

# Lebanon High School

1916 Drake Road Lebanon, Ohio 45036

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



## Student/Parent Handbook 2025-2026

On behalf of the staff at Lebanon High School, we are excited to welcome you to your 2025-26 school year. Our collective efforts this year will center on collaboration, intentionality, and a continued focus on high expectations for every student.

We believe that success in the classroom and in our school community begins with a shared commitment to high standards. These expectations apply not only to academic performance, but also to behavior, character, and responsibility. We are counting on each other, students, families, and staff, to bring their best every day and to create an environment where every student is known, supported, and challenged. This work can't be done alone. It takes all of us, working in partnership, creating the conditions where all students thrive.

Please take time to review this year's Student Handbook online with your student. Once reviewed, both you and your student should log into your FinalForms account and sign the handbook acknowledgment form.

If you have not set up a FinalForms account for your student, you can do so by registering to follow the prompts to create your parent account, create your student's account, and sign your forms.

Onward Lebanon,

Alex Brunk, Principal

Casey Wood, Assistant Principal

Heidi Calvert, Assistant Principal

Tiffany Martin, Assistant Principal

## **INTRODUCTION**

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

## **BOARD OF EDUCATION**

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

## **DISTRICT OFFICE**

Mr. Isaac Seevers, Superintendent  
Mrs. Karen Ervin, Treasurer  
Mr. Brian Dalton, Assistant Superintendent  
Mr. Mark Graler, Assistant Superintendent  
Mr. Scott Butler, Director of Business Operations  
Mrs. Krista Foley, Director of Student Services P-6  
Mrs. Cherie Gibson, Director of Student Services 7-12  
Mrs. Wendy Planicka, Communication Director  
Mrs. Megan Grippa, Food Service Coordinator  
Mr. Michael Arlinghaus, Operations Coordinator  
Mrs. Casey Greene, Technology Coordinator  
Mrs. Lori Robertson, Transportation Coordinator

## **HIGH SCHOOL OFFICE**

Mr. Alex Brunk, Principal  
Mrs. Tiffany Martin, Assistant Principal (Students' Last Name A-G)  
Mrs. Heidi Calvert, Assistant Principal (Students' Last Name H-O)  
Mr. Casey Wood, Assistant Principal (Students' Last Name P-Z)  
Mr. Keith Pantling, Athletic Director  
Mrs. Megan Wheat, (A-Cq) Counselor  
Mrs. Loren Wall, (Cr-Hg) Counselor  
Mr. Michael O'Toole (Hh-Md), Counselor  
Mrs. Ronnie Hlavac, (Me-Sd) Counselor  
Mr. Justin Schneider, (Se-Z) Counselor

Mrs. Krissy Estepp, Psychologist  
Mrs. Maryana Comenge, CCH Counselor  
Mrs. Brittany Cooper, CCH Counselor  
Mrs. Micah Teach, CCH Counselor  
Mrs. Lisa Sarver, Secretary  
Mr. Caelen King, Athletic Operations Supervisor  
Ms. Ashley Roehl, Athletic Department Secretary  
Mrs. Keri Hoyt, Principal's Secretary  
Mrs. Krista Chapman, Guidance Secretary  
Mrs. Ali Laird, Attendance Secretary  
Mrs. Brittany Specht, Nurse  
Mrs. Tori Justice, Nurse  
Officer Tim Cooper, School Resource Officer

### **ALMA MATER**

Lebanon High, Oh Lebanon High, We gladly honor you.

For your glory we conspire in Alma Mater Song.

Chorus:

Lebanon High, Lebanon High, We pledge our love to thee,

Ever we will give to thee our true fidelity.

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

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

### **SCHOOL FIGHT SONG - ONWARD LEBANON**

Onward Lebanon; Onward Lebanon;

school so good and grand,

Keep the story of our glory forever o'er the land.

Onward Lebanon; Onward Lebanon; fight on for her name,

Fight students, fight to bring our school to fame.

### **SCHOOL COLORS**

MAROON AND WHITE

### **SCHOOL MASCOT**

WARRIORS

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## GENERAL INFORMATION

### WHO'S WHO

#### *Administrative Staff:*

Mr. Alex Brunk	Principal	<a href="mailto:Brunk.Alex@lebanonschools.org">Brunk.Alex@lebanonschools.org</a>
Mrs. Tiffany Martin	Assistant Principal (A-G)	<a href="mailto:Martin.Tiffany@lebaonschools.org">Martin.Tiffany@lebaonschools.org</a>
Mrs. Heidi Calvert	Assistant Principal (H-O)	<a href="mailto:Calvert.Heidi@lebanonschools.org">Calvert.Heidi@lebanonschools.org</a>
Mr. Casey Wood	Assistant Principal (P-Z)	<a href="mailto:Wood.Casey@lebanonschools.org">Wood.Casey@lebanonschools.org</a>

#### *Counselors:*

Ms. Megan Wheat	A-Cq	<a href="mailto:Wheat.Megan@lebanonschools.org">Wheat.Megan@lebanonschools.org</a>
Mrs. Loren Wall	Cr-Hg	<a href="mailto:Wall.Loren@lebanonschools.org">Wall.Loren@lebanonschools.org</a>
Mr. Michael O'Toole	Hh-Md	<a href="mailto:Otoole.Michael@lebanonschools.org">Otoole.Michael@lebanonschools.org</a>
Mrs. Ronnie Hlavac	Me-Sd	<a href="mailto:Hlavac.Veronica@lebanonschools.org">Hlavac.Veronica@lebanonschools.org</a>
Mr. Justin Schneider	Se-Z	<a href="mailto:Schneider.Justin@lebanonschools.org">Schneider.Justin@lebanonschools.org</a>
Mrs. Krissy Estepp	School Psychologist	<a href="mailto:Estepp.Kristine@lebanonschools.org">Estepp.Kristine@lebanonschools.org</a>

#### *Secretaries*

Keri Hoyt	Administrative Office	513-934-5101
Lisa Sarver	Administrative Office	513-934-5102
Ali Laird	Attendance Office	513-934-5113
Ashley Roehl	Athletic Office	513-934-4000
Krista Chapman	Guidance Office	513-934-5106

#### *Athletic Department:*

Keith Pantling	Athletic Director	<a href="mailto:Pantling.Keith@lebanonschools.org">Pantling.Keith@lebanonschools.org</a>
Caelen King	Operations Supervisor	<a href="mailto:King.Caelen@lebanonschools.org">King.Caelen@lebanonschools.org</a>

#### *Nursing:*

Brittani Specht	Nurse	<a href="mailto:Specht.Brittani@lebanonschools.org">Specht.Brittani@lebanonschools.org</a>
Tori Justice	Nurse	<a href="mailto:Justice.Tori@lebanonschools.org">Justice.Tori@lebanonschools.org</a>

#### *CCH Counselors:*

Brittany Cooper	<a href="mailto:Cooper.Brittany@lebanonschools.org">Cooper.Brittany@lebanonschools.org</a>
Maryana Comenge	<a href="mailto:Comenge.Maryana@lebanonschools.org">Comenge.Maryana@lebanonschools.org</a>
Micah Teach	<a href="mailto:Teach.Micah@lebanonschools.org">Teach.Micah@lebanonschools.org</a>

#### *School Resource Officer:*

Tim Cooper	<a href="mailto:Cooper.Timothy@lebanonschools.org">Cooper.Timothy@lebanonschools.org</a>
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## **WHAT'S WHERE**

Attendance/Medical Notes:	Mrs. Laird in Attendance Office
Community Service Hours:	Advisors
Fees:	Mrs. Sarver in Administrative Office
Illness/Medications:	Mrs. Cain in Nursing Office
Parking and Work Permits:	Mrs. Hoyt in Administrative Office
Schedule Change:	Counselor by Appointment
Tardy to School:	Attendance Office upon arrival

## **SCHOOL AND COMMUNITY INFORMATION**

### **MISSION STATEMENT: BUILDING COMMUNITY**

- Lebanon City Schools commits itself to excellence and equity in education.
- We build relationships among students, parents and caregivers, staff members, and community members around shared interests and goals.
- We create communities in classrooms, within grade levels and school buildings, on athletic teams, and during co-curricular and extra-curricular activities.
- We strengthen the Lebanon City and Warren County communities as we prepare graduates for careers and college. We partner with community leaders, non-profit organizations, business owners, and area colleges and universities.

### **DISTRICT AND COMMUNITY**

Rooted in one of the oldest cities in the state, our school district lies 30 miles north of Cincinnati and 30 miles south of Dayton in the heart of fast-growing Warren County. Area growth has shifted our district from serving a rural community to a larger suburban population. The change



has provided us with the opportunity to embrace educational advancements that assure quality learning for all of our 5,800 students while maintaining a small-town feel and values-oriented atmosphere. The result is a stimulating and supportive learning environment that consistently encourages communication, creativity, collaboration and critical thinking among all of our students. We are proud of our school district, offering:

- Diverse academic programs to engage all students
- Commitment to developing life-long learning skills
- Innovative and quality-minded staff who reflect the values of the community
- Safe, clean and caring learning environments
- Family involvement
- A source of great pride for the community

## **ACADEMIC PROGRAM INFORMATION**

### **ACADEMIC REQUIREMENTS FOR GRADUATION**

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

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

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

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

### **DEMONSTRATION OF COMPETENCY**

**Students must earn a competency score of 684 on the ELA II and Algebra I end-of-course tests.** If the student cannot earn a competency score on these two assessments, after taking the tests at least twice, there are three alternative ways to demonstrate competency for the subject area(s) not passed:

- **College Credit Plus**
- **Career Experience and Technical Skill**
- **Military Enlistment.**

## **DEMONSTRATION OF READINESS**

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

### **STATE SEALS**

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

### **LOCAL SEALS**

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

For more specific information on the state graduation requirements, please go to: **Ohio Graduation Requirements.**

## **NOTES ON GRADUATION REQUIREMENTS**

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

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

Please refer to the [LHS Curriculum Guide](#) for further details. Counselors are always available for information and advice on your course selections as they relate to your future college and vocational goals and objectives. If there is not enough demand for any one course, it will be canceled.

Finally, In order to participate in the Lebanon High School Commencement ceremony, all seniors and early graduates must have completed all academic requirements listed above in addition to other requirements set forth by the ODE including, but not limited to, state testing. No exceptions. Please refer to the graduation guide on our school webpage for more details. \*Note: Participation in LHS Commencement is a privilege and may be revoked along with suspension due to inappropriate behavior at school in the weeks leading up to graduation.

## **AP CLASS EXPECTATIONS**

Once a student commits to an AP class, he/she will not be permitted to drop it. If a student chooses to do so, he/she will receive a failing grade.

## **BELL SCHEDULES**

Here are the daily bell schedules for 2025-26.

## **CLASS RANKING**

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school graduates, both to inform students of their relative academic placement among their peers and to provide students, prospective employers and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success. The Lebanon Board of Education authorizes a system of class ranking, by grade point average, for students in grades 11 and 12 using the following criteria:

1. Beginning with their junior year, students shall be ranked with their class after completion of the first semester and for each semester thereafter.
2. Class rank shall be computed using the final semester grade in all subjects, excluding S/U.
3. Ranking is based on cumulative GPA and may be converted back to a letter grade utilizing the following scale:
  - A - 3.6 or above
  - B - 2.6 – 3.59
  - C - 1.6 - 2.59
  - D - 0.6 - 1.59
  - F - Below 0.6
4. Any students whose computed grade point averages are identical, to three decimal places, will be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding that student (not by the rank of the person preceding him/her).
5. Students must have been enrolled as full-time students in the Lebanon City Schools for a minimum of three consecutive semesters to be included in any class rank awards.

## **COLLEGE CREDIT PLUS**

College Credit Plus is a pathway for high school students to earn high school and college credit much like the PSEO and Dual Credit programs were in the past. Any student in grades 7-12 who

tests college ready is eligible to participate in this program. Students and parents are required to attend an informational meeting in the winter prior to the year of participation. Students must also declare their intent to participate in the program by April 1 of the school year prior to participation.

## **COMMENCEMENT EXERCISES AND PROCEDURES**

The graduation ceremony will again be held at the University of Dayton- UD Arena, Dayton, Ohio. The ceremony is scheduled for Saturday, May 23, 2026 at 10:00 a.m. Students are encouraged but not required to go through the graduation ceremony. Most seniors elect to do so. Candidates must have met all these requirements to participate in graduation ceremonies or receive a diploma.

Students who wish to go through the graduation ceremony are required to attend rehearsal. Rehearsal is scheduled for Thursday, May 21, 2026 at the Lebanon City School District Performance Center beginning at 8:00 a.m. All seniors and early graduates must complete all academic requirements in order to participate in the Lebanon High School Commencement Ceremony. All seniors must have the 20 required credits and pass all End of Course exams by Friday, May 22, 2026 in order to walk across the stage on Saturday, May 23rd.

Counselors will make every effort to contact parents of seniors who have failed to meet academic requirements before graduation day. All students not eligible to participate in the graduation ceremony will be notified prior to rehearsal. All school fees must be paid, library materials, textbooks and chromebooks returned and any other school obligations must be taken care of prior to graduation. If you have questions about your student's school fees, please call Lisa Sarver at 513-934-5102.

Rental caps and gowns used in graduation are ordered by Graduate Services only. Students may not use caps and gowns from other suppliers. Graduate Services will be at school during lunch periods in October. There is a late charge for ordering a cap and gown after the announced date. Graduation announcements are offered at school during October as well. Announcements, caps, and gowns are distributed to students in April.

## **CREDIT FLEXIBILITY**

Credit flexibility is another opportunity for students to earn high school credit and students interested should spend time discussing their goals with their parents and guidance counselor before completing an application. Each year, there is an informational meeting held in February and the Flex Credit Application deadline for the following year is March 31. Application packets are available in the Guidance Office. Students choosing to repeat a course through Flex Credit should see "Repeating a Course" before completing an application.

Some of the questions that you should consider before completing the application include:

- How does this credit flexibility relate to my high school goals, future academic goals

and/or occupational goals?

- What prerequisites have I had to prepare me to take this course?
- After reviewing the curriculum for this course, be able to state what skills/content you will need to demonstrate mastery of?
- What skills do I need to demonstrate or cite that I have performed/experienced?

## **DRIVER EDUCATION**

Driver education must be taken through a private agency.

## **EARLY GRADUATION REQUIREMENTS**

The Board of Education believes that it is in the best interest of students to complete a full, four-year high school program of studies and extracurricular activities. However, the Board recognizes that there may be individual cases in which the interests of students would be served best through an early graduation plan. Accordingly, the early graduation plan for Lebanon High School shall be based on the following consideration and procedures:

## **THREE-YEAR GRADUATION**

A student may complete requirements for graduation within three years and participate in commencement ceremonies if the following criteria are met:

1. The student shall have fulfilled all mandates established by the Ohio Department of Education and the Lebanon Board of Education. This includes earning a minimum of twenty (20) credits and meeting all additional state testing requirements.
2. All credits must be earned through an accredited high school.
3. The Early Graduation request form should be submitted to the counselor no later than the 4th quarter midterm date of the sophomore year and retained in the student's permanent folder.
4. The student and parent/guardian shall confer with the counselor prior to the beginning of their junior year.
5. If approved by both the counselor and principal, the student will be moved to senior status after completion of their sophomore year.
6. Participation in all school activities will cease upon presentation of diploma.

## **JANUARY GRADUATION**

A student may complete requirements for graduation in January of their senior year and participate in commencement ceremonies if the following criteria are met:

1. The student must be in compliance with Criteria #1 and #2 from the 3-Year Graduation requirements listed above.
2. The Early Graduation request form should be submitted to the counselor no later than the 4th quarter midterm date of their junior year and retained in the student's permanent folder.
3. The student and parent/guardian shall confer with the counselor prior to the beginning of the Senior year.

4. Participation in school activities will cease upon completion of graduation requirements, except for commencement. However, the student may attend school sponsored functions with administrative approval.

## EXAMS

Exams are required at the end of each course. An exam is defined as an evaluation that measures student mastery of subject content in courses of study. A final exam is required in each course.

## EXAM EXEMPTIONS

- EOC Exemptions- Any student who scores a 700 or above on an EOC assessment will be exempted from their final exam in May if they have passed both 3rd and 4th quarters with a grade of C each quarter. Students who do not pass the EOC in a required course may not use an attendance exemption for that class.
- Attendance Exemptions- In addition, students may be exempt from two of their final exams each semester if they:
  - Have 28 hours or less of absence from school (approximately 4 days) between August 21st and Dec. 12th for the 1st semester and between January 6th and May 15th for the 2nd semester.
  - And they have at least a grade of “C” for both the 1st and 2nd quarters for 1st semester and 3rd and 4th quarters for 2nd semester in a specific class. Both quarters would have to be “C” or above.
  - For example- a “B” in the 3rd quarter and a “D” in the 4th quarter would not count toward the exemption.
  - Please note, for the purposes of this policy, students in CCP classes who are absent for their LHS classes are considered absent for the whole school day (approximately 7 hours).
- Senior Exemptions for 2nd semester:  
*For all seniors* (including juniors\* who are graduating early) are required to take semester exams except:
  - Those who have at least a C or better in both the 3rd and 4th grading period in that particular course. The student may choose to take the exam to have the opportunity to raise their semester average, but would not lower their average.
  - \*Early graduating juniors have senior status throughout their junior year.

Students are required to be present for exams unless an emergency exists. Permission from the principal must be obtained in such cases. In most cases when a student is absent from an exam,

it is made up at a later date. Exam make-ups must be completed within ten (10) school days after the end of the year. **No exams will be given early.**

## **FEES**

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

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

## **FRESHMAN FOCUS**

Freshman Focus is a two (2) day program that helps our incoming 9th graders transition into the high school before the upperclassmen arrive. They will meet their grade level TEAM teacher and student mentors, go over their schedule, be assigned a locker, go on a tour of building as well as participate in several team building activities. This is typically scheduled the night before and on the 9th graders first day of school. They and the mentors are the only students present in the building during Freshman Focus.

## **GRADING AND SEMESTER GRADES**

### Grading Scale

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = Below 60

### Determining a Final Semester Grade

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

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

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

A = 3.6 - 4.00

B = 2.6 - 3.59

C = 1.6 - 2.59

D = 0.6 - 1.59

F = Below 0.6

Here is an example:

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

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

If a student is exempt from a semester or final exam because of EOC performance and/or good attendance, the final semester (letter) grade shall be calculated by averaging the two quarter (numerical) grades that make up the semester. The numerical average shall then become the final letter grade for the semester

Example:

3rd quarter grade: 94.5

4th quarter grade: 82.3

$94.5 + 82.3 = 176.8$

$176.8 \text{ divided by } 2 = 88.4$

The final letter grade is a B for the semester.

## GRADE PERIOD END DATES

### GRADING PERIOD END DATES

1<sup>st</sup> Quarter - October 16, 2025

2<sup>nd</sup> Quarter- December 19, 2025

3<sup>rd</sup> Quarter - March 12, 2026

4<sup>th</sup> Quarter – May 28, 2026

### REPORT CARD RELEASE DATES

October 24, 2025

January 9, 2026

March 20, 2026

June 3, 2026



## **GRADEBOOK SYSTEM**

Progressbook is an online gradebook system that allows school staff, parents and students the opportunity to view student grades, check attendance, review transportation information and share contact information. It can be accessed on the district website at [Lebanon City Schools](#). Parents and students are issued accounts and passwords at the beginning of the year so they can access grades and information about their classes. Students can access Progressbook through their Google Account. If you need help accessing your student's Progress Book information, please contact the Main Office at (513) 934-5100. Students are able to see Mrs. Hahn, Media Specialist, to get their username and password.

## **GRADUATION AWARDS**

Latin honors designations are determined based on seven high school semesters for all seniors. This is because the end of the first semester of their senior year is the last time that credit is issued and their cumulative GPA is updated before graduation. This honors are as follows:

Cum Laude: Final graduating cumulative GPA of 3.50-3.74

Magna Cum Laude: Final graduating cumulative GPA of 3.75-3.99

Summa Cum Laude: Final graduating cumulative GPA of 4.00 and above

## **STATE OF OHIO HONORS DIPLOMA**

Ohio's Honors Diploma recognizes students who exceed Lebanon City Schools minimum graduation requirements by taking rigorous coursework, demonstrating academic success, and engaging in real-world experiences. Students may pursue an Honors Diploma along 5 different pathways: Academic Honors, Career Tech Honors, STEM Honors, Fine Arts Honors, and Social Science & Engagement Honors. Refer to the table on page 28 in the [LHS Curriculum Guide](#) that displays the required criteria for each Honors Diploma. Students must meet all but one of the criteria for the Honors Diploma. Please reach out to your counselor for more specific information or through ODE at: [Honors Diploma](#)

## **HONOR ROLL**

To be eligible for LHS Honor Roll, students must have a nine week average of 3.2 or above.

## **PASS-FAIL COURSES**

Courses offered as pass/fail will be issued a final grade of "S" for satisfactory if the student meets or exceeds the criteria established or "U" for unsatisfactory if the student does not meet the minimum stated criteria for the course.

## **SCHOLASTIC ACHIEVEMENT AWARDS**

### **Scholastic “L”**

The recipients of this award must have received a minimum grade point average of 3.20 for each of the first three grading periods of the current academic school year. These grade point averages are then averaged together to determine the appropriate award level: Silver Bar Certificate (3.20-3.49), Silver Star Certificate (3.50-3.74), Gold Bar Certificate (3.75-3.99), and Gold Star Certificate (>4.0).

### **Warrior Leadership Award**

This award recognizes students who excel in leadership in the area of extra-curricular activities throughout a given year at Lebanon High School.

### **Principal’s Commendation**

This award recognizes those students who have excelled in the area of academic achievement. The recipients of this award are in the top 10 academic percent of their class for grades 9-12.

### **Superintendent’s Commendation**

This award signifies the highest level of achievement at Lebanon High School. These are the same students who are also the recipients of both the Principal’s Commendation and the Warrior Leadership Award for their performance in extra-curricular activities.

### **Governor’s Merit Scholarship**

The Ohio Governor's Merit Scholarship program provides financial assistance to high school seniors in the top 5% of their graduating class who plan to attend an Ohio college or university. The scholarship provides up to \$5,000 per year renewable for four years. The selection is determined by the GPA and class rank at the end of the student’s junior year. For more information, please visit this [website](#).

## **ATTENDANCE POLICY**

Warren County Schools Common Attendance Regulations

**Lebanon City Schools Attendance Regulations 2025-2026**

### **ABSENCES**

- The parent/guardian should phone the student's school building within 1 hour of the start of the school day each day the student is absent by calling 513-934-5113.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student’s absence, for any of the excused absences below is sufficient to excuse the child’s absence. **After the student’s twelfth (12<sup>th</sup>) parent phone call and/or note the parent/guardian must provide written documentation from a treating physician, nurse practitioner, or physician assistant for the student’s absence.**
- Written documentation for a student’s absence may be in the form of an email or fax to

the proper school authority or directly from a physician's office, if permitted by the physician's office.

- Any written documentation for an absence must be received within five days of the students returning to school. The absence will be "unexcused" if documentation is not received.
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student's absence.
- Skipping class will result in Saturday School. Skipping class also includes leaving class and returning after more than fifteen (15) minutes.

### **ASSIGNMENTS FOR ABSENT STUDENTS**

Students are encouraged to contact friends in the same classes for assignments whenever they are absent. Students should also check Google Classroom. Teachers can send home assignments for long-term absences (after five days).

It is the student's responsibility to request make-up work from teachers. Teachers shall encourage and assist students in making up work missed during absences. As a general rule, all make-up work must be completed

and submitted by students within the number of school days equal to their absence.

### **COLLEGE VISITS**

Seniors and juniors may visit a college campus during a regular school day. Students are not excused for more than a total of two days their junior year and two days their senior year.

Students must pick up a college visitation and confirmation form from the Guidance Office.

The completed form must be submitted to the attendance office at least **one week** before your visit, **otherwise the absence is unexcused**. The confirmation form must be completed **while at the college**. The completed confirmation form is due the next morning in the attendance office before the start of school. It is the student's responsibility to make arrangements with each teacher to make up the work they will miss.

### **DOCUMENTATION OF ATTENDANCE**

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

Medical notes do not count against the 12 occurrences.

Absences (full and partial days), tardies and early dismissals in excess of 12 occurrences may not be excused by a parent and shall require documentation by the child's treating physician,

nurse practitioner, or physician's assistant- unless an occurrence is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

#### **UNEXCUSED OCCURENCES FROM SCHOOL:**

The Ohio Revised Code defines a student as being a habitual truant when a student has:  
30 consecutive unexcused hours, or  
42 unexcused hours in a school month, or  
72 unexcused hours in a school year.

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

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

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

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

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

## **IMPORTANT NOTES**

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

## **EARLY DISMISSAL**

- Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals will be counted toward the student's 12 absences in the school year that a parent may excuse. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal. When a student arrives on campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

## **REASONS FOR EXCUSED ABSENCE/TARDY/EARLY DISMISSAL**

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

## **REASONS FOR UNEXCUSED ABSENCE/TARDY/EARLY DISMISSAL**

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

- Missing the school bus

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

## **LEAVING SCHOOL GROUNDS**

Students attending the Lebanon City School District are to arrive at school by a designated time and remain there until the end of the official school day unless permission is granted for them to leave during the school day. Leaving school grounds is not permitted; violators will face disciplinary action.

## **PRE-APPROVED ABSENCE**

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

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

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

## **REPORTING STUDENT ATTENDANCE**

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

## **SCHOOL CLOSINGS**

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

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

**Television:** Channels 2, 5, 7, 9, 12, and 19

**Internet:** [www.lebanonschools.org](http://www.lebanonschools.org)

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

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

## **TARDINESS**

- Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after 7:25 A.M. must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration.
- On a student's 4th unexcused tardiness to school, in a semester, consequences may result in lunch detentions, after school detention, Saturday School, referral to counselor, Alternative Learning Center assignment, and/or loss of driving privileges.
- Any student who arrives after the 1st bell is considered tardy. The total number of minutes tardy will be factored into the time not in school per the county attendance policy above.
- 

## **TARDY TO CLASS DURING THE SCHOOL DAY:**

- Unexcused Tardy Consequences
  - Tardy 1-3 The teacher issues a warning.
  - Tardy 4-5 The teacher issues a lunch detention and creates a documentation report in PSW.
  - Tardy 6-7 The teacher creates a documentation report in PSW. An after school detention will be assigned by Mr. Watson.
  - Tardy 8-10 Teacher creates an office referral in PSW. Mr. Watson will issue the consequence and may request administrative intervention.

## **WARREN COUNTY INTER-SCHOOL ATTENDANCE AGREEMENT**

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

## **WARREN COUNTY SATELLITE CLASSES**

Lebanon City Schools accepts the attendance policies and procedures of the partner school in regards to their students who attend Lebanon City School (for example WCCC) Satellite Classes

within their district. These policies and attendance documentation will be maintained at the partner school.

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

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

Revised February 2019

## **CAREER AND COLLEGE READINESS**

### **TESTING**

Each year, students are given a series of standardized tests designed to assess their academic strengths and weaknesses, to determine an appropriate post-secondary educational placement, and to help them plan for their careers. This data will help in course selection and remediation to better prepare our students for College/Career Readiness.

### **AMERICAN COLLEGE TEST (ACT)**

The ACT is an assessment of high school achievement given to 11th and 12th graders and used for admissions by colleges and universities in the U.S. The ACT is an optional standardized test consisting of four parts: English, Mathematics, Reading, and Science Reasoning with an optional Writing test. If you wish to take it on a national test day, please see the [ACT.org](https://act.org) for information on registration and cost. Test dates at LHS are:

- Saturday, September 6, 2025
- Saturday, October 18, 2025
- Saturday, December 13, 2025
- Saturday, February 14, 2026
- Saturday, April 11, 2026
- Saturday, June 13, 2026

### **PRELIMINARY SAT (PSAT)**

The PSAT is a test given to juniors and cosponsored by the College Board and the Nation Merit Scholarship Corporation. Its purpose is to predict success on the SAT. It is also used to identify 11th graders who qualify for National Merit Scholarships. It is an optional standardized test and consists of three parts- critical reading skills, math problem-solving skills, and writing skills. The PSAT is scheduled at LHS for Saturday, October 11, 2025. Sign up information will be provided after the school year starts.



## **SCHOLASTIC APTITUDE TEST (SAT)**

The SAT is an assessment of the skills mastered in high school given to 11th and 12th graders and used for admissions by colleges and universities in the U.S. The SAT is an optional standardized test consisting of three parts- reading, writing and math. If you wish to take it on a national test day, please see the [SAT.org](https://sat.org) for information on registration and cost. 2025-26 test dates are:

- Saturday, August 23, 2025
- Saturday, September 13, 2025
- Saturday, October 4, 2025
- Saturday, November 8, 2025
- Saturday, December 6, 2025
- Saturday, March 14, 2026
- Saturday, May 2, 2026
- Saturday, June 6, 2026

The state of Ohio pays for every Junior to take the test one time in the second semester. Students who are strongly considering attending college should consider taking the test a second time on a national test date to improve their score. The school will take care of registering students. Parents may contact Mr. Wood if they wish to opt their student out of the test. The test date is March 12, 2026. Typically students have the opportunity to participate in a test prep seminar. Details will be communicated in January.

## **CODE OF CONDUCT**

### **BACKPACKS/DRAWSTRING BAGS**

Backpacks and other bags, including purses, may be worn to and from school. However, students are not permitted to carry backpacks or other bags from classroom to classroom; these items are to be kept in lockers during the school day, including but not limited to fanny packs and crossbody bags (or similar).

### **COMPUTERS/CELL PHONES/TECHNOLOGY**

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

### **CELL PHONES/ELECTRONIC DEVICES**

In May 2024, Gov. Mike DeWine released a model cell phone policy for schools in Ohio. The model policy prohibits students from using cell phones or similar electronic communications devices on school property during school hours. It also requires that students keep their cell phones in a secure place – such as their locker, a closed backpack, or a storage device provided by the district – at all times when cell phone use is not permitted. Exceptions in this policy are included for students using a cell phone for a documented purpose as part of an Individualized

Education Program (IEP) or for monitoring a health concern.

In alignment with this model policy, beginning this school year, cell phones are not to be in a student's possession during a scheduled class period. For LHS, this means:

- All students are not to have or access their cell phones during any and all class periods. These include but are not limited to academic classes, student activities, study halls, student aide assignments, field trips, etc.
- At no point should any cell phone be out or in use in a restroom or locker room.
- Students may only access their devices before school, during lunch, and after dismissal.
- No headphones, earbuds, AirPods, etc. are to be worn or in use at any time during the school day.
- Students are not allowed to take pictures or video of anyone else during school time without the permission of a teacher or administrator. An example of this might include a class activity or project under the direction of a classroom teacher.
- The only exceptions to a student being in possession of a cell phone during prohibited times are for a documented purpose as part of an Individualized Education Program (IEP) or for monitoring a health concern documented by a physician.
- The sequence of consequences for violating this policy are listed below.

### **Consequences for violating the LHS Cell phone policy**

#### **Tier 1– 1st and 2nd Offense**

1. Verbal Warning will be given to the student by a reporting staff member.
2. The student will be directed to immediately put the phone in their locker.
3. The reporting staff member will enter a Behavior Documentation Report into Public School Works about the offense.
4. The reporting staff member will notify the parent or guardian of the violation by phone or email by the end of that school day.

#### **Tier 2 – 3rd Offense**

1. Staff members will continue to submit a documentation report for any offense and direct students to put their phone in their locker and notify parent.
2. On the 3rd Documentation report, an administrator will call the student to the office and confiscate the device for the remainder of the day.
3. It may be picked up by the student at the end of the day.
4. The administrator or designee will mark the incident as a behavioral referral and assign a lunch detention.
5. The reporting staff member will still notify the parent and guardian of the violation by phone or email by the end of that school day. In addition, the administrator handling this third offense will also notify the parent of the steps taken for the third offense.

#### **Tier 3 – 4th Offense**

1. Staff members will continue to submit a documentation report for any offense and direct students to put their phone in their locker and notify parent.
2. On the 4th Documentation report, an administrator will call the student to the office and confiscate the device.
3. The administrator will mark the incident as a behavioral referral and assign the student a Saturday School.
4. A building administrator will notify the parent or guardian of the situation. The parent or guardian will be required to pick up the phone at their earliest convenience.

#### **Tier 4- 5th Offense**

1. Staff members will continue to submit a documentation report for any offense and direct students to put their phone in their locker and notify parent.
2. On the 5th Documentation report, an administrator will call the student to the office and confiscate the device.
3. An administrator will meet with the student and confiscate the device and will mark the incident as a behavioral referral. The student will be assigned a day of ALC on the 5th offense for violation of the policy and refusal to follow directions. The suspension will be served on the next full day of school. A parent or guardian will be notified of the discipline and will be required to collect the phone at their earliest convenience.

#### **Tier 5 – 6th Offense or more**

1. Staff members will continue to submit a documentation report for any offense and direct students to put their phone in their locker and notify parent.
2. On the 6th and subsequent Documentation report(s), an administrator will call the student to the office and confiscate the device.
3. An administrator will meet with the student and confiscate the device and will mark the incident as a behavioral referral. The student will be suspended for one day on the 6th offense for violation of the policy and refusal to follow directions. The suspension will be served on the next full day of school. A parent or guardian will be notified of the discipline and will be required to collect the phone at their earliest convenience.
4. Each subsequent offense will result in an additional day of suspension.

### **CHROMEBOOKS**

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

### **CHEATING/PLAGIARISM**

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

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

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

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

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

## **CLASSROOM BEHAVIOR**

Students are expected to cooperate with teachers and follow the classroom rules and procedures which teachers establish. Students should refrain from need- less talking and horseplay. Should a disagreement arise between a student and teacher, the student and teacher should discuss the problem in private or with a counselor or administrator. Self-discipline and consideration for fellow students are positive guiding principles of classroom conduct.

Students who are sent out of the room by a teacher must report to the Administrative Office immediately or risk suspension. Teachers handle most discipline problems within their own classrooms. Serious or habitual offenses are referred to the administrators. After-school detention, alternate school assignment (ALC), or out-of-school suspension are the typical disciplinary tools used to try to modify student behavior.

## **DRESS CODE**

It is the policy of Lebanon City Schools that appropriate student dress and grooming practices are as important as appropriate conduct. The best guide for proper dress and grooming is common sense and is best supervised by students and caregivers themselves. In general, appropriate student dress includes covering private parts and undergarments. 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.

Additionally, student dress and grooming practices shall not:

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

Additional dress and grooming restrictions include the following:

Grooming, hairstyle and/or wearing of clothing, jewelry, head coverings, or accessories, which by virtue of color, arrangement, trademark, or otherwise denotes or implies membership in a group, gang, satanic worship and/or includes symbols or drawings, including but not limited to those outlined by the Anti-Defamation League, which are deemed offensive, obscene, profane or disruptive to the educational process will not be permitted. Blankets should not be used at any time.

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

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

## **ELEVATOR USAGE**

Students are only permitted on the elevator with a pass from an Administrator or the Health Assistant. Those using the elevator without a valid pass are subject to disciplinary action.

## **GANG POLICY**

### **Philosophy**

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

### **Definition**

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

### **Insignia**

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

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

## **STUDENT CODE OF CONDUCT**

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

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

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

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

### **#1. Alcohol/Drugs/Narcotics**

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

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

### **#2. Abuse of Others**

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

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

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

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

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

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

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

Any effort to intimidate, threaten, distress, or hurt others is bullying behavior. Such conduct includes but is not limited to, direct behaviors like teasing, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks, physical presence, and/or violence. Such conduct also includes but is not limited to

indirect behaviors like spreading rumors, causing social isolation, or psychological isolation.

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

Bullying is the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of people. Any improper use of power in order to intimidate, threaten, distress, or hurt others is bullying. Such conduct includes but is not limited to, direct behaviors like teasing, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks, physical presence, and/or violence. Such conduct also includes but is not limited to indirect behaviors like spreading rumors, causing social isolation, or psychological isolation.

**#2F- Abuse of Others- Sexual Harassment**

Sexual Harassment is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Inappropriate touching of self or others will not be tolerated. Comments including, but not limited to, remarks about sex organs, sexual orientation, and direct solicitation will not be tolerated.

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

Hate Speech and Biased Behavior includes speaking, writing, wearing, gesturing, or any other way of 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 as defined on page 46 in this handbook.

#### **#15. Gambling**

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

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

## **#28. Weapons and Instruments**

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

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

## **#29. Other violations**

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

## **#30. Exceeding Consequence Limits**

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

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

Code Descriptor	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation
<b><u>ALCOHOL, DRUGS, NARCOTICS</u></b> #1 (dependent upon severity)	a. 10 OSS b. Notify Parent c. Recommend expulsion d. Notify police		

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

<b><u>TEAM</u></b> #5			
	* 4 <sup>th</sup> Offense – OSS		
<b><u>EXCESSIVE ABSENCES</u></b> #5	a. Letter to parents b. Truancy meeting with truant officer c. File charges		
<b><u>CHEATING/</u></b> <b><u>PLAGIARIZING</u></b> (dependent upon severity) #6	a. notify parents b. meeting with parents and administrator c. loss of grade		
<b><u>DAMAGE TO PROPERTY</u></b> (dependent upon severity) (deletion of computer files, and knowingly introducing viruses) #7	a. Restitution b. D(s), communit y service, ALC, SS, or 1-3 OSS c. Notify Parent d. Notify Police	a. Restitution b. Work detail or 1-5 OSS c. Notify Parent d. Notify police	a. Restitution b. 10 OSS c. Notify Parents d. Notify police e. Recommend expulsion
<b><u>NON-COMPLIANCE</u></b> (Dependent upon severity) #8	a. D, ALC, SS, 1-10 OSS b. Possible recommen dation for expulsion	a. D, ALC, SS, 1-10 OSS b. Notify Parents c. Possible recommendation for expulsion	a. ALC, SS, 3-10 OSS b. Notify Parent c. Possible Recommend expulsion
<b><u>DISRESPECT</u></b> (Dependent upon severity) #9	a. D, ALC, SS, 1-10 OSS	a. D, ALC, SS, 1-10 OSS b. Notify Parents c. Possible recommendation for expulsion	a. ALC, SS, 3-10 OSS b. Notify Parent c. Possible Recommend expulsion
<b><u>DISRUPTION OF</u></b> <b><u>SCHOOL / BUS</u></b> (Dependent upon severity) #10	a. Warning or D(s), ALC, SS, or 1-10 OSS b. Notify Parent c. Removal of bus privileges d. Recommend Expulsion* e. Notify Police* * fires, fireworks, fire alarms, smoke bombs, etc.		
<b><u>DRESS AND GROOMING</u></b> #11	a. Request change of clothes, send home as an unexcused absence, or ALC c. Repeated violations will result in further discipline		
<b><u>EXTORTION /</u></b> <b><u>SHAKEDOWN</u></b> (Dependent upon severity) #12	a. Notify Parent b. ALC, SS, or 1-10 OSS c. Notify Police	a. Notify Parent b. 5-10 OSS c. Notify Police	a. Notify Parent b. 10 OSS c. Possible recommend expulsion

<b><u>FAILURE TO ATTEND DETENTION</u></b> #13	a. ALC	a. ALC, SS or LOP	a. ALC, SS or LOP
<b><u>FAILURE TO ATTEND SATURDAY SCHOOL</u></b> #13	a. SS, ALC, OSS	a. ALC or OSS	a. OSS
<b><u>FORGERY / REMOVING ALTERING RECORDS / INAPPROPRIATE USE OF COMPUTER PROGRAMS</u></b> #14	a. Notify Parent b. Detention, ALC, SS, LOP, or 1-10 OSS		
<b><u>GAMBLING</u></b> #15	a. Warning b. D(s), ALC, or SS	a. Notify Parent b. ALC, SS, or 1-3 OSS	a. Notify Parent b. 1-5 OSS
<b><u>HAZING</u></b> (Dependent upon severity) #16	a. Notify Parent b. ALC, SS, or 1-10 OSS	a. Notify Parent b. 1-10 OSS	a. Notify Parent b. 1-10 OSS c. Possible recommend expulsion
<b><u>LEAVING SCHOOL PROPERTY</u></b> #17	a. ALC, SS b. Notify Parent	a. ALC, SS, or OSS b. Notify Parent	a. D, ALC, SS, or OSS b. Notify Parent
<b><u>LOITERING / OFF LIMITS</u></b> #18	a. Warning, D, ALC, or SS	a. D, ALC, SS, or OSS b. Notify Parent	a. D, ALC, SS, or OSS b. Notify Parent
<b><u>PUBLIC DISPLAY OF AFFECTION</u></b> (Dependent on severity) #19	a. Warning, D, ALC, or SS	a. Warning, D(s), ALC, SS b. Notify Parent	a. Warning, D(s), ALC, SS, or OSS b. Notify parent
<b><u>CELL PHONES</u></b> #20 (including pictures/filming without permission)	a. Verbal warning, put phone in locker and parent notification by teacher b. Confiscation of phone in office for reminder of day, lunch detention and parent notification by teacher c. Confiscation of phone in office(parent pick up), Saturday School, parent notification by administration d. Confiscation of phone in office (parent pick up). 1 day ALC, parent notification by administration e. Confiscation of phone in office (parent pick up). 1 day OSS, parent notification by administration f. Subsequent offenses result in OSS days		
<b><u>ELECTRONICS</u></b> #20 (including pictures/filming without permission)	a. Warning b. Confiscate	a. Confiscate b. D(s) c. Parent must pick up in office	a. Confiscate b. ALC, SS c. Parent must pick up in office

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



	the calendar.		
<b><u>WEAPONS / INSTRUMENTS</u></b> (Consequence dependent upon circumstances) #28	a. Notify Parent b. Confiscate c. 1-10 OSS with recommendation for expulsion d. Notify police immediately		

## **GUIDANCE SERVICES**

**Phone: (513) 934-5106**

Students may visit the guidance office for information relating to college, careers, personal and social visits. They may use the resources available including books, magazines, computer websites and software, booklets, pamphlets and request assistance from their counselor. Students may see a counselor as often as needed. Students should have their study hall teacher sign their planner to be excused to the guidance office. If students do not have a study hall, they need to get permission from a classroom teacher at the beginning or end of a class period.

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

There are four counselors at Lebanon High School to help students and parents with any concerns they may have. Counselors have special training and work experience and hold special certification to serve students in this capacity. They are not disciplinarians. They are expected by the standards of their profession to keep all information confidential as requested by students. In addition to their counseling work, the counselors have other guidance functions. These functions include orientation of new students, scheduling, program changes, academic progress checks, student transfers, summer school arrangements, testing, college admission counseling, recommendations, etc.

## **CAREER PLANNING**

Lebanon High School strongly believes it is imperative to work closely with students and their families in providing resources and guidance to assist in post-secondary planning for all of our students. For some students, that means preparing to immediately enter the workforce upon graduation. Some students may plan to attend some sort of post secondary schooling - adult education at WCCC, or a 2/4 year college program. And for other students, it is to serve in the United States Armed Forces. In any situation, the guidance counselors and other staff are ready to serve and guide families through this process.

## **COLLEGE COUNSELING**

Many colleges demand completion of specific courses of study as a requirement for entrance. Grade-point average, class rank, ACT/SAT scores, and a high-school diploma are determining factors for gaining admission to many colleges. After gaining admission to the college of your choice, it is important to remain in good standing and become a successful graduate of the institution. The Board of Regents and the State of Ohio have established a Core Curriculum for

students planning to attend college. These courses are minimum recommendations. A student is encouraged to take additional courses as their schedule allows. It is advised that the student complete the following courses beyond the minimum graduation requirements:

<b>English</b>	<b>An additional writing course</b>
<b>Foreign Language</b>	<b>At least 2-3 credits in the same area</b>
<b>Science</b>	<b>At least 2-3 credits in the same area</b>
<b>Math</b>	<b>An additional college prep course beyond Algebra II</b>
<b>Social Studies</b>	<b>Additional core courses</b>

It is advisable to make inquiries at the school or training institution of your choice as to any specific requirements they may have. College websites are a great resource to check for admission requirements as well as [www.collegeboard.com](http://www.collegeboard.com).

## **NAVIANCE**

Naviance is an on-line Career and College readiness tool that Lebanon High School uses to help assist students and families with their post secondary planning. There are excellent resources available to assist in career planning as well as college planning, searching, and applying. All students receive an account and utilize some of these tools in Warrior Prep class.

### **What can you do in Naviance?**

- CAREERS: explore careers and take a career cluster and interest survey
- ABOUT ME: explore strengths and build a personal resume
- COLLEGES: research and compare colleges and compile a list of those interested
- COURSES: view course history

### **How to access Naviance?**

Go to [www.lebanonschools.org](http://www.lebanonschools.org) and click on the Guidance tab along the left hand side and then on the Naviance tab. There you can find how to sign in and more details about Naviance.

## **SCHEDULE CHANGES**

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

to register with your counselor. Take the time to read the course descriptions within the curriculum guide.

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

## **SCHEDULING INFORMATION**

Scheduling for the next school year takes place in January/February of the year before. In this process, the courses you select are crucial and should reflect the goals you have set during high school as well the goals you have for what you want to do after high school. To help you, your counselor will work directly with you to assist in the scheduling process by meeting one-on-one with you to review your transcript, your teacher recommendations, and your class choices. We suggest that you work with your parents to develop a plan and then conference with each of your teachers as part of the process.

Always remember that:

- With sufficient planning and forethought, the courses you register for should be final.
- Classes are always scheduled based upon availability and balanced class sizes.
- We are unable to schedule you with a particular teacher.
- The administration reserves the right to make scheduling decisions based on individual needs.

## **TRANSCRIPTS**

Currently enrolled students wishing to obtain a copy of their transcript should make their request through the guidance department. Transcripts will not be sent if the student owes fees. Upon graduation, a request must be submitted to the guidance office with a \$3.00 fee for each request. The form is available on the Guidance Department website.

## **WARREN COUNTY CAREER CENTER (WCCC)**

Freshmen and sophomore students who plan to attend the Warren County Career Center (WCCC) during their junior and senior years in high school should plan their course of study to meet the entrance requirements. At the completion of the sophomore year, a student should have a minimum of ten (10) credits, although some students may be admitted though with a minimum of eight (8) total credits. As a minimum preparation, it is recommended that the student complete the following courses prior to attending:

<b>English</b>	<b>2 credits</b>
<b>Math</b>	<b>2 credits</b>
<b>Science</b>	<b>2 credits</b>
<b>Social Studies</b>	<b>2 credits</b>
<b>Physical Education and Health</b>	<b>1 credit</b>
<b>Additional Core Courses or Electives</b>	<b>1 credit</b>
<b>TOTAL</b>	<b>10 credits</b>

## **WITHDRAWAL AND TRANSFER FROM SCHOOL**

The procedure for withdrawal or transferring is as follows:

1. Parent/guardian goes to the guidance office to fill out the withdrawal form. Due to the federal law, the school is unable to release any information on a student without written permission from the parent, guardian, or student who is of age.
2. The student takes the withdrawal form to all of his/her teachers for their signatures and a class grade. Books are to be returned at this time.
3. After all the teachers have signed off on the withdrawal form; it is taken to the library, attendance office, athletic office, front office, and the guidance office for a signature.
4. The student takes the completed forms to the guidance secretary.
5. Records will be sent when all school obligations have been met (fees paid, books returned, etc.).

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

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

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

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

## **PROCEDURES AND INFORMATION**

### **ANNOUNCEMENTS**

Announcements at LHS will be broadcast over the televisions throughout the school day via a live slideshow. Daily announcements are filmed by the Video and Music class and teachers are asked to play them at the beginning of 1st bell.

### **ASSEMBLIES AND ATHLETIC EVENTS**

Students should enter and exit assemblies orderly, quickly, and quietly. There is not to be excessive talking or yelling. Students should sit with the class of the block in which they attend an assembly unless directed otherwise. The gym should be filled from top to bottom. Once seated, students must stay seated until dismissed. Students are to cooperate with cheerleaders or others in charge of assemblies. Respect of all participants in programs is expected at all times. There should be no booing, throwing of confetti, noise makers, or disruptive behavior. Respect is to be shown to all opponents and other guests.

### **DETENTION POLICY**

1. Students will receive a copy of the detention slip with the offense and consequences indicated. They are asked to sign the slip to acknowledge a conference with the referring party.
2. One of two types of detentions will be issued: office or teacher detentions.
3. Details of teacher detentions will be given by the individual teacher.
4. Office detentions will be held after school in Room 1206.
5. Students will be given twenty-four (24) hours notice of the detention. Students and parents are responsible for transportation.
6. Detentions will be assigned to begin the day following the offense. Students may be excused from detentions only for an emergency. Excuses must be in writing and signed by parents/Guardians.
7. If a student fails to report to an assigned detention, a day of Alternate Learning Center or Saturday School will be assigned by the appropriate administrator.

### **DISASTER DRILLS (Fire, Tornado, Etc.)**

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

### **ELECTRONIC SURVEILLANCE**

Video surveillance and electronic monitoring systems will be used in our schools and buses in accordance with Board Policy 7440.01. Digital electronic surveillance is in use 24 hours a day, seven days a week for virtually 365 days a year. The ES equipment is secured and locked and

only authorized school personnel or their superiors shall have access and control of saved records and images. Access to the images would violate another person's privacy rights.

### **EMERGENCY MEDICAL AUTHORIZATION FORM**

According to Ohio law, schools are required to annually deliver emergency medical authorizations (EMA) forms to the parent or legal guardian of each minor pupil enrolled. Promptness in electronically filling out these forms on Final Forms as soon as possible is greatly appreciated. The content of the form, which is prescribed by statute, authorizes emergency treatment deemed necessary by specified doctors and dentists, contains general medical information, and also gives the parent or guardian the opportunity to indicate refusal of authority for emergency medical treatment. **Students who do not return this form will be excluded from school if not completed by Friday, September 9th.**

### **EXTRA CURRICULAR EVENTS**

Extracurricular, other after school and weekend activities are a privilege provided to students of Lebanon High School. Lebanon High School has the right to refuse attendance and/or participation in these activities for safety, security, well-being, or other reasons as determined by school authorities. These activities include but are not limited to club events, dances, concerts, performances, athletics, or other various activities.

### **GIFTS TO SCHOOLS AND SCHOOL PERSONNEL**

A class may present a gift to a school with the tentative approval of the superintendent and the principal. The gift, however, must be accepted by the Board of Education.

The practice of students giving gifts to school personnel shall be curbed as much as possible and regulated by the principal so as not to create awkward and unpleasant situations. However, the Board of Education shall consider letters to school personnel expressing gratitude or appreciation more appropriate than gifts.

### **GROUPS RULES**

#### **BEFORE SCHOOL**

The school building will open at 6:55 a.m. each morning. The school day begins at 7:25 a.m. Once students enter school grounds they are not permitted to leave the school grounds without permission from an administrator, have CCP classes or are senior and have permission to leave after 7th bell. Students may not loiter in the parking lot or restrooms before school. Students who are dropped off should follow the traffic pattern and exit vehicles on the north end at the Student Entrance.

#### **HALL PASSES**

Students must have a pass when in the hallways during class time. No hall passes will be issued the first 10 minutes of class or the last 10 minutes of class. In an emergency, students will be permitted to see the nurse.

## **LUNCHES**

**Lebanon has a closed lunch policy. Students may not leave campus for lunch.**

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

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

Lunchroom Behavior:

- Courteous and appropriate behavior is expected at all times.
- Misbehavior will be dealt with according to the Code of Conduct.
- Chairs should not be moved around. Students are responsible to keep their area clean, push in his/her chair, and throw away all trash.
- No food or drink is to be taken from the cafeteria. It is the responsibility of the students to clean up any spills/messes they have created.
- Charging of meals is discouraged, but we understand emergencies happen. In the event your child comes to school without lunch money, a lunch charge will be given. Students will be permitted to charge three times. After three charges, students will not be permitted to charge a regular student lunch, but will be provided a peanut butter or cheese sandwich. Any remaining balance from charged meals at the end of the school year will be added to the student's school fees.

Regular breakfast will cost \$1.65 and lunch will be \$3.00 for the 2024-2025 school year. Milk is not free, only with a meal. Additional milk is .75 cents.

## **ILLNESS AT SCHOOL**

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

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

## **INJURIES OR ACCIDENTS**

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

## **INTERVIEWING OF STUDENTS**

School officials are charged with the duty of protecting the safety and welfare of all students. When investigating an incident that occurred at school or that is related to a school event or activity, school officials, such as administrators and teachers, may question a student without parent permission or prior notification. Parents of a student will be promptly notified following

any such questioning or interview if the student is a suspect in an incident that could lead to suspension, expulsion or arrest.

School officials, when investigating an incident that occurred at school or that is related to a school event or activity, have the right to ask for police assistance in the investigation of a possible commission of a crime. Police officials may question students without parent permission or prior notification in these cases. It is district procedure to notify the parents after the interview and for an administrator to be present during all police interviews to protect the student's rights.

When law enforcement officers, agency representatives or other officials request to question a student regarding a matter that is not school-related, school officials will make reasonable efforts to notify parents of the official's request to question their child. However, since it is unlawful to impede a police investigation, if after reasonable efforts to notify parents have failed, police officials will be allowed to question the child in the presence of an administrator. In such instances, parents will be promptly notified following any such interview or questioning. When parents request to be present during these interviews, reasonable accommodations will be made to allow time for parents to promptly arrive at school. However, if parents are unable or unwilling to arrive at school in a timely manner, police officials will be allowed to question the child in the presence of an administrator. School officials may not impede a police investigation indefinitely. Parents will be notified by school officials following any such interview or questioning.

Only students whose parents or guardians reside in the school district can attend district schools. School officials may question students about issues of residency without parent notification or permission.

## **LIBRARY/MEDIA CENTER**

**Phone: (513) 934-5116**

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

Bills are issued to students for fines and lost items.

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

## **LOCKERS**

Lockers are provided in the building for the safekeeping of books, supplies, and clothing and will be assigned by the building Administration. All lockers remain property of the Lebanon Board of Education and are subject to search at any time by an administrator, law enforcement, or their designee. Lockers will be subject to a dog search by the police department several times a year without prior notification. Malfunctioning or broken lockers are to be reported to the



office. Students are responsible for the contents of the lockers assigned to them, and will be held responsible for any illegal items found therein. **No student is to share a locker without written permission of the administration**, and sharing of a locker does not excuse either student from being responsible for the contents of the locker at all times.

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

## **MEDICATIONS**

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

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

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

- E. Copies of the written request of the parents and the statement by the physician must be retained by the principal, and a copy of such statements shall be given to the person authorized to administer drugs to the student for whom the statement has been received by the next school day following the receipt of any such statement.
- F. The parent or guardian of a student may, after conferring with the principal or a school official designated by the principal, administer medication at the school to his/her child.
- G. An accurate record of each dose administered at school will be kept by an authorized school official.
- H. The provisions of this policy shall apply to school sponsored overnight activities. The authorized school official will carry only the quantity of medication expected to be administered during the duration of the activity.
- I. Any medications given at school shall be brought to the main office by a Parents/Guardians or an adult designated by a parent. Students are not permitted to carry meds on the bus or at school.
- J. Over the counter medication is permitted under the supervision of the school nurse or designated non-medical personnel, assigned by the administrators. School personnel are not legally obligated to administer any medication to a child, and therefore, a parent or guardian must agree to release and waive all claims against the School District and its employees from any and all bodily injury or death resulting from such medication or the manner in which it is administered.

## NATIONAL HONOR SOCIETY

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

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

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

## **POSTER/FLYER POLICY**

Posters/flyers must be approved by the Administration and can only be posted on the bulletin boards or locker bays located on each floor. Only school or school-related posters are permitted.

## **RESTRAINT AND SECLUSION**

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

## **RESTROOM USAGE**

Restrooms are available between classes and during the lunch period. Teachers may also give permission to leave their classrooms. Loitering in restrooms or near doorways is prohibited.

## **SAFETY STANDARDS FOR USING EQUIPMENT**

It is each teacher's responsibility to ensure that each student under his/her supervision is familiar with potential hazard incidents in the use of equipment. This pertains to equipment used both for curricular and extracurricular activities. Before being permitted to use equipment, students must receive instruction and be tested, in some fashion, to ensure that they know proper operating procedure and have the necessary skill level for safe operation. A written checklist which shows that each student has received instruction and has been tested is recommended. Teachers must make sure that each student wears required safety equipment such as goggles, gloves, aprons, etc.

## **SALES PROMOTIONS**

Sales at school are limited to those conducted by school groups and are strictly regulated. Requests for sales must be approved by the administrator in charge of student activities and the building principal.

## **SATURDAY SCHOOL**

Saturday School is held from 8:00 a.m. to 12:00 noon at Lebanon High School. The students must enter through the front doors with their books and materials at 7:55 a.m. Students who fail to serve an assigned Saturday School will be subject to out-of-school suspensions. A student who is assigned to Saturday School shall attend on the date and time assigned. Beverages, snacks, radios, magazines, talking, and sleeping are not allowed. Students who violate these regulations will be removed from Saturday School and will be subject to out-of-school suspensions. **If you cannot attend due to illness or an emergency, your Parents/Guardians must call 934-5119 prior to the beginning of Saturday School to reschedule, otherwise it is referred for progressive discipline. You will receive a copy of the rules when it is assigned, please read them prior to attending.**

## **SCHOOL DANCE RULES and EXPECTATIONS**

1. School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting. Students and their guests are

expected to behave appropriately on the dance floor. Students must recognize that movements and dance styles present in non-school settings or portrayed in the entertainment industry are not always appropriate in the high school setting. Sexually explicit dancing such as grinding, or any other type of dancing or act which could be construed as vulgar or provocative is prohibited. NOTE: Violation of the dance conduct policy will result in removal from the dance and possible discipline. No refund will be given to students or guests who are asked to leave the dance.

2. Students and guests are to follow all rules and regulations in the Lebanon High School Code of Conduct.
3. No junior high or middle school students are permitted to attend high school dances.
4. All guests must fill out guest paperwork and submit to administration by the announced deadline. Guests criterion:
  - a. A guest must be a currently enrolled high school student, OR;
  - b. If a high school graduate, the guest must be 19 years or younger AND an LHS alumni.

### **SCREENINGS (VISION AND HEARING)**

The Ohio Department of Health requires that vision and hearing screenings are performed on students at specific grade levels. Students are referred for additional care if they do not pass the screening.

Vision is screened at the following grade levels: kindergarten, first, third, fifth, seventh and ninth. Hearing is screened at the following grade levels: kindergarten, first, third, fifth and ninth.

### **SEARCH AND SEIZURE**

When school administrators have reasonable suspicion to believe a student is in possession of or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products or any alleged stolen property, or any illegal activity, a search of the student and his/her locker, electronic devices, desk and automobile will be conducted. A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her briefcase or pocketbook, cell phone, locker, desk, or automobile, if such an automobile is parked on school grounds. If a student does refuse to be searched, they will be suspended for 10 days with a recommendation for expulsion. All computers and applications are property of the school and therefore subject to review and inspection at any time without suspicion or cause. In addition, students are hereby placed on notice of their lockers and the contents of their lockers are subject to random search at any time, without regard to whether there is reasonable suspicion of any locker or its contents contain evidence of a violation of a criminal statute or a school rule.

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

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

### **STUDENT ACTIVITIES**

All student activities (dances, shows, athletic events, etc.) are a privilege at Lebanon High School. School Administration reserves the right to deny entry, access, or attendance to any student or other person at any school activity with regards to safety, security, discipline, or any other reason that may relate to the disruption of the activity.

### **STUDENT HEALTH-HEALTH OFFICE**

All Lebanon City School District school buildings have a Health/Nurse Office. It is open during the school day to support the students and staff. The Health Office staff may be a Registered Nurse (RN), a Licensed Practical Nurse (LPN) or a Health Assistant. We believe that a healthy student is better able to participate actively in his/her education.

The Nurse/Health Assistant is responsible for ensuring proper immunization of all students in accordance with Ohio law, performing hearing, vision and postural (scoliosis) screening as required and recommended by the Ohio Department of Health, providing emergency care of illness and injury during the school day, decreasing communicable diseases by excluding students from school with signs of disease or illness that can be spread, developing individual health plans and emergency action plans in collaboration with parents and health care providers (physicians and/or nurse practitioners) for students with health conditions such as asthma, seizure disorders, diabetes, migraine headaches and allergies, administering medications and treatments, and training appropriate school personnel in the proper administration of medication and treatments, as well as acting as a resource for teachers and staff in the area of health and health concerns.

Information entered into Final Forms related to health is used by administrators and health office to contact parents and provide needed information in the event of an emergency. If phone numbers change throughout the year, it is important that you notify the school to ensure you can be reached when necessary for the student.

In order to best care for students during the school day, the Nurse/Health Assistant must be aware of the health concerns that exist. Communication is the key to making sure the student's health needs are met during the school day.

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

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

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

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

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

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

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

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

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

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

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

## **STUDENT PARKING**

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

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

1. All automobiles parked on the school grounds must register with the school and must display the current decal. The fee for the permit is \$50.00 per year, \$25.00 per semester.
2. No student parking is allowed in front of the building. All vehicles must be parked in their assigned location or risk being towed.
3. Students are not allowed to run to vehicles, or in the student lot at dismissal. Students seen running may lose their parking privileges.
4. Students are to park in assigned spots; sharing assigned spots is not permitted; students MUST use their assigned spot only.
5. Spaces cannot be rented, leased, or resold by students.
6. Students who transfer, withdraw or forfeit their spots, the space reverts to the school for re-assignment.
7. Students driving unregistered cars are required to either: (a) leave their name, make, model, color, and license plate number of the car in the office; or (b) report the information to the parking monitor.
8. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
9. Students are to report directly to the building on arrival at school. No loitering in the lot or visiting in the lot without permission. Truancy, class cuts, excessive absences, tardiness, or other disciplinary actions may result in suspension of parking privileges.
10. There will be no speeding or any other form of reckless driving on school grounds.
11. Intolerant Communication on vehicles is prohibited. Vehicles conveying messages communicating bias or prejudice against and/or intolerance of a person or a group of people because of their religious beliefs, ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background may be subject to disciplinary measures.

12. Ignoring signals to stop when school buses are approaching will result in disciplinary action.
13. Student vehicles may be subject to search if there are reasonable grounds to believe drugs, alcohol, stolen property or other contraband might be present in the vehicle.
14. Lebanon Police will conduct random drug sweeps of the parking lot with police dogs. Lebanon City Schools is not responsible for any damage sustained to the vehicle during the search by the dogs. The school is also not responsible for the vehicle or its contents.
15. Students applying for and receiving permits fully understand their responsibility in following the rules. Suspension of parking privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.
16. Students must abide by all traffic regulations specified by the Ohio Revised Code Chapter 4511.
17. A new state law allows the denial or revocation of a student's driver's license when a student of compulsory school age withdraws from school or is habitually absent for more than 10 consecutive days or a total of at least 15 days in a quarter without legitimate excuse or is suspended or expelled from school for use or possession of alcohol or drugs. Denial of privileges will remain in effect until the student reaches the age of 18, returns to school, or receives a GED certificate.

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

## **STUDY HALLS**

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

## **SUSPENSION AND EXPULSION PROCEDURES**

1. No student may be suspended unless:
  - The student is given prior written notice of the intention to suspend and the reasons for the intended suspension.
  - The student is provided an opportunity to appear at an informal hearing before the building principal, assistant principal, superintendent, or superintendent's designee to challenge the reason for the intended suspension or otherwise to explain his or her actions.
2. No student may be expelled unless:
  - The student and his/her parents, guardians, or custodians are given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the superintendent or his designee to



challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.

- The time to appear shall be no earlier than three (3), nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the students or his/her parents, guardians, custodians, or representatives. If an extension is granted after giving the original notice, the superintendent shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear.

3. If a student is removed on an emergency basis, and either suspension or expulsion is contemplated, a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal, and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.

4. Within twenty-four (24) hours after the time of a student's expulsion or suspension, the superintendent or principal shall provide written notification of the suspension or expulsion to the parents, guardians, or custodians of the student. The notice shall include the reasons for the expulsion or suspension and notification of the rights of the student or his/her parents, guardians, or custodians:

- A. To appeal such action to the Board of Education through its designee;
- B. To be represented in all such appeal proceedings;
- C. To be granted a hearing before the designee for the Board in order to be heard against such suspension or expulsion;
- D. And to request such a hearing be held in executive session. Any such appeal must be filed in writing within ten (10) days after the notice of suspension or expulsion has been issued.

5. The duration of a suspension or an expulsion is based upon the nature of the offense, and student history. A suspension or expulsion can extend beyond the end of the school year if there are fewer school days than the suspension or expulsion days remaining.

6. Students committing offenses warranting suspension and/or expulsion have forfeited their right to participate in curricular and extracurricular activities during their suspension or expulsion. Suspension days will be forwarded and must be served after school reopens when a school is closed due to calamity.

7. Students who have been suspended will receive an unexcused absence for each and any part of a school day missed. An exception to this rule will be for an out of school suspension where a student will be permitted to make-up work for 60% credit and have the absence excused.

Students must score between 60% and 100% on their work to receive 60% credit. Work submitted below 60% will not be accepted and will result in 0% credit. Whenever possible it is the student's responsibility to collect all work assignments and books before the suspension begins. All work will be due, including the taking of any tests and/or quizzes, the first day a student returns from an out of school suspension.

8. Students who have been expelled will receive no credit or be allowed to make up any work and will receive zeros on all assignments during the expulsion.

9. Students who have been suspended or expelled from school are not permitted on any school property or at any school-sponsored event for the duration of such disciplinary action. Students who are suspended or expelled and enter school property or attend a school-sponsored event will

be subject to further disciplinary action. Students shall not be permitted to return to school pending an appeal process with the administration or the court.

## **TARDINESS TO SCHOOL**

**School starts at 7:25 a.m.** Students **MUST** sign in the attendance office when they are tardy to school and receive a pass to class. The tardy is recorded and dealt with per the Code of Conduct. Any student who arrives after 1st bell is considered absent. The total number of minutes tardy will be factored into the time not in school per the county attendance policy above.

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

## **TELEPHONE CALLS**

Messages from parents/guardians may be given to the secretary or staff member for delivery at a convenient time. Students will not be called to the telephone or be excused to use the telephone during the school day. Please do not call your child's cell phone or text message during school hours. If there is an emergency, please contact the Main Office at (513) 934-5100.

## **TEXTBOOKS**

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

## **TRANSPORTATION (513) 934-5838**

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

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

## **VALUABLES**

Students are discouraged from carrying valuables, large sums of money, or electronic devices to school. Each student is responsible for his/her personal property. Every effort will be made to recover stolen property, but loss must be assumed by the student. Please mark all personal

possessions with your name. This is especially true with P.E. clothing and calculators. There is a designated lost and found box, and should be checked periodically if something is missing.

## **VISITORS**

All visitors are required to report to the main office and have administrative approval to be in the building. All visitors must sign in and wear identification at all times while in the building.

Students are not permitted to have non-parental/guardian visitors during the day or non-parental/guardian visitors during lunch.

## **PARENT/GUARDIAN CLASSROOM VISITATION**

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

## **WEAPON VIOLATIONS**

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

The definition of a firearm shall include any weapon (including a starter gun, or Airsoft weapon) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary or poisonous gas; bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having explosive or incendiary charge of more than ¼ ounce, mine or device similar to any device described above.

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

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

In addition, the superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend as necessary into the school year

following the school year in which the incident occurred. The superintendent may reduce a one-year expulsion on a case-by-case basis. Factors which may justifiably lead to a reduction of an expulsion period include, but are not limited to:

1. An incident involving a disabled student and the incident is a manifestation of the disability;
2. The age of the student and its relevance to the punishment;
3. Prior disciplinary history of the student;
4. Intent of the perpetrator;
5. Any other factors which the superintendent believes in his or her discretion mitigate the circumstances of the students' proscribed conduct.
6. Students are also prohibited from bringing a knife to or possessing a knife while on school property, in a school vehicle, or at a school-sponsored activity. Definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings to or possesses a knife while on school property, in a school vehicle or at any school-sponsored activity, the superintendent may, at his/her discretion, expel the student subject to the conditions listed above.

## **WORK PERMITS**

Work permits may be obtained at the high school main office. It takes a minimum of 24 hours to process the permit through the state of Ohio. All forms are available in the main lobby and must be filled out prior to receiving the work permit (including a physical from a licensed physician).

The principal has the right to deny a work permit based on behavior, grades, attendance and outstanding school fees.

## **CLUBS AND ACTIVITIES**

### **CLUBS**

**Academic/Quiz Team**-A winter season activity. Competitions against other ECC schools are held. Competition topics cover history, government, geography, literature, science, mathematics and current events. Please contact Ms. Harris for more information, [harris.terri@lebanonschools.org](mailto:harris.terri@lebanonschools.org) , or on Twitter @Harris85Terri.

**ASL Club**-The American Sign Language Club provides opportunities for students to learn about sign language, to improve their sign language skills, to learn about and experience deaf culture and to have fun. We are here to provide opportunities for the hearing and deaf communities to communicate and socialize together. Students of any level and ability are welcome. Please contact Ms. Robinson for more information, [robinson.eve@lebanonschools.org](mailto:robinson.eve@lebanonschools.org).

**Debate Club**- meets and discusses current issues, types of speeches/arguments, rhetorical strategies and works together to create arguments. Students meet and work on these activities as well as plan for tournaments. Contact Mr. Richardson or Mrs. Zanolà at [Richardson.Steven@lebanonschools.org](mailto:Richardson.Steven@lebanonschools.org) or [Zanola.Meagan@lebanonschools.org](mailto:Zanola.Meagan@lebanonschools.org)

**Diversity Club**-This club's mission is to increase awareness and inclusivity at LHS, in regards to diversity. We meet the first and third Thursday of every month to discuss a variety of topics and plan activities. Contact Mrs. Hency at [Hency.Alicia@lebanonschools.org](mailto:Hency.Alicia@lebanonschools.org) for more information.

**Drama Club**-Students will explore different types of theater and the different roles to be performed throughout a theatrical production.

**Fellowship of Christian Athletes**- FCA meets every before school one day per week. Through messages shared by student leaders and guest speakers, this is a great opportunity for students to grow in their faith and impact their community. For more information please contact Mr. Back, [back.frank@lebanonschools.org](mailto:back.frank@lebanonschools.org).

**Film Club**-This is a club for anyone who likes movies and is interested in learning how to make their own. We learn about the art of film-making and take on a new project every month. For more information please contact Mr. Kuhn, [kuhn.will@lebanonschools.org](mailto:kuhn.will@lebanonschools.org).

**French Club / French NHS**-The French Club hosts meetings and a variety of activities to celebrate the cultural diversity of France and other francophone countries. Meetings are twice a month and field trips are sometimes held. Please contact Mrs. Marsh for more information, [marsh.jennifer@lebanonschools.org](mailto:marsh.jennifer@lebanonschools.org) and on Instagram [lhs\\_french\\_club](https://www.instagram.com/lhs_french_club).

**Junior Council on World Affairs**- JCOWA is a club that debates and engages in getting to better understand the world around us. Topics range from economics, politics, religion, culture, global issues, conflict, war to ending world hunger. For more information please contact TBA

**Key Club**- The LHS Key Club meets on the first and third Tuesday of the month. We are a community service organization. A few of our activities include preparing snacks at the Ronald McDonald House, preparing meals with Hands Against Hunger and collecting thousands of shoes to support micro-businesses in Haiti. Please see Mrs. Hency for more information, [hency.alissa@lebanonschools.org](mailto:hency.alissa@lebanonschools.org).

**LHS Art Portfolio Club**- an organization dedicated to students who are interested in the visual arts. Students will use their artistic talent to create work for themselves as well as community service-based projects. In addition, Juniors and Seniors who are interested in pursuing the fine arts after high school will have the opportunity to assemble an admissions portfolio with guidance of the instructor. Please see Mr. Kuntz for more information, [kuntz.deron@lebanonschools.org](mailto:kuntz.deron@lebanonschools.org).

**Outdoor Adventure Club**- The OAC provides and promotes student interest in outdoor activities. Activities range from camp outs to zip lining. The club meets twice a month to plan activities. Please see Mrs. Zanolis for more information, [zanolis.meagan@lebanonschools.org](mailto:zanolis.meagan@lebanonschools.org).

**Recording Club-** Our 18-channel all digital recording studio is freely available to use for all students at LHS. We record rock bands, rappers, singer/songwriters and everything in between. At the end of the year we release a full length album of the year's best recordings. For more information, please see Mr. Kuhn, [kuhn.william@lebanonschools.org](mailto:kuhn.william@lebanonschools.org) and find us on Twitter @drakeroadpro.

**Science Olympiad-**a club that competes against other schools in 23 science events ranging from design and pre-build events like robot arm and hovercraft, to lab events or science test events. Mrs. Abshire can be contacted for more information, [abshire.cheryl@lebanonschools.org](mailto:abshire.cheryl@lebanonschools.org).

**Ski Club-**This is a seasonal activity. We go skiing at Perfect North on Wednesday evenings during the ski season. There is a club sponsored trip to 7 Springs Ski Resort in Champion, PA over Presidents Day weekend. For more information, contact TBA.

**Spanish Club / Spanish NHS-**Spanish Club is a student-led club featuring Hispanic cultural activities. Students do not have to be enrolled in a Spanish class to participate and may join at any time. Contact TBA for more information.

**Teen Alliance Council-** Teen leaders coming together to influence positive change, united to empower one another to achieve personal success by promoting healthy relationships and substance-free lifestyles, building self-confidence, and creating accepting communities. Funded by Warren County. The program is designed to be student-led, adult facilitated; while recognizing youth engagement is both a process and a desired outcome. The program aims at providing a range of roles for youth while providing them with opportunities to become leaders in addition to participants.

During the meeting, discussions will occur along with handouts to empower students to become leaders among their peers. Contact Mrs. Miranda at [Miranda.Karen@lebanonschools.org](mailto:Miranda.Karen@lebanonschools.org) for more information.

**Warrior Ultimate (Ultimate Frisbee)-** Ultimate Frisbee is a co-ed club sport offered at Lebanon high school and junior high students. During the fall season the team practices once a week and play in one weekend tournament. During the spring season the team practices two times per week, runs twice a week and has games each Sunday afternoon. Contact Mr. Earley for more information, [earley.ned@lebanonschools.org](mailto:earley.ned@lebanonschools.org).

**War Zone-** The WarZone is a student-led group designed to promote Warrior pride and spirit throughout the school. There are meetings throughout the year to determine spirited themes, and discuss which events will be attended. Please find us on Twitter @WarZoneLHS or contact Keith Pantling and Caelan King for more information, [pantling.keith@lebanonschools.org](mailto:pantling.keith@lebanonschools.org) or [king.caelan@lebanonschools.org](mailto:king.caelan@lebanonschools.org)

**YoungLife-**Young Life is a Christian ministry that reaches out to middle school, high school, and college students in all 50 of the United States and in more than 100 countries around the

world. Contact Brandon Neike at [btneike@gmail.com](mailto:btneike@gmail.com) for more information.

**Young Democrats-** We meet bi-weekly to discuss politics. All political ideologies welcome! For more information contact Mr. Richardson, [richardson.steven@lebanonschools.org](mailto:richardson.steven@lebanonschools.org).

**Young Republicans-** We meet every Tuesday to discuss politics in Room 2213. All are welcome! For more information, contact Mrs. Taylor, [taylor.suzanne@lebanonschools.org](mailto:taylor.suzanne@lebanonschools.org)

## **PROGRAMS**

**AFJROTC-**The Air Force Junior ROTC program at Lebanon High School is a 4 year program for high school students and comprises of a classroom based curriculum, in addition to extracurricular activities. Each class contains three components: Aerospace Science, Leadership Education and Wellness Education. There is NO military commitment for enrolling in AFJROTC. Please contact Ryan Eads, [eads.ryan@lebanonschools.org](mailto:eads.ryan@lebanonschools.org) or Dave Alvarez, [alvarez.david@lebanonschools.org](mailto:alvarez.david@lebanonschools.org) or visit LHS AFJROTC Site for more information.

**Business Satellite Program-** At Lebanon High School there are several satellite programs geared towards business: Intro to Business, Microsoft Office Certification, Financial Accounting, Entrepreneurship and Business Management, and Marketing Principles and Design.

**Career Experiences-**a junior/senior class designed to get students involved in the business world, participating in a career or careers that interest them. This class involves job shadowing, tours, mentoring, employment, observations and education, as well as classroom learning. The schedules may differ for each student, based on the career field the student wants to experience, and will include professional skills instruction as well as off-site experiences for all students. Students will also have the opportunity to earn the OhioMeansJobs Readiness Seal. Individual transportation is necessary.

**Choir-** choirs at Lebanon High School include A Capella, Cantare Choir, Treble Choir, Men's Choir, Singers (after school), and Symphonic Choir.

**Early College IT Program-**The Early College Information Technology program offered at Lebanon High School consists of college credit, career exploration, real world projects and networking opportunities. Students who take advantage of this program have the opportunity to develop their leadership skills, network with other students of similar interests as well as college personnel and business professionals. Various courses in the program will allow students the opportunity to earn industry-recognized credentials. Students are encouraged to take on leadership positions and utilize the skills they have learned in team and individual projects. Through our partnerships with the University of Cincinnati and Sinclair Community College, students have the opportunity to earn college credit hours. Students have reported to us that the reading requirements for these courses are at a higher level than other high school classes. If students complete the requirements of the program, they will receive automatic acceptance to the University of Cincinnati's IT program after graduating from high school.

**Video and Music-** This is a course, open to upper class students, with auditions in February. Students produce a daily news show along with skits and creative original videos and make TeamTV, a monthly show you'll see in TEAM. Students can act, write, or provide technical skills in our state-of-the-art studio environment. Please see Mr. Kuhn for more information, [kuhn.william@lebanonschools.org](mailto:kuhn.william@lebanonschools.org) and find us on Twitter @drakeroadpro and online at <https://vimeo.com/drakeroadproductions>.

**High School Bands-** bands at Lebanon High School include Freshman Band, Jazz Band, Marching Band (after school), Symphonic Band, and Wind Ensemble.

**Hope Squad-** a school-based, peer-to-peer suicide prevention program that deploys trained students to do intentional outreach with distressed peers. Hope Squad follows a four-year curriculum that emphasizes suicide prevention fundamentals, self-care, and anti-bullying. The Hope Squad involves training students and staff to recognize suicide warning signs and to act upon those warnings to support students to seek help from other adults. Credit is issued on a Satisfactory/Unsatisfactory (S/U) basis. Contact Mrs. Houdieshell for more information at [Houdieshell.Jessica@lebanonschools.org](mailto:Houdieshell.Jessica@lebanonschools.org)

**Project Lead the Way-**Affordable housing design. Alternative energy production. Circuit development. These are all hands-on, real-world challenges students face in their PLTW Engineering courses. Throughout the program, students step into the varied roles engineers play in our society, discover new career paths and possibilities, and develop engineering knowledge and skills. In addition, as students work in teams to design and test solutions, they're empowered to develop in-demand, transportable skills like collaboration, critical thinking, and communication. Students who complete any two Project Lead the Way courses also have the opportunity to earn a \$3,000 Tech Prep scholarship to Sinclair Community College.

**Teacher Academy-**Two full-year courses (150 hours each) with one course offered as a corequisite online/blended course – these courses must be taken together, but one will be an online format. TPA I, II and III are the levels of coursework in the two-year Teaching Professions Program. These courses are designed for the student who enjoys working with children and the teaching and learning process. Students will utilize technology to prepare presentations and portfolio documents. Field trips to different school buildings and colleges will be incorporated into the classroom activities. Guest speakers from educational institutions will present current theory and practice. Students will be enrolled in the school's chapter of Educators Rising and will be able to participate in regional, state and national competitions and conferences. This program is designed to support the student's post-secondary teaching professions career major. In the TPA program, students will be introduced to the following: Orientation to Teaching Professions, History and Philosophy of Education, Understanding the Learner, Teaching Strategies, the Learning Environment, Assessing Teaching and Learning, Technology, Professional Development, Culturally Responsive Teaching, etc.



**Yearbook-** a year-long art class offered at LHS. There are also options to come to meetings outside of school hours to learn more about photography and online design. The yearbook group works with teachers, coaches and administration to represent many of the offerings, events and success within Lebanon High School programs. Follow us on Twitter at @lebanonyearbook or Instagram @lebanonyearbook or email Mrs. Bierkan at [bierkan.meggie@lebanonschools.org](mailto:bierkan.meggie@lebanonschools.org)

## **ORGANIZATIONS**

**National Honor Society-**Information Link & NHS Induction Information Link Meetings are the first and third Thursday of each month. Please email Mr. Richardson or Mrs. Hahn for more information at [richardson.steven@lebanonschools.org](mailto:richardson.steven@lebanonschools.org) or [hahn.rachel@lebanonschools.org](mailto:hahn.rachel@lebanonschools.org).

**Student Council-** an organization that consists of 10 elected representatives from each grade level. These representatives meet weekly throughout the school year. They help with the planning of Homecoming activities, community service events, fundraisers for each class, Prom and graduation. Please see Mrs. Lamb for more information, [lamb.bethanie@lebanonschools.org](mailto:lamb.bethanie@lebanonschools.org).

## **SPECIAL INTERESTS**

**AFJROTC Drill Team/Color Guard-**The Air Force Junior ROTC Drill Team at Lebanon High School is an optional activity in the AFJROTC program. You must be enrolled in an AFJROTC class to be eligible to participate on the drill team. Practices are before school in the mornings and the competition season is August-April. Please contact Ryan Eads for more information, [eads.ryan@lebanonschools.org](mailto:eads.ryan@lebanonschools.org).

**Educators Rising-**Educators Rising is for anyone who may be interested in pursuing a field in education, or who enjoys tutoring students in the younger grade levels. Meetings will include discussions on current issues in education, peer tutoring, and building a positive environment for teachers and staff at LHS. Meetings are the third Thursday of the month. Please contact Mrs. Duning for more information [duning.coni@lebanonschools.org](mailto:duning.coni@lebanonschools.org) .

**FBLA-** Lebanon FBLA has a strong tradition of preparing students for "real world" professional experiences. Members have the opportunity to compete in the state leadership conference in March. Meetings are the first and third Fridays of the month. For more information, please contact Mr. Back, [back.frank@lebanonschools.org](mailto:back.frank@lebanonschools.org) and on Twitter @FBLA\_LebanonHS.

**Gender Sexuality Alliance-** GSA is a safe environment for students to express their gender and/or sexuality and learn about LGBT+ matters. Allies welcome. Please see Mrs. Hogan for more information, [hogan.paula@lebanonschools.org](mailto:hogan.paula@lebanonschools.org) .

**Lebanon Singers-** Lebanon Singers is a co-curricular competitive show choir. Singers does a week-long camp in the summer and then rehearse 2-3 nights a week during the school year. Students get academic credit for participation. The group typically does 6-7 competitions per

year, usually in January-March. They also host the Lebanon Show Choir Classic.

**Relay For Life-** Lebanon High School has its own RFL team that raises funds locally through school and community activities and participates in the American Cancer Society Relay for Life event. Mrs. Duning can be contacted for more information, [duning.coni@lebanonschools.org](mailto:duning.coni@lebanonschools.org).

**Winter Drumline-** The Winter Drumline serves approximately 20-30 students in grade 9-12 that are primarily percussionists already involved in the band program. The ensemble competes in multiple circuits including, but not limited to, MEPA and WGI each season. Students must audition and will be placed on an instrument appropriate for them and the needs of the ensemble based on the skills they demonstrate.

#### **Winter Guard-**

The Varsity Winter Guard serves approximately 20-30 students and competes in multiple circuits including, but not limited to, MEPA and WGI each season. Placement into this ensemble is based on a skill assessment and it is open to JH & HS students that demonstrate the appropriate level of achievement. Students placed in this ensemble have demonstrated a more advanced skill level and will compete in an appropriate classification.

#### **Junior Varsity Winter Guard**

The Junior Varsity Winter Guard serves approximately 20-30 students and competes in multiple circuits including, but not limited to, MEPA and WGI each season. Placement into this ensemble is based on the same skill assessment as Varsity Winter Guard and is open to JH & HS students. Students placed in this ensemble have demonstrated an intermediate skill level and will compete in an appropriate classification.

## **SPORTS**

<b><u>Fall Sports</u></b>	<b><u>Coach</u></b>	<b><u>Email</u></b>
<b>Boys Golf</b>	<b>Ben Holloway</b>	<b><u><a href="mailto:hollowwbj4@gmail.com">hollowwbj4@gmail.com</a></u></b>
<b>Boys Soccer</b>	<b>Andy Murison</b>	<b><u><a href="mailto:amurisoncuyda@gmail.com">amurisoncuyda@gmail.com</a></u></b>
<b>Cheerleading</b>	<b>Bethanie Lamb</b>	<b><u><a href="mailto:Lamb.Bethanie@lebanonschools.org">Lamb.Bethanie@lebanonschools.org</a></u></b>
<b>Cross Country</b>	<b>Mark Bierkan</b>	<b><u><a href="mailto:Bierkan.Mark@lebanonschools.org">Bierkan.Mark@lebanonschools.org</a></u></b>
<b>Football</b>	<b>Micah Faler</b>	<b><u><a href="mailto:Faler.Micah@lebanonschools.org">Faler.Micah@lebanonschools.org</a></u></b>
<b>Girls Golf</b>	<b>Pam Russell</b>	<b><u><a href="mailto:russell@go-concepts.com">russell@go-concepts.com</a></u></b>
<b>Girls Soccer</b>	<b>Erin Edmonds</b>	<b><u><a href="mailto:lebanonhssoccer@gmail.com">lebanonhssoccer@gmail.com</a></u></b>
<b>Girls Tennis</b>	<b>Tom Zsembik</b>	<b><u><a href="mailto:tom.zsembik@madriverschools.org">tom.zsembik@madriverschools.org</a></u></b>
<b>Girls Volleyball</b>	<b>Steve Long</b>	<b><u><a href="mailto:Long.Steve@lebanonschools.org">Long.Steve@lebanonschools.org</a></u></b>

<u>Winter Sports</u>	<u>Coach</u>	<u>Email</u>
Bowling	Ron Volmering	<a href="mailto:ekusae@gmail.com">ekusae@gmail.com</a>
Boys Basketball	Nathan Chivington	<a href="mailto:Chivington.Nathan@lebanonschools.org">Chivington.Nathan@lebanonschools.org</a>
Cheerleading	Bethanie Lamb	<a href="mailto:Lamb.Bethanie@lebanonschools.org">Lamb.Bethanie@lebanonschools.org</a>
Girls Basketball	Josh Chasteen	<a href="mailto:Chasteen.Josh@lebanonschools.org">Chasteen.Josh@lebanonschools.org</a>
Swim Team	Brent Ketcham	<a href="mailto:ketcham.brent@lebanonschools.org">ketcham.brent@lebanonschools.org</a>
Wrestling	Nick Hensley	<a href="mailto:Hensley.Nick@lebanonschools.org">Hensley.Nick@lebanonschools.org</a>

<u>Spring Sports</u>	<u>Coach</u>	<u>Email</u>
Baseball	Keith Shilt	<a href="mailto:Shilt.Keith@lebanonschools.org">Shilt.Keith@lebanonschools.org</a>
Boys Lacrosse	Bennett Newman	<a href="mailto:bennett_newman@icloud.com">bennett_newman@icloud.com</a>
Boys Tennis	Tom Zsembik	<a href="mailto:tom.zsembik@madriverschools.org">tom.zsembik@madriverschools.org</a>
Boys Track	Jason Simcoe	<a href="mailto:Simcoe.Jason@lebanonschools.org">Simcoe.Jason@lebanonschools.org</a>
Boys Volleyball	Steve Long	<a href="mailto:Long.Steve@lebanonschools.org">Long.Steve@lebanonschools.org</a>
Girls Lacrosse	Landon Martin	<a href="mailto:lebanonhslax@gmail.com">lebanonhslax@gmail.com</a>
Girls Track	<b>TBA</b>	<b>TBA</b>
Softball	Brian Kindell	<a href="mailto:Kindell.Brian@lebanonschools.org">Kindell.Brian@lebanonschools.org</a>

## **ATHLETIC ACTIVITIES PARTICIPATION**

An athletic handbook is given to all athletes. The rules are in conjunction with this handbook. Remember, athletics are a privilege, not a right. The principal and athletic director may allow a student who is being educated at home or at a non-district school to participate in one or more of the District's co-curricular or extracurricular activities providing she/he, meets the eligibility criteria established in the junior/senior high athletic handbooks with a minimum of four (4) credit for junior high and five (5) credits for high school. R.C. 3321.03, 3321.04 A.C. 3301-34

## **ATHLETE STANDARDS**

The Lebanon City School district believes that the student-athletes should be held to a higher standard of conduct since participation in athletics is a privilege that may be regulated. Student-athletes should serve as positive role models for other students as well as appropriate representation of the school district.

Student- athletes will conduct themselves appropriately at all home and away contests. Remember that when you represent Lebanon City School district, all policies and procedures are in effect regardless of the location during their enrollment.

Student- athletes will continue to maintain athletic eligibility standards (see pages 16-17 in Athletic Handbook).

## **ATHLETIC TRYOUTS**

Students are required to try out in the “cut” sports. These sports include baseball, basketball, bowling, cheerleading, golf, soccer, softball, tennis, and volleyball. Athletes who are members of a team in a cut sport for the first regular game/match of the season and decide to quit the team, will be ineligible to play on another school team during that same season. The student also cannot try out for a different season’s sport before the end of the season of the team he/she quit.

## **ATHLETIC PARTICIPATION FEES**

Athletic participation fees must be paid in full within the timelines as designated for each sport season. Parents/Guardians and student-athletes must understand that this fee guarantees only the privilege for participation on a Lebanon City School athletic team, it does not guarantee playing time.

The 2024-2025 participation fees, which are the same as the previous years are:

High School Athletics: \$250.00; Jr. High School Athletics: \$175.00

## **ATHLETIC PARTICIPATION FEE GUIDELINES**

- There is no individual or family cap to these fees. Any individual failing to make full payment may be immediately denied participation in that sport until full payment is made.
- Qualifying families that meet federal standards for specific school programs may apply for assistance from the Lebanon Athletic Boosters through their established policies and procedures. Please contact the Athletic Office at (513)934-5131.
- There shall be no refunds provided for any “school-related” issues once the official season has begun.
- School-related issues would include but are not limited to violations of the Lebanon City School District Code of Conduct, the Lebanon Athletic Code of Conduct, quitting a team, or receiving a sport related injury after the season has officially started.
- The start of the “official season” will coincide with starting dates and ending dates of the regular season, as defined by the Ohio High School Athletic Associations.
- Students who have an illness or injury occurring outside of school before the season may apply for a waiver of partial payment based on the percentage of games missed from the illness or injury. Application for waiver will be divided into four quarters (25%) of the regular season events.
- A request letter for a potential waiver of partial fees should be sent directly to the athletic director. The athletic director will consult with the building principal and school district treasurer before making a final decision on a partial waiver.

## **DAILY ATTENDANCE REQUIREMENTS FOR ATHLETICS**

1. An athlete must be in school by 10:30 a.m. at the High School and 10:05 am at the Jr. High School in order to practice or compete that day.

2. An athlete who has an excused absence from school on Friday may compete in Saturday competitions.
3. Special cases may be given permission to participate only at the discretion of the building administration.

### **EXCUSE FROM CLASSES FOR ATHLETIC CONTESTS**

Students are occasionally excused from classes in order to participate in school athletic contests. Students should, whenever possible, complete assignments prior to the time of their excuse. It is the responsibility of students to check with their individual teachers to arrange to complete missed work.

### **NCAA ELIGIBILITY INFORMATION**

For Specific Information regarding NCAA Eligibility please contact either the Lebanon High School Athletic Department (934-5131) or the Lebanon High School Guidance Office (934-5106)

**NCAA ELIGIBILITY CENTER WEBSITE:** <https://web3.ncaa.org/ecwr3/>

### **PHYSICAL EXAMINATIONS**

OHSAA Pre-participation physical evaluation forms are available from the Athletic Office. Such evaluations must include the student and parent's signature and must be completed before a student can participate in interscholastic activities.

## **LEBANON CITY SCHOOLS BOARD OF EDUCATION POLICIES**

### **ACCESS TO STUDENT RECORDS**

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

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

1. Observations and rating of individual students by professional staff members acting within their sphere of competency;
2. Samples of student work;
3. Information obtained from professionally acceptable standard instruments of measurement;

4. Authenticated information provided by a parent or adult student concerning achievements and other school activities which the student wants to make a part of the records; and
5. Rank in class and academic honors earned. (Lebanon High School)

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

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

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

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

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

## **ANTI-HARASSMENT, INTIMIDATION AND BULLYING**

(from Lebanon City Schools Board Policies 5517 and 5517.01)

### **GENERAL POLICY STATEMENT**

The Board of Education prohibits all forms of discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively "Protected Classes") protected by Federal civil rights laws (hereinafter referred to as "prohibited harassment"). This prohibition applies to all individuals who participate in School District operations, programs, and activities (hereafter "School District operations") whether on or off School District property. While not intended to be exhaustive, prohibited harassment can occur during regular school hours on the school campus, after school hours at a school sponsored or extracurricular activity, at an athletic event, during a field trip, on the way to and from school, by

use of a telephone or other electronic communication device that can make phone calls or send text messages and via social media. The Board of Education also strictly prohibits retaliation against any individual who participates in School District operations who report incidents of alleged prohibited harassment or participate in related proceedings. This policy does not apply to members of the public who are using District premises pursuant to a District premise use application, and who are neither affiliated nor sponsored by the Board.

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

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

## **PROHIBITED HARASSMENT**

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

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

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

## **TYPES OF PROHIBITED HARASSMENT**

### **SEXUAL HARASSMENT**

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

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

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

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

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

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

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



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

### **RACE/COLOR HARASSMENT**

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

### **RELIGIOUS HARASSMENT**

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

### **NATIONAL ORIGIN/ANCESTRY HARASSMENT**

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

### **DISABILITY HARASSMENT**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to

participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **OTHER VIOLATIONS OF THE ANTI-HARASSMENT POLICY**

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

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

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

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

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

Krista Foley  
Director of Student Services

160 Miller Road  
Lebanon, OH 45036  
Foley.Krista@lebanonschools.org  
513 934-5384

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

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

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

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

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

## **INVESTIGATION AND COMPLAINT PROCEDURE**

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

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

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

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

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

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

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

Cleveland Office  
Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325

Cleveland, OH 44115-1812  
Telephone: 216-522- 4970  
FAX: 216-522- 2573; TDD: 800-877- 8339  
Email: OCR.Cleveland@ed.gov

## **INVESTIGATION REPORTS**

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

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

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

## **INFORMAL COMPLAINT PROCEDURE**

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

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

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

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

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

involving sexual violence.

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

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

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

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

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

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

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

## **FORMAL COMPLAINT PROCEDURE**

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

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

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

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

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

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

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

The investigation will include:

- A. The name race, color and/or national origin of the Complainant (when relevant);
- B. The name race, color and/or national origin of the Respondent (when relevant);
- C. The Date, time and location of the incident;
- D. The alleged basis for the complaint (e.g. race, color national origin);
- E. Interview or written statement with the Complainant;
- F. Interview or written statement with the Respondent;
- G. The names of all known witnesses and interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations
- H. Consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness reasonably believed to be relevant to the allegations.

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

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

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

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



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

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

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

### **PRIVACY/CONFIDENTIALITY**

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

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

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

### **SANCTIONS AND MONITORING**

The Board shall vigorously enforce its prohibitions against prohibited harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with

applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where prohibited harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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

## **RETALIATION**

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

## **ALLEGATIONS CONSTITUTING CRIMINAL CONDUCT: CHILD ABUSE/SEXUAL MISCONDUCT**

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

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

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

## **ALLEGATIONS INVOLVING CONDUCT UNBECOMING THE TEACHING**

## **PROFESSION/SUSPENSION**

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

## **EDUCATION AND TRAINING**

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

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

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

Revised 5/17/10

Revised 6/15/15

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

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly

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

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

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

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

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

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

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

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

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

## **COMPLAINTS**

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

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

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

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

## **PRIVACY/CONFIDENTIALITY**

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

guidelines shall be maintained as confidential to the extent permitted by law.

## **REPORTING REQUIREMENT**

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

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

## **IMMUNITY**

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

## **NOTIFICATION**

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

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

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

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

## **EDUCATION AND TRAINING**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying

administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

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

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

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

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

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

Revised 4/18/11

Revised 10/15/12

## **BUS PASS**

No Bus Passes Issued

## **BUS REGULATIONS**

Student Conduct on School Buses:

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



The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Students must follow the following rules and expectations.

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

**20.** The aisle way must be kept clear at all times.

**21.** Students shall not enter or exit from the bus through the emergency exits unless specifically instructed to do so by the driver. The exits must always remain free of obstructions. Riding a school bus is a privilege and convenience. Failure of a student to follow these regulations will result in his/her forfeiting the privilege of transportation by school bus.

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

### **WHAT IS A “SAFETY SPOT?”**

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

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

### **5610.04 – SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

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

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

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel.

Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

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

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08