

Berry Intermediate School

2026-2027

Caregiver and Student

Handbook



Board Approved: May 2026

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WELCOME TO BERRY INTERMEDIATE SCHOOL

Dear Berry Intermediate School Students and Caregivers,

We are excited to have you at Berry Intermediate School. Whether you are new to the building or have already spent some time here, we hope you will find this school year to be a memorable and successful one.

This handbook is designed to provide students and caregivers with information necessary to ensure an educational and enjoyable school year. Expectations at the intermediate level are designed to help students transition from an elementary setting to a secondary setting. With this in mind, we encourage students and caregivers to read this handbook thoroughly. It will explain exactly what we expect and what services and benefits the school provides.

We hope you will contact us with any questions or concerns. We look forward to working with you this year.

Sincerely,

Elizabeth Z. Kletzly
Principal

Kelli Shumaker
Assistant Principal

IMPORTANT NOTE ABOUT STUDENT FEES

Student fees for this year are \$60.00 for 5th grade students and \$60.00 (There is a \$20.00 fee for students who are taking Orchestra, making the total for those students \$80.00) for 6th grade students. Due to a significant increase in uncollected student fees, we are implementing the following standards to ensure that fees are collected this school year:

1. Fall pictures may be ordered by any student who has paid at least one-quarter of the yearly fee amount. If fees for more than one school year are owed, one-quarter of those fees and one-quarter of this year's fees must be paid in order to receive fall pictures.
2. Spring pictures will not be sent home with students whose fee account is not current through the second quarter. If fees for more than one school year are owed, one-half of those fees and one-half of this year's fees must be paid in order to receive spring pictures.

Grade	Total Amount	Due 1st Quarter	Due 2nd Quarter	Due 3rd Quarter
5	\$60.00	\$20.00	\$20.00	\$20.00
6 Without Orchestra	\$60.00	\$20.00	\$20.00	\$20.00
6 With Orchestra	\$80.00	\$27	\$27	\$26

In past years, there were thousands of dollars in unpaid school fees district-wide. We appreciate your prompt attention to paying your student's fees. Thank you.

Lebanon City Schools District Directory

Board of Education

Mr. Roy MacCutcheon, President
Mr. Michael Gliatti, Vice President
Mrs. Jennifer Daulton, Member
Mrs. Kim Cope, Member
Mr. Michael Lane, Member

Board of Education Office

Mr. Isaac Seevers, Superintendent
Mrs. Karen Ervin, Treasurer
Mr. Brian Dalton, Assistant Superintendent
Mr. Mark Graler, Assistant Superintendent
Mr. Scott Butler, Director of Business
Mrs. Casey Greene, Technology Coordinator
Mrs. Krista Foley, Director of Special Services & Pupil Personnel PK-6
Dr. Cherie Gibson, Director of Special Services & Pupil Personnel 7-12
Mrs. Lori Robertson, Transportation Coordinator
Mr. Michael Arlinghaus, Operations Coordinator
Mrs. Wendy Planicka, Communications Coordinator
Mrs. Megan Grippa, Food Service Coordinator
160 Miller Rd.
Lebanon, OH 45036
934-5770

Lebanon High School

Grades 9-12

Principal: Mr. Alex Brunk
Assistant Principal: Mrs. Heidi Calvert
Assistant Principal: Mr. Casey Wood
Assistant Principal: Mrs. Tiffany Martin
School hours: 7:25 a.m.-2:25 p.m.
1916 Drake Road
Lebanon, OH 45036
934-5100

Lebanon Junior High School

Grades 7-8

Principal: Mr. Clifton Franz
Assistant Principal: Mr. Andrew Renner
School hours: 7:10 a.m.-1:57 p.m.
160 A Miller Road
Lebanon, OH 45036
934-5300

Berry Intermediate School

Grades 5-6

Principal: Mrs. Elizabeth Kletzly
Assistant Principal: Kelli Shumaker
School hours: 8:30 a.m.-3:20 p.m.
23 Oakwood Ave.
Lebanon, OH 45036
934-5700

Donovan Elementary School

Grades 3-4

Principal: Mrs. Carissa Womack
Assistant Principal: Cassidy Wodke
School hours: 9:15 a.m.- 4:00 p.m.
401 Justice Drive
Lebanon, OH 45036
934-5400

Bowman Primary School

Grades PreK-2

PreK Coordinator: Mrs. Laura Conner
Principal K-2: Mrs. Sheri McHenry
Assistant Principal: Mr. Bret Gordon
Assistant Principal: Mr. Butch Ferrero
School hours:
Pre-K AM Classes: 9:15 a.m -12:00 p.m. (M, T, W, Th)
Pre-K PM Classes: 1:15 a.m - 4:00 p.m. (M, T, W, Th),
A.M. Kindergarten 9:15 a.m.-11:45 a.m.
P.M. Kindergarten 1:15 p.m.- 4:00 p.m.
Grades 1-2: 9:15 a.m.- 4:00 p.m.
825 Hart Road
Lebanon, OH 45036
PreK-K: 934-5460
1-2: 934-5800

ADMISSIONS AND ATTENDANCE

Attendance Procedures

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

Reporting Student Attendance

It is the obligation of the caregiver to report the child's absence, tardy, or early dismissal on each occasion the student is absent. The Missing Child Act requires schools to contact caregivers of all students who are absent from school each day. A phone call to the school should be made by **10:00 a.m.** on the morning of the absence. This will help the school reduce the possibility of a child missing from school without the caregiver's knowledge. Remember, regular attendance is one of the most important parts of your child's education since learning cannot take place if the child is not at school.

Absences

- Students who miss school are required to have their caregiver 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. If the caregiver fails to contact the school, the absence will be considered unexcused until a caregiver makes direct contact (within 5 days) with the attendance office to verify the student's absence.
- A school logged caregiver 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 must provide written documentation from a treating physician, nurse practitioner, or physician assistant for the student's absence.**
- Written documentation for a student's absence may be in the form of an email or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.
- All caregiver or physician's notes must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.
- The caregiver (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.

Tardiness

Being punctual to school is an expectation that we have for all of our students. Any student arriving at school or their assigned seat after 8:35 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.

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 wear to school
- Working at a job during the school day without a proper work permit
- Babysitting
- Any form of recreation (unless pre-approved absence days)
- Personal business that can be done after school or on weekends
- "Helping at home" or "Was needed at home"
- "I had a game last night"
- Senior picture/portraits

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy:

A grievance must be submitted in writing to the Superintendent.

The Superintendent will review the grievance and issue a written determination of whether the policy has been violated.

The decision of the Superintendent is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

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 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 (time out of school), 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 (time out of school, full or partial days) is otherwise excused by the Principal due to unusual circumstances.

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

Monitoring of Attendance

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

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

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

If a student acquires 30 consecutive unexcused hours, 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(s) or their designee (a pre-approval FERPA form release for a designee to attend in a caregiver(s)'s place must be filed by the caregiver(s) for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

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

- Investigate whether the caregiver(s)'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(s).
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

Truancy Defined

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

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

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

Important Notes

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

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

Military Provision

Students may receive up to five (5) additional excused absences per school year for the purpose of attending the deployment or return of a military caregiver/sibling. These days shall be approved in advance by the principal and will not count against the normal ten (10) excused absences provision. Additional days of excused absences may be approved by the principal in special circumstances.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence.

Attendance Accounting Procedures

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

- Any student arriving at school after 9:35a.m.
- Any student who is signed out of school before 2:15 p.m. (Any student who is signed out of school after 2:15 p.m. but before the official end of the school day will be counted tardy.)
- After 12 days of absence, excused or unexcused, an attendance letter will be sent home requiring a doctor's excuse or conference with the school principal for further absences to be excused. (Exceptions would be for extended illnesses such as chicken pox, pneumonia, etc.)
- Perfect attendance means no absences and no tardies.

Arrival

Students are not permitted in the building before 8:15 a.m. Prior to this time, NO adult supervision is provided. Please do not send your child to school before this time because we can assume no responsibility for them. Students who arrive late for school must check in at the office with an adult before going to their classroom.

End of Day Dismissal (Car Riders and/or Walker)

If your child is occasionally picked up from school at the end of the school day, or if they will walk (home, Downtown Lebanon, the Library, etc.) instead of riding the bus, **the Student Dismissal Form must be filled out.** This form is located at lebanonschools.org > Berry Intermediate > Student Dismissal Form. Caregivers will be required to fill out this form each day between the hours of 5:00AM and 2:45PM, on the day the student will be dismissed.

The form is not active prior to or after that time frame. Students may not come to the office at the end of the day (after 2:45pm) to request the office call home to see if they can be a walker or picked up. Changes in a student's transportation can not be made via conversation with a student on their cell phone. For the safety of students, all changes must be made through the office.

If your child will be picked up from school every day, or will be walking home every day. Please contact the front office to put them on the "Permanent Car Rider/Walker" list. These students will be removed from the school transportation list and routes.

Early Sign-Out/ Appointment Pick-Up

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

1. The person picking up the child must report to the school office, ask for the child, and give the code word.
2. The child will then be called to the office by a staff member. Students will not be released to anyone without the code word. Caregivers are required to establish and use a code word to sign their child out of school AT ANY TIME. This code word should not be shared with others except those authorized to pick up your child.
3. When the person picking up the child is unknown to the office staff, that person may be asked to prove identity by displaying a driver's license or other photo identification.
4. These same procedures are also followed when a child must be taken home early due to illness.
5. Students will not be called down to the office until the person picking up the student has arrived. Please plan at least 5 extra minutes to allow your student time to collect belongings and report to the office.

Vacations During the Year

The state of Ohio does not recognize a vacation as an excused absence. Families are strongly encouraged to take their vacations when school is not in session. Students who are taken out of school for trips may be given permission to do so by the school. The responsibility for such absences resides with the caregivers, and they must not expect any work missed by their child to be re-taught by the teacher. Please notify the school in advance of an expected absence. Pre-approved absences shall be included in the twelve (12) day absence rule. (See page 6 Documentation of Absence/Tardy)

Withdrawal Procedures

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

School Supplies

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

Please pay the Supply Fee before the end of the third week of school. If you are unable to pay the fees by this date, please notify the school office or your child's teacher so other payment arrangements can be made. (It is the policy of the school to withhold school pictures until the supply fee is paid or until a payment plan has been established.)

Fees

School fees for the 2026-2027 school year are \$60.00 for 5th grade students and \$60.00 (There is a \$20.00 fee for students who are taking Orchestra, making the total for those students \$80.00) for 6th grade students. School fees can be paid using PaySchools Central through the District website.

Please visit www.lebanonschools.org and click on the PaySchools Central icon in the top right-hand corner of the webpage. (Dollar sign inside of a circle). Unpaid fees will follow students from year to year.

See page 40 of the handbook for a note from the Treasurer addressing unpaid fees.

Waiver of Student Fees

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

Record Updates

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

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

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

1. Proof of Residency

- Apartment lease,
- Rental contract,
- Mortgage statement,
- Settlement statement,
- Deed,
- Warranty deed or
- Property tax statement

- Utility bill (*Water, Gas, Electric or Landline phone only.*)

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

2. Caregiver driver's license or photo ID

STUDENT PERFORMANCE

Grading

In grades 5 and 6, the Lebanon City Schools grading policy is based on the following scale when letter grades are given:

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

Report cards are published online four times per year in grades 5 and 6.

District-Wide Testing

Students in grades 5 and 6 will take various assessments throughout the year to assess their mastery of curriculum standards. In accordance with the Ohio Department of Education mandates, students in grades 5 and 6 will participate in a variety of achievement tests. Testing dates and further information will be provided as it becomes available.

Homework

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

At Berry Intermediate School, students will be taught to either use an assignment notebook (provided) or their school Google Calendar to keep track of homework assignments. These tools are an excellent way for caregivers and teachers to communicate about the progress of the student. Please encourage your child to use their assignment notebook or Google calendars like adults use daily planners or calendars. This is an important study skill that will benefit your child as he or she moves up in grades.

Students who are absent will complete make-up work after they return to school. In the case of an extended absence, caregivers may contact the office to arrange for work to be gathered. Please notify the office by 10:00 a.m. to ensure that materials can be ready for pick up following dismissal.

MTSS (Multi-Tier System of Supports)

MTSS is a tiered system of services and supports, identified by data, designed to meet the academic, social-emotional, and behavioral needs of all students. The MTSS process begins with high-quality instruction and universal screening of all students in the general education classroom (Tier 1). Struggling learners are provided with interventions at increasing levels of intensity (Tier 2 and Tier 3).

Progress is closely monitored to assess both the learning rate and level of performance of individual students and groups of students. Educational decisions about the intensity and duration of interventions are based on individual student response to intervention. These decisions are made at frequent MTSS meetings. The Berry MTSS Building Team includes: Content Teachers, Intervention Specialists, Academic Intervention Teachers, School Counselors, School Psychologist, and administration. Other team members can include (when appropriate): WCESC MTSS Facilitator, District Instructional Coaches, Special Education Instructional Facilitator, School Resource Officer, District Social Worker, LCS Parent Mentor, Mental Health therapists, Coordinated Care representative, and/or Behavior Interventionists.

Flexible Grouping

Students at Berry Intermediate School are placed into heterogeneous (mixed-ability) groups as homerooms. Throughout the year, teachers may use a differentiated instruction strategy known as flexible grouping to deliver instruction for a certain unit, project, or time period. Flexible grouping is short-term grouping of students for various purposes, such as skill development. Teachers may group students by ability, interest, learning style, or topic. Frequently, pretesting is used

to assist teachers as they create flexible groups. When flexible groups are in use, students remain in their homeroom groups for lunch, recess, and specials. Flexible groups typically remain in place for the duration of the unit or project, but group assignments can change based on observed needs.

Cheating/Plagiarism

Cheating and/or plagiarism is considered to be any work that is copied or taken from another source and submitted for the benefit of a personal achievement.

Circumstantial evidence can be the basis of discipline:

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

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident 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 administrator, loss of grade, etc .

COMMUNICATION

Home-School Communication

Caregivers are encouraged to contact the school regarding any questions, concerns or comments that might help us to better meet the needs of our students. Please feel free to contact any Berry staff member at 934-5700. You may also leave voicemail messages for the office or your child's teacher during the school day or after school hours. The school secretaries can connect you to any teacher's voice mailbox.

Board of Education Policies

Board of Education policies are available on the district website: www.lebanonschools.org

Conferences

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

Class Placements & Caregiver Input

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

Classroom groupings are built, reviewed, and adjusted by staff. Additional input regarding placements comes from counselors, special area teachers and support personnel in the building. Many details are considered before placements are made. These include overall academic ability, classroom performance, personality traits, social and behavioral factors, and special concerns. Friendships among students are not considered as a part of the placement process.

Input from a caregiver is an important piece in our process and will enhance our knowledge of your child as we work to place him or her in a classroom. We ask you to share information which you feel would be helpful to us regarding your child through the online Caregiver Input Form.

Specific teacher requests will not be considered in determining the best placement for your child.

Questions or Concerns

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

Telephone Calls and Text Messaging

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 or be excused to use the telephone during the school day. Do not call your child's cell phone or text message during school hours. Always call the office.

Custody Papers

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

Bulletins and Announcements

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

School Pictures

Lifetouch Portrait Studios offer several different picture options for you to choose from during the course of our school year. In the fall, children will have their individual portraits taken.

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

A student yearbook will be offered for purchase separately. Look for the special yearbook flier to come home to you around January.

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

You are never under any obligation to purchase any of the products that Lifetouch offers. A portion of sales through Lifetouch is returned to our school. We use these funds for a variety of items that benefit our students throughout the school year.

Band, Choir, and Orchestra

Sixth grade students and caregivers were given the opportunity to sign up for band, choir, and orchestra in the spring of 5th grade. These music ensembles are now a part of students' rotating specials schedule, and were created along with class placements. Time was taken to balance these music classes, along with the other remaining specials (general music, PE, STEM, art, and media), therefore, late additions cannot be made. Lebanon Junior High offers band, choir, and orchestra as elective opportunities for 7th and 8th grade. Students are required to remain enrolled in their chosen music ensemble (band, choir, or orchestra) for the entire school year. This ensures balanced class sizes across all specials. This enrollment commitment was clearly communicated during the "Band & Orchestra Try It Event," through all spring literature, and on the Google Form utilized for sign-ups.

HEALTH AND SAFETY

Backpacks and Purses

For the safety of all students and staff, backpacks, and other bags, including purses, may be worn to and from school. However, students are not permitted to carry backpacks or other bags from classroom to classroom; these items are to be kept in lockers during the school day. This includes crossbody bags or fanny packs.

Clinic Assistance

When students become ill at school, they will report to the clinic for assessment by either the school nurse or secretary. A school nurse is on staff and is an available resource to caregivers. Feel free to contact our nurse with questions as they arise.

Medication Policy

Board of Education policy directs that prescription and non-prescription medication be administered only by authorized individuals and only after proper forms have been completed by a physician indicating the name of the drug, the possible side effects, the strength of the dosage, and specified directions for administration. These forms must be completed by the physician, caregiver, and returned to the school before the medication can be given to the child. **There will be no exceptions to this policy.** Copies of the necessary medication form are readily available in the school office. Due to recent legislation (HIPAA), many physicians will no longer fax medical information such as medication permission forms and immunization records to school. This change is an effort to protect your child's confidential records. Please contact your physician to determine his/her specific policy. The school will fax a blank form to your physician if needed. New medication forms must be submitted for each school year as well as for changes in medication orders. Be aware that inhaled medications such as those used in the treatment of asthma are considered prescription medicines and require a signed form as well.

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

Emergency medications such as inhalers and epi-pens may be carried by students if indicated by the physician and 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. Please ensure that your child is able to safely and correctly administer such medication before making this decision and that your child understands the importance of keeping the medication away from other students.

Non-Prescription Medications

Do not send non-prescription medication to school such as Advil or cough drops – **they cannot be administered by school officials and they cannot be in the possession of or taken by the students. The above policy on prescription medication also applies to non-prescription medication.** Brands of cough drops that students are permitted to bring include Halls Fruit Breezers, Ludens, and Smith Brothers. Check the list of ingredients—if there is medication in the drop, a medication administration form must be completed.

Emergency Information

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

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

Emergency Medical Authorization

All caregivers are required by Ohio law to have an emergency notification form completed and on file for each child enrolled. The Student Information Form is sent home at the beginning of each school year and must be signed by the caregivers or legal guardian and return to school. Caregivers are responsible for keeping the office informed of changes in telephone numbers and other pertinent information. If you want to deny permission for such treatment you should complete the bottom portion of the form.

Medical Emergencies

As stated above, the school must have on file emergency telephone numbers where the caregiver can be reached during the school day. Any child who becomes ill or injured at school is seen by the school nurse or designated personnel. Emergency care that can be legally given will be administered and the caregiver will be notified as soon as possible.

Hearing/Vision Screenings

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

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

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

Immunizations

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

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

Early and Periodic Screening, Diagnostic and Treatment

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

Information Changes

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

Head Lice

Any student with live head lice will be sent home from school. Head lice must be treated before the child may return to school. When a student is found to have live lice, we will make every effort to check the student's close contacts in the homeroom within 24 hours.

Hand Washing

Students are expected to wash their hands after using the restroom and before eating. If students report directly from recess to the cafeteria, there are hand sanitizer pumps available for use.

Suspected Child Abuse

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

Fire Drills/Tornado Drills/School Safety (Lockdown) Drills

In order to ensure the safety of the children during the school year it is necessary we practice drills. Teachers shall review with the students the procedures to be followed. Emergency procedures are posted in each classroom. No one is to use the elevator during a fire drill and procedures are in place to practice exiting the building without it.

Visitors and Volunteers

Badged volunteers, caregivers, or community members with scheduled presentations are welcome in our school. For the safety of our students and staff members, all visitors must report to the main office for entry and must follow Lebanon City Schools safety procedures prior to entering the school building.

After pressing the intercom button, be prepared to:

- State your name
- Show a photo identification
- State the purpose of your visit

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

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

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

Video Surveillance and Electronic Monitoring Systems

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

Birthday Recognitions and Invitations

Please contact your child's teacher for information about the recognition of birthdays. Invitations to private parties are not to be distributed in a classroom unless every student in the class is receiving an invitation.

School Meals

Hot lunches and breakfasts are served each day. School breakfast and lunch menus are sent home with students. All menus include menu choices with prices. Milk is also available for purchase by students packing their lunch. For the 2026-2027 school year, a student lunch will cost \$3.00. Milk will be \$0.75. Breakfast will cost \$1.90.

Prepayment for school lunches and breakfast is available on a weekly basis from the cafeteria staff. A check or Cash may be sent in as needed with your child's name and ID number clearly printed on the memo line or on the outside of an envelope. Students access their account through their student number. Upon receiving this student number please help your child to memorize it for easy access during lunch. The district offers PaySchools Central as a convenient way to pay for school meals. This service is available online through the district's website.

Free or reduced-price meals are available for those families who qualify. Eligibility for free or reduced meals is determined by income qualification guidelines. Applications for this program are available online. Until the application forms are sent home, children who qualified for free or reduced price meals the previous year may continue on the same plan. **Families that qualify for free lunches may also have a certain portion of school fees waived. This application can be found on the school's website.**

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. Caregiver communication will be sent at different checkpoints if the student's account becomes negative.

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

Caffeinated Beverages

Energy drinks are not permitted at school. An energy drink is defined as a drink advertised to boost energy with ingredients like sugar, caffeine, vitamins, herbal supplements, or any combination of these ingredients.

Outside Play

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

TRANSPORTATION AND DISMISSAL

The transportation handbook can be viewed [here](#).

Caregiver Responsibility

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

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

Bus Rules

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

DON'T LOSE YOUR RIDING PRIVILEGE!

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

Transportation Guidelines

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

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

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

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

Transportation Changes

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

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

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

What is a "Safety Spot?"

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

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

Bus Stops

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

Misbehavior on the Bus

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

- If possible, the driver will solve the problem.
- If the driver is unable to solve the problem, he/she will report to the transportation supervisor and/or building administrator.
- A discipline report will be completed by the driver and caregiver will be notified by administration.

Riding to school is a privilege and convenience. Failure of a student to follow bus rules may result in forfeiture of riding privileges. Bus referrals will normally result in suspension from the bus on the third referral. Further bus referrals will result in additional bus suspensions.

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

Students will:

1. be careful in approaching bus stops; walk on the left, facing oncoming traffic and be sure that the road is clear both ways before crossing;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom;
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help to ensure safety;
6. keep the bus clean and sanitary; refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and might result in a serious accident;
8. keep head, arms and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden);
11. remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus;
12. no smoking or flame generating devices permitted; and
13. all other rules of the Student Code of Conduct shall apply to the student transportation management regulations.

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

Bike Riders

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

Students should avoid arriving at school prior to 8:15AM. Prior to this time, no adult supervision is provided. Please do not send your child to school before this time because we can assume no responsibility for them.

Cancellation of School

On days when it is necessary for schools to be canceled or delayed, the district will make every effort to contact the local media as soon as such a decision is made. Caregivers will receive a text message/phone call from SchoolMessenger, the district's automated call system, alerting to delays and cancellations. To revise a contact phone number to receive these messages follow these steps:

To make sure that you receive your snow day text message:

1. Login to your ProgressBook account.
2. **Note:** If you do not have a ProgressBook account, please contact your child's school to obtain the caregiver Access key.
3. On the left hand side, click **Student Contacts**. Information for the Text Notification contact will display.
4. To enter your text notification number(s), click **Edit**:
5. In the "Phone" section, enter **up to two phone numbers for text notifications**. Do not add more than two numbers as they will not be utilized. Click **Save**.

Note: Please do not make changes to any other section. Changes made here will not affect your student's primary contact information.

You may tune to any Cincinnati T.V. or radio station regarding school closings or delays. The district web-site is also updated to reflect any district closings or delays.

Cancellation of Activities

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

Preparing Your Child

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

1. Early school dismissal with caregivers at work.
2. A delay with caregivers at work.
3. School cancellation.

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

STUDENT RESPONSIBILITY

Care of School Property

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

Lost Books

If a textbook or library book is lost, replacement costs will be added to the student's school fees.

Lost and Found

Berry Intermediate School stores lost items on the gym balcony. Unclaimed items are donated to charity throughout the year. Please put your child's name in everything that is sent to school, especially lunch boxes and coats.

Computers

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

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

Cell Phones/ Personal Communication Devices (PCD)

If a student brings a cell phone or a PCD to school, it is to be kept in the student's book bag and then in his or her locker during the school day. It is to be kept in the OFF position. For the purposes of this policy, the school day is defined as the moment a student steps onto or arrives on school property for the day and ends when the student leaves school property.

Students may not use cell phones or PCDs to alter afternoon transportation plans; these changes must be made through the main office.

The first time a student's mobile phone or PCD is discovered (in use or not) during the school day, the phone will be confiscated, given back to the student at the end of the school day, and a caregiver will be notified. Any subsequent discoveries of the student's mobile phone or PCD will result in the device being confiscated and returned only to the owner's caregiver or guardian. Smartwatches with communication capabilities (call or text) are also included in this policy and must be turned off and stored in the student's locker. Exceptions for devices used to monitor a medical condition can

be made by administration, in collaboration with the school nurse and the student's healthcare provider. The school will assume no responsibility for lost, stolen, or damaged mobile phones, smartwatches or any other PCDs.

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

Student Dress Code

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:

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

Specific dress and grooming restrictions include the following:

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, the administration reserves the right to determine if a violation of the dress code has occurred.

Toys, Collector Cards & Electronic Devices

Students are not permitted to bring toys or collector cards to school without special permission from the teacher.

Electronic devices such as cell phones, iPods, and portable game systems are not to be used, seen, or heard during the school day. They must be secured in backpacks or lockers upon arrival. The school will assume no responsibility for lost, stolen, or damaged toys, collector cards, or electronic devices.

The first time any of these items are discovered (in use or not) during the school day they will be confiscated and returned to the student at the end of the day. Any subsequent discoveries will result in the items being confiscated and returned only to the owner's caregiver or guardian.

Search and Seizure

When school administrators have reasonable cause to believe that a student is in possession of or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products or any alleged stolen property, a search of the student and his/her locker, and desk will be conducted. A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her briefcase or purse, backpack or book bag, locker, or desk. All computers and applications are property of the school and therefore subject to review and inspection at any time without suspicion or cause. In addition, students are hereby placed on notice that their lockers and the contents of their lockers are subject to random search at any time, without regard to whether there is reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

Restraint and Seclusion

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

Student Conduct

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board does not tolerate violence, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or school related events is subject to approved student discipline regulations. The Superintendent and/or his designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior. The information below includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that students will be held accountable for any violations of the student code of conduct. The rules apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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

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

Anti-Harassment Policy

[Click here for a live link to our Board Policy](#)

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory 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 unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees, and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation, and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student or school employee that:

- A. places a student or school employee 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.

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

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

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

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy 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, activities, 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, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work or educational environment that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts, such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. 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.
- L. 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.
- M. 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 unlawful 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.

Race/Color Harassment

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

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surname, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The following individuals shall serve as the District's Anti-Harassment Compliance Officers (hereinafter, "the Compliance Officers"):

Brian Dalton

Assistant Superintendent

160 Miller Road

Lebanon, OH 45036

513-934-5781

Krista Foley

Director of Student Services(Pre-K 6)

160 Miller Road

Lebanon, OH 45036

513-934-5385

foley.krista@lebanonschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's website.

The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct or to intercede informally on behalf of the individual 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.

The Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or another District-level official. Upon receipt of a report of alleged harassment, one (1) of the Compliance Officers will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or one (1) of the Compliance Officers will designate a specific individual to conduct such a process. The Compliance Officers will provide a copy of this policy to the Complainant and Respondent. 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 Board employees must report incidents of harassment that are reported to them to one (1) of the Compliance Officers within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, one (1) of the Compliance Officers or a designee must contact the Complainant if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age of eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community, along with Third Parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with one (1) of the Compliance Officers within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which include students, who believe they have been unlawfully 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 Complainant'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 unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs, while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully 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.

The Complainant 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.

All complaints involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the allegedly harassing conduct is unwelcome and must stop. The Complainant 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 Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful

harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: 1) to a teacher, another employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one (1) of the Compliance Officers.

All informal complaints must be reported to one (1) of the Compliance Officers, who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully 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 Complainant, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs, while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to one (1) of the Compliance Officers within two (2) business days.

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

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If

the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, one (1) of the Compliance Officers/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or 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.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. 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 Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. 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. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both 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 written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful 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.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related

administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/designee will instruct all members of the School District community 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 is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation 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 unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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's or 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 unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment, in general, will be age and content-appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include, but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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T.C. 8/16/21

T.C. 10/21/24

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BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Harassment, intimidation, or bullying means:

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

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's caregiver/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

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

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

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

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

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

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

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

Complaints

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

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

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

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

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

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

Immunity

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

Notification

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

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

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

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

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

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

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

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

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

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

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Legal

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Code of Conduct

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

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

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.).

2A. **Abuse of Others- Intimidating or Harassing conduct**

No student shall use, direct, or display words, phrases, gestures, images, or actions which are considered to be intimidating or harassing as defined by school administration toward other students or staff members as defined by school administration.

2B. **Abuse of Others- Slanderous, Degrading, Obscene, or Profane conduct**

No student shall use, direct, or display words, phrases, gestures, images, or actions which are considered to be slanderous, degrading, obscene, or profane toward other students or staff members as defined by school administration.

2C. **Abuse of Others- Threatening conduct**

No student shall use, direct, or display words, phrases, gestures, images, or actions which are considered to be threatening toward other students or staff members as defined by school administration.

2D. **Abuse of Others- Behaviors That If Repeated Are Bullying**

Any effort to intimidate, threaten, distress, or hurt others is bullying behavior. 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.

2E. **Abuse of Others- Bullying**

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.

2F. Abuse of Others- Sexual Harassment

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.

2G. Abuse of Others- Hate Speech and Biased Behavior

Hate Speech and Biased Behavior includes speaking, writing, wearing, gesturing, or any other way of communicating bias or prejudice against and/or intolerance of a person or group of people because of their religious beliefs, ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background.

3. Aiding and Abetting

A student shall NOT, in any way, knowingly aid or abet another student who is violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans. Filming and/or distribution of a fight - no student shall film a fight and distribute the footage over electronic means to others.

4. Assault/Fighting

No student shall behave in such a way which could threaten or cause physical injury to school personnel, students, or visitors while under the jurisdiction of the school and/or on school property. Students are prohibited from fighting, hitting, and unauthorized touching, spitting or throwing bodily fluids and/or any act of physical aggression toward another person. Instigation – Any student who intentionally or unintentionally is a catalyst in causing a fight, argument, and/or urges another student to do something destructive or violate the student code of conduct, can be disciplined under this section.

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:

- Student evaluation (test scores/grade).
- Teacher observance of physical happenings (eye movements, body movements).
- Identical test answers.
- Location of article/information in another published source or another student's work, without proper footnoting.
- Proximity (seating arrangement).

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident and the determination that it is more probable than not that cheating and/or plagiarism occurred. Consequences may include, but not be limited to: phone call home, meeting with 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 aids, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.

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

9. Disrespect

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

10. Disruption of School/Bus

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to any lawful mission, process or function of the school district. Neither should a student urge other students to engage in such conduct. Examples of disruption include, but are not limited to, use of profanity, unusual or offensive attire, setting off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc. Anything disrupting the learning process may be classified as disruption of school. No student shall lean or throw any items over the balcony. No student shall refuse or disobey a bus driver's request or direction per bus regulations. See the section "Bus Regulations" for a complete list of bus rules.

11. Dress and Grooming

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

12. Extortion/Shakedown

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

13. Failure to Serve Detention and/or Saturday School

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

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

Students shall not be involved in any form of forgery. No student shall remove any student record from its official place of deposit without permission of the record custodian or alter school forms in any way. No student shall inappropriately use computers and/or computer programs. No student shall falsify information given to school authorities. This includes violation of the Board's Internet/Network Acceptable Use Policy as defined on page 46 in

this handbook.

15. Gambling

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

16. Hazing (State Law)

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

17. Leaving School Property

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

18. Loitering/Off Limits

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

19. Public Display of Affection

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

20. Electronically or Battery Operated Items

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

21. Sales

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

22. Student Activities

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

23. Suggestive, Obscene, Lewd and Violent Materials

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

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

24. Theft/Possession of Stolen Property

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

25. Transportation – for LHS only

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

26. Unauthorized Publication (Non-school sponsored)

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

27. Usage Of Tobacco/ Nicotine

No student shall buy, sell, transfer, use or possess any substance containing tobacco and/or nicotine, including, but not limited to, cigarettes, e-cigarettes/vapes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form or look-a-likes of any kind. The District is planning to install E-cigarette/Vape detection systems throughout Lebanon High School. Students are prohibited from bringing E-cigarettes and vape machines onto school campus and/or to school activities. Students are also prohibited from damaging or interfering with vape detectors. Staff will confiscate e-cigarette/vape machines that are discovered in a student's possession, and students will be subject to discipline in accordance with the Student Code of Conduct. No student shall possess matches, lighters, or other similar devices.

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

28. Weapons and Instruments

No student shall possess or use dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to: guns, firearms, 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, tasers, 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, ALC, or OSS. When a student exceeds the designated limits, the student will be referred to the assistant principal or principal for further consequences. These consequences may include, but not limited to, OSS, filing of court charges, and recommendation to the superintendent for expulsion.

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.

Below is a list of code violations and typical consequences for those violations. Consequences will typically be administered in a progressive manner (subsequent violations of a code will be met with more serious consequences). In some cases, serious consequences may be administered for a first violation.

Code Descriptor	Typical Consequences (this list is not all-inclusive) (consequences may not be administered in the order in which they appear in this chart)
ALCOHOL, DRUGS, NARCOTICS (dependent upon severity) #1	10-day out of school suspension Notify caregiver/guardian Recommend expulsion Notify police
ABUSE OF OTHERS (Bullying, Sexual Harassment, Intolerant Communications) (dependent upon severity) #2A-#2G	Notify caregiver/guardian Loss of privileges Saturday school Suspension Recommend expulsion Notify police
AIDING / ABETTING #3	Consequences will be according to the consequences given for the code being violated.
ASSAULT / FIGHTING (dependent upon severity) #4	Notify caregiver/guardian Suspension Recommend expulsion Notify police
<u>TARDINESS TO SCHOOL</u> #5	5 unexcused tardies = 1 day of unexcused absence The Warren County Common Attendance Policy will be followed.
<u>TRUANCY</u> #5	The Warren County Common Attendance Policy will be followed.
<u>CUTTING CLASS</u> #5	Notify caregiver/guardian Loss of privileges Saturday school Suspension
<u>EXCESSIVE ABSENCES</u> #5	The Warren County Common Attendance Policy will be followed.
<u>DAMAGE TO PROPERTY</u> (Dependent upon severity) #7	Notify caregiver/guardian Restitution Loss of privileges Saturday school Suspension
<u>NON-COMPLIANCE</u> (Dependent upon severity) #8	Notify caregiver/guardian Loss of privileges Saturday school Suspension
<u>DISRESPECT</u> (Dependent upon severity) #9	Notify caregiver/guardian Warning Loss of privileges Saturday school Suspension Recommend expulsion
<u>DISRUPTION OF SCHOOL</u> <u>DISRUPTION OF SCHOOL BUS</u> (Dependent upon severity) #10	Notify caregiver/guardian Warning Loss of privileges (including riding the school bus) Saturday school

	Suspension or suspension from the bus Notify police
<u>DRESS AND GROOMING</u> #11	Request change of clothes Send home as unexcused absence Loss of privileges Saturday School
<u>EXTORTION / SHAKEDOWN</u> (Dependent upon severity) #12	Notify caregiver/guardian Loss of privileges Saturday school Suspension
<u>FAILURE TO ATTEND DETENTION</u> <u>FAILURE TO ATTEND SATURDAY SCHOOL</u> #13	Notify caregiver/guardian Saturday school Suspension
<u>FORGERY / REMOVING ALTERING RECORDS / INAPPROPRIATE USE OF COMPUTER PROGRAMS</u> #14	Notify caregiver/guardian Loss of privileges Saturday school Suspension
<u>GAMBLING</u> #15	Notify caregiver/guardian Warning Loss of privileges Saturday school Suspension
<u>HAZING</u> (Dependent upon severity) #16	Notify caregiver/guardian Loss of privileges Saturday school Suspension
<u>LEAVING SCHOOL PROPERTY</u> <u>LOITERING / OFF LIMITS</u> #17, #18	Notify caregiver/guardian Warning Loss of privileges Saturday school Suspension
<u>PUBLIC DISPLAY OF AFFECTION</u> #19	Warning & notify caregiver/guardian Loss of privileges Saturday school Suspension
<u>ELECTRONICS</u> #20	Warning Confiscate Caregiver/guardian must pick up in office
<u>SALES</u> #21	Warning Notify caregiver/guardian Loss of privileges Saturday school Suspension
<u>STUDENT ACTIVITIES</u> #22	Notify caregiver/guardian Restitution Loss of privileges Saturday school Suspension
<u>SUGGESTIVE, OBSCENE LEWD. & VIOLENT MATERIALS</u> #23	Confiscate Notify caregiver/guardian Loss of privileges Saturday school Suspension Recommend expulsion

<u>THEFT / POSSESSION OF STOLEN PROPERTY</u> (Dependent upon severity) #24	Notify caregiver/guardian Restitution Loss of privileges Saturday school Suspension Notify police Recommend expulsion
<u>TRANSPORTATION- FOR LHS ONLY</u> (Dependent upon severity) #25	BIS students may not drive to school.
<u>UNAUTHORIZED PUBLICATIONS</u> (non-school sponsored) #26	Notify caregiver/guardian Loss of privileges
<u>USAGE OF TOBACCO/ NICOTINE / SMOKING AND POSSESSION</u> #27	Notify caregiver/guardian Suspension Recommend expulsion
<u>WEAPONS / INSTRUMENTS</u> (Dependent upon severity/circumstances) (Law enforcement agencies will be notified immediately) #28	Notify caregiver/guardian Suspension Recommend expulsion Notify police

Suspension and Expulsion Procedures

- No student may be suspended unless:
 - The student is given prior written notice of the intention to suspend and the reasons for the intended suspension.
 - The student is provided an opportunity to appear at an informal hearing before the building principal, assistant principal, superintendent, or superintendent's designee to challenge the reason for the intended suspension or otherwise to explain his or her actions. This opportunity may be granted immediately upon the giving of a written notice of the intended suspension.
- No student may be expelled unless:
 - 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.
 - 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.
- 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.
- 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 right of the pupil or his/her caregiver, guardian, or custodian:
 - To appeal such action to the Board of Education through its designee
 - To be represented in all such appeal proceedings
 - To be granted a hearing before the designee of the Board in order to be heard against such suspension or expulsion
 - And to request that such a hearing be held in executive session. Any such appeal must be filed in writing within ten (10) days after the notice of suspension or expulsion has been issued.
- The duration of a suspension or an expulsion is based upon the nature of the offense, and student history. A suspension or expulsion can extend beyond the end of the school year if there are fewer school days that the suspension or expulsion days remaining.

6. Students committing offenses warranting suspension or expulsion have forfeited their right to participate in curricular and extracurricular activities during their suspension or expulsion. Suspension days will be forwarded and must be served after school reopens when a school is closed due to weather.
7. Students who have been suspended or expelled will receive an unexcused absence for each and any part of a school day missed.
8. 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.

The Lebanon City School District Board of Education will make every effort to promptly hear all appeals to minimize the student's absence from school. Should the Board of Education, the superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

Weapons 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 (as defined in 18 U.S.C.A. Sections 921-924), 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 an explosive or incendiary charge of more than ¼ ounce, mine or device similar to any device described above.

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

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

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

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

Fee Rollover Notice

Dear Lebanon City School Caregivers and Guardians:

School District policy states that students will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used in the instructional program will be established at the beginning of each school year and may vary depending upon the cost to provide those materials. In addition, the policy states that a fine may be assessed when

school property, equipment or supplies are damaged, lost or taken by individuals. The fine imposed must be reasonable, seeking only to compensate the school for the actual expense or loss incurred by the District.

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

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

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

Sincerely,

Karen Ervin
Treasurer