



Student Handbook Grades PreK-4

Bowman Primary School
Donovan Elementary School

Board Approved: May 2026



WELCOME...

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

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

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

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

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

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

Welcome and best wishes for a successful school year!

Sincerely,

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

Lebanon City Schools
Board Office
Superintendent: Mr. Isaac Seevers
160 Miller Road
Lebanon, OH 45036
934-5770

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Board Vice President: Mr. Michael Gliatti
Board Member: Mrs. Kim Cope
Board Member: Mrs. Jennifer Daulton
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Mrs. Wendy Planicka, Communications Coordinator
Mrs. Lori Robertson, Transportation Coordinator
Mrs. Emily Williams, MTSS Coordinator

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

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

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

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

Bowman Primary School
Preschool Coordinator: Mrs. Laura Conner
Principal K-2: Mrs. Sheri McHenry
Assistant Principal: Mr. Butch Ferrero
Assistant Principal: Mr. Bret Gordon
School hours:
Pre-K AM: 9:15-12:00
Pre-K PM: 1:05-4:00
A.M. Kindergarten: 9:15a.m.– 12:00p.m.
P.M. Kindergarten: 1:15p.m.– 4:00p.m.
Grades 1 & 2: 9:15a.m.– 4:00p.m.
825 Hart Rd.
Lebanon, OH 45036
Pre-K-K: 934-5460
Grade 1 & 2: 934-5800

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STUDENT FEES FOR KINDERGARTEN THROUGH 4TH GRADE

Student fees for each grade level are in the table located below.

Grade	Total Amount	Due 1st Quarter	Due 2nd Quarter	Due 3rd Quarter
Kdg.	\$49.00	\$12.25	\$24.50	\$36.75
1	\$66.00	\$16.50	\$33.00	\$49.50
2	\$66.00	\$16.50	\$33.00	\$49.50
3	\$63.00	\$15.75	\$31.50	\$47.25
4	\$64.00	\$16.00	\$32.00	\$48.00

ADMISSIONS AND ATTENDANCE

Attendance Procedures

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

Reporting Student Attendance

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

Absences

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

Tardiness

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

Early Dismissal

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

Reasons for Excused Absence/Tardy/Early Dismissal

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

Reasons for Unexcused Absence/Tardy/Early Dismissal

The school administration will make the final decision on whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

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

Documentation of Attendance

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

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

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

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

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

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full-day absence or partial-day absence is excused.

Monitoring of Attendance

Regular school attendance is essential to student academic success and social development. To ensure students remain on track the school monitors attendance throughout the academic year.

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:

"Time out of school" includes full-day absences and accumulated partial-day absences (tardies and early dismissals) that equal a full school day.

5% Time Out of School - Attendance Concern Letter

When a student reaches **5% time out of school**, a **Notification** will be sent to the parent/guardian.

The purpose of this letter is to:

- Notify the family of the current attendance percentage
- Remind families of the importance of daily attendance
Encourage proactive communication with the school
- Offer support and resources if attendance barriers exist

At this stage, the letter serves as an early intervention and is intended to prevent further absences from accumulating. Families are encouraged to contact the school to discuss any concerns or circumstances impacting attendance.

10% Time Out of School - Attendance Warning & Required Action

When a student reaches **10% time out of school**, a second **Warning Letter** will be sent.

At this level:

- The student is considered at risk for academic impact due to missed instructional time.
- A parent/guardian conference may be required.
- An Attendance Improvement Plan may be developed.
- Continued excessive absences may result in further action in accordance with district policy and state attendance laws.
- The school will work collaboratively with families to identify barriers and implement strategies to improve attendance.

Ongoing Monitoring

Attendance is reviewed regularly throughout the school year. Letters are based on cumulative attendance percentages and are not reset each grading period.

Families are strongly encouraged to monitor attendance through the school's parent portal and maintain communication with the attendance office regarding absences.

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

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

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

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

Truancy Defined

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

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

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

Important Notes

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

Excused Absences - Medical

The District recognizes medical documentation from a licensed healthcare provider as verification for excused absences. Such documentation may excuse absences beginning on the date the student was evaluated or treated and for any period of recovery specified by the provider. The District will not excuse absences occurring prior to the date of medical evaluation/appointment.

Medical Note Require List:

Students who reached the threshold for truancy during the previous school year may be placed on a **Medical Note Required** list for the current school year. This means that any absence, tardy or early dismissal must be verified with documentation from a licensed medical provider in order for the absence to be excused. The purpose of this requirement is to encourage consistent attendance. Students on this list who do not provide a valid medical note for illness-related absences may have those absences recorded as unexcused in accordance with the school's attendance policy. If a student is placed on the Medical Note Required list, the parent/guardian will be notified by mail at the beginning of the school year.

Military Provision

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

Make-Up Work

Excused absences and tardies allow students to make up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Reporting Student Absence

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

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

Student Tardies:

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

Arrival

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

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

End of School Day Departure

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

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

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

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.

Vacations During the Year

The state of Ohio does not recognize a vacation as an excused absence. Families are strongly encouraged to take their vacations when school is not in session. Students who are taken out of school for trips may be given permission to do so by the school. The responsibility for such absences resides with the parents and caregivers, and they must not expect any work missed by their child to be re-taught by the teacher. Please notify the school in advance of an expected absence. Pre-approved absences shall be included in the 12 occurrences rule. See page 7.

Withdrawal Procedures

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

School Supplies

The Lebanon City Schools Board of Education provides all basic texts at no cost to students of our school. These textbooks are loaned to the students and remain the property of the school district. All books lost or damaged during the year must be paid for according to the nature of the loss. Some of the consumable materials used daily by the students in the instructional program are provided through payment of the school fee. School fees are listed on page 5 of this handbook.

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

Paying Fees

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

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

Preschool tuition/fees for the 2026-2027 school year are broken down into a monthly payment of \$220 per month. Tuition is due on the first day of each month, from September to May. For your convenience, our Pay Schools Central system will be available to process tuition payments. Once accepted into the program, a non-refundable deposit of \$70 is required. A yearly school fee of \$25.00 will be required at the start of the school year. Please note that failure to remain current with monthly preschool payments throughout the year will revoke your child's eligibility for the preschool program and restrict the distribution of school pictures and the quarterly report card.

Waiver of Student Fees

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

Record Updates

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

If a phone number is changed please make changes in FinalForms.

Address changes must be done in person by appointment ONLY and completed by the custodial parent/legal guardian of the student(s). Use this link or visit the school website to schedule an online appointment: [Address Change Appointment](#)

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

1. Parent/Guardian/Caregiver driver's license or photo ID
2. Proof of residency
 - a. **If you own or rent a home provide the following:**

Rental/Lease agreement
Mortgage/Settlement statement
Deed or Warranty Deed
Property Tax Statement
Utility Bill - Water, Gas, or Electric only

- b. **If you reside with a family member/friend and your name is not on the lease:**

The owner/renter of the home MUST accompany you at the time of your registration appointment with their ID, provide proof of residency (one of the documents listed above) and complete our Residency Affidavit II, which will be notarized by the registrar.

STUDENT PERFORMANCE

Grading

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

- 4 — Extending and Demonstrating Deep Understanding
- 3 — Achieving the Standard
- 2 — Progressing Toward the Standard
- 1 — Working on Prerequisite Skill

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

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

Both codes for grades K-2 and 3-4 refer to standards that must be met by the end of the school year and follow those recommended standards listed from the Ohio Department of Education.

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

District-Wide Testing

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

Homework

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

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

Multi-Tiered Systems of Support (MTSS)

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

Our MTSS process has three tiers:

Academics:

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

Behavior:

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

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

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

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

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

SCHOOL/HOME COMMUNICATIONS

Home-school Communication

Parents and caregivers are encouraged to contact the school at any time with questions, concerns, or information that may help us better meet the needs of each student. Families may communicate with the school and teachers by phone, voicemail, email, or approved two-way communication tools (such as TalkingPoints). Calls may be made to the school using the number listed at the front of this handbook, and voicemail messages may be left for the office or your child's teacher during the school day or after school hours. School secretaries can assist in connecting families to a teacher's voicemail when needed.

Board of Education Policies

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

Conferences

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

Class Placements & Caregiver Input

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

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

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

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

Questions or Concerns

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

Custody Papers

When any court has ruled on child custody, Ohio law requires parents and caregivers to provide copies of the most recent custody order to the school. The school will honor the most recent court papers that we have on file. Changes to phone numbers and emergency contacts can be made through FinalForms. Address changes are made by appointment only through central registration.

Bulletins and Announcements

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

School Pictures

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

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

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

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

Please refer to page 12 of this handbook for additional information regarding the release of school pictures and ordering of yearbooks when fees are unpaid.

HEALTH AND SAFETY

Clinic Assistance

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

Medication Policy

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

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

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

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

Non-Prescription Medications

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

Emergency Information

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

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

Emergency Medical Authorization

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

Medical Emergencies

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

Hearing/Vision Screenings

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

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

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

Immunizations

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

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

Early and Periodic Screening, Diagnostic and Treatment

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

www.medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx

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. Changes to phone numbers and emergency contacts can be made through FinalForms. Address changes are made by appointment only through central registration.

Head Lice

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

Suspected Child Abuse

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

Evacuation/Tornado/Lockdown Drills

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

Visitors, Volunteers, and Chaperones

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

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

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

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

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

Video Surveillance and Electronic Monitoring Systems

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

Birthday Recognitions and Invitations

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

School Lunches

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

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

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

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

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

Outside Play

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

TRANSPORTATION AND DISMISSAL

Parent/Caregiver Responsibility

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

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

Student Safety

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

“DON’T LOSE YOUR RIDING PRIVILEGE!”

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

Transportation Guidelines

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

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

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

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

Transportation Changes

Students are permitted one address for transportation. The addresses for pickup and drop-off must be in the transportation computer system and student names must appear on the roster for each bus. No bus passes will be issued for additional addresses. Bussing will not be provided to businesses, the library, driving schools, employment, birthday parties, sleepovers, etc.

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

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

What is a "Safety Spot?"

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

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

Bus Stops

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

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

Misbehavior on the Bus

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

- If possible, the driver will solve the problem.
- If the driver is unable to solve the problem, he/she should report to the Transportation Supervisor and if necessary, will confer with a building administrator.

- A discipline report will be completed by the driver and parents and caregivers will be notified by administration.

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

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

Students will:

1. be careful in approaching bus stops; walk on the left, facing oncoming traffic and be sure that the road is clear both ways before crossing;
2. be on time at the bus stop in order to permit the bus to follow the time schedule;
3. sit in assigned seats; bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to the conduct expected in a classroom;
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving;
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help to ensure safety;
6. keep the bus clean and sanitary; refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and might result in a serious accident;
8. keep head, arms, and hands inside the bus at all times;
9. be courteous to fellow students and to the bus driver;
10. treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden);
11. remain seated until the bus stops, wait for the signal from the bus driver, and cross in front of the bus;
12. not smoke or possess flame-generating devices; and
13. all other rules of the Student Code of Conduct shall apply to the student transportation management regulations.

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

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

Code Section 3313.66 (C).

Student Pick-up

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

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

Bike Riders

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

School Delay - Transportation / Dismissal Schedule

Preschool & Kindergarten (session times):

90-Minute Delay AM: 1.5 hour late pick up (10:45-12:00)
PM: Normal school day (1:05-4:00)

Bowman and Donovan (session times):

90-Minute Delay - 1.5 hour late pick up, normal release time (10:45-4:00)

Cancellation of School

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

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

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

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

Cancellation of Activities

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

Preparing Your Child

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

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

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

STUDENT RESPONSIBILITY

Care of School Property

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

Lost Books

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

Lost and Found

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

Computers

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

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

Cell Phones / Personal Communication Devices (PCD)

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

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

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

Student Dress Code

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

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

Student dress and grooming practices shall not:

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

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

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

Toys, Collector Cards & Electronic Devices

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

Search and Seizure

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

Restraint and Seclusion

Per Ohio Revised Code, [Lebanon City Schools has Board policy 5630.01](#) addressing restraint and seclusion.

Discipline

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

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

They are:

- Be Reflective
- Be Respectful
- Be Responsible

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

Student Conduct

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

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

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

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

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

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

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

HARASSMENT POLICY AND ADMINISTRATIVE GUIDELINES

ANTI-HARASSMENT BOARD POLICY

BOARD POLICY 5517

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
dalton.brian@lebanonschools.org

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.

Revised 5/17/10
 Revised 6/15/15
 Revised 2/20/18
 Revised 6/21/21
 T.C. 8/16/21
 T.C. 10/21/24

Legal

R.C. 4112.02

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

20 U.S.C. 1681 et seq.

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

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

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

42 U.S.C. 1983

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

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

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

National School Boards Association Inquiry and Analysis - May, 2008

Last Modified by Amanda Holskey on November 22, 2025

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

BOARD POLICY 5517.01

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

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

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

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, electronic, or physical act 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, pager, personal communication device, or other electronic communication device.

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaints

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

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

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

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

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

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

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

Education and Training

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

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

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

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

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

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

Revised 4/18/11

Revised 10/15/12

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Legal

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Playground Rules

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

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

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

Use of Playground Equipment

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

Lebanon City Schools

Code of Conduct K-4

Student Rights and Responsibilities

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

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

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

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

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

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

"Per Ohio Revised Code, Lebanon City Schools has [Board policy 5630.01](#) addressing restraint and seclusion.

Lebanon City Schools Code of Conduct:

1. Alcohol/Drugs/Narcotics

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

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

2.A. 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.

2.B. 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.

2.C. 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.

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

Any improper use of power 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.

2.E. 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.

2.F- 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. Such conduct is a violation of school and district policies and will be handled through the school's disciplinary code. Disciplinary action will depend upon the severity of the conduct and may include but is not limited to the following: warning, detention, alternative learning center, Saturday school, out of school suspension, recommendation for expulsion, and/or police referral.

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

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

3. Aiding and Abetting

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

4. Assault/Fighting

No student shall behave in such a way which could threaten or cause physical injury to school personnel, students, or visitors while under the jurisdiction of the school and/or on school property. Students are prohibited from fighting, hitting, and unauthorized touching, spitting or throwing bodily fluids and/or any act of physical aggression toward another person. Instigation – Any student 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 decision will be made based on knowledge of all the circumstances surrounding the incident and the determination that it is more probable than not that cheating and/or plagiarism occurred. Consequences may include, but not be limited to: phone call home, meeting with caregiver and teacher, loss of grade, detentions, requirement to redo assignment, etc.

7. Damage to Property

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

8. Non-compliance

No student shall disobey directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel. Any student refusing to be searched will be assumed guilty of suspicion and suspended for 10 school days with the possibility of an expulsion recommendation.

9. Disrespect

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.

15. Gambling

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

16. Hazing (State Law)

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

17. Leaving School Property

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

18. Loitering/Off Limits

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

19. Public Display of Affection

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

20. Electronically or Battery Operated Items

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

21. Sales

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

22. Student Activities

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

23. Suggestive, Obscene, Lewd and Violent Materials

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

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

24. Theft/Possession of Stolen Property

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

25. Transportation

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

26. Unauthorized Publication (Non-school sponsored)

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

27. Usage/Possession of Tobacco/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. 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.

28. Weapons and Instruments

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

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

29. Other Violations

No student shall commit a crime or be in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code while on school premises, school transportation or a school sponsored event. This includes, but is not limited to: indecent exposure, murder, aggravated murder, voluntary or involuntary manslaughter, felonious assault, rape, gross sexual imposition, felonious sexual penetration, and arson. Alternative educational options may be considered for students who have been charged by the police (away from school) but have not been to court.

30. Exceeding Consequence Limits

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

Fee Rollover Notice

Dear Lebanon City School Parents and Caregivers:

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

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

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

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

Sincerely,

Karen Ervin
Treasurer

APPENDICES

CAFETERIA STUDENT HANDBOOK:

GRADES 1 THROUGH 4

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

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

Breakfast:

Breakfast is available in all buildings grades 1-4. Breakfast is served daily. Should school be delayed 90 minutes, breakfast will not be served that day.

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

Peanut butter and jelly sandwich

Chef salad w/ crackers

Turkey and cheese or ham and cheese sandwich

Charge Policy:

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

Prices and prepayment Plan for Bowman Primary and Donovan Elementary:

Breakfast	\$1.90
Daily lunch	\$3.00
5 lunches	\$15.00
10 lunches	\$30.00
20 lunches	\$60.00
Milk	\$ 0.75
Reduced price breakfast	\$.30
Reduced price lunch	\$.40

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

Allergies & special needs:

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

Family Application:

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

Field Trips:

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

A la Carte:

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

<u>Item</u>	<u>size</u>	<u>cost</u>
Cookie	2 oz.	\$.50-1.10
Fun size chips	1 oz.	\$.85-1.25
Other healthy choices available		\$.50-2.25
Ice Cream Low Sugar Low Fat		\$.85-1.25

PRESCHOOL INFORMATION

Preschool Program Management of Communicable Disease

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

ODE Rule 3301-37-10

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

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

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

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

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

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

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

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

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

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

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

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

Last updated July 1, 2021 at 10:36 AM

Appendix Information for Pre-school Only

Preschool Program
Behavior Management/Discipline

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

ODE Rule 3301-37-10

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix Information for Pre-school Only

Preschool Program

Hearing/Vision Screenings

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

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

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

Immunizations

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

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

Early and Periodic Screening, Diagnostic and Treatment

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

www.medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx