange for work to be gathered. Please notify the office by 10:30 a.m. to ensure that materials can be ready for pick up following dismissal.

## **Multi-Tiered Systems of Support (MTSS)**

MTSS is a multi-step process of providing instruction and support to promote the academic and behavioral success of all students. Progress is monitored and results are used to make decisions about further instruction and intervention. At K-4, MTSS is used in addressing reading, math and behavior.

Our MTSS process has three tiers:

### Academics:

- In Tier I, all students receive high quality curriculum and instruction in the general education classroom. The teacher assists all students.
- In Tier II, the school provides supplemental instructional support, usually in small groups, to students who need additional support to what they are receiving from the general curriculum. This can sometimes take place within the classroom.
- In Tier III, intense instructional support is provided to students with the greatest needs, with frequent progress monitoring.

### Behavior:

- In Tier I, all students are explicitly taught positive behavioral expectations. All teachers use a consistent approach to discipline, which we refer to as Behavioral Leadership
- In Tier II, the school provides supplemental targeted behavioral skill interventions, usually in small groups.
- In Tier III, student centered planning is used to develop customized interventions with frequent progress monitoring.

Another component of our MTSS process is that we conduct universal screenings. Universal screenings review the progress of all students; these screenings occur three times a year. Universal screenings help us identify students who may need more support or other types of instruction.

As a result of screening, students may be identified as needing supplemental instruction (a Tier II level of support) in addition to the high quality instruction they are receiving in Tier I. Research based interventions are used to support students in the area of need. Research based interventions are teaching strategies or methods that have been proven to be effective in helping children be more successful with academics or behavior. There are many different kinds of interventions and instruction that can happen in the classroom, outside the classroom, or in small groups.

Another key component to the MTSS process is progress monitoring. Progress monitoring is a way for teachers to take a snapshot of how students are doing on a specific skill. It shows how well the intervention is working. It includes observations, tests, and other formal and informal assessments. Progress monitoring helps determine whether an intervention is successful or needs to be adjusted.

When a student meets targets, the intervention is no longer needed and the student continues to receive support in the general education classroom. When progress monitoring shows that a student is not responding to the intervention, another approach or intervention may be tried. However, when a higher level of support is needed, children are given individualized instruction which further focuses on supporting the skills they need to be successful learners (Tier III).

# SCHOOL/HOME COMMUNICATIONS

## Home-school Communication

Parents and caregivers are encouraged at all times to contact the school regarding any questions, concerns, or comments that might help us to better meet the needs of the student. Please feel free to call your child's school at the number listed at the front of this handbook. You may also leave voicemail messages for the office or your child's teacher during the school day or after school hours. The school secretaries can connect you to any teacher's voicemailbox.

## Board of Education Policies

Board of Education policies are available on the district website: [www.lebanonschools.org](http://www.lebanonschools.org)

## Conferences

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

## Class Placements & Caregiver Input

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

Classroom groupings are built, reviewed, and adjusted by all staff utilizing information known about the children through their classroom and school experiences. Additional input regarding these groupings comes from counselors, special area teachers, and support personnel in the building. Many things are considered before placements are made. These include overall academic ability, classroom performance, personality traits, social and behavioral factors, and special concerns. Friendships among students are not considered as part of the placement process.

Input from parents and caregivers is an important piece in our process and will enhance our knowledge of students as we work to place them in a classroom. We ask you to share information that you feel would be helpful to us regarding your child through the online Parent/Caregiver Input Form. The information from the online form will be shared with the grade-level team when creating balanced classroom groupings. **Please do not request a specific teacher's classroom. All forms with a specific teacher's name will not be shared with the grade-level team.**

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

## **Questions or Concerns**

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

## **Custody Papers**

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

## **Bulletins and Announcements**

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

## **School Pictures**

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

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

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

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

Please refer to page 6 of this handbook for additional information regarding the release of school pictures and ordering of yearbooks when fees are unpaid.



# HEALTH AND SAFETY

## Clinic Assistance

When students become ill at school, they will report to the clinic for assessment by either the school nurse or secretary. Each building has a school nurse on staff who is available as a resource to parents and caregivers. Feel free to call or stop by with questions as they arise.

## Medication Policy

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

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

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

Emergency medications such as inhalers and epi-pens may be carried by students if indicated by the physician and parent or caregiver on the medication permission form. It is advisable that a backup medication still be kept in the office in the event that the student is unable to tell an adult where his/her medication is located. Please ensure that your child is able to safely and correctly administer such medication before making this decision and that your child understands the importance of keeping the medication away from other students.

## Non-Prescription Medications

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

## **Emergency Information**

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

Student medical information will be shared with school personnel who interact with your child to ensure his/her safety at school. Please notify the school nurse in writing or call your child's school if there is information you do not want to be shared with other school personnel.

## **Emergency Medical Authorization**

All parents and caregivers are required by Ohio law to have an emergency notification form completed and on file for each child enrolled. Parents will update this information through Final Forms before the start of each school year. Parents and caregivers are responsible for keeping the office informed of changes in telephone numbers and other pertinent information. If you want to deny permission for such treatment you should complete the bottom portion of the form.

## **Medical Emergencies**

As stated above, the school must have on file emergency telephone numbers where the parent or caregiver can be reached during the school day. Any child who becomes ill or injured at school is seen by the school nurse or designated personnel. Parents and caregivers will be asked to pick up their child in the event the child has a fever, diarrhea, vomiting, or other serious illness or injury. Emergency care that can be legally given will be administered and the parent or caregiver will be notified as soon as possible.

## **Hearing/Vision Screenings**

The early detection and treatment of vision/hearing disorders will give your child a better opportunity to develop educationally, socially, and emotionally. The school screening is not an eye/ear examination, does not take the place of an examination, and will not detect all potential problems or diseases. If you feel that your child may have a vision/hearing problem, you should make an appointment with a physician regardless of the school's screening results. The school screening is only meant to aid in the detection of general vision and hearing problems.

All PreK, K, 1st, 3rd, 5th, 7th, and 9th-grade students will receive a vision screening. If your child does not pass the screening, a referral letter will be sent home. Please make an appointment with an optometrist and take the referral letter with you. The optometrist should complete the eye report and it should be returned to school. If you have any questions regarding your child's results or need financial assistance in obtaining an eye exam/glasses, please contact us.

All PreK, K, 1st, 3rd, 5th, and 9th-grade students will receive a hearing screening at school. If your child does not pass the hearing screening, a second screening will be done in 4-6 weeks per the Ohio Department of Health guidelines. A referral letter will be sent home if your child fails the second screening. Please make an appointment with an ear, nose, and throat (ENT) specialist and take the referral letter with you. The physician should complete the hearing report and it should be returned to school. If you have any questions regarding your child's results, please contact us.

## **Immunizations**

Ohio Law requires that students meet certain immunization requirements to attend school. A complete immunization record or proof of being "in the process" of obtaining the required shots at appropriate time intervals must be on file within 14 days of school entry. Students not meeting these requirements will be excluded from school 14 days after school entry per Ohio State Law. Preschool students may attend school for a period of 30 days pending the completion of these requirements. It is our goal to avoid excluding your child from school. Please review the required school immunizations on our website and contact us if you have any questions.

Please contact your family physician or the Warren County Health Department at 695-1468 to arrange for your child to receive the required immunizations.

## **Early and Periodic Screening, Diagnostic and Treatment**

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled in Ohio Medicaid. More information can be found at [www.medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx](http://www.medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx)

## **Information Changes**

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

## **Head Lice**

**Any student with live head lice will be sent home from school.** Head lice must be treated before the child may return to school. In the case of chronic head lice, the school nurse or administrator may enforce a no-nit policy on an individual basis. When a student is found to have live lice, we will make every effort to check the student's close contacts in the homeroom within 24 hours.

## **Suspected Child Abuse**

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

## **Evacuation/Tornado/Lockdown Drills**

In order to ensure the safety of the children during the school year it is necessary we practice drills. Teachers shall review with the students the procedures to be followed. Emergency procedures are posted in each classroom.

## **Visitors, Volunteers, and Chaperones**

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

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

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

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

All volunteers must be board approved. Contact a school office for information on how to become a volunteer. Chaperones for field trips must be board-approved volunteers. Chaperones must be approved prior to or during the January board meeting. Volunteers are approved for five-year increments.

## **Video Surveillance and Electronic Monitoring Systems**

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

## **Birthday Recognitions and Invitations**

Please contact your child's teacher for information about the planning and recognition of birthdays. *Only pre-packaged treats with nutrition labels or non-food items may be sent into classrooms.* Invitations to private parties are not to be distributed in a classroom unless every student in the class is receiving an invitation.

## **School Lunches**

Hot lunches are served each day. School breakfast and lunch menus are available on each school's website. Prepayment for school lunches is available from the cafeteria staff or Pay Schools Central.

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

Charging of meals is discouraged, but we understand that emergencies happen. In the event, your child comes to school without lunch money, a lunch charge will be given. Students will be permitted to charge three times. After three charges, students will not be permitted to charge a regular student lunch but will be provided a peanut butter or cheese sandwich. Any remaining balance from charged meals at the end of the school year will be added to the student's school fees.

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

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

## **Outside Play**

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

# TRANSPORTATION AND DISMISSAL

## **Parent/Caregiver Responsibility**

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

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

## **Student Safety**

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

“DON’T LOSE YOUR RIDING PRIVILEGE!”

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

## **Transportation Guidelines**

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

Students must be transported regularly to and from the same location five days a week.

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

Parents and caregivers can access their child's transportation information through the district website (<http://www.lebanonschools.org/>) by clicking on the bus icon at the top of the page. Once on the transportation page, click on *Bus Routes*. A child's student ID for both the username and password should be entered. Parents and caregivers will be able to see their child's bus number, pick up and drop off time, and bus stop. Transportation changes that are made throughout the year can also be viewed.

## **Transportation Changes**

One of the most important and difficult procedures is getting elementary students to and from school by bus transportation. Because of the seriousness of coordinating the transportation of all students, we will follow certain guidelines. Students are permitted one address for transportation. The addresses for pickup and drop-off must be in the transportation computer system and student names must appear on the roster for each bus. No bus passes will be issued for additional addresses. Bussing will not be provided to businesses, the library, driving schools, employment, birthday parties, sleepovers, etc.

No changes will be made to bus routes a week prior to and two weeks after the start of school. Any students enrolling during this period will not be scheduled on a bus. Parents and caregivers will need to provide transportation. Students will be added to routes after this period. Parents and caregivers will be able to access their child's transportation information online. Parents and caregivers may go to the district website and click the bus icon at the top of the page to open the transportation page. Any bus change is done through ProgressBook. Directions are found on the transportation webpage.

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

## **What is a "Safety Spot?"**

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

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

## **Bus Stops**

Please have your student at his "Designated Safety Spot" at least 5 minutes prior to their scheduled pickup time. Students need to remain in their "Designated Safety Spot" when dropped off until the bus has pulled away.

Preschool Transportation - By law, transportation is available for some students with special needs. Transportation is not available for typically developing students.

## Misbehavior on the Bus

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

- If possible, the driver will solve the problem.
- If the driver is unable to solve the problem, he/she should report to the Transportation Supervisor and if necessary, will confer with a building administrator.
- A discipline report will be completed by the driver and parents and caregivers will be notified by administration.

Bus referrals to the principals will normally result in suspension from the bus on the third referral. Further bus referrals may result in bus suspensions as well.

Pursuant to the Ohio Revised Code, students riding school district buses may have bus riding privileges suspended by the superintendent or other district administrators for a period of time not to exceed eighty (80) days for any violation of the 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. They are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Students will:

1. be careful in approaching bus stops; walk on the left, facing oncoming traffic and be sure that the road is clear both ways before crossing;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to the 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. not smoke or possess flame-generating devices; and
13. all other rules of the Student Code of Conduct shall apply to the student transportation management regulations.

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



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

## **Student Pick-up**

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

1. Notify the school in writing and indicate the date, time, and who will pick up the child.
2. The person picking up the child must report to the school office, ask for the child as they identify their "code word", and fill out a check-out sheet with the necessary information.
3. The child will then be called to the office by a staff member.
4. Phone calls regarding or requesting the dismissal or pre-dismissal of a student **will not be accepted**. Students will remain in their room until signed out in the office.
5. When the person picking up the child is unknown to the office staff, that person may be asked to prove identity by displaying a driver's license or other photo identification.

## **Bike Riders**

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

## **School Delay - Transportation / Dismissal Schedule**

### **Preschool & Kindergarten (session times):**

- |                    |   |
|--------------------|---|
| <b>1 hr. delay</b> | <b>AM: 1-hour late pick-up (10:15-12:00)</b><br><b>PM: Normal pick-up (1:05-4:00)</b> |
| <b>2 hr. delay</b> | <b>AM: Classes canceled AM only</b><br><b>PM: Normal school day (1:05-4:00)</b>       |

### **Bowman and Donovan (session times):**

- |                    |   |
|--------------------|---|
| <b>1 hr. delay</b> | <b>– 1-hour late pick-up, normal release (10:15-4:00)</b> |
| <b>2 hr. delay</b> | <b>– 2-hour late pick-up, normal release (11:15-4:00)</b> |

## **Cancellation of School**

Closings and delays are ONLY communicated through SchoolMessenger, the district website and [the district's Facebook page](#). If a notice is not posted in those locations, school is on as scheduled.

To revise a contact phone number to receive these messages follow these steps:

1. Login to your [FinalForms](#) account.
2. Click on Update Forms.

Click [this link](#) or call (513) 934-5762 if you need assistance with FinalForms.

## **Cancellation of Activities**

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

## **Preparing Your Child**

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

- 1. Early school dismissal with parents and caregivers at work.**
- 2. A delay with parents and caregivers at work.**
- 3. School cancellation.**

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

# STUDENT RESPONSIBILITY

## Care of School Property

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

## Lost Books

If a textbook or library book is lost, replacement costs will be the student's responsibility.

## Lost and Found

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

## Computers

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

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

## Cell Phones / Personal Communication Devices (PCD)

If a student brings a cell phone or a PCD to school, it is to be kept in the student's book bag and then in his or her locker during the school day. It is to be kept in the OFF position. For the purposes of this policy, the school day is defined as the moment a student steps onto or arrives on school property for the day and ends when the student leaves school property. **Students may not use cell phones or PCDs to alter afternoon transportation plans; these changes must be made through the main office.**

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

Read [Board Policy Number 5136](#) for detailed information on the use of personal communication devices in the Lebanon City School District.

## **Student Dress Code**

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

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, parents, and caregivers 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:

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

\*\*\*With the changes in fashion and style, the 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 will be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the Lebanon City School Code of Conduct.

## **Toys, Collector Cards & Electronic Devices**

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

## **Search and Seizure**

When school administrators have reasonable cause to believe that a student is in possession of or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products, or any alleged stolen property, a search of the student and his/her locker, and desk will be conducted. A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her briefcase or purse, backpack or book bag, locker, or desk. All computers and applications are the 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.

## **Restraint and Seclusion**

Per Ohio Revised Code, Lebanon City Schools has Board policy 5630.01 addressing restraint and seclusion. This policy can be found on the district website at [www.lebanonschools.org](http://www.lebanonschools.org).

## **Discipline**

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

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

They are:

- Be Reflective
- Be Respectful
- Be Responsible

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

## **Student Conduct**

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or school-related events is subject to approved student discipline regulations. The Superintendent and or designee develop regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

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

The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

In accordance with the requirements of the Ohio Department of Education, *Preschool Program Behavior Management Guidelines* are included as part of the appendix.

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

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

# **HARASSMENT POLICY AND ADMINISTRATIVE GUIDELINES**

## **ANTI-HARASSMENT**

### **General Policy Statement**

The Board of Education prohibits all forms of discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively “Protected Classes”) that are protected by Federal civil rights laws (hereinafter referred to as “prohibited harassment”). This prohibition applies to all individuals who participate in School District operations, programs, and activities (hereafter “School District operations”) whether on or off School District property. While not intended to be exhaustive, prohibited harassment can occur during regular school hours on the school campus, after school hours at a school-sponsored or extracurricular activity, at an athletic event, during a field trip, on the way to and from school, by the use of a telephone or other electronic communication device that can make phone calls or send text messages and via social media. The Board of Education also strictly prohibits retaliation against any individual who participates in School District operations who report incidents of alleged prohibited harassment or who participates in related proceedings. This policy does not apply to members of the public who are using District premises pursuant to a District premise use application, and who are neither affiliated nor sponsored by the Board.

All individuals who participate in School District operations share the responsibility to avoid, discourage, and promptly report to a designated Anti-Harassment Coordinator any form of prohibited harassment of which they become aware, by whatever means they become aware.

The Board will investigate all allegations of prohibited harassment in accordance with this Policy and in those cases where prohibited harassment is substantiated, the Board will take immediate action to stop the harassment, prevent its recurrence, and remedy its effects. In addition, if the Board determines that prohibited harassment has occurred, it will determine whether the harassment has created a hostile environment and take immediate steps to redress any hostile environment, including a racially hostile environment. Individuals who are found to have engaged in prohibited harassment will be subject to appropriate disciplinary action.

### **Prohibited Harassment**

Prohibited harassment may take many forms and means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual who participates in a School District operation that:

- A. places that individual in reasonable fear of harm to his/her person or damage to his/her property;
- B.
- C. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- D.
- E. has the effect of substantially disrupting the orderly operation of a school.

Prohibited harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Prohibited harassment can occur in the form of student-to-student conduct (e.g., where a student spreads rumors regarding a classmate's sexual behavior) or in the form of staff-to-student conduct (e.g., where a teacher belittles a student with a disability for using accommodations in class to the extent that it interferes with the student's ability to learn or participate in or benefit from a class or an educational program or activity).

## **Types of Prohibited Harassment**

### **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 individuals.
- 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. Unwanted physical and/or sexual contact.
- 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 innuendos; 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. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes prohibited sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and 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 R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

### **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 surname, and/or involves religious slurs.

## **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry 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 or ancestry, 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.

## **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on any students, staff members, including administrators, and professional and classified staff, Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board Engaging in any of the following prohibited acts:

- A. Retaliating against any individual who participates in a School District operation who reports alleged prohibited harassment, or who participates in related proceedings under this Policy;
- B. Filing a malicious or knowingly false report or complaint of prohibited harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of prohibited harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Reports and Complaints of Prohibited Harassment District employees are required to promptly report incidents of alleged prohibited harassment to one of the School District's "Anti-Harassment Compliance Officers," as identified in this Policy. Students and other individuals who participate in School District operations, including third parties, are encouraged to report incidents of alleged prohibited harassment to a teacher, administrator, supervisor, or other School District official so that the Board of Education may appropriately address the alleged harassment before it becomes severe, pervasive, or persistent. The Board will investigate all allegations of prohibited harassment in accordance with this Policy and in those cases where prohibited harassment is substantiated, the Board will take immediate action to stop the harassment, prevent its recurrence, and remedy its effects.

The Board of Education designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the School District. They are hereinafter referred to collectively as the "Compliance Officers."

Assistant Superintendent  
160 Miller Road  
Lebanon, OH 45036  
Dalton.Brian@lebanonschools.org  
513 934-5776

Director of Special Services/Pupil Personnel  
160 Miller Road  
Lebanon, OH 45036  
Foley.Krista@lebanonschools.org  
513 934-5384

The names, titles, and contact information of these individuals will be published annually.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to prohibited harassment, and to assist students and all other individuals who participate in School District operations, including third parties, who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other members of the School District community, including third parties, in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of prohibited harassment directly from any individuals who participate in School District operations, or receive complaints that are initially reported to a teacher, administrator, or other School District employee. Upon receipt of a complaint, either directly or through another School District employee, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee.

All individuals who participate in School District operations including third parties, who believe they have been harassed, are entitled to utilize the Board's complaint process that is set forth below. 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 a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted prohibited harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

## **Investigation and Complaint Procedure**

Any individual who participates in School District operations who believes that s/he has been subjected to prohibited harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of prohibited harassment or retaliation and a process for rendering a decision regarding whether the claim of prohibited harassment or retaliation was substantiated are set forth below.

The School District's investigation and complaint procedure is designed to ensure that all investigations conducted pursuant to this Policy are adequate, reliable, and impartial.

Due to the sensitivity surrounding complaints of prohibited harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

Once the formal complaint process is begun, the investigation generally will be completed in a timely manner (targeted completion is within fifteen (15) school days of the complaint being received). The complexity of the investigation and whether the investigation takes place over school breaks may cause the targeted timeline to be extended, and all timelines within the policy are meant to be guidelines and not rigid requirements.

When a complaint comes to the attention of the Compliance Officer, the Compliance Officer shall consider whether interim measures of protection should be implemented during the complaint process to help ensure the safety and well-being of the Complainant and the school community. The Compliance Officer shall consult with the person alleged to have been subject to Prohibited Conduct and/or his/her parent/guardian before determining the appropriate interim measures of protection, but interim measures of protection are within the sole discretion of the Compliance Officer after consultation with the Superintendent.

Examples of interim measures that may be available include but are not limited to, changes in class/work assignments and/or schedules, seating changes, counseling, additional supervision of students, restrictions on contact between the parties, and academic or work accommodations.

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual who participates in School District operations to pursue a complaint of prohibited harassment or retaliation with the United States Department of Education Office for Civil Rights (“OCR”) Individuals who wish to file a complaint directly with OCR may do so at any time by contacting the local office:

Cleveland Office  
Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115-1812  
Telephone: 216-522- 4970  
FAX: 216-522- 2573; TDD: 800-877- 8339  
Email: OCR.Cleveland@ed.gov

### **Investigation Reports**

Whenever an allegation or complaint of prohibited race, color, or national origin harassment is made, regardless of whether the complaint is oral or written, and regardless of whether the informal or formal complaint process is used, the Compliance Officers shall document the allegation(s) and/or complaint(s) in an investigation report that complies with the requirements outlined in this Policy.

The Compliance Officers shall obtain, where possible, the information relevant to a particular complaint of prohibited race, color, or national origin harassment, and shall include all such information in the investigation report, and in a District maintained electronic database.

The investigation reports, including any notes, interviews, videotapes, surveillance tapes, etc., shall be maintained by the Compliance Officers for a minimum of three years after the District has notified the parties of the results of the investigation.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been harassed may initiate their complaint through this informal complaint process but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been 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.

However, all complaints of harassment involving a District employee or any other individuals who participate in School District operations against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence.

The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or formal complaint. In addition, with regard to certain types of prohibited harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been harassed may make an informal complaint, either orally or in writing to any District employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming prohibited harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) school days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. Compliance Officers are required to prepare an investigation report if a complaint involves allegations of prohibited harassment, regardless of whether the informal or formal complaint process is utilized. Specifically, all oral and written complaints of harassment must be documented, and the District's investigative materials, including notes, interviews, videotape surveillance, tapes, etc., shall be maintained by the Compliance Officers for a minimum of three (3) years after the School District has notified the parties of the results of the investigation.

All other materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with any District employee. If a Complainant informs a District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Within two (2) school days of receiving the complaint, the Compliance Officer or designee will initiate a formal investigation to determine whether the Complainant has been subjected to prohibited harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

The investigation will include:

- A. The name race, color, and/or national origin of the Complainant (when relevant);
- B. The name race, color, and/or national origin of the Respondent (when relevant);
- C. The Date, time, and location of the incident;
- D. The alleged basis for the complaint (e.g. race, color national origin);

- E. Interview or written statement with the Complainant;
- F. Interview or written statement with the Respondent;
- G. The names of all known witnesses and interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- H. Consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the investigator shall prepare a written report that identifies:

- A. the allegations investigated;
- B. the policies, handbook provisions, or other requirements that are alleged to have been violated;
- C. a brief summary of the steps taken to investigate the allegations;
- D. a brief summary of the evidence that was discovered;
- E. a determination by a preponderance of the evidence as to whether there is sufficient information to support a finding that the policies/provisions were violated with regard to the allegations;
- F. if prohibited discrimination or harassment is found to have occurred, whether any steps have already been or will be taken to stop the discrimination or harassment, prevent its recurrence, and address its effects, and how the District plans to distribute the report to the parties.

The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. If the Compliance Officer or the designee determines that prohibited harassment has occurred, an additional determination as to whether a hostile environment has been created shall also be made. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent. If the investigation report relates to an allegation of prohibited harassment, such report, including notes, interviews, videotape surveillance, tapes, etc., shall be maintained for a minimum of three (3) years after the School District has notified the parties of the results of the investigation.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or designee, the Superintendent must either issue a final written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final written decision will be delivered to both the Complainant and the Respondent. The final written decision will indicate how it was sent to the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above. The decision of the Superintendent shall be final.

The Board reserves the right to commence an investigation and resolve a complaint or report of prohibited harassment/retaliation regardless of whether the student alleging the prohibited harassment/retaliation pursues the complaint.



The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights 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. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent. If a Complainant insists that his or her name or other identifiable information not be disclosed to the Respondent, the School District shall inform the Complainant that its ability to respond to the complaint may be limited.

The District shall also inform all Complainants that Title IV, Title IX, and this Policy prohibit retaliation and that District employees will take steps to prevent retaliation and will take strong responsive action if any such retaliation were to occur.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all any students, staff members, including administrators, and professional and classified staff, Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against prohibited harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such 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 prohibited 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 an individual who participates in a School District operation, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

## **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging prohibited harassment, or who has participated as a witness in a harassment investigation is prohibited.

## **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

## **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

## **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of prohibited discriminatory practices. The Superintendent or designee shall provide appropriate information to all individuals who participate in School District operations related to the implementation of this policy and shall provide training for District students and staff where appropriate.

In an effort to ensure that all District employees are properly trained on the requirements of this Policy and relevant federal anti-discrimination and anti-harassment laws, the Board shall require that all District employees complete a biennial training session. In addition, all new School District employees will receive a copy of this Policy at the beginning of their employment with the Board and shall complete a training session within ninety (90) days of starting employment with the Board.

All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Revised 5/17/10

Revised 6/15/15

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Legal

R.C. 4112.02

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq.

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis – May 2008

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

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a 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, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, personal communication device, or other electronic communication device.

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. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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 principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position, and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such students, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the person(s) involved, the number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including the person(s) involved, the number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.

Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **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 this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with the statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year, a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. 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 about aggressive behavior and bullying, in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Revised 4/18/11

Revised 10/15/12

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Legal

R.C. 3313.666, 3313.667 State Board of Education Model Policy (2007)

## **Playground Rules**

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

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

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

## **Use of Playground Equipment**

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



# Lebanon City Schools Code of Conduct K-4

## Student Rights and Responsibilities

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

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

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

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

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

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

**"Per Ohio Revised Code, Lebanon City Schools has Board policy 5630.01 addressing restraint and seclusion. This policy can be found on the district website at [www.lebanonschools.org](http://www.lebanonschools.org)."**

## **Violations:**

1. Damage or destruction of school property on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
4. Assault on a school employee, student, or other person
5. Harassment of school personnel during school and/or non-school hours.
6. Fighting
7. Hazing (to persecute or harass or humiliate another student and/or employee).
8. Chronic misbehavior which disrupts or interferes with a school activity.
9. Disregard of reasonable direction or commands by school authorities including school administrators and teachers.
10. Abuse or bullying of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be degrading or threatening in nature.
11. Name-calling and negative, uncomplimentary, and offensive remarks related to physical handicaps, mental handicaps, race, religion, nationality, appearance, or other personal comments are prohibited.
12. Disrespect to a teacher or other school authority
13. Refusing to comply with properly administered discipline
14. Forgery of school-related documents
15. Cheating
16. Unauthorized sales
17. Theft or possession of stolen merchandise
18. Arson or other improper use of fire
19. Possession of weapons or items that look like weapons that could possibly render harm to another. This includes, but is not limited to guns, knives, sling shots, bows, arrows, chains, tools, etc.
20. No student shall possess, (including but not limited to purses, wallets, lockers, desks, etc.) consume, use, inhale, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy,

represent, make, apply or show signs of consumption of any narcotic drug, a 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.). Use of personal electronic devices such as cell phones, iPods (M3P players), and portable game systems during the school day

21. 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.). Bringing toys or collector cards to school without special permission from school personnel
22. Use of curse words or foul language on school premises
23. Use of indecent or obscene language in oral or written form.
24. Publication or possession of obscene, pornographic, or libelous material.
25. Demonstrations causing disruption to the school program
26. Truancy
27. Tardiness
28. Leaving school during school hours without the permission of the proper school authority
29. Upon initial arrival, leaving school property without permission
30. Indecent exposure
31. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex.
32. Turning in false fire, tornado, bomb, disaster, or other alarms
33. Presence on school property with a known communicable disease
34. Possession of weapon
35. Intentional disruption or interference with school activities
36. Willfully aiding or encouraging another person to violate school regulations
37. Failure to abide by reasonable dress and appearance codes as defined by the Lebanon Board of Education.

# Fee Rollover Notice

Dear Lebanon City School Parents and Caregivers:

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

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

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

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

Sincerely,

Karen Ervin  
Treasurer

# APPENDICES

## CAFETERIA STUDENT HANDBOOK:

### GRADES 1 THROUGH 4

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

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

### **Breakfast:**

Breakfast is available in all buildings grades 1-4. Breakfast is served daily. Should school be delayed 2 hours, breakfast will not be served that day.

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

Peanut butter and jelly sandwich  
Chef salad w/ crackers  
Turkey and cheese or ham and cheese sandwich

### **Charge Policy:**

If a student does not have money for lunch, the complete lunch is given to the student along with a charge. Payment is expected the following day. Charge letters will be sent home 2x per month. No student will be denied a meal. No a la carte items are allowed to be purchased with a charge balance.

**Prices and prepayment Plan for Bowman Primary and Donovan Elementary:**

Breakfast	\$1.65
Daily lunch	\$ 2.90
5 lunches	\$ 14.50
10 lunches	\$ 29.00
20 lunches	\$ 58.00
Milk	\$ 0.75
Reduced price breakfast	\$ .30
Reduced price lunch	\$ .40

At your request Quik Lunch will provide you with a detailed report of your student's transactions. A check or cash may be sent in as needed with your child's name and id number clearly printed on the memo line or on the outside of an envelope. Please send it in a sealed envelope. All monies for pre-payment will be collected in the classroom and sent to the cafeteria each morning. We are also offering Pay Schools Central as a convenient way to pay for school meals. You can access this service through any school webpage.

**Allergies & special needs:**

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

**Family Application:**

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

**Field Trips:**

Sack lunches are available for field trips. Each lunch will meet the standard guidelines, bottled water will be provided with lunch. The cost is \$2.90.

**A la Carte:**

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

<b><u>Item</u></b>	<b><u>size</u></b>	<b><u>cost</u></b>
Cookie	2 oz.	\$.50
Fun size chips	1 oz.	\$.85
Other healthy choices available		\$.50-1.25
Ice Cream Low Sugar Low Fat		\$.85-1.25

# PRESCHOOL INFORMATION

## Preschool Program Management of Communicable Disease

*In accordance with the requirements of the Ohio Department of Education the following guidelines are to be included in our handbook and followed by our preschool program.*

### *ODE Rule 3301-37-10*

(A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule [3301-37-07](#) of the Administrative Code.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- (a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck with an elevated temperature;
- (j) Evidence of untreated lice, scabies, or other parasitic infestation;
- (k) Sore throat or difficulty swallowing; or
- (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- (a) Unusual spots or rashes; or
- (b) Elevated temperature.;

(4) Programs shall follow the Ohio department of health's posted "communicable disease chart" for appropriate management of suspected illnesses.

(5) A child isolated due to suspected communicable disease shall be:

- (a) Cared for in a room or portion of a room not being used in the preschool program;
- (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- (c) Made comfortable and provided with a cot/mat or crib for infants. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- (d) Observed carefully for worsening condition; and
- (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

- (1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
- (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
- (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
- (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
- (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

*Last updated July 1, 2021 at 10:36 AM*

Appendix Information for Pre-school Only



Preschool Program  
Behavior Management/Discipline

*In accordance with the requirements of the Ohio Department of Education the following guidelines are to be included in our handbook and followed by our preschool program.*

ODE Rule 3301-37-10

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior. The center's written discipline policy is to comply with this rule, section [3319.46](#) of the Revised Code and rule [3301-35-15](#) of the Administrative Code.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. If suspension, expulsion, and removal policies exist, they are to be written in accordance with section [3313.66](#) of the Revised Code.

(D) The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule [3301-35-15](#) of the Administrative Code, the following apply:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

- (11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section [2151.421](#) of the Revised Code.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

## Appendix Information for Pre-school Only

### Preschool Program

#### **Hearing/Vision Screenings**

The early detection and treatment of vision/hearing disorders will give your child a better opportunity to develop educationally, socially, and emotionally. The school screening is not an eye/ear examination, does not take the place of an examination, and will not detect all potential problems or diseases. If you feel that your child may have a vision/hearing problem, you should make an appointment with a physician regardless of the school's screening results. The school screening is only meant to aid in the detection of general vision and hearing problems.

All PreK, K, 1st, 3rd, 5th, 7th, and 9th grade students will receive a vision screening. If your child does not pass the screening, a referral letter will be sent home. Please make an appointment with an optometrist and take the referral letter with you. The optometrist should complete the eye report and it should be returned to school. If you have any questions regarding your child's results or need financial assistance in obtaining an eye exam/glasses, please contact us.

All PreK, K, 1st, 3rd, 5th, and 9th grade students will receive a hearing screening at school. If your child does not pass the hearing screening, a second screening will be done in 4-6 weeks per the Ohio Department of Health guidelines. A referral letter will be sent home if your child fails the second screening. Please make an appointment with an ear, nose and throat (ENT) specialist and take the referral letter with you. The physician should complete the hearing report and it should be returned to school. If you have any questions regarding your child's results, please contact us.

#### **Immunizations**

Ohio Law requires that students meet certain immunization requirements to attend school. A complete immunization record or proof of being "in process" of obtaining the required shots at appropriate time intervals must be on file within 14 days of school entry. Students not meeting these requirements will be excluded from school 14 days after school entry per Ohio State Law. Preschool students may attend school for a period of 30 days pending the completion of these requirements. It is our goal to avoid excluding your child from school. Please review the required school immunizations on our website and contact us if you have any questions.

Please contact your family physician or the Warren County Health Department at 695-1468 to arrange for your child to receive the required immunizations.

#### **Early and Periodic Screening, Diagnostic and Treatment**

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled in Ohio Medicaid. More information can be found at

[www.medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx](http://www.medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx)