

Lebanon High School

1916 Drake Road Lebanon, Ohio 45036

Main Office (513) 934-5100 Attendance Office (513) 934-5113



Student/Parent Handbook 2022-2023

Adopted: June 2022

Dear Lebanon High School Students and Parents/Guardians,

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

Best wishes to you. Our goal is to make this one of the most rewarding educational school years you have had!

Sincerely,
LHS STAFF

INTRODUCTION

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

Board of Education

Mr. Michael Lane, President
Mrs. Kim Cope, Vice President
Mrs. Esther Banta Larson
Mrs. Jennifer Daulton
Mr. Roy MacCutcheon

Board of Education Office

Mr. Isaac Seevers, Superintendent
Mrs. Karen Ervin, Treasurer
Mr. Brian Dalton, Director of Human Resources
Mr. Scott Butler, Business Director
Mr. Mark Graler, Director of Curriculum
Mrs. Krista Foley, Director of Special Services and Pupil Personnel P-6
Mrs. Cherie Gibson, Director of Special Services and Pupil Personnel 7-12
Mrs. Wendy Planicka, Communication Director
Mrs. Patsy Tibbs, Supervisor of Food Service
Mr. Taylor Secrist, Supervisor of Maintenance
Mrs. Casey Greene, Technology Coordinator
Mrs. Lori Robertson, Transportation Coordinator

High School Office

Mr. Robert Reynolds, Principal
Mr. Butch Ferrero, Assistant Principal (Grades 10- 12 A-L)
Mr. Casey Wood, Assistant Principal (Grades 10- 12 K-Z)
Mrs. Maggie Holtkamp, Assistant Principal (9th Grade)
Mr. Keith Pantling, Athletic Director
Mrs. Alyssa Fugate, (A-D) Counselor
Mrs. Loren Wall, (E-K) Counselor
Mrs. Ronnie Hlavac, (L-Ri) Counselor
Mr. Justin Schneider, (Rj-Z) Counselor
Mrs. Krissy Estep, Psychologist
Mrs. Lisa Miller, CCH Counselor
Mrs. Brittany Cooper, CCH Counselor
Mrs. Jan Flannery, Secretary
Mr. Caelen King, Athletic Operations Supervisor
Mrs. Keri Hoyt, Principal's Secretary
Mrs. Krista Chapman, Guidance Secretary
Mrs. Kelly Ackerman, Attendance Secretary
TBD, Data Clerk
Mrs. Beth Cain, Nurse
Mrs. Laura Fabik, Nurse
Officer Dan Fry, School Resource Officer

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2022-2023 SCHOOL FEES

Students are required to pay their school fees at the beginning of each school year. If the student has unpaid academic school fees without a payment plan in place at the time of a school dance, the student will not be allowed to purchase a ticket to that dance. Families wishing to set up a payment plan may do so with their grade level administrator. During the 2022-2023 school year, 10th -12th grade students will have access to schedules through Progressbook. 9th grade students will receive schedules at Freshman Focus. Students with outstanding school fees at the end of their high school career will not receive their diploma until the fees are paid in full.

The Lebanon City School District will make available the ability for student fees to be paid online using credit/debit card through the school's website. It is our continued goal to be fiscally responsible and we appreciate your support.

ACCESS TO STUDENT RECORDS

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

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

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

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

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

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

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

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

ACCIDENTS

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

ACTIVITIES FOR LHS STUDENTS

Academic/Quiz Team	FCCLA	National Honor Society
ASL Club	Fellowship of Christian Athletes	Outdoor Adventure Club
Baseball	Football	Project Lead the Way
Black Student Union	French Club / French NHS	Recording Club
Bowling	FBLA	Relay For Life
Boys Basketball	Girls Basketball	Science Olympiad
Boys Golf	Girls Golf	Ski Club
Boys Lacrosse	Girls Lacrosse	Spanish Club / Spanish NHS
Boys Soccer	Girls Soccer	Student Council
Boys Tennis	Girls Softball	Swim Team
Boys Track	Girls Tennis	Teacher Academy
Business Satellite Program	Girls Track	Teen Advisory Group
Career Experiences	Girls Volleyball	Ultimate Frisbee
Cheerleading	GSA	Untamed
Choir/Musical & Drama Club	High School Bands	War Zone
Christ's Crusaders	Hope Squad	Winter Drumline
Cross Country	Japanese Art & Culture Club	Winter Guard
Diversity Club	JCOWA	Wrestling
Early College IT Program	JROTC Drill Team/Color Guard/AFJROTC	Yearbook
Ecology Club	Key Club	YoungLife
Educators Rising	LHS Art Portfolio	

ANNOUNCEMENTS

Announcements at LHS will be broadcast over the televisions throughout the school day. Daily announcements can also be found on the website: www.lebanonschools.org.

ANTI-HARASSMENT, INTIMIDATION AND BULLYING

_(from Lebanon City Schools Board Policies 5517 and 5517.01)

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”) 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 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 participate 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 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 reoccurrence, and remedy its effects. In addition, if the Board determines 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 :

- A. places the individual in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. 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 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 individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of this kind of conduct 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 a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, 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 charge 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 surnames, 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 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 reoccurrence, 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."

Brian Dalton
Director of Human Resources
700 Holbrook Avenue
Lebanon, OH 45036
Dalton.Brian@lebanonschools.org
513 934-5776

Krista Foley
Director of Special Services/Pupil Personnel

700 Holbrook Avenue
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, 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 member 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 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 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 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 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 all investigations conducted pursuant to this Policy are adequate, reliable, and impartial.

Due to the sensitivity surrounding complaints of prohibited harassment or retaliation, time lines 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 an 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 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 they have been harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request 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 s/he is being harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser 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 a 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 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 a 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 reasonably believed to be relevant to the allegations.

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

- A. the allegations investigated;
- B. the policies, handbook provisions, or other requirements alleged to have been violated;
- C. a brief summary of the steps taken to investigate the allegations;
- D. a brief summary of the evidence 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 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 the 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 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 his or her name or other identifiable information not be disclosed to 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 of Title IV, Title IX, and this Policy prohibit retaliation and 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 s/he learns or 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 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 reoccurrence, 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 a child with a disability under the age of twenty-one (21) or 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 reasonably indicating abuse or neglect of a child to immediately report the knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect 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 a designee has reason to believe 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 concerning or involving 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 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 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

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 enroute 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 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 creating 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 assistance (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 up to 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 student, 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 person(s) involved, 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 person(s) involved, 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 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

ATHLETIC ACTIVITIES PARTICIPATION

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

ATTENDANCE POLICY

Warren County Schools Common Attendance Regulations
Lebanon City Schools Attendance Regulations 2022-2023

Reporting Student Attendance

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

Absences

- The parent/guardian should phone the student's school building within 1 hour of the start of the school day each day the student is absent.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence, for any of the excused absences below is sufficient to excuse the child's absence. **After the student's twelfth (12th) parent phone call and/or note the parent/guardian must provide written documentation from a treating physician, nurse practitioner, or physician assistant for the student's absence.**
- Written documentation for a student's absence may be in the form of an email or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.

- Any written documentation for an absence must be received within five days of the students returning to school. The absence will be “unexcused” if documentation is not received.
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student’s absence.

Tardiness

- Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after 7:15 A.M. must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration.
- On a student’s 4th unexcused tardiness to school, in a semester, consequences may result in lunch detentions, after school detention, Saturday School, referral to counselor, Alternative Learning Center assignment, and/or loss of driving privileges.
- Any student who arrives after the 1st bell is considered tardy. The total number of minutes tardy will be factored into the time not in school per the county attendance policy above.

Early Dismissal

- Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals will be counted toward the student’s 12 absences in the school year that a parent may excuse. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal. 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. 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.

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 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 on (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 whether an absence/tardy is excused or unexcused. In

general, unexcused absences/tardies include (but are not limited to):

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

Documentation of Attendance

Generally, twelve (12) occurrences of absences from school, which include full days, partial days, tardies and early dismissals may be documented by a parent/guardian phone call.

Medical notes do not count against the 12 occurrences for a parent may excuse.

Absences (full and partial days), tardies and early dismissals in excess of 12 occurrences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an occurrence 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 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 have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, 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 an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

Unexcused Occurrences from school:

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

30 consecutive unexcused hours, or

42 unexcused hours in a school month, or

72 unexcused hours in a school year.

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/guardian.

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, or 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/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent 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 representative of the Juvenile Court.

If the parent/guardian 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/guardian'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/guardian.
- 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.

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 the student is 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.

Warren County Inter-School Attendance Agreement

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

Warren County Satellite Classes

Lebanon City Schools accepts the attendance policies and procedures of the partner school in regards to their students who attend Lebanon City School (for example WCCC) Satellite Classes within their district. These policies and attendance documentation will be maintained at the partner school.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Approval Dates

Revised February 2019

BACKPACKS/DRAWSTRING BAGS

No book bags, drawstring bags, gym bags, purses used to carry books, side satchels of any kind are permitted in the classroom. Students are expected to use his/her locker and carry books to and from class.

BUSES

Transportation Department: 934-5838

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

TRANSPORTATION INFORMATION FOR YOUR CHILD

Parents can access your child's transportation information through the district website. Parents will go to the district website under the Transportation tab. On the left side click on Bus Routes. Enter your child's student ID for the username and their birthdate (MMDDYYYY) no slashes, dashes or spaces for the password. Parents will be able to see their child's bus number, pick up and drop off time, and bus stop. Transportation changes made throughout the year can also be viewed.

Bus Pass - No Bus Passes Issued

Bus Regulations

Student Conduct on School Buses:

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

Students must follow the following rules and expectations.

1. Students must comply with all school rules while riding the bus. Students are not permitted to use cell phones while on a school bus.
2. Immediately upon boarding, students shall take their assigned seat and may not move from the assigned seat without the driver's permission. If there is a substitute driver, students shall follow the same rules as with their regular driver.

3. Students shall not attempt to get on or off the bus until it has come to a complete stop. A complete stop is when the bus is no longer moving and the door is opened. Students shall remain seated while the bus is in motion.
4. After a student has entered a bus, the student may not leave the bus except at the assigned stop.
5. Students shall conduct themselves on the bus as they would in an orderly classroom. Reasonable conversation is permitted.
6. When a bus has its inside lights turned on, this is a prompt requesting silence from all passengers. There are many safety reasons for this, ex: railroad crossing, noise level too loud, traffic and weather conditions, two-way radio communications, emergency situation, etc.
7. Eating, drinking, or chewing gum on the bus is not permitted by **STATE LAW**. This also applies while on field trips.
8. Students are not permitted to transport animals, glass objects, or other potentially dangerous objects on the bus including balloons.
9. Students shall not use hair spray, cologne, perfume, lotion, etc. on the bus.
10. No key chains or other objects attached to book-bags or lunch containers. These are a danger to all. The objects “swing” and hit others and they may get caught on bus parts.
11. Students are prohibited from bringing anything on the bus that is prohibited to be at school and only objects that can be held safely in their laps.
12. Possession of tobacco products, including E cigarettes, fire igniter devices (ex: matches, lighters, etc.) are absolutely prohibited on the bus.
13. Students shall not do things simply to distract the driver. This rule is especially crucial while the bus is in motion or when students are boarding or departing.
14. No horseplay on the bus.
15. Reading is permitted on the bus. No pens, pencils, scissors, crayons, markers, combs, brushes, drum sticks, art and math supplies, etc. are to be out while on the bus. All are to be kept in book-bags, purses or pockets.
16. Cleats of any type are not to be worn on the bus at any time.
17. All sporting equipment (balls, bats, tennis rackets, etc.) must be contained in some type of bag/cover.
18. Waste paper and trash should never be dropped on the floor of the bus. It should be deposited in the trash receptacle.
19. Windows and vents shall not be adjusted without permission of the driver. Students shall not stick any object or part of their body out the bus window.
20. The aisle way must be kept clear at all times.
21. Students shall not enter or exit from the bus through the emergency exits unless specifically instructed to do so by the driver. The exits must always remain free of obstructions. Riding a school bus is a privilege and convenience. Failure of a student to follow these regulations will result in his/her forfeiting the privilege of transportation by school bus.

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

What is a “Safety Spot?”

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

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

5610.04 – Suspension of Bus Riding/Transportation Privileges

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

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

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

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

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

CHEATING/PLAGIARISM

Cheating and/or plagiarism are considered to be any work copied or taken from another source (including copying another student's homework, copying text from the internet, use of electronic translators, etc...) and submitted for the benefit of a personal grade.

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

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

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident.

Consequences may include, but not be limited to: phone call home, meeting with parents/guardians and teacher, loss of grade, detentions, etc.

CODE OF CONDUCT

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

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

4. Off district school grounds, including hours beyond the school day, which has a negative impact on the focus of student learning and the general well being of students at school.

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

#1. Alcohol/Drugs/Narcotics

No student shall possess, (including but not limited to purses, wallets, lockers, desks, cars, etc.) consume, use, inhale, handle, give, store, conceal, offer to sell/buy, sell, transmit, acquire, buy, represent, make, apply or showing signs of consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering substance/chemical, or any counterfeit controlled substance or look-a-like of any kind. This includes all over the counter medication (including but not limited to aspirin, ibuprofen, cold/flu medicine, stackers, stimulants, vitamin supplements, etc...).

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

#2. Abuse of Others

No student shall use, direct, or display words, phrases, gestures, images, or actions which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by school administration toward other students as well as staff members. The creation, spreading and/or sharing of rumors and other negative information about members of the school community, both intentionally or unintentionally, is a common example of Abuse of Others.

- **Bullying** is the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of people. Any improper use of power in order to intimidate, threaten, distress, or hurt others is bullying. Such conduct includes but is not limited to, direct behaviors like teasing, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks, physical presence, and/or violence. Such conduct also includes but is not limited to indirect behaviors like spreading rumors, causing social isolation, or psychological isolation.
- **Sexual Harassment** is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Inappropriate touching of self or others will not be tolerated. Comments including, but not limited to, remarks about sex organs, sexual orientation, and direct solicitation will not be tolerated. Such conduct is a violation of school and district policies and will be handled through the school's disciplinary code. Disciplinary action will depend upon the severity of the conduct and may include but is not limited to the following: warning, detention, alternative learning center, Saturday school, out of school suspension, recommendation for expulsion, and/or police referral.
- **Intolerant Communications** is the speaking, writing, wearing, gesturing, or any other way of conveying a message communicating bias or prejudice against and/or intolerance of a person or group of people because of their religious beliefs, ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background.

#3. Aiding and Abetting

A student shall NOT, in any way, knowingly aid or abet another student who is violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated. Failing to report the actions or plans of another person to a teacher or administrator where these

actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.

Filming and/or distribution of a fight - no student shall film a fight and distribute the footage over electronic means to others.

#4. Assault/Fighting

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

Instigation – Any student either intentionally or unintentionally is a catalyst in causing a fight, argument, and/or urges another student to do something destructive or violate the SCOC.

#5. Attendance

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

#6. Cheating and Plagiarizing

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

#7. Damage to Property

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

#8. Non-compliance

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

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

#9. Disrespect

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

#10. Disruption of School/Bus

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to **any lawful mission, process or function of the school district. Neither should a student urge other students to engage in such conduct.** Examples of disruption include, but are not limited to, use of profanity, unusual or offensive attire, setting off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc.

Anything disrupting the learning process may be classified as disruption of school.

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

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

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

#11. Dress and Grooming

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

#12. Extortion/Shakedown

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

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

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

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

Students shall not be involved in any form of forgery. No student shall remove any student record from its official place of deposit without permission of the record custodian or alter school forms in any way. No student shall inappropriately use computers and/or computer programs. No student shall falsify information given to school authorities. This includes violation of the Board’s Internet/Network Acceptable Use Policy as defined on page 49 in this handbook.

#15. Gambling

No student shall participate in gambling of any kind. All material will be confiscated and returned to parent(s) at the end of the school year.

#16. Hazing (State Law)

No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as subjecting or coercing another person into mental or physical harm, for purposes of organizational invitation. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

#17. Leaving School Property

No student, regardless of age, shall leave the building during the school day without prior approval from an administrator.

#18. Loitering/Off Limits

No student shall loiter in off limits or unauthorized areas of the school grounds.

#19. Public Display of Affection

No student shall be involved in a public display of affection with a person of the same or opposite sex. (i.e. kissing, hugging, displaying excessive affection, and touching each other in inappropriate areas). All sexual acts are strictly forbidden.

#20. Electronically or Battery Operated Items

The school will not be responsible or liable if these items are lost, stolen, or damaged. No student shall take pictures or film other students or staff members without proper permission. Teachers and employees may confiscate iPods/cell phones/any device, etc if used during class without teacher approval.

#21. Sales

No student shall be involved with any sales except those connected with school activities and approved by the school administration.

#22. Student Activities

No student shall violate the rules or regulations or misappropriate funds of such school activities. All rules and regulations of the Student Code of Conduct (use of inappropriate language, profanity, and derogatory remarks) apply to every student activity including but not limited to: Yearbook, School Newspaper, School Publications, School Performances, Musical/Drama Productions, and student led speeches.

#23. Suggestive, Obscene, Lewd and Violent Materials

No student shall possess any material considered suggestive, obscene, lewd, or violent, as defined by School Administration.

- **Sexting** - no student shall possess text, show, or take photos of any nude body parts of any student or any other persons on school property. Showing these types of photos to others during the school will be treated the same as those who send them.
- **Filming and distribution of a fight** - no student shall film a fight and distribute the footage over electronic means to others.

#24. Theft/Possession of Stolen Property

No student shall attempt to steal property or equipment of the school district or the personal property of another person while under the school's jurisdiction. This also includes taking food from the cafeteria without paying for the items.

#25. Transportation

Parking is a privilege for students who have a valid Ohio Driver's License (not a permit). No student shall operate his/her vehicle in a reckless manner on school grounds; this includes motorcycles. Some examples of recklessness not intended to be exhaustive, include: speeding, peeling tires, etc. Students shall not sit in cars, vans, trucks, etc, at any time during the school day. Students are not permitted to go to their cars during the day unless approved by a building administrator. Students are to park in the designated area (not in the faculty parking lot or in the front of the school.) Due to traffic and buses having the right of way, all drivers will need to be patient upon arrival and dismissal. **Driving to school is a privilege not a right.**

#26. Unauthorized Publication (Non-school sponsored)

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

#27. Usage/Possession of Tobacco

No student shall buy, sell, transfer, use or possess any substance containing tobacco, including, but not limited to, cigarettes, e-cigarettes/vapes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form or look-a-likes of any kind. No student shall possess matches, lighters, or other similar devices. Please note, these violations are cumulative over a student's career at Lebanon High School.

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

#28. Weapons and Instruments

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

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

#29. Other violations

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

options may be considered for students who have been charged by the police (away from school) but have not been to court.

#30. Exceeding Consequence Limits

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

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

Code Descriptor	1 st Violation	2 nd Violation	3 rd Violation
<u>ALCOHOL, DRUGS, NARCOTICS</u> #1 (dependent upon severity)	a. 10 OSS b. Notify Parent c. Recommend expulsion d. Notify police		
<u>ABUSE OF OTHERS</u> #2 (dependent upon severity)	a. Warning, D, ALC, SS or 1-10 OSS, expulsion rec b. Notify Parents c. Notify police (upon severity)	a. Warning, D, ALC, SS or 1-10 OSS, expulsion rec b. Notify Parents c. Notify police (upon severity)	a. Warning, D, ALC, SS or 1-10 OSS, expulsion rec b. Notify Parents c. Notify police (upon severity)
<u>AIDING / ABETTING</u> #3	a. Disciplined according to the consequences given for the rule being violated.		
<u>ASSAULT / FIGHTING</u> #4 (dependent upon severity)	a. 1-5 OSS b. Notify Parent c. Notify police	a. 5-10 OSS b. Notify Parent c. Notify police	a. 10 OSS b. Notify Parent c. Recommend expulsion d. Notify police
<u>TARDINESS TO SCHOOL</u> (per semester) #5	a. 1-3 = warning b. 4,5 = Lunch DT c. 6,7 Afterschool DT d. 8-10+ SS, ALC, LOP		
<u>TARDINESS TO CLASS (2nd-8th bell)</u> (per semester) #5	a. 1-3 = warning b. 4,5 = Lunch DT c. 6,7 Afterschool DT d. 8-10+ SS, ALC, LOP		
<u>TRUANCIES</u> #5	a. Notify Parent b. ALC, SS, LOP c. Record as unexcused, refer to truant officer d. File charges		
<u>CUTTING CLASS/TEAM</u> #5	a. SS	a. 2 SS	a. 2SS and ALC
	* 4 th Offense - OSS		
<u>EXCESSIVE ABSENCES</u> #5	a. Letter to parents b. Truancy meeting with truant officer c. File charges		

<u>CHEATING/PLAGIARIZING</u> (dependent upon severity) #6	a. notify parents b. meeting with parents and administrator c. loss of grade		
<u>DAMAGE TO PROPERTY</u> (dependent upon severity) (deletion of computer files, and knowingly introducing viruses) #7	a. Restitution b. D(s), community service, ALC, SS, or 1-3 OSS c. Notify Parent d. Notify Police	a. Restitution b. Work detail or 1-5 OSS c. Notify Parent d. Notify police	a. Restitution b. 10 OSS c. Notify Parents d. Notify police e. Recommend expulsion
<u>NON-COMPLIANCE</u> (Dependent upon severity) #8	a. D, ALC, SS, 1-10 OSS b. Possible recommendation for expulsion	a. D, ALC, SS, 1-10 OSS b. Notify Parents c. Possible recommendation for expulsion	a. ALC, SS, 3-10 OSS b. Notify Parent c. Possible Recommend expulsion
<u>DISRESPECT</u> (Dependent upon severity) #9	a. D, ALC, SS, 1-10 OSS	a. D, ALC, SS, 1-10 OSS b. Notify Parents c. Possible recommendation for expulsion	a. ALC, SS, 3-10 OSS b. Notify Parent c. Possible Recommend expulsion
<u>DISRUPTION OF SCHOOL / BUS</u> (Dependent upon severity) #10	a. Warning or D(s), ALC, SS, or 1-10 OSS b. Notify Parent c. Removal of bus privileges d. Recommend Expulsion* e. Notify Police* * fires, fireworks, fire alarms, smoke bombs, etc.		
<u>DRESS AND GROOMING</u> #11	a. Request change of clothes, send home as an unexcused absence, or ALC c. Repeated violations will result in further discipline		
<u>EXTORTION / SHAKEDOWN</u> (Dependent upon severity) #12	a. Notify Parent b. ALC, SS, or 1-10 OSS c. Notify Police	a. Notify Parent b. 5-10 OSS c. Notify Police	a. Notify Parent b. 10 OSS c. Possible recommend expulsion
<u>FAILURE TO ATTEND DETENTION</u> #13	a. ALC	a. ALC, SS or LOP	a. ALC, SS or LOP
<u>FAILURE TO ATTEND SATURDAY SCHOOL</u> #13	a. SS, ALC, OSS	a. ALC or OSS	a. OSS
<u>FORGERY / REMOVING ALTERING RECORDS / INAPPROPRIATE USE OF COMPUTERS PROGRAMS</u> #14	a. Notify Parent b. Detention, ALC, SS, LOP, or 1-10 OSS		
<u>GAMBLING</u> #15	a. Warning b. D(s), ALC, or SS	a. Notify Parent b. ALC, SS, or 1-3 OSS	a. Notify Parent b. 1-5 OSS
<u>HAZING</u> (Dependent upon severity) #16	a. Notify Parent b. ALC, SS, or 1-10 OSS	a. Notify Parent b. 1-10 OSS	a. Notify Parent b. 1-10 OSS c. Possible recommend expulsion
<u>LEAVING SCHOOL PROPERTY</u> #17	a. ALC, SS b. Notify Parent	a. ALC, SS, or OSS b. Notify Parent	a. D, ALC, SS, or OSS b. Notify Parent
<u>LOITERING / OFF LIMITS</u> #18	a. Warning, D, ALC, or SS	a. D, ALC, SS, or OSS b. Notify Parent	a. D, ALC, SS, or OSS b. Notify Parent
<u>PUBLIC DISPLAY OF AFFECTION</u> (Dependent on severity) #19	a. Warning, D, ALC, or SS	a. Warning, D(s), ALC, SS b. Notify Parent	a. Warning, D(s), ALC, SS, or OSS b. Notify parent
<u>ELECTRONICS</u> #20 (including pictures/filming without permission)	a. Warning b. Confiscate	a. Confiscate b. D(s) c. Parent must pick up in office	a. Confiscate b. ALC, SS c. Parent must pick up in office

SALES #21	a. Warning b. D(s) c. ALC, SS	a. Notify Parent b. ALC, SS	a. Notify Parent b. OSS
STUDENT ACTIVITIES #22	a. Parent Notification and Restitution b. Warning(s), D(s), ALC, SS, or OSS		
SUGGESTIVE, OBSCENE, LEWD, & VIOLENT MATERIALS #23 (Dependent upon severity)	a. Confiscate b. D(s), ALC, SS, 1-10 OSS poss rec for exp c. Notify Parent d. Contact police	a. Confiscate b. ALC, SS, 1-10 OSS poss rec for exp c. Notify Parent d. Contact police	a. Confiscate b. ALC, SS, 1-10 OSS c. Notify Parent d. Recommend expulsion e. Contact police
THEFT / POSSESSION OF STOLEN PROPERTY (Dependent upon severity) #24 Copyright infringement and unauthorized copy of software	a. Notify Parent b. Restitution c. ALC, SS, LOP, or 1-5 OSS d. Notify police	a. Notify Parent b. Restitution c. 1-10 OSS d. Notify police	a. Notify Parent b. Restitution c. 1-10 OSS d. Recommend Expulsion e. Notify police
TRANSPORTATION – LHS only (Dependent upon severity) #25	a. D, ALC, SS, LOP b. Notify Parent	a. D, ALC, SS, LOP b. Notify Parent	a. D, ALC, SS, possible permanent LOP b. Notify Parent
UNAUTHORIZED PUBLICATIONS (non-school sponsored) #26	a. warning, D, ALC, SS, OSS b. LOP c. Confiscate d. Notify parent		
USAGE OF TOBACCO / SMOKING AND POSSESSION #27	a. Notify Parent b. 3 OSS c. Confiscate d. Student will not be permitted to attend the next school dance on the calendar. e. Offered a tobacco cessation program	a. Notify Parent b. 5 Day OSS c. Confiscate d. Student will not be permitted to attend school dances for one year e. Offered a tobacco cessation program	a. Notify Parent b. 10 OSS c. Confiscate d. recommend expulsion e. Student will not be permitted to attend school dances for remainder of high school career. f. Required to attend tobacco cessation program
WEAPONS / INSTRUMENTS (Consequence dependent upon circumstances) #28	a. Notify Parent b. Confiscate c. 1-10 OSS with recommendation for expulsion d. Notify police immediately		

COLLEGE VISITS

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

COMPUTERS/CELL PHONES/TECHNOLOGY

Technology has become an essential part of a student's education. To be able to live, learn, and work successfully in our information-rich society, students must be able to utilize technology effectively. Many students' lives today are filled with technology giving them unlimited access to information and resources, enabling them to pursue their interests in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous.

Cell Phones/Electronic Devices

Cell phones and other electronic devices are tools that may be used in the classroom under the guidance of teachers for educational use only. Students failing to meet these guidelines may be subject to confiscation of the device and disciplinary action. Students' use of cell phones between class bells, before/after school, or during lunch is permitted so long as students follow the code of conduct.

Chromebooks

Students are issued a Chromebook to use throughout the school year. They are expected to follow the guidelines outlined in the Acceptable User Safety Agreement. They are also responsible for the care of the Chromebook much like they are any textbook they are issued. Fines and fees may be issued for lost or damaged devices.

Student Network and Internet Acceptable Use and Safety Agreement

To access the Internet at school, students under the age of eighteen (18) must obtain Parents/Guardians permission and must sign and return Acceptable use & Safety Agreement. Students eighteen (18) and over may sign their own forms.

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

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

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

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

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

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

(1) misrepresenting other users on the network;

- (2) disrupting the operation of the network through abuse of the hardware or software;
- (3) malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
- (4) interfering with others' use of the network;
- (5) illegal installation, copying, or use of licensed copyrighted software.
- (6) users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
- (7) users shall not reveal personal home address or phone number or those of other students or staff.

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

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

DANCE RULES and EXPECTATIONS

1. School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting. Students and their guests are expected to behave appropriately on the dance floor. Students must recognize that movements and dance styles present in non-school settings or portrayed in the entertainment industry are not always appropriate in the high school setting. Sexually explicit dancing such as grinding, or any other type of dancing or act which could be construed as vulgar or provocative is prohibited. NOTE: Violation of the dance conduct policy will result in removal from the dance and possible discipline. No refund will be given to students or guests who are asked to leave the dance.
 2. Students and guests are to follow all rules and regulations in the Lebanon High School Code of Conduct.
 3. No junior high or middle school students are permitted to attend high school dances.
 4. All guests must fill out guest paperwork and submit to administration by the announced deadline.
- Guests criterion:
- a. A guest must be a currently enrolled high school student, OR;
 - b. If a high school graduate, the guest must be 19 years or younger AND an LHS alumni, OR;
 - c. If a non-Lebanon high school graduate is 19 years or younger, the guest and LHS student must meet with an LHS administrator prior to the dance.

DETENTION POLICY

1. Students will receive a copy of the detention slip with the offense and consequences indicated. They are asked to sign the slip to acknowledge a conference with the referring party.
2. One of two types of detentions will be issued: office or teacher detentions.
3. Details of teacher detentions will be given by the individual teacher.
4. Office detentions will be held after school in Room 1206.
5. Students will be given twenty-four (24) hours notice of the detention. Students and parents are responsible for transportation.

6. Detentions will be assigned to begin the day following the offense. Students may be excused from detentions only for an emergency. Excuses must be in writing and signed by parents/Guardians.
7. If a student fails to report to an assigned detention, a day of Alternate Learning Center or Saturday School will be assigned by the appropriate administrator.

DISASTER DRILLS (Fire, Tornado, Etc.)

It is essential that all students become familiar with the exit routes from each area of the building. When a warning is given, everyone should proceed by the prescribed route to a safety area as quickly as possible. Students should not talk during a drill and are to remain as a group. Setting off a false alarm is a violation of state law. Violators will be suspended out of school, charges will be filed in court, and a recommendation for expulsion will be made.

DRESS CODE

Lebanon City Schools views appropriate dress and grooming standards equally important as appropriate conduct. The best guide for proper dress and grooming is common sense and is best supervised by students and Parents/Guardians 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 this dress code for its students.

Student dress and grooming practices shall not:

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

Specific dress and grooming restrictions include the following:

1. Shirts and tops should be long enough to tuck into pants, and have high enough necklines to cover all cleavage. Shirts or tops revealing portions of the waistline, torso or chest are not appropriate. Shirts should not be see-through. Sleeveless shirts should cover the entire shoulder area. No undergarments should be visible. No muscle shirts, tube tops, halter tops, or tank tops.
2. Pants, skirts and shorts will be worn at an appropriate length in manner for safety, hygiene, and professionalism for a learning environment.
3. Clothing displaying profanity, sexual innuendo/overtones, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult like activity, double meaning, or promotes violence is not appropriate for school. These examples are not all inclusive and other types of message may be deemed inappropriate for the school environment.
4. Clothing which is ripped, cut, patched or altered to achieve an unusual effect in inappropriate areas shall not be permitted. If the area in question is above the fingertips when the arms of the student are at the student's sides, it is inappropriate.
5. Clothing must not drag on the floor.
6. Sunglasses, chains hanging from pants, pajamas, slippers, or neck/arm wear with spikes ("dog collars") of any kind are not permitted.
7. Grooming, hairstyle and/or wearing of clothing, jewelry, head coverings, or accessories, which by virtue of color, arrangement, trademark, or otherwise denotes or implies membership in a group, gang, satanic worship

and/or includes symbols or drawings, including but not limited to those outlined by the Anti-Defamation League, which are deemed offensive, obscene, profane or disruptive to the educational process will not be permitted.

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

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

GANG POLICY

Philosophy

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

Definition

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

Insignia

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

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

GRADE PERIOD END DATES

<u>Grading Period End Dates</u>
1 st Quarter - October 14, 2022
2 nd Quarter- December 21, 2022
3 rd Quarter - March 10, 2023
4 th Quarter – May 25, 2023

GRADING AND SEMESTER GRADES

Grading Scale

A = 90 - 100

B = 80 - 89

C = 70 - 79
 D = 60 - 69
 F = Below 60

Determining a Final Semester Grade

Step 1- To determine a student’s final grade for a semester, grades earned for each quarter and the exam are converted to grade points according to this scale: A = 4 B = 3 C = 2 D = 1 F = 0

Step 2- These grade points are then weighted according to the following schedule: Qtr. 1 = 40%, Qtr. 2 = 40%, and exam = 20%.

Step 3- The weighted values are added to arrive at the final course grade, which is determined according to this scale:

A = 3.6 - 4.00
 B = 2.6 - 3.59
 C = 1.6 - 2.59
 D = 0.6 - 1.59
 F = Below 0.6

Here is an example:

A student earns a B first quarter, and A second quarter, and a B on the exam.

	first quarter	second quarter	exam
grade earned	B	A	B
Step 1- convert grade to grade points	3	4	3
Step 2- apply weights (grade points multiplied by weight)	40%	40%	20%
	3 X .4 = 1.2	4 X .4 = 1.6	3 X .2 = .6
Step 3- add components	1.2 + 1.6 + .6 = 3.4 = B		

GRADUATION REQUIREMENTS

In order to qualify for graduation, all students must meet the requirements as set forth by the Ohio Department of Education and the Lebanon Board of Education. These are the successful completion of a minimum of 20 required credits, demonstrations of competency .

1. **Required Credits-** To qualify for graduation from Lebanon High School, a student must earn a minimum of 20 credits as required by state curriculum and local guidelines. Those credits are:

4 Credits English
4 Credits Math (including Algebra II or the equivalent)
3 Credits Social Studies (1 cr. Am. History & ½ cr. Gov't)
3 Credits Science (1 cr. Physical Science & 1 cr. Biology)
½ Credit Health
½ Credit Physical Education
½ Economics or Finance
1 Fine Arts (or attend WCCC)
3½ Credits in additional core courses or electives
20 Total credits

Students must pass all Mandatory State Assessments

These are MINIMUM requirements for graduation. Students are encouraged to earn more credits as their interests and abilities dictate. It is recommended all students maintain one (1) open period per semester, whether it be a study hall, teacher aide or early release.

Some courses stipulate certain projects, reports or other qualifications be achieved before credit is allowed. Each student accepts responsibility for such at the time of registration. In some courses students will need to purchase supplies and also pay a fee to cover the cost of consumable materials used. Any damage to school property may be assessed to the pupil or pupils involved.

Please study this curriculum guide for further details. Counselors are always available for information and advice on your course selections as they relate to your future college and vocational goals and objectives. If there is not enough demand for any one course, it will be canceled. Refer to the cover letter with your registration sheet for further details.

END OF COURSE EXAMS; In addition to the course requirements listed above, students must meet State requirements;

1. **State Testing-** Current guidance from the Ohio Department of Education requires that all high school students take six end-of-course tests (ELA II, Algebra I, Geometry, Biology, American History and American Government). **On these tests, students are required to earn a competency score on the Algebra I and ELA II and demonstrate readiness by passing Biology, American History and American Government.**

- **Demonstration of Competency**
Students must earn a competency score of 684 on the ELA II and Algebra I end-of-course

tests. If the student cannot earn a competency score on these two assessments, after taking the tests at least twice, there are three alternative ways to demonstrate competency for the subject area(s) not passed: **College Credit Plus, Career Experience and Technical Skill, or Military Enlistment.**

- **Demonstration of Readiness**

Students must earn two seals from the following list that align with their goals and interests. Those seals are:

- **State Seals**

- OhioMeansJobs Readiness Seal
- IndustryRecognized Credential Seal
- College-Ready Seal- earn college ready scores on ACT or SAT
- Military Enlistment Seal
- Citizenship Seal- earn 700 or better on American History & American Govt.
- Science Seal- earn 700 or better on Biology test
- Honors Diploma Seal
- Seal of Biliteracy
- Technology Seal

- **Local Seals**

- Community Service Seal
- Fine and Performing Arts Seal
- Student Engagement Seal.

For more specific information on the state graduation requirements, please go to:
<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

In order to participate in the Lebanon High School Commencement ceremony, all seniors and early graduates must have completed all academic requirements listed above in addition to other requirements set forth by the ODE including, but not limited to, state testing. No exceptions. Please refer to the graduation guide on our school webpage for more details.

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

GUIDANCE OFFICE

Phone: (513) 934-5106

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

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

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

HALL PASSES

Students must have a pass when in the hallways during class time. Time, date, destination, and a teacher's signature are necessary to be in the hallway.

ILLNESS AT SCHOOL

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

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

LIBRARY/MEDIA CENTER

Phone: (513) 934-5116

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

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

LOCKERS

Lockers are provided in the building for the safekeeping of books, supplies, and clothing and will be assigned by the building Administration. All lockers remain property of the Lebanon Board of Education and are subject to search at any time by an administrator, law enforcement, or their designee. Lockers will be subject to a dog search by the police department several times a year without prior notification. Malfunctioning or broken lockers are to be reported to the office. Students are responsible for the contents of the lockers assigned to them, and will be held responsible for any illegal items found therein. **No student is to share a locker without written permission of the administration**, and sharing of a locker does not excuse either student from being responsible for the contents of the locker at all times.

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

LUNCHESES

Lebanon has a closed lunch policy.

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

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

Lunchroom Behavior:

- Courteous and appropriate behavior is expected at all times.
- Misbehavior will be dealt with according to the Code of Conduct.
- Chairs should not be moved around. Students are responsible to keep their area clean, push in his/her chair, and throw away all trash.
- No food or drink is to leave the cafeteria. It is the responsibility of the students to clean up any spills/messes they have created.
- Charging of meals is discouraged, but we understand 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.
- Regular breakfast and lunch will be (COST) for the 2022-2023 school year. Milk is not free only with a meal. Additional milk is 60 cents.

MEDICATIONS

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

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

- A. The principal or his/her designee must receive a written request signed by the parent, guardian, or other person having care or charge of the student that the drug be administered to the student. Emergency medications such as inhalers and Epi-pens may be carried by students if indicated by the physician and parent on the medication permission form. It is advisable for a back-up medication to be kept in the office in the event the student is unable to tell an adult where his/her medication is located.
- B. A parent or guardian whose child is to have drugs administered by school personnel must agree to submit a revised statement, signed by the physician, to the school nurse or other person designated by the principal if any of the information provided by the physician changes.
- C. The school nurse or other person authorized to administer the drug must receive a copy of the statement by the physician regarding instructions for storage and administration of the drug, and the drug must be received by the person who is to administer it in the original pharmacy container in which it was dispensed by the prescribing physician or licensed pharmacist. The instructions on this container must match those on the physician's statement.
- D. The school nurse or other authorized person shall establish a location in each school building for the storage of drugs to be administered under this section and federal law. All such drugs shall be stored in a locked place, except those drugs, which require refrigeration, may be kept in a refrigerator not used by students. Students will not be permitted to carry any medications including over-the-counter products unless the

physician provides a written note indicating the medication is needed for emergency purposes (i.e. inhaler, Epi-pen). Students will come to the office for all other medications.

- E. Copies of the written request of the parents and the statement by the physician must be retained by the principal, and a copy of such statements shall be given to the person authorized to administer drugs to the student for whom the statement has been received by the next school day following the receipt of any such statement.
- F. The parent or guardian of a student may, after conferring with the principal or a school official designated by the principal, administer medication at the school to his/her child.
- G. An accurate record of each dose administered at school will be kept by an authorized school official.
- H. The provisions of this policy shall apply to school sponsored overnight activities. The authorized school official will carry only the quantity of medication expected to be administered during the duration of the activity.
- I. Any medications given at school shall be brought to the main office by a Parents/Guardians or an adult designated by a parent. Students are not permitted to carry meds on the bus or at school.

NATIONAL HONOR SOCIETY

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

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

If a student meets the basic requirements during the first quarter, he or she is given an information form to complete and return to the NHS Faculty Committee and this indicates the student wishes to be considered for membership. Selection is based primarily on teacher evaluations submitted by every staff member. Instructors evaluate students they have worked with on scholarship, leadership, and character (including work habits). These evaluations, based on a 5-point scale, are added together. To this, the Faculty Committee adds their assessment of the information form indicating, among other things, the amount and kind of service the student has given the school and community. Final acceptance into membership is determined by the Faculty Committee. The number of students inducted varies from year to year as there is no specific number set by the committee. Following the induction ceremony, all students who have not been selected will be contacted to discuss the process and to answer any questions they may have. Since this is a faculty selected organization, the faculty committee reserves the right to dismiss a member for any infraction of the by-laws.

PARKING

**Parking permits will ONLY be sold to students with a current driver's license.
License must be presented at time of purchase.**

Students are expected to comply with all parking rules and regulations. Traffic will be stopped during dismissal (2:45 PM) to allow the buses to exit the parking lot. Failure to comply with the parking rules could result in the loss of parking privileges. Students are urged to read all rules carefully.

1. All automobiles parked on the school grounds must register with the school and must display the current decal. The fee for the permit is \$50.00 per year, \$25.00 per semester.
2. No student parking is allowed in front of the building. All vehicles must be parked in their assigned location or risk being towed.
3. Students are not allowed to run to vehicles, or in the student lot at dismissal. Students seen running may lose their parking privileges.
4. Students are to park in assigned spots; sharing assigned spots is not permitted; students MUST use their assigned spot only.
5. Spaces cannot be rented, leased, or resold by students.
6. Students who transfer, withdraw or forfeit their spots, the space reverts to the school for re-assignment.
7. Students driving unregistered cars are required to either: (a) leave their name, make, model, color, and license plate number of the car in the office; or (b) report the information to the parking monitor.
8. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
9. Students are to report directly to the building on arrival at school. No loitering in the lot or visiting in the lot without permission. Truancy, class cuts, excessive absences, tardiness, or other disciplinary actions may result in suspension of parking privileges.
10. There will be no speeding or any other form of reckless driving on school grounds.
11. Intolerant Communication on vehicles is prohibited. Vehicles conveying messages communicating bias or prejudice against and/or intolerance of a person or a group of people because of their religious beliefs, ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background may be subject to disciplinary measures.
12. Ignoring signals to stop when school buses are approaching will result in disciplinary action.
13. Student vehicles may be subject to search if there are reasonable grounds to believe drugs, alcohol, stolen property or other contraband might be present in the vehicle.
14. Lebanon Police will conduct random drug sweeps of the parking lot with police dogs. Lebanon City Schools is not responsible for any damage sustained to the vehicle during the search by the dogs. The school is also not responsible for the vehicle or its contents.
15. Students applying for and receiving permits fully understand their responsibility in following the rules. Suspension of parking privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.
16. Students must abide by all traffic regulations specified by the Ohio Revised Code Chapter 4511.
17. A new state law allows the denial or revocation of a student's driver's license when a student of compulsory school age withdraws from school or is habitually absent for more than 10 consecutive days or a total of at least 15 days in a quarter without legitimate excuse or is suspended or expelled from school for use or possession of alcohol or drugs. Denial of privileges will remain in effect until the student reaches the age of 18, returns to school, or receives a GED certificate.

Operation of a motor vehicle on school grounds is a privilege, and constitutes your consent to search. Refusal to cooperate with a search – as the operator or passenger of a motor vehicle – may result in denial of driving privileges, reports to law enforcement officials, and/or school disciplinary action.

PRE-APPROVED ABSENCE

If parents/guardians know ahead of time a student is going to be absent from school for more than (2) two school days, the following procedures must be followed:

1. The student must notify the principal, in writing, at least **FIVE SCHOOL DAYS** prior to the absence.
2. The student/parent must secure a pre-approved absence form. The form can be obtained in the Attendance Office or the Main Office.
3. The form must be completed by the Parents/ Guardians, signed by the principal and teachers, and returned to the Attendance Office before the pre-approved absence is approved.
4. Pre-approved absence requests **will not** be approved during **state tests**, the last week of school, or during the last week of the first semester due to **final exams**.
5. An 18-year-old student must follow all aspects of this policy.
6. This policy may only be used **once** during the school year.
7. It is the student's responsibility to get homework assignments and make up any tests missed. All work is due upon student return to school.

The administration reserves the right to refuse a student an excused absence from school for types of pre-approved questionable absences. Failure to arrange for a pre-approved absence will result in an unexcused absence and no credit for the work missed during the vacation.

PROGRESSBOOK

We use Progressbook for reporting grades. Parents and students have access to grades in real time through this application. Parents have the ability to get notifications of missing work or late assignments with Progressbook. If you do not have your username and password, please call the school at 934-5100. Students are able to see Mrs. Hahn, Media Specialist, to get their username and password.

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.

SATURDAY SCHOOL

Saturday School is held from 8:00 a.m. to 12:00 noon at Lebanon High School. The students must enter through the front doors with their books and materials at 7:55 a.m. Students who fail to serve an assigned

Saturday School will be subject to out-of-school suspensions. A student who is assigned to Saturday School shall attend on the date and time assigned. Beverages, snacks, radios, magazines, talking, and sleeping are not allowed. Students who violate these regulations will be removed from Saturday School and will be subject to out-of-school suspensions. **If you cannot attend due to illness or an emergency, your Parents/Guardians must call 934-5119 prior to the beginning of Saturday School to reschedule, otherwise it is referred for progressive discipline. You will receive a copy of the rules when it is assigned, please read them prior to attending.**

SCHEDULE CHANGES

Because we view course selection as so important, we want to emphasize how crucial your choices are to you. Your choices should reflect your future goals as they relate to college, vocational education, or a combination of the two called Tech Prep. We would also like to stress that your ability and attitude toward your course work has a bearing on the level of course selection. Your counselor has been instructed to review your cumulative folder and to use teacher recommendations along with their own experience in registering you for next year's courses. You should confer with your teachers as well as your parents in preparation to register with your counselor. Take the time to read the course descriptions within the curriculum guide.

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

SCHOOL CLOSINGS

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

Text: Families may sign up for a text notification through ProgressBook

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

Internet: www.lebanonschools.org

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

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

SEARCH AND SEIZURE

When school administrators have reasonable suspicion to believe a student is in possession of or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products or any alleged stolen property, or any illegal activity, a search of the student and his/her locker, electronic devices, desk and automobile will be conducted. A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her briefcase or pocketbook, cell phone, locker, desk, or automobile, if such an automobile is parked on school grounds. If a student does refuse to be searched, they will be suspended for 10

days with a recommendation for expulsion. All computers and applications are property of the school and therefore subject to review and inspection at any time without suspicion or cause. In addition, students are hereby placed on notice of their lockers and the contents of their lockers are subject to random search at any time, without regard to whether there is reasonable suspicion of any locker or its contents contain evidence of a violation of a criminal statute or a school rule.

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

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

STUDY HALLS

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

SUSPENSION AND EXPULSION PROCEDURES

1. No student may be suspended unless:
 - The student is given prior written notice of the intention to suspend and the reasons for the intended suspension.
 - The student is provided an opportunity to appear at an informal hearing before the building principal, assistant principal, superintendent, or superintendent's designee to challenge the reason for the intended suspension or otherwise to explain his or her actions.
2. No student may be expelled unless:
 - The student and his/her parents, guardians, or custodians are given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.
 - The time to appear shall be no earlier than three (3), nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the students or his/her parents, guardians, custodians, or representatives. If an extension is granted after giving the original notice, the superintendent shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear.
3. If a student is removed on an emergency basis, and either suspension or expulsion is contemplated, a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal, and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.

4. Within twenty-four (24) hours after the time of a student's expulsion or suspension, the superintendent or principal shall provide written notification of the suspension or expulsion to the parents, guardians, or custodians of the student. The notice shall include the reasons for the expulsion or suspension and notification of the rights of the student or his/her parents, guardians, or custodians:
 - A. To appeal such action to the Board of Education through its designee;
 - B. To be represented in all such appeal proceedings;
 - C. To be granted a hearing before the designee for the Board in order to be heard against such suspension or expulsion;
 - D. And to request such a hearing be held in executive session. Any such appeal must be filed in writing within ten (10) days after the notice of suspension or expulsion has been issued.
5. The duration of a suspension or an expulsion is based upon the nature of the offense, and student history. A suspension or expulsion can extend beyond the end of the school year if there are fewer school days than the suspension or expulsion days remaining.
6. Students committing offenses warranting suspension and/or expulsion have forfeited their right to participate in curricular and extracurricular activities during their suspension or expulsion. Suspension days will be forwarded and must be served after school reopens when a school is closed due to calamity.
7. Students who have been suspended will receive an unexcused absence for each and any part of a school day missed. An exception to this rule will be for an out of school suspension where a student will be permitted to make-up work for 60% credit and have the absence excused. Students must score between 60% and 100% on their work to receive 60% credit. Work submitted below 60% will not be accepted and will result in 0% credit. Whenever possible it is the student's responsibility to collect all work assignments and books before the suspension begins. All work will be due, including the taking of any tests and/or quizzes, the first day a student returns from an out of school suspension.
8. Students who have been expelled will receive no credit or be allowed to make up any work and will receive zeros on all assignments during the expulsion.
9. Students who have been suspended or expelled from school are not permitted on any school property or at any school-sponsored event for the duration of such disciplinary action. Students who are suspended or expelled and enter school property or attend a school-sponsored event will be subject to further disciplinary action. Students shall not be permitted to return to school pending an appeal process with the administration or the court.

TARDINESS TO SCHOOL

School starts at 7:15! Students **MUST** sign in the attendance office when they are tardy to school and receive a pass to class. The tardy is recorded and dealt with per the Code of Conduct. Any student who arrives after 1st bell is considered absent. The total number of minutes tardy will be factored into the time not in school per the county attendance policy above.

Students are permitted to have three (3) days of tardiness per semester with no consequences. On the fourth (4) and fifth (5) tardy, students will receive lunch detentions. On the sixth (6) and seventh (7) tardy, students will receive after-school detentions. Beginning with the eighth (8) - tenth (10) tardy, students may be issued a Saturday School, Alternative Learning Center, and/or have privileges revoked (parking pass, attendance at sporting events, dances, etc...).

TELEPHONE CALLS

Messages from parents/guardians may be given to the secretary or staff member for delivery at a convenient time. Students will not be called to the telephone or be excused to use the telephone during the school day. Please do not call your child's cell phone or text message during school hours. If there is an emergency, please contact the Main Office at 934-5100.

TEXTBOOKS

Textbooks are provided by the Lebanon City Schools Board of Education. Normal wear is expected. Fines will be charged for defaced or lost books. All textbooks should be covered with a homemade or commercial book cover.

VALUABLES

Students are discouraged from carrying valuables, large sums of money, or electronic devices to school. Each student is responsible for his/her personal property. Every effort will be made to recover stolen property, but loss must be assumed by the student. Please mark all personal possessions with your name. This is especially true with P.E. clothing and calculators. There is a designated lost and found box, and should be checked periodically if something is missing.

VIDEO SURVEILLANCE

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

VISITORS

All visitors are required to report to the main office and have administrative approval to be in the building. All visitors must sign in and wear identification at all times while in the building. Students are not permitted to have non-parental/guardian visitors during the day or non-parental/guardian visitors during lunch.

Parent/Guardians Visitations to Classrooms:

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

WEAPON VIOLATIONS

The Board is committed to providing the students in the district with an educational environment free of the dangers of firearms, knives, dangerous weapons, and objects indistinguishable from firearms.

The definition of a firearm shall include any weapon (including a starter gun, or Airsoft weapon) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary or poisonous gas; bomb, grenade, rocket having a propellant

charge of more than 4 ounces, missile having explosive or incendiary charge of more than ¼ ounce, mine or device similar to any device described above.

The definition of a firearm also includes those objects which are “indistinguishable from a firearm.” An “object indistinguishable from a firearm” is defined as “any object made, construed, or altered so that, to a reasonable person without specialized training, the object appears to be a firearm.”

No student shall bring a firearm to or possess a firearm while on school property, in a school vehicle or at a school-sponsored activity. Any student who brings a firearm to school in the above manner shall be expelled from school by the superintendent for a period of one calendar year. Any student who possesses a firearm, which was initially brought onto school property by another person, may be expelled by the superintendent, at his or her discretion. Any student who brings an object, possesses an object indistinguishable from a firearm may be expelled by the superintendent at his/her discretion.

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

1. An incident involving a disabled student and the incident is a manifestation of the disability;
2. The age of the student and its relevance to the punishment;
3. Prior disciplinary history of the student;
4. Intent of the perpetrator;
5. Any other factors which the superintendent believes in his or her discretion mitigate the circumstances of the students’ proscribed conduct.
- 6.

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

WITHDRAWAL AND TRANSFER FROM SCHOOL

Guidance Office: (513) 934-5106

The procedure for withdrawal or transferring is as follows:

1. Parent/guardian goes to the guidance office to fill out the withdrawal form. Due to the federal law, the school is unable to release any information on a student without written permission from the parent, guardian, or student who is of age.
2. The student takes the withdrawal form to all of his/her teachers for their signatures and a class grade. Books are to be returned at this time.

3. After all the teachers have signed off on the withdrawal form; it is taken to the library, attendance office, athletic office, front office, and the guidance office for a signature.
 4. The student takes the completed forms to the guidance secretary.
 5. Records will be sent when all school obligations have been met (fees paid, books returned, etc.).
- **New “Dropout” legislation - O.R.C. 3321.13 (B) (1): If a student withdraws for other reasons, the Principal/designee shall inform the Superintendent who MUST notify the Registrar of Motor Vehicles and the Judge of Juvenile Court. Such notification shall be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of state. Upon receiving such information, the Registrar of Motor Vehicles is REQUIRED to suspend the temporary instruction permit or driver’s license of the student.
- Any person whose driving privileges have been denied for the above reasons can file a petition with the Juvenile Court in whose jurisdiction he/she resides.
- Any restoration of such privileges would depend upon Court’s Action and/or other approved reason as designated by law.
6. Student is not officially withdrawn until we have received a records request from your new school district. You must be in attendance until the withdrawal is official.

WORK PERMITS

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

ALMA MATER

Lebanon High, Oh Lebanon High, We gladly honor you.
For your glory we conspire in Alma Mater Song.

Chorus:

Lebanon High, Lebanon High, We pledge our love to thee,
Ever we will give to thee our true fidelity.

Through all our days we’ll sing your praise with hearts
and courage true.

Through smiles and tears of future years, one thought and that of you.

SCHOOL FIGHT SONG - ONWARD LEBANON

Onward Lebanon; Onward Lebanon;
school so good and grand,
Keep the story of our glory forever o’er the land.

Onward Lebanon; Onward Lebanon; fight on for her name,
 Fight students, fight to bring our school to fame.

SCHOOL COLORS

MAROON AND WHITE

SCHOOL MASCOT

WARRIORS

Lebanon High School

BELL SCHEDULES 2022-2023

Period	Regular	Period	TEAM (Wednesdays)	Period	1 Hour Delay	Period	2 Hour Delay
1	7:15-8:00	1	7:15-7:55	1	8:15-8:50	1	9:15-9:43
2	8:04-8:48	2	7:59-8:38	2	8:54-9:29	2	9:47-10:14
		TEAM	8:43-9:13				
3	8:53-9:37	3	9:18-9:57	3	9:34-10:09	3	10:18-10:45
4	9:41-10:25	4	10:01-10:40	4	10:13-10:48	4	10:49-11:16
5	10:30-11:59	5	10:45-12:14	5	10:53-12:22	5	11:21-12:50
	Lunch A 10:25-10:55		Lunch A 10:40-11:10		Lunch A 10:48-11:18		Lunch A 1:16-11:46
	Lunch B 10:57-11:27		Lunch B 11:12-11:42		Lunch B 11:20-11:50		Lunch B 11:48-12:18
	Lunch C 11:29-11:59		Lunch C 11:44-12:14		Lunch C 11:52-12:22		Lunch C 12:20-12:50
6	12:04-12:48	6	12:19-12:58	6	12:27-1:03	6	12:55-1:22
7	12:53-1:37	7	1:03-1:42	7	1:08-1:44	7	1:26-1:53
8	1:41-2:25	8	1:46-2:25	8	1:49-2:25	8	1:58-2:25

