

Lebanon Junior High School

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Student/Caregiver Handbook 2021-2022

INTRODUCTION

The Lebanon Junior 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. All 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 Junior High School.

STAFF

Board of Education

Mrs. Kim Cope - Vice President
Mr. David Donovan
Mr. Michael Lane
Mrs. Esther Larson
Mr. Ryan Patterson - President

Junior High School Office

Mr. Alex Brunk, Principal
Mr. Jerry Comello, Assistant Principal
Mrs. Heidi Calvert, Athletic Director
Ms. Jessica Bacher, Counselor (A-K)
Ms. Leslie Marsh, Counselor (L-Z)
Mrs. Andie Chamberlain, Principal's/Attendance Secretary
Mrs. Suzy Killin, Guidance Secretary
Mrs. Jenny Flaig, Nurse
Mr. Travis Scott, Head Custodian
Mrs. Rose Hatfield, Head Cook

Board of Education Office

Mr. Isaac Seevers, Superintendent
Mr. Eric Sotzing, Treasurer
Mr. Brian Dalton, Director of Human Resources and Business
Mr. Mark Graler, Director of Curriculum and Instruction
Mrs. Krista Foley, Director of Student Services and Pupil Personnel P-6
Mrs. Cherie Gibson, Director of Student Services and Pupil Personnel 7-12
Mrs. Patsy Tibbs, Food Service Supervisor
Mr. Taylor Secrist, Supervisor of Maintenance
Mrs. Casey Greene, Technology Coordinator
Mrs. Lori Robertson, Transportation Supervisor

WARRIOR WELCOME

The teachers, administrators, and support staff of Lebanon Junior High School are committed to supporting our students in their academic, behavioral, and social/emotional development. The goal of our staff is to intervene early and consistently through the effective implementation of an intervention model that supports individual student needs and aligns with the district's curriculum and student code of conduct.

The teachers, administrators and support staff believe that the most effective way to promote appropriate student behavior is through the implementation of school-wide behavior expectations for students. Students will be taught how to be responsible, be respectful, be a problem solver, and be safe at Lebanon Junior High School. Students will be held to high expectations and be held accountable for their actions and choices. Students will be recognized for meeting behavior and academic expectations through a variety of school-wide programs.

Be Responsible

Be Respectful

Be a Problem Solver

Be Safe

Be Appropriate

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2021-2022 SCHOOL FEES POLICY

Students are required to pay their school fee at the beginning of each school year. If the student has unpaid school fees at the end of the grading period, they will not be issued a report card. There will be an opportunity to pay for school fees at Open House and on the first day of school. Checks should be made payable to Lebanon Junior High School and given to the Extra Time Extra Help teacher. Students may also pay school fees at the main office throughout the school year. (Fees owed for lower grades will be added to the amount due.) Students will not receive report cards (quarterly) or be permitted to receive their work permit until school fees are paid in full or there has been a payment plan established. All fees must be paid to receive the final diploma and transcript. All junior high fees must be paid and current or students may not be permitted to travel to Washington DC with the 8th grade class.

Students whose caregiver/guardian have signed a payment plan contract to pay their school fees in installments will be allowed to receive their report cards and receive schedules early as long as the agreed to installments are paid in a timely manner. If the agreed to installments are ten (10) days late, the installment plan may be forfeited at the discretion of the administration.

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 goal to be fiscally responsible and we appreciate your support.

LJHS BELL SCHEDULE

Normal Schedule		2hr Delay		1hr Delay	
Doors Open	6:50	ETEH	9:10-9:25	ETEH/Delay	8:10-8:25
Buses Drop	6:50	1st bell	9:28-9:56	1st Bell	8:29-9:07
6:50-7:10 Students go immediately to ETEH - Lockers during ETEH		2nd bell	9:59-10:27	2nd Bell	9:11-9:49
		3rd bell	10:30-10:58	3rd Bell	9:53-10:31
ETEH	7:10-7:38	LUNCH A SCHEDULE		LUNCH A SCHEDULE	
1st bell	7:42-8:27	Lunch	10:58-11:28	Lunch	10:31-11:01
2nd bell	8:31-9:16	4th bell	11:31-12:09	4th bell	11:05-11:44
3rd bell	9:20-10:05	5th bell	12:12-12:50	5th bell	11:48-12:27
LUNCH A SCHEDULE		LUNCH B SCHEDULE		LUNCH B SCHEDULE	
Lunch	10:05-10:35	4th bell	11:01-11:39	4th bell	10:35-11:14
4th bell	10:39-11:24	Lunch	11:39-12:09	Lunch	11:14-11:44
5th bell	11:28-12:13	5th bell	12:12-12:50	5th bell	11:48-12:27
LUNCH B SCHEDULE		LUNCH C SCHEDULE		LUNCH C SCHEDULE	
4th bell	10:09-10:54	4th bell	11:01-11:39	4th bell	10:35-11:14
Lunch	10:54-11:24	5th bell	11:42-12:20	5th bell	11:18-11:57
5th bell	11:28-12:13	Lunch	12:20-12:50	Lunch	11:57-12:27
LUNCH C SCHEDULE		6th bell	12:53-1:21	6th bell	12:31-1:09
4th bell	10:09-10:54	7th bell	1:24-1:52	7th bell	1:13-1:51
5th bell	10:58-11:43	ETEH	1:55-2:05	ETEH	1:55-2:05
Lunch	11:43-12:13				
6th bell	12:17-1:02				
7th bell	1:06-1:51				
ETEH	1:55-2:05				

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 the 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 caregiver 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 caregiver, 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 caregiver/guardian, without the written consent of the caregiver/guardian; or, if the student is eighteen (18) years of age or older, the written consent of the student, except that a person acting in his/her capacity as an employee of this District or of the State or Federal government may be permitted administrative use of public school records. The records of a student may be transferred to an educational institution for a legitimate educational purpose.

The Board has designated as 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 LJHS STUDENTS *if offered

Basketball
Cheerleading
Cross Country
Drama Club
Football
Geography Bee*
Girls' Volleyball
Renaissance
Student Ambassadors

Mentor Program
Jazz Band*
Math Club
Power of the Pen
Science Club
Spelling Bee*
Winter Drumline
Diversity Club
Builders Club

Warrior Word Newspaper
Track & Field
Washington DC Trip
(8th Grade Students Only)
Warrior Pride Yearbook
WarZone
Wrestling
Student Council
Fellowship of Christian Athletes

ANNOUNCEMENTS

Announcements at LJHS will be broadcast over the P.A. system at the beginning of the day during ETEH. Many student-related announcements are also displayed on tv screens in the cafeteria and LJHS office. Daily announcements can also be found on the website: www.lebanonschools.org. Announcements will only be made for school associated activities, athletics, and clubs.

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") that are protected by Federal civil rights laws (hereinafter referred to as "prohibited harassment"). This prohibition applies to all individuals who participate in School District operations, programs, and activities (hereafter "School District operations") whether on or off School District property. While not intended to be exhaustive, prohibited harassment can occur during regular school hours on the school campus, after school hours at a school sponsored or extracurricular activity, at an athletic event, during a field trip, on the way to and from school, by 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 recurrence, and remedy its effects. In addition, if the Board determines that prohibited harassment has occurred, it will determine whether the harassment has created a hostile environment and take immediate steps to redress any hostile environment, including a racially hostile environment. Individuals who are found to have engaged in prohibited harassment will be subject to appropriate disciplinary action.

Prohibited Harassment

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

- A. places that individual in reasonable fear of harm to his/her person or damage to his/her property;
- B. 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 that it

interferes with the student's ability to learn or participate in or benefit from a class or an educational program or activity.

Types of Prohibited Harassment

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

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

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or 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 that the Board of Education may appropriately address the alleged harassment before it becomes severe, pervasive, or persistent. The Board will investigate all allegations of prohibited harassment in accordance with this Policy and in those cases where prohibited harassment is substantiated, the Board will take immediate action to stop the harassment, prevent its recurrence, and remedy its effects.

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

Director of Human Resources

160 Miller Road

Lebanon, OH 45036

Dalton.Brian@lebanonschools.org

513 934-5776

Director of Special Services/Pupil Personnel

160 Miller Road

Lebanon, OH 45036

Foley.Krista@lebanonschools.org

513 934-5384

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

The Compliance Officers will be available during regular school/work hours to discuss concerns related to prohibited harassment, 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 that are initially reported to a teacher, administrator, or other School District employee. Upon receipt of a complaint either directly or through another School District employee, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee.

All individuals who participate in School District operations including third parties, who believe they have been harassed, are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this Policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct

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

Investigation and Complaint Procedure

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

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

Due to the sensitivity surrounding complaints of prohibited harassment or retaliation, 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 caregiver/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:

Office for Civil Rights - Cleveland Office

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 the complies with the requirements outlined in this Policy.

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

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

Informal Complaint Procedure

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

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

Students who believe that they have been harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

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

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

The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or 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 that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

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

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

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

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

Within two (2) school days of receiving the complaint, the Compliance Officer or 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 that is reasonably believed to be relevant to the allegations.

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

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

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

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or 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 that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above. The decision of the Superintendent shall be final.

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

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

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent. If a Complainant insists that his or

her name or other identifiable information not be disclosed to Respondent, the School District shall inform the Complainant that its ability to respond to the complaint may be limited.

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

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

Sanctions and Monitoring

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

Where the Board becomes aware that a prior remedial action has been taken against an individual who participates in a School District operation, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

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

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

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

Education and Training

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

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

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

Revised 5/17/10

Revised 6/15/15

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Legal

R.C. 4112.02

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

20 U.S.C. 1681 et seq.

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

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

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

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

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

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

42 U.S.C. 1983

National School Boards Association Inquiry and Analysis – May, 2008

ATHLETIC ACTIVITIES PARTICIPATION

An athletic handbook is available 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 s/he meets the eligibility criteria established in the junior/senior high handbooks with a minimum of five (5) credits. R.C. 3321.03, 3321.04 A.C. 3301-34

Lebanon Athletic Department attendance policy

1. An athlete must be in school by 10:30 a.m. at the High School and 10:05 a.m. at the Jr. High School in order to practice or compete that day.
2. An athlete who has an excused absence from school on Friday may compete in Saturday competitions.
3. Special cases may be given permission to participate only at the discretion of the building administration.

ATTENDANCE POLICY

Lebanon City Schools 2021-2022 attendance regulations/policy.

Documentation for Absences, Tardies and Early Dismissals

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

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

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

This Policy will be extended beyond 12 absences if the student or a member of the household is in quarantine due to COVID-19 or experiencing symptoms of COVID-19. Medical documentation/release shall be required to re-enter school upon release from COVID-19 mandated quarantine.

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

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 7:10 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.

Students with chronic tardiness may be held accountable to the consequences listed in the code of conduct for said offense.

Early Dismissal

When a student arrives on the campus property he/she is under the jurisdiction of the school district until the end of the day. Students may sign in to school on their own without a caregiver. No student may leave the premises

during the school day without proper authority from the attendance office. A caregiver is required to sign their child out of school if an early dismissal is warranted.

Students arriving to school prior to 8:10am will be counted as tardy to school. Students that arrive to school after 8:10am will be marked absent for the time missed. Students that are signed out at any point during the school day will have any remaining time left in school counted toward their total absence allotment. Please refer to the school policy on Attendance for the explanation of excused and unexcused absences.

Absences

Students who miss school are required to have their caregiver/guardian contact the attendance office on or before 10:00 A.M.

If the school doesn't receive notification, a phone call will automatically be made to the caregiver/guardian. If the caregiver/guardian fails to contact the school, the absence will be considered unexcused until a caregiver/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes caregiver/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

The school in compliance with Ohio Truancy laws has established the following interventions and strategies to address excused and unexcused hours, tardies and early dismissals.

The Ohio Revised Code define 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 caregiver/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, caregiver/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a caregiver's place must be filed by the caregiver for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences, representative of the Juvenile Court, and any other person that may assist the student, family or school in reducing truancy.

If the caregiver/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 caregiver/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 caregiver/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 Juvenile Court.

Reporting Student Attendance

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

Absences

- The caregiver/guardian should phone the student's school building within 2 hours of the start of the school day each day the student is absent.
- A school logged caregiver/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) caregiver phone call and/or note the caregiver/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 e-mail 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 student's return to school. The absence will be "unexcused" if documentation is not received.
- The caregiver/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 caregiver/guardian fails to contact the school and school personnel have to initiate contact with the caregiver/guardian via phone call and they DO NOT make direct contact with a caregiver/guardian the absence will be considered unexcused until a caregiver/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 7:10 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.
- Chronic tardies in a semester may result in after-school detention, lunch detention, Saturday school, referral to counselor, in-school detention.

Early Dismissal

- When a student arrives on the campus property he/she is under the jurisdiction of the school district until the end of the day. Students may sign in to school on their own without a caregiver. No student may leave the premises during the school day without proper authority from the attendance office. A caregiver is required to sign their child out of school if an early dismissal is warranted.

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 caregiver's) failed to work
- "My mom didn't get me up."
- Not having suitable clothing to wearing to school
- Working at a job during the school day without a proper work permit
- Babysitting
- Any form of recreation (unless pre-approved absence days)
- Personal business that can be done after school or on weekends
- "Helping at home" or "Was needed at home."
- "I had a game last night"
- Senior picture/portraits

Documentation of Attendance

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

Medical notes shall not count against the 12 absences that a caregiver may excuse.

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

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/caregivers have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absence 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 absence (full day absence, partial day absence, tardy or early dismissal) is excused.

Monitoring of Attendance

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

If a student acquires 18 hours or more of unexcused absences in a school year, a warning letter will be mailed to caregiver/guardian.

If a student acquires 45 hours of unexcused absences a Truancy Education Meeting will be scheduled. This group meeting will be held in your child's school district. The purpose of this meeting is to advise caregivers/guardians of the new truancy laws, school policy, and student current attendance records.

If a student acquires 30 consecutive hours of unexcused absences from school or 42 hours unexcused absences from school in a month, or 72 hours of unexcused absences in a year truancy/contributing charges may be filed in Warren County Juvenile Court.

Truancy Defined

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

30 consecutive hours of unexcused absence from school, or

42 hours unexcused absences from school in a school month, or

72 hours unexcused absences from school in a school year.

Important Notes

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

Extracurricular Attendance

- A. Students involved in extracurricular activities must be in attendance by the start of 4th period. If a student is leaving early for an approved reason, he/she must not sign out until the end of 5th period. This is to compete OR practice in an extracurricular event the same day.
- B. Exceptions may be made with prior approval of the principal and/or athletic director.

ATTENDANCE ACCOUNTING PROCEDURES

Student Tardies:

- Any student who arrives before the end of 1st bell is considered tardy to school. The total number of minutes tardy will be factored into the time not in school per the county attendance policy above.

School Absences/Occurrences:

- Missing school for more than 1st bell will be considered an absence from school and factor into the total time not in school per the county attendance policy.

AUDITORIUM

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
A u d i t o r i u m	<ul style="list-style-type: none"> • Follow directions for arrival and dismissal. 	<ul style="list-style-type: none"> • Keep feet off seat • Be a good listener 	<ul style="list-style-type: none"> • Think before asking questions • Lead by example 	<ul style="list-style-type: none"> • Keep hands, feet, etc to yourself. • Walk at all times • Refrain from eating food, drink or chewing gum.

BACK PACKS

Backpacks and bookbags may be worn to and from school. However, students are not permitted to carry backpacks or book bags from classroom to classroom; these items are to be kept in lockers during the school day.

BUSES/PICK-UP & DROP-OFF

The school day begins when a student gets on the bus and ends when they exit the bus at the end of the day. Students are expected to exhibit appropriate behavior on the bus including during field trips and extracurricular activities. Consequences may be issued or bus privileges may be lost if behavior issues arise.

Please consult the Lebanon City Schools Transportation Student & caregiver Handbook for specific information

regarding bussing. This can be found on the junior high website at <http://www.lebanonschools.org/lebanon-junior-high/>

BUS

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
B u s	<ul style="list-style-type: none"> Follow directions the first time they are given. Make sure you take all your belongings with you. Arrive at your bus on time. 	<ul style="list-style-type: none"> Respect others and their space around you. Keep the bus clean Respect the rules of the bus. 	<ul style="list-style-type: none"> Speak politely to others Keep the bus clean 	<ul style="list-style-type: none"> Be in your safety spot Remain seated while bus is moving Keep hands, feet and personal belongings out of the aisle.

PARKING LOT- DROP OFF/PICK-UP

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
P A R K I N G L O T	<ul style="list-style-type: none"> Look both ways when exiting the bus or car to ensure a clear path Follow the assigned path for walking up to the building. 	<ul style="list-style-type: none"> Enter and exit the building in a calm, and respectful manner. Be courteous to the spaces' of others. 	<ul style="list-style-type: none"> If you notice anything out of the ordinary, find a responsible adult and report it to them. 	<ul style="list-style-type: none"> Do not cross in undesignated locations Do not run/walk out in front of vehicles. Avoid moving vehicles. Avoid running in the parking lot.

CLASSROOM

Students will abide by these minimum classroom expectations:

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
C l a s s r o o m C l a s s	<ul style="list-style-type: none"> Complete all assignments on time. Come prepared to learn with materials. (Books, pencils, pens, folder, planner, positive attitude) Follow directions the first time they are given. Stay focused on the task at hand. 	<ul style="list-style-type: none"> Take care of new furniture and surroundings. Respect the technology of the classroom so that it can be used for years to come. Respect the difference of feelings and opinions of all 	<ul style="list-style-type: none"> Ask questions and assist when called upon. Listen to all opinions. 	<ul style="list-style-type: none"> Walk the hallways and stairs at all times Be mindful of your fellow students and report any suspicious situation to a teacher or office staff member.

r o o m		students and staff.		
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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; or
4. On a district school bus and/or charter bus during the Washington DC trip at all times; or
5. 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. This includes but is not limited to those words, phrases, gestures, images, or actions defined by the Anti-Defamation League (ADL). 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 (including in-school detention), Saturday School, out of school suspension, recommendation for expulsion, and/or police referral.

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

Refer to board policy 5517 and 5517.01 on p. 8 Anti-Harassment, Intimidation, and Bullying

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/or distribute the footage over electronic means to others.

4. Assault/Fighting/Inappropriate or Unauthorized Contact

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

- Instigation—Any student who 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. Cheating and/or plagiarism are considered to be any work that is copied or taken from another source (including copying another student's homework) 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 (eye movements, body movements).
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 decision will be made based on knowledge of all the circumstances surrounding the incident and the determination that it is more probable than not that cheating and/or plagiarism occurred. Consequences may include, but not be limited to: phone call home, meeting with caregiver and teacher, loss of grade, detentions, requirement to redo assignment, etc.

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/Insubordination

No students shall be disrespectful or insubordinate to any school employee, adult or student. A student shall not direct toward a school employee or peer 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 that disrupts the learning process may be classified as disruption of school. No student shall lean or throw any items over the balcony. No student shall refuse or disobey a bus driver's request or direction per bus regulations. See the section "Bus Regulations" for a complete list of bus rules.

11. Dress and Grooming

Failure to abide by reasonable dress and appearance codes set forth in the "Dress Code" section of this student/caregiver 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. Falsifying information, 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.

15. Gambling

No student shall participate in gambling of any kind. All material will be confiscated and returned to caregiver(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.

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

LJHS is a bring your own device building. Students are encouraged to bring chromebooks, laptops, tablets, cell phones, etc. to be used for academic purposes, in the classroom, with teacher permission. The school will not be responsible or liable if these items are lost, stolen or damaged. No students shall take pictures or film other students or staff members without proper permission. Teachers and employees may confiscate any device being used without permission. Confiscated devices will be taken to the office and students will be assigned consequences in accordance with established procedures.

- 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.

21. Sales

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

22. Student Activities

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

23. Suggestive, Obscene, Lewd and Violent Materials

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

24. Theft/Possession of Stolen Property

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

25. Transportation

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. No Lebanon Junior High School Student will be permitted to drive to school. Driving to school is a privilege not a right.

26. Unauthorized Publication (Non-school sponsored)

No student shall publish, possess, or distribute publications of subject matter which is, in the constitutional

sense, considered as unprivileged, libelous, pornographic or obscene. This includes placing signs or distributing material on school premises without the permission of proper school authority.

27. Use of Tobacco/Smoking and Possession

No student shall buy, sell, transfer, use or possess any substance containing tobacco, including, but not limited to, cigarettes, e-cigarettes/vapes (including but not limited to Juul, Novo), vape chargers, vape liquids (and/or liquid cartridges containing or not containing vape residue (which may or may not contain tobacco, nicotine, or similar substances), 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.

28. Weapons and Instruments

No student shall possess or use dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to: guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc. No student shall possess or use objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc. Anyone possessing or using a weapon is subject to disciplinary actions, up to and including expulsion. *See the "Weapon Violations" section of this student/caregiver 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, ISD, ASI or OSS. When a student exceeds the designated limits, the student will be referred to the assistant principal or principal for further consequences. These consequences may include, but not limited to, OSS, filing of court charges, and recommendation to the superintendent for expulsion.

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

CONSEQUENCES OF MISCONDUCT

The consequences of misconduct, including contacting the police, shall be specifically determined by the proper school administrator after carefully weighing all the facts and circumstances pertinent to the incident. If the infraction is of a more serious nature, consequences listed for the 2nd/3rd offense may be applied for the first offense. In general, the consequences are noted by the following abbreviations:

DT - Office Detention (Lunch or After School)

ISD – In School Detention

SS- Saturday School

OSS – Out of School Suspension

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

If the district deems a student expulsion be held in abeyance, per district policy, the abeyance will be forfeited and expulsion possibly applied for any offense and/or violation of the code of conduct which results in an office referral.

Code Descriptor	1 st Violation	2 nd Violation	3 rd Violation
<u>ALCOHOL, DRUGS, NARCOTICS</u> #1 (dependent upon severity) **includes vitamins & Tylenol, etc.	a. ISD, SS, or 1-10 OSS b. Notify caregiver/guardian c. Recommend expulsion d. Notify police if illegal		
<u>ABUSE OF OTHERS</u> #2 (dependent upon severity)	a. Verbal Warning, Caregiver/Student conference, DT, ISD, SS, or 1-5 OSS b. Notify caregiver/guardian c. Notify police if illegal	a. ISD, SS or 1-5 OSS b. Notify caregiver/guardian c. Notify police if illegal	a. 1-10 OSS b. Notify caregiver/guardian c. Possible Recommend expulsion d. Notify police if illegal
<u>AIDING/ABETTING</u> #3	Disciplined according to the consequences given for the rule being violated.		
<u>ASSAULT/FIGHTING/INAPPROPRIATE or UNAUTHORIZED CONTACT</u> #4 (dependent upon severity)	a. DT, SS, ISD, or 1-5 OSS b. Notify caregiver/guardian c. Notify police	a. SS, ISD, or 5-10 OSS b. Notify caregiver/guardian c. Notify police	a. 10 OSS b. Notify caregiver/guardian c. Possible Recommend expulsion d. Notify police
<u>TARDINESS TO SCHOOL</u> (per semester) #5	a. 3- Warning b. 5+ - Lunch Detention (Additional consequences may be applied based upon severity of tardiness and/or academic time missed because of tardiness.		
<u>TRUANCIES</u> #5	a. Notify caregiver/guardian b. Warning, DT(s), ISD, SS, or 1-10 OSS c. Record as unexcused; refer to truancy officer for compliance d. File charges		
<u>CUTTING CLASS/ADVISORY</u> #5	a. DT (after school), ISD or SS	ISD or SS	2 ISD or 2 SS
	* 4 th Offense – ISD or SS or OSS		
<u>EXCESSIVE ABSENCES</u> #5	a. See County Attendance Policy Above		
<u>CHEATING/PLAGIARIZING</u> (dependent upon severity) #6	a. First offense handled by teacher. b. Notify Caregiver/Guardian c. Notify Office to Document Incident d. Possible loss of credit or alternative assignment.	a. Notify caregivers/guardians b. Meeting with caregiver/guardian and teacher c. Possible Loss of grade d. Detention or ISD or SS	

<p><u>DAMAGE TO PROPERTY</u> (dependent upon severity) (deletion of computer files, and knowingly introducing viruses) #7</p>	<p>a. Restitution b. DT, community service, ISD, SS, or 1-3 OSS c. Notify caregiver/guardian d. Notify police</p>	<p>a. Restitution b. DT, community service, ISD, SS, or 1-5 OSS c. Notify caregiver/guardian d. Notify police</p>	<p>a. Restitution b. 1-10 OSS c. Notify caregiver/guardian d. Notify police e. Recommend expulsion</p>
<p><u>NON-COMPLIANCE</u> (Dependent upon severity) #8</p>	<p>a. Verbal Warning, DT, ISD, SS, or 1-10 OSS b. Possible recommendation for expulsion</p>	<p>a. DT, ISD, SS, or 1-10 OSS b. Notify caregiver c. Possible recommendation for expulsion</p>	<p>a. ISD, SS, 3-10 OSS b. Notify caregiver c. Possible recommendation for expulsion</p>
<p><u>DISRESPECT</u> (Dependent upon severity) #9</p>	<p>a. Verbal Warning, DT, ISD, SS, or 1-10 OSS b. Notify caregiver/guardian c. Possible recommendation for expulsion</p>	<p>a. DT, ISD, SS, 1-10 OSS b. Notify caregiver/guardian c. Possible recommendation for expulsion</p>	<p>a. ISD, SS, 3-10 OSS b. Notify caregiver/guardian c. Possible recommendation for expulsion</p>
<p><u>DISRUPTION OF SCHOOL/BUS</u> (Dependent upon severity) #10</p>	<p>a. Warning, DT(s), ISD, SS, or 1-10 OSS b. Notify caregiver/guardian c. Removal of bus privileges d. Recommend expulsion* e. Notify police* * fires, fireworks, fire alarms, smoke bombs, etc.</p>		
<p><u>DRESS AND GROOMING</u> #11</p>	<p>a. Request change of clothes, send home as an unexcused absence, or ISD b. Repeated violations will result in progressive discipline</p>		
<p><u>EXTORTION/SHAKEDOWN</u> (Dependent upon severity) #12</p>	<p>a. Notify caregiver/guardian b. ISD, SS, or 1-10 OSS c. Notify police</p>	<p>a. Notify caregiver/guardian b. 5-10 OSS c. Notify police</p>	<p>a. Notify caregiver/guardian b. 10 OSS c. Possible recommendation for expulsion</p>
<p><u>FAILURE TO ATTEND OFFICE DETENTION</u> #13</p>	<p>a. DT, ISD, or SS</p>	<p>a. ISD or SS</p>	<p>a. ISD or SS</p>
<p><u>FAILURE TO ATTEND SATURDAY SCHOOL</u> #13</p>	<p>a. Two SS, ISD or OSS b. Notify Caregiver/guardian</p>	<p>a. Two SS, ISD or OSS b. Notify caregiver/guardian</p>	<p>a. Two SS, ISD or OSS b. Notify caregiver/guardian</p>
<p><u>FORGERY/REMOVING ALTERING RECORDS/ INAPPROPRIATE USE OF COMPUTER PROGRAMS</u> #14</p>	<p>a. Notify caregiver/guardian b. DT, ISD, SS, or 1-10 OSS</p>		

<u>GAMBLING</u> #15	a. Warning, DT(s), ISD, or SS	a. Notify caregiver/ guardian b. DT, ISD, SS, or 1-3 OSS	a. Notify caregiver/ guardian b. ISD, SS, or 1-5 OSS
<u>HAZING</u> (Dependent upon severity) #16	a. Notify caregiver/guardian b. DT, ISD, SS, or 1-10 OSS c. Possible recommendation for expulsion	a. Notify caregiver/ guardian b. ISD, SS or 1-10 OSS c. Possible recommendation for expulsion	a. Notify caregiver/ guardian b. 1-10 OSS c. Possible recommendation for expulsion
<u>LEAVING SCHOOL PROPERTY</u> #17	a. DT, ISD, SS or 1-3 day OSS b. Notify caregiver/guardian c. Possible notification of Police.	a. ISD, SS, or 1-5 OSS b. Notify caregiver/ guardian c. Possible notification of Police.	a. ISD, SS, or 1-10 OSS b. Notify caregiver/ guardian c. Possible notification of Police d. Possible recommendation for expulsion
<u>LOITERING/OFF LIMITS</u> #18	a. Warning, DT, ISD, or SS	a. DT, ISD, SS, or 1-3 OSS b. Notify caregiver/ guardian	a. DT, ISD, SS, or 1-10 OSS b. Notify caregiver/ guardian
<u>PUBLIC DISPLAY OF AFFECTION</u> (Dependent on severity) #19	a. Warning, DT, ISD, or SS	a. Warning, DT(s), ISD or SS b. Notify caregiver/ guardian	a. Warning, DT(s), ISD, SS, or 1-10 OS b. Notify caregiver/ guardian
<u>ELECTRONICS</u> #20 (including pictures/ filming w/out permission)	a. Warning, Confiscate, Student must pick up in office, DT, ISD, SS, and/or 1-3 OSS b. If necessary, electronic device turned over to the Lebanon Police Department	a. Confiscate, DT(s), caregiver/guardian must pick up in office, ISD, SS, and/or 1-5 OSS b. If necessary electronic device turned over to the Lebanon Police Department	a. Confiscate, ISD, SS, caregiver/guardian must pick up in office, and/or 1-10 OSS b. If necessary electronic device turned over to the Lebanon Police Department
<u>SALES</u> #21	a. Notify caregiver/ guardian b. Warning, DT(s), ISD, SS, or 1-10 OSS c. Possible Notification of police	a. Notify caregiver/ guardian b. ISD, SS, 1-10 OSS c. Possible Notification of police	a. Notify caregiver/ guardian b. SS, ISD or 1-10 OSS c. Possible recommendation for expulsion c. Possible Notification of police
<u>STUDENT ACTIVITIES</u> #22	a. caregiver/guardian notification and, if appropriate, restitution b. Warning(s), DT(s), ISD, SS, or OSS		

<p><u>SUGGESTIVE, OBSCENE LEWD, & VIOLENT MATERIALS</u> #23 (Dependent upon severity)</p>	<p>a. Confiscate, b. DT(s), ISD, SS, or 1-10 OSS c. Notify caregiver/guardian d. Possible Notification of police</p>	<p>a. Confiscate, b. ISD, SS, or 1-10 OSS c. Notify caregiver/guardian d. Possible Notification of police</p>	<p>a. Confiscate, b. ISD, SS, or 1-10 OSS c. Notify caregiver/guardian d. Possible Recommendation for expulsion e. Possible Notification of police</p>
<p><u>THEFT/POSSESSION OF STOLEN PROPERTY</u> (Dependent upon severity) #24 Copyright infringement and unauthorized copy of software</p>	<p>a. Notify caregiver/guardian b. Restitution, ISD, SS, and/or 1-5 OSS c. Possible notification of police</p>	<p>a. Notify caregiver/guardian b. Restitution and/or 1-10 OSS c. Possible notification of police</p>	<p>a. Notify caregiver-guardian b. Restitution and/or 1-10 OSS c. Possible Recommendation for expulsion d. Possible notification of police</p>
<p><u>TRANSPORTATION</u> (LHS only) (Dependent upon severity) #25</p>			
<p><u>UNAUTHORIZED PUBLICATIONS</u> (non-school sponsored) #26</p>	<p>a. warning, DT, ISD, SS, or 1-10 OSS b. Confiscate c. Notify caregiver/guardian d. Possible recommendation for expulsion.</p>		
<p><u>USAGE OF TOBACCO/SMOKING AND POSSESSION</u> #27 * Please note, these violations are cumulative over a student's career in each building.</p>	<p>a. 3 OSS b. Student will not be permitted to attend the next dance on the school calendar (i.e. Prom, Homecoming, Winter Formal, Jr. High Dance c. Students will not be permitted to attend the 8th grade trip to Washington D.C. d. Student/caregivers will be offered additional support of enrollment in a tobacco/smoking</p>	<p>1. 5 OSS 2. Student will not be permitted to attend any school dances for a year. 3. Students/caregivers will be offered an additional support of enrollment in tobacco and/or smoking awareness class.</p>	<p>a. 10 OSS with the recommendation for expulsion. b. Students will not be permitted to attend any school dances for the remainder of his/her high school career. c. Student will be required to attend tobacco cessation classes at the expense of the student/caregiver before returning to</p>

	awareness class.		school under any abeyance agreement.
<u>WEAPONS/INSTRUMENTS</u> (Consequence dependent upon circumstances) #28 Law enforcement agencies will be notified immediately.	a. Notify caregiver/guardian b. Confiscate c. SS, ISD or 1-10 OSS with possible recommendation for expulsion d. Notify police		

DETENTION POLICY

Teacher and Office Detentions

1. One of two types of detentions can be issued: teacher detention or an office detention (during lunch or after school).
2. Students will receive a copy of the detention slip with the offense and consequences indicated. They will be asked to sign the slip to acknowledge a conference with the referring party.
3. Details of teacher detentions will be given by the individual teacher or administrator
4. Office detentions (during lunch or after school) will be held in the designated area
5. Students will be given twenty-four (24) hours notice of detention. Students and caregivers are responsible for transportation.
6. Students may be excused from detention only for an emergency. Excuses must be in writing and signed by caregiver/guardian or physician prior to night of detention. The detention will be reassigned for a later date.
7. If a student fails to report to an assigned detention, further consequences may be assigned by the appropriate administrator.

In-School Detention

Students who are assigned an in-school detention are expected to follow the following guidelines.

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
I S D	<ul style="list-style-type: none"> Bring all textbooks and folders you will need to the ISD room. Come prepared with a pen, pencil, and other supplies you will need to complete assignments. Submit all ISD work to the ISD monitor when it is completed. 	<ul style="list-style-type: none"> Address adults with respect. Work quietly as to not disturb others 	<ul style="list-style-type: none"> When you need help, ask the ISD monitor for help by raising your hand. Bring a book to read when you have completed your other work. If you are missing work from a teacher, ask the ISD monitor to email your teacher. 	<ul style="list-style-type: none"> Follow all directions the first time they are given. Follow classroom rules for using the computer.

Students who fail to meet the above expectations may be subject to additional consequences including but not limited to additional days of ISD, SS, or Suspension.

Students removed from class may be assigned to ISD as an alternative placement for the remainder of that bell.

Saturday School

Saturday School is held on Saturday mornings from 8am to 11am at Lebanon Junior High School. A student assigned to Saturday School shall attend on the date and time assigned. Students that fail to serve an assigned Saturday School will be subject to additional consequences including up to out of school suspension. Students

should come with academic work assigned by their teachers. The monitor will collect any work (complete/incomplete) at the end of the session. Beverages, snacks, radios, magazines, talking, and sleeping are not allowed. Students who violate these regulations will be removed and will be subject to additional consequences. Students will receive a copy of the rules when assigned, please read them prior to attending.

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
S	<ul style="list-style-type: none"> ● Be on time 	<ul style="list-style-type: none"> ● Work quietly in the designated area so that any other students working do not become distracted. 	<ul style="list-style-type: none"> ● Ask questions when needed. 	<ul style="list-style-type: none"> ● Ensure that arrangements for traveling home have been set and understood
S	<ul style="list-style-type: none"> ● Have all materials needed for Saturday School. 			

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 may be made.

DRESS CODE

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

Student dress and grooming practices shall not:

- Present a hazard to the health or safety of the student himself/herself or to others in the school;
- Materially interfere with school work, create disorder or disrupt the educational program, including but not limited to the depiction, advertisement or advocacy of the use of alcohol, tobacco, marijuana, or other controlled substances; nor shall clothing depict pornography, nudity, or sexual acts;
- Cause excessive wear or damage to school property;
- Prevent the student from achieving his/her own educational objectives.

Additional dress and grooming restrictions include the following:

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 will be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the

GANG POLICY

Philosophy

The Lebanon Junior High School recognizes that a school must create a safe environment conducive to learning. The presence of school gangs disrupts the environment by threatening the safety of the students and causes disruption to the academic process. As a result, the Lebanon Junior 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 unacceptable social goals.

Insignia

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

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

GRADE CARD DATES

Please visit the district website (www.lebanonschools.org) to see a listing of the important dates regarding grade cards.

GRADING PROCEDURES

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

The staff at Lebanon Junior High School believes that a student's grade should be a reflection of what a student knows and a representation of how well a student has mastered content. Students demonstrate their understanding in a variety of ways each day. It is our intent that when a student receives a grade and it is communicated through Progressbook, mid-term reports and grade cards, that there is a level of consistency throughout the building with how those grades are determined, regardless of content area. At LJHS, grades will be determined as follows:

Practice - 20%

During student learning, it is important for students to practice the skills developed in the classroom in order to work toward mastering content. Regular practice reinforces concepts taught and prepares students to demonstrate their knowledge on Performance Tasks. Examples may include, but are not limited to:

- vocabulary, outlines, rough drafts, homework, classwork, active reading, classroom discussion/debate/group activity or other as deemed appropriate.

Performance-- 80%

Teachers will provide an adequate number of opportunities for students to demonstrate mastery of content/learning standards each grading period. These performance opportunities can be formative (while students are learning and used to guide instruction) or summative (following instruction to measure student knowledge and understanding). Examples may include, but are not limited to:

- projects, final paper, quiz, exit slip, presentation, lab/lab report, writing assignments, test, common assessments given by grade level, or other as deemed appropriate.

Grading Scale

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = Below 60

Incompletes

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

Note: Courses that are Standards-Based in nature may receive administrative permission to alternative grading procedures which will be communicated to caregivers.

HIGH SCHOOL CREDIT COURSES

For the following courses that students take for High School credit at Lebanon Junior High School, the policy outlined below will apply:

- Band I (full year, 1.0 credit)
- Band II (full year, 1.0 credit)
- Choir I (full year, 1.0 credit)
- Choir II (full year, 1.0 credit)
- Orchestra I (full year, 1.0 credit)
- Orchestra II (full year, 1.0 credit)
- Algebra I (full year, 1.0 credit)
- Algebra IA (full year, 1.0 credit)
- Algebra 1B (full year, 1.0 credit)
- Spanish I (full year, 1.0 credit)
- Health (semester, .50 credit)
- French I (full year, 1.0 credit)

Each nine weeks counts as 40% of the semester grade with the semester exam counting for 20%. Students must carry a passing grade from two of the three marks in order to pass the semester. Credit is granted for a course at the completion of each semester based on the credit attempted for that particular course.

GRADING & GRADING SCALE

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = Below 60

HALL OF FAME AWARD

Every year during the 8th grade awards program the Hall of Fame Award is given. Students who are eligible for this award must have a 4.0 grade point average which equals all "A's" every quarter in every class taken at LJHS.

HALLWAY EXPECTATIONS

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
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H a l l w a y	<ul style="list-style-type: none"> ● During transitions, hold personal belongings in your arms. ● Always have a hall pass when not with class. ● Keep walls, floors, and lockers clean ● Carry a hall pass when in the hallway during class time and leave phone in the room when leaving during class time. 	<ul style="list-style-type: none"> ● Leave personal space for others. ● Walk on the right side of the hallway and stairwells ● Please respect the windows and glass by keeping your hands off of them. ● Take care of our new lockers they all work- let's keep them that way 	<ul style="list-style-type: none"> ● Pick up trash if in sight. ● Be quick to apologize when you've made a mistake ● Use most direct route 	<ul style="list-style-type: none"> ● Face forward while walking down the hallways and up and down stairs. ● Keep moving at all times unless you are at your locker. ● Keep cell phones in your pockets as you travel up and down the stairs.
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HALL PASSES

When in the hallway during class time, students are expected to carry the designated hall pass. There is to be no food or beverages (other than water) in the hallway unless medical documentation is submitted. Students will be required to leave their phone in the classroom if they leave during class. Students using cell phones while in the hallway during class time will be subject to consequences.

HONOR ROLL

Students who obtain a 3.2 grade point average are considered members of the Honor Roll.

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 caregiver or legal guardian must be contacted by school personnel.

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

LOCKERS

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

Lockers are to be kept locked at all times. Lockers and combinations are not to be shared. A student should not keep valuables in lockers. The school is not responsible for lost or stolen items. LOCKERS ARE NOT TO BE DEFACED IN ANY WAY AND THE STUDENT WILL BE HELD RESPONSIBLE FOR DAMAGES.

LUNCHES (Lebanon has a closed lunch policy)

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 have non-caregiver/guardian visitors during the day or non-caregiver/guardian visitors during lunch.

Students are not permitted to pass through the cafeteria line with book bags or coats. It is strongly suggested that energy drinks should not be brought to school: Red Bull, 5 Hour Energy, etc.

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

Students will be allowed to select an assigned table at the start of each quarter. Administration has the right to move student(s) to another assigned table or seat for any reason.

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
C a f e t o r i u m	<ul style="list-style-type: none"> ● Make sure you take all your belongings with you. ● Eat or throw away all food before leaving the cafeteria. ● Clean up after yourself. ● Pay before you begin eating your food. 	<ul style="list-style-type: none"> ● Be quiet when the cafeteria monitors are talking ● Ask before you take "May I please have your _____?" ● Keep your hands and feet to yourself ● Talk softly ● Only touch your own food. ● Leave table surfaces free of marks and or blemishes 	<ul style="list-style-type: none"> ● If trash is not yours, pick it up anyway. ● Raise your hand for assistance from an adult. ● Be open to sitting with new people. 	<ul style="list-style-type: none"> ● Report spills to adult ● Walk ● Eat only at the table ● Follow directions for throwing away trash.

MEDICATIONS

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

The Board of Education believes that the administration of drugs prescribed by a physician or dentist to a student is the primary responsibility of the student's caregiver 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, prescription 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 caregiver, 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 caregiver on the medication permission form. It is advisable that a back-up medication still be kept in the office in the event that the student is unable to tell an adult where his/her medication is located.
- B. A caregiver or guardian whose child is to have drugs administered by school personnel must agree to submit a revised statement, signed by the physician, to the school nurse or other person designated by the principal if any of the information provided by the physician changes.
- C. The school nurse or other person authorized to administer the drug must receive a copy of the statement by the physician regarding instructions for storage and administration of the drug, and the drug must be received by the person who is to administer it in the original pharmacy container in which it was dispensed by the prescribing physician or licensed pharmacist. The instructions on this container must match those on the physician's statement.

- D. The school nurse or other authorized person shall establish a location in each school building for the storage of drugs to be administered under this section and federal law. All such drugs shall be stored in a locked place, except those drugs which require refrigeration may be kept in a refrigerator not used by students. Students will not be permitted to carry any medications including over-the-counter products unless the physician provides a written note indicating that the medication is needed for emergency purposes (i.e. inhaler, epi-pen). Students will come to the office for all other medications.
- E. Copies of the written request of the caregivers 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 caregiver 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 caregiver or an adult designated by a caregiver. Students are not permitted to carry medications on the bus or at school.

PERFECT ATTENDANCE AWARD

LJHS values student commitment to school attendance and recognizes achieving perfect attendance is to be celebrated. Perfect attendance means a student was not absent, tardy or signed out for any length of time during the year. Students with perfect attendance are recognized at the end of the year.

PRE-APPROVED ABSENCE POLICY

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

1. The student must be traveling in the company of the caregiver or legal guardian.
2. The student/caregiver/guardian must notify the principal, in writing, at least FIVE (5) SCHOOL DAYS prior to the absence and secure a pre-approved absence form.
3. The form must be completed by the caregiver/guardian, signed by the principal and teachers, and returned to the attendance office before the absence.
4. When planning for pre-approved absences, please be cognizant of state testing and semester exam administration, avoiding these times if at all possible.
5. An 18-year-old student must follow all aspects of this policy.
6. It is the student's responsibility to check google classroom while they are absent, obtain make-up work when they return and have it completed within a timeframe that corresponds to the length of the excused absence. (i.e.- if absent three days, work will be submitted for full credit within three days.)

The administration reserves the right to refuse a student an excused absence from school for types of pre-approved absences that are questionable.

RED TICKET PROGRAM

The Red Ticket program is designed as an incentive to promote and recognize positive behavior from students. Students who are caught being good or acting courteously will receive a red ticket(s). Red tickets can be turned in for periodic prize drawings. The Red Ticket program is designed to create a school of "high character and integrity."

RENAISSANCE PROGRAM

The Renaissance program is based on the principles of performance, promotion and partnership. This program focuses on recognizing and improving overall academic performance. Students benefit from this program because it raises the profile of academics and makes it “cool” to do well in school. Incentives include reward activities such as donut day, in-school movies, cookouts and Renaissance VIP events. On VIP day, students choose one class to miss during the day and report to the gymnasium for games and fun. Students will receive a pass and are required to turn in work due that day and have the teacher’s signature prior to reporting to the gym. Students are NOT responsible to make-up any work assigned on this day. On VIP days, classroom teachers are not to give quizzes/tests or introduce any new content. Classroom activities revolve around review and/or enrichment. Students who qualify for Renaissance receive homework passes and passes to athletic events. These incentives have all been developed hoping to encourage students to strive for success.

Students have the opportunity to earn membership into Renaissance each quarter based on their quarterly grades. All courses will count towards qualification (i.e. physical education, music, core classes, etc.) and advanced courses such as French I, Spanish I, Algebra IB, Algebra I, or Math 7 Advanced will be weighted differently than other courses. A student who earns all A’s will receive a Gold Renaissance membership card. Students earning a combination of A’s and B’s will receive a Silver Renaissance membership. If a student’s grade card shows a combination of A’s, B’s and C’s, then a Maroon Renaissance card will be issued. Students will be recognized in different ways based on their level of academic achievement each quarter.

Another important aspect of Renaissance is individual student responsibility and accountability. For admittance into the Renaissance Program, students will need to submit the application form provided along with a copy of their most recent report card. It is the student’s responsibility to complete the application completely and to return it to LJHS in order to be a Renaissance member. Students who fail to complete the application process prior to the application deadline will not be permitted to participate in Renaissance that quarter. Students who lose their Renaissance card must purchase a new card at a replacement cost of \$3. Replacement cards will only be issued on the dates published on the morning announcements. Lost report cards will not be replaced; students who lose their report card will not be permitted to participate in Renaissance that quarter. Students who do not receive a report card due to unpaid fees will need to see their guidance counselor with their application prior to the application deadline. In addition, students must provide the proper documentation to enter Renaissance events. This may include a pass, a Renaissance card, or both.

RESTROOMS

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
R e s t r o o m	<ul style="list-style-type: none"> ● Put only toilet paper in the toilet. ● Put paper towels in the trash can ● Use equipment properly (toilet and sink) 	<ul style="list-style-type: none"> ● Keep RR clean (wipe seat, towels in trash can, walls clean) ● Use time wisely (use RR, wash hands, return to class immediately) 	<ul style="list-style-type: none"> ● Report all RR problems (missing supplies, non-flushing toilets, non-working sinks, wet floors) ● Lead by example (pick up paper towels on the floor, if you make a mess clean it up. 	<ul style="list-style-type: none"> ● Keep your body to yourself ● Be mindful of possible wet areas ● Wash your hands ● Walk at all times

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.

SCHEDULE CHANGES

Changing courses after registration will be considered by the guidance office if the student has failed a course or there is a scheduling conflict. With sufficient planning and forethought, the registered courses should be final. Classes are scheduled upon availability and balanced class sizes. For obvious reasons, we cannot honor requests to have a particular teacher. If a schedule change is necessary, caregiver permission must be made through the counselor and/or the teacher. Schedule changes must be made within the first 5 days of the quarter. Course request changes cannot result in more than one study hall per semester.

SCHOOL CLOSINGS

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

Radio

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

Internet

www.lebanonschools.org

Television

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

You can also log into the caregiver portion of progressbook to register to receive text notifications.

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

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

SEARCH AND SEIZURE

When school administrators have reasonable suspicion to believe that a student is in possession of or is within easy access of, 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. This may include the use of a metal detection wand if there is suspicion of an item referred to above being hidden on the student's person. A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her backpack or purse, cell phone or other electronic device, locker, desk, or personal belongings. If a student does refuse to be searched, they will be suspended for 10 days with a recommendation for expulsion. All computers and applications are property of the school and therefore subject to review and inspection at any time without suspicion or cause. In addition, students are hereby placed on notice that their lockers and the contents of their lockers are subject to random search at any time, without regard to whether there is reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a

student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board of Education has established a zero tolerance for alcohol use. In addition, the use of canines, trained in detecting the presence of drugs or devices, will be used when the administration has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property, 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.

STUDENT IDs

Students will wear school issued ID badges during school hours which will be used for identification, to buy breakfast and lunch items, tickets to athletic events, etc. Students found without their ID badges may be subject to discipline as outlined in the student Code of Conduct.

STUDENT OF THE WEEK

Each week, each teacher can nominate students to be Student of the Week. Teachers drop the names of their nominees into a box and ten winners each week are drawn out as the official "Students of the Week." These ten students each receive a Student of the Week certificate. Every student who is nominated for Student of the Week receives the teacher nomination form indicating why they were nominated for Student of the Week.

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. Devices are only to be used on pre-approved assignments. Students needing to use the SRC will need a pass to do so from their core teacher prior to study hall that day. 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:
 - a) The student is given prior written notice of the intention to suspend and the reasons for the intended suspension.
 - b) 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:
 - a) The student and his/her caregiver, guardian, or custodian are given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of the pupil and his/her caregiver, 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.
 - b) The time to appear shall be not earlier than three (3) nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the pupil or his/her caregiver, guardian, custodian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the pupil and his/her caregiver, 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 caregiver, guardian, or custodian of the pupil. The notice shall include the reasons for the expulsion or suspension and notification of

the rights of the pupil or his/her caregiver, guardian, or custodian:

- a) To appeal such action to the Board of Education through its designee
 - b) To be represented in all such appeal proceedings
 - c) To be granted a hearing before the designee of the Board in order to be heard against such suspension or expulsion
 - d) And to request that such hearing be held in executive session. Any such appeal must be filed in writing within ten (10) days after the notice of suspension or expulsion has been issued.
5. The duration of a suspension or an expulsion is based upon the nature of the offense and student history. A suspension or expulsion can extend beyond the end of the school year if there are fewer school days 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. Students will be permitted to make-up work for 60% credit. 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/caregiver's/guardian's responsibility to formally request from the office 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.
 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.

Please note: If the district deems a student expulsion be held in abeyance, per district policy, the abeyance will be forfeited and expulsion possibly applied for any offense and/or violation of the code of conduct which results in an office referral.

TARDINESS TO CLASS

A student will be deemed *tardy to class* if he or she is not within his or her assigned classroom or other designated area by the end of the ringing of the tardy bell for that class period. *Tardies* are up to the discretion of the teacher and will be tracked by each individual teacher on a quarterly basis. Every student will start the quarter with zero tardies for every class. Consequences for student tardies are outlined below:

Tardies 1 - 3: Warnings from teacher and phone call home after 3rd tardy.

Tardy 5+ Office Referral with Lunch Detentions given for every odd number tardy. Additional consequences may be applied based upon severity of tardiness and/or academic time missed because of tardiness.

TARDINESS TO SCHOOL

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

TECHNOLOGY

Technology has become an essential part of education here at Lebanon Junior High School. 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 that gives 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.

Teachers have solid guidelines and policies regarding the use of devices by students. Students will not necessarily be using their technology on a daily basis but they will be given access to them for educational purposes set forth by your child's teacher. Please note that your student is solely responsible for any equipment that he/she brings to school. Lebanon Junior High is not liable for damaged, lost, or stolen equipment. Lebanon Junior High will attempt to address the issue of students who do not have their device and we feel that technology plays a big role in student learning. In the event that your student does not have a device, teachers will have a limited number of extra devices that students may use in that particular class period or modify work such that students are able to access the same standards and content without a device. These will not be signed out to students for personal use at home. Students needing Wi-Fi access will be required to log on to the school's Wi-Fi. In addition, students sign a contract acknowledging their device is not to be used for playing games, browsing or posting to social media, texting or anything that could be considered off-task. This contract also states that students may not use their device to record, transmit, or post photographic images or videos of a person in class or on school property unless allowed by a teacher.

The use of a personal device in the classroom is a privilege for our students. Failure to use their device in accordance with the presented guidelines will result in loss of usage. Behavior that does not coincide with the Student Code of Conduct will be handled with the consequences stated in the Student Handbook.

Cell Phones/Electronic Devices

Cell phones and other electronic devices are tools that may be used in the classroom under guidance of teachers for educational use only. Students that fail 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 guidelines.

Chromebooks

Students are issued a chromebook to use during the school day. 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. This includes but is not limited to damaged screens, keyboards, and/or computer body. It is the responsibility of the student to report issues and/or damage to their Chromebook to a staff member immediately.

Computers

To access the Internet at school, students under the age of eighteen (18) must obtain caregiver/guardian 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 that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, caregivers/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet which the Board of Education had not authorized for educational purposes and/or which they and/or their caregivers/guardians may find inappropriate, offensive, objectionable, or controversial.

The Board/Administration 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 any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software, the placing of unauthorized information, accessing materials which are inappropriate for the school setting, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
- B. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the district. Misuses shall include, but not be limited to:
 - 1. misrepresenting other users on the network;
 - 2. disrupting the operation of the network through abuse of the hardware or software;
 - 3. malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 - 4. interfering with others' use of the network;
 - 5. illegal installation, copying, or use of licensed copyrighted software.
- C. A student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without written permission of the District Technology Director.
- D. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

	Be Responsible	Be Respectful	Be a Problem Solver	Be Safe
T e c h n o l o g y	<ul style="list-style-type: none"> ● Use all technology as intended by your instructor ● Only use the equipment you have been assigned. 	<ul style="list-style-type: none"> ● Treat equipment as it was your own. Avoid damaging keyboards, screens, etc. ● Avoid unplugging items such as keyboards, monitors, etc. 	<ul style="list-style-type: none"> ● If you discover an existing problem with a computer that you have been assigned, report it immediately. 	<ul style="list-style-type: none"> ● Complete searches that are approved by an adult. ● Use social media as instructed by your teacher.

TELEPHONE CALLS

If a student needs to contact their caregiver/guardian anytime throughout the school day, the students should obtain a pass from their teacher and report to the main office to make the call. Messages from caregivers/guardians may be given to the secretary or staff member for delivery at a convenient time. Students will not be called to the telephone during the school day. Please do not call your child's cell phone during school hours.

TEXTBOOKS

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

VALUABLES

Students are discouraged from carrying valuables or large sums of money to school. Each student is responsible for his/her personal property. 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 located in the cafeteria, and it should be checked periodically if something is missing.

VIDEO SURVEILLANCE

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

VISITORS

ANY and ALL visitors are required to report to the main office and have administrative approval to be in the building. All visitors must sign in and wear identification at all times while in the building. Students are not permitted to have non-caregiver/guardian visitors during the day or non-caregiver/guardian visitors during lunch. Additional precautions, considerations, restrictions may be required depending on guidance from local, state or federal authorities, and/or outlined by Lebanon City Schools Central Office, including but not limited to precautions, considerations, restrictions related to viral illnesses.

Caregiver Visitations to Classrooms

Should a caregiver request to visit his/her child's class(es), this may be arranged by contacting the building administrator 24 hours prior to the visit. As always, caregivers/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.

WASHINGTON D.C.

Eligibility requirements for Washington D.C. trip include the following:

All school fees must be paid, No student can have more than one 'F' in the 1st, 2nd, or 3rd quarter report card or at the midterm of the 4th quarter of their 8th grade year. If this is the case, a student will be removed from the trip without a chance of attending. Students must be in attendance at school on the departure day of the trip in order to leave on the trip that evening. Any student who receives a suspension from school during the dates of the trip will not be permitted to attend the trip. Similarly, if a student is in violation of the school tobacco/vape policy during their time at LJHS and has received a suspension due to this violation, they will not be permitted to attend the trip their 8th grade year (for example, a student caught in violation of the tobacco/vape policy for a first offense during their 7th grade year will forfeit their opportunity to take part in the Washington D.C. trip their 8th grade year).

WEAPON VIOLATIONS

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

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

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

WITHDRAWAL AND TRANSFER FROM SCHOOL

Guidance Office contact information: 934-5304

The procedure for withdrawal or transferring is as follows:

1. Caregiver/guardian goes to the guidance office to fill out the withdrawal form. Due to the passage of a federal law, the school is unable to release any information on a student without written permission from the caregiver, guardian, or student who is of age.
2. The student takes the withdrawal form to all of his/her teachers for their signature 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 form to the guidance secretary.
5. Records will be sent when all school obligations have been met (fees paid, books returned, etc.).

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

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

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

6. Students are not officially withdrawn until we have received a records request from the new school district. You must be in attendance until the withdrawal is official.

WORK PERMITS

Work permits may be obtained at the junior 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 office 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.