



**LEBANON
COMMUNITY UNIT SCHOOL DISTRICT #9**

LEBANON ELEMENTARY SCHOOL (618) 537-4553
SUPERINTENDENT'S OFFICE (618) 537-4611

**LEBANON ELEMENTARY SCHOOL STUDENT and PARENT
HANDBOOK**

MOTTO:
Excellence in Education Everyday!

Dr. Amanda Ganey
Superintendent of Schools

Mr. Jasen Foster
Principal, Lebanon Elementary School

Lebanon Elementary School Parents & Students,

Welcome to the 2023-2024 school year at Lebanon Elementary School!

We look forward to continuing the established academic excellence that Lebanon Elementary School (LES) is known for and towards building strong, nurturing relationships with our students and families! Please utilize this handbook as a guideline for communication that explains policies and procedures at LES.

Lebanon Elementary School promotes a climate of high expectations in an environment that will love, support, and nurture our students towards meeting those expectations. Through a team effort with our students and parents, we will build a learning community that is safe, orderly, and infused with respect for one another, and one in which we expect our students to be active learners within their classrooms. Working together, it is our goal to build students into productive adults who will have the ability to contribute to society and be successful throughout their academic careers and beyond.

Our classrooms offer enriching and meaningful experiences that promise to contribute to this growth. We offer students positive interactions that will nurture and support their creativity, as well as allow them to think independently and discover who they are and what they want to accomplish. Appropriate learning experiences are designed with the academic and personal success of each student in mind.

We promise to love, nurture, and educate your child...in that order! It is our belief that students can only be open to learning in an environment where they feel safe. These, along with parental support, are the building blocks to academic success.

We extend a warm welcome to you and invite you to be an integral part of your child's success!

Respectfully,

Lebanon Elementary School Staff

What Is a SCHOOL?

Who is the pupil?

A growing child, not a tool of the state.

Who is the teacher?

A guide, not a guard.

What is the faculty?

A community of scholars, not a union of mechanics.

Who is the principal?

A master of teaching, not a master of teachers.

What is learning?

A journey, not a destination.

What is discovery?

Questioning the answers, not answering the questions.

What is the process?

Discovering ideas, not covering content.

What is the goal?

Open minds, not disclosed issues.

What is the school?

Whatever we, together, choose to make it.

Author Unknown

Characteristics of an Effective School

Safe and Orderly Environment

A safe and orderly environment is one that is free from physical harm and conducive to teaching and learning. Adults are consistently on duty at all times. The more clear and explicit the school's expectations, and the more firmly and fairly they are enforced, the less disorder the school experiences.

Clear and Focused School Mission

The mission is a statement that tells what the school considers to be most important. There are learning objectives and instructional programs, which match those objectives, as well as assessments that tell whether students are achieving the learning objectives.

Instructional Leadership

The instructional leader is the person who communicates the school's mission to the staff, parents, and students, making sure everyone understands the mission. Applying the principles of instructional effectiveness, the instructional leader manages the instructional program and serves as the facilitator for the staff.

Climate of High Expectations

The staff of the building believes and demonstrates that all children can learn.

Time on Task

In effective schools, students are actively engaged (90%) in whole class, group, or teacher-directed instruction. It is possible to increase guided practice and engagement rates for students without increasing the school day or year.

Frequent Monitoring of Student Progress to Improve Instruction

The most informative test is one that is locally generated, objective referenced, and nationally validated. The purpose of the test is to determine which learning objectives are attained by which students for the purpose of instructional improvement.

Home-School Relationship

The homes from which students come are informed as to the school's mission and objectives, as well as the learning activities in which students participate. Individual student learning objectives, expectations, and individual student progress are communicated regularly.

MISSION

1. To provide a safe, nurturing, and positive learning environment.
2. To empower our children to become responsible, inquisitive, and successful learners.
3. To promote high levels of family and community involvement, working to improve students' academic and social growth.
4. To celebrate diversity of all students and to foster their creativity.

VISION

Lebanon Elementary School will provide an active and interactive school community where all members- students, staff, parents, and community- work together to create an exciting, nurturing learning environment for the achievement of all students.

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GENERAL INFORMATION

Office Information

School office hours are from 7:45 A.M. to 3:45 P.M. on school days. At Lebanon Elementary the teachers' hours are from 8:00 A.M. to 3:15 P.M. The office phone number is 537-4553. The fax number is 537-2746.

School Hours

- 7:45 AM: Bus-riders will be allowed into the building.
- 7:55 AM: Students who are eating school-provided breakfast will be allowed entry to the building.
- 8:15 AM: Any students who are walking to school or being dropped off in a vehicle will be allowed entry into the building.
- 2:55 PM: Dismissal Bell (1:45 on Wednesday)

At Lebanon Elementary School, **students should not be on school grounds before 8:15 A.M. unless eating breakfast in the cafeteria** (served 7:45-8:15) or attending another school activity authorized by school personnel. The tardy bell rings at 8:25 A.M. for all students. Parents dropping off students should not enter the building until they have been authorized to do so by LES office staff, and given a visitor pass.

Staff members will be present at the west parking lot doors (rear of the building) to allow students to enter the building from 7:55-8:25 A.M. In extreme weather, the main doors may be opened earlier, and students will be allowed to enter the building and wait for the 8:25 bell in the elementary gymnasium. Extreme weather will include heavy snow or rain and also severe temperatures, including "feels like" outside temperatures below 25 degrees. Outdoor recess will be held inside under the same conditions. The principal will make the determination of "extreme weather."

Adults picking up LES students after school should plan their arrival time to coincide with the ringing of the 2:55 dismissal bell. Please wait outside for students so as not to interrupt learning. Due to the wide variety of after school responsibilities of the LES staff, students may be asked to wait outside in the event that an adult is late picking them up. The LES office staff will attempt to contact any late-arriving adults while the student is waiting. **If the student has not been picked up by 3:30, Lebanon Police and DCFS will be contacted.**

Meal Programs

Nutritious breakfast will be served between 7:45-8:15 A.M. Families should load money onto student accounts through the MySchoolBucks account online. All students will remain in the cafeteria until the 8:15 bell. Nutritious lunches are served every full school day. Students who bring their lunches may buy milk at school. Sodas and other soft drinks are not permitted. Please help your children to plan sensible, healthful lunches.

Students are assigned lunch accounts through MySchoolBucks. Those students needing to purchase a lunch will do so utilizing their PIN Number. Parents will need to deposit money to their child's account by logging into MySchoolBucks.com and following the instructions to add money to their child's lunch account.

We also offer free and reduced price lunches for those who qualify. Applications will be distributed to all students at the beginning of the year and are available in the office. Parents/guardians may be required to verify these applications at the district office. Please do not ask to charge lunches if at all possible.

The school nutrition program is available to all eligible participants without regard to race, color, sex, age, disability, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to: Admin. of Food and Nutrition Service, 3101 Park Center Drive,

Visitor Policy and School Safety

Parents/guardians are welcome into the school. In the interests of child safety, the school district maintains constant surveillance of its buildings, and limits access to all visitors. All visitors, including parents and siblings, are required to enter the building through the main office door. Visitors will be asked to identify themselves and inform office personnel of their reason for being at school. Please understand that you may still be denied access to the building. If you choose to bring your student to school, please allow them to walk into the rear entrance of the building on their own so that adult traffic in the building is minimized in the mornings. If you wish to speak with a member of the LES staff, you will need to come to the LES office to check in first. It is recommended that you contact staff members before 8:15 or after 2:55 via phone, or through email communication at any time to schedule meetings in advance.

Approved visitors must take a badge identifying themselves as a visitor. Then display the badge on their outer clothing in a clearly visible location, and wait to be escorted by a staff member. Visitors without clearly displayed badges will be asked to return to the main office. All visitors must return to the main office, return the visitor badge, and sign out before leaving the school.

Visitors to the school are expected to abide by all school rules during their time on school property. A visitor who fails to conduct themselves in a manner that is appropriate will be asked to leave, and may be subject to criminal penalties for trespassing and/or disruptive behavior. It is our policy to discourage students from bringing guests with them to their classes. Many times there are distracting factors associated with visitors. However, permission can be granted through the principal in special circumstances.

In order to assure student health and safety, **animals are not allowed on school property**, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Closed Campus and Release of Students

All District #9 schools operate a "closed campus". This means that all students must remain on school property throughout the day, unless picked up by a custodial parent or guardian, who must sign them out in the school office. This policy requires that students remain on the premises from the time they arrive, during lunch, and until they leave at the end of the school day. Violations will result in disciplinary action.

The school will not release students to individuals not listed on the student's emergency contact information without written permission from custodial parents/guardians. The person picking up a child must present positive identification. **If some person's access to a child is restricted by court order, the custodial parent must inform the school; the courts do not provide that information automatically.**

School Surveys

Lebanon CUSD #9 does not ask students to participate in surveys, collection and use of information for marketing purposes by external agencies. Surveys may be sent home with students for optional completion at the parents'/guardian's discretion.

Birthday Treats

Please make arrangements with your child's teacher. Birthday items must be pre-approved by the teacher before distribution to the class. Party invitations may only be distributed at school if the entire class is invited. Locker decorations are prohibited.

School Prayer

Students may voluntarily engage in individually initiated, non-disruptive prayer that is not sponsored, promoted, or endorsed in any manner by the school or any school employees.

Handbook

This Student Handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website or at the Board office, located at: 200 W. Schuetz St., Lebanon, IL.

Lebanon C.U.S.D. #9 has a handbook committee that serves to make recommendations for changes in discipline policy to the administration and the Board of Education. This committee updates the Student/Parent Handbook annually. We appreciate the time and effort these people give to provide an educational environment that is safe and will prepare students for a successful life in an ever-changing society.

ADMISSIONS, WITHDRAWALS AND RECORDS

Admissions and Enrollment Requirements

Admission to the Lebanon Elementary School regular program will be authorized according to the following regulations as described in the student residency policy No. 7:60 available in the District office:

At registration, all new and/or transferring students will be required to produce at least two (2) items of identification as evidence of residency. Information may be requested from new and returning students at the discretion of the administration. Acceptable forms of identification include the following: homeownership title or deed, rental agreement, contract for purchase of real estate, utility bills (water, gas, electric), driver's license or voter registration, or occupancy permit. Students who transfer into Lebanon Elementary School in the middle of a quarter will have their grades converted to our grading scale.

The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provided proof that the dependent will be living within the boundaries of the district within 6 months.

Homeless

A homeless child, as defined by State and Federal law, may attend the elementary school that the child attended when last permanently housed or in which the child was last enrolled. The District's Homeless Liaison is Jeannette Schorfheide. She may be contacted at 618-537-4432 Ext. 142. Board policy 6:140, available in the District office, contains additional information on the implementation of administrative procedures governing the enrollment of homeless children.

Student Transfers and Withdrawals

Illinois School Code (105 ILCS 5/26-1) requires that all students between the ages of seven and seventeen attend school. Students transferring into Lebanon CUSD #9 from another district within the state of Illinois must present a valid Illinois State Transfer Form before they will be registered in the district. That form is available through the school office and should be **requested in writing at least three days prior to the leaving date**. Lebanon Schools will honor the information on the transfer form provided by any other school district. Students will not be accepted for enrollment without the form stating that they are in good standing at their last district. Students who have not completed a suspension or an expulsion imposed by Lebanon Schools will not be provided a valid Illinois State Transfer Form indicating that the student is in good standing until the suspension or expulsion is complete.

Change of Address

It is the responsibility of the parent/guardian(s) of students enrolled at Lebanon Elementary School to notify the school office of any changes of address, telephone numbers, or any other information normally found on school registration and emergency information forms.

Student Records

School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parent's names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.**

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interest. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

Social Security Number

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigations;
- Internal verification;
- Administrative services;

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will **not**:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Medical Enrollment Requirements

All Students

1. Must legally reside
2. Three items showing proof of residency
3. Birth certificate on file and health record showing current physical, dental and immunizations

Pre-Kindergarten

1. Physical exam and current immunizations
2. Certified birth certificate
3. Vision and hearing (done by school nurse)

Kindergarten

1. Physical exam with required immunizations
2. Certified birth certificate
3. Dental exam (by May 15)
4. Hearing (done by school nurse)
5. Eye examination by optometrist or a medical doctor who performs eye examinations (by Oct 15)

First Grade

1. Hearing (done by school nurse)

Second Grade

1. Dental exam (by May 15)
2. Vision and hearing (done by school nurse)

Third Grade

1. Hearing (done by school nurse)

Fifth Grade

1. Immunizations (Hepatitis B series, if has not received)

Transfer Students

1. Current physical exam & immunization record if transferring from an Illinois school. If coming from out of state, a student will need a current immunization record at time of registration & an IL physical form completed within 30 days.
2. Official state transfer form
3. Vision and hearing (done by school nurse)
4. If coming from out of state, will need an eye examination signed by an optometrist or a medical doctor who can perform a complete eye exam.

BOOKS & FEES

Waiver of School Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may be eligible to receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal employment
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The district office will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Sending Money to School

Anytime you are sending money to school with children, please enclose the money in an envelope. On the outside of the envelope please write the name and grade of the student; the amount of money enclosed; and what the money is to be used for.

School Fees

Elementary (K-5th)	\$85.00
Technology Fee*	\$50.00
JrH Sports Fee*	\$40.00
Pay Bus Fees*	
• One student	\$25.00 per month
• Two or more	\$50.00 per month

Meal Prices

Lunch	\$2.20
Reduced Lunch	.40
Breakfast	\$1.40
Reduced Breakfast	.30
Breakfast for Adults	\$2.20
Lunch for Adults	\$3.20
Milk	.40

Fees indicated with an “*” are not waivable fees, and must be paid for all students.

School Fee Payment

School fees are to be paid online via your MySchoolBucks account, and are subject to a prorated refund upon early withdrawal from school. Students will be required to pay for lost books. If a lost book is paid for, and then found, payment will be refunded.

Students who have not paid book fees or those who do not have a signed waiver for book fees for the prior school year will not be allowed to attend or participate in extracurricular or end-of-year activities until the school fee account balance has been cleared for the previous year. (For example, a student who owes book fees for the 2020-21 school year may not attend end-of-year-activities or participate in extracurricular activities for the 2021-22 school year, until the account is settled.)

Instructional Materials Review

The curriculum and textbooks used in the school are approved by the School Board. A student's parent/guardian may inspect, upon request, any instructional material used as part of their child's educational curriculum (except assessment questions) within a reasonable time of their request.

MEDICAL INFORMATION

Health and Medical Requirements

General:

Illinois law requires that all pupils must have the two-sided certificate of “Child Health Examination” (to include current physical and dental exams and immunization record) and birth certificate on file in the school office. Pupils not properly immunized and examined will be excluded from school. Students transferring from an Illinois school must have a current physical exam & immunization record. If transferring from out of state, students will need a current immunization record at time of registration and an Illinois physical form completed within 30 days. Students coming from out of state will also need an eye examination signed by an optometrist or a medical doctor who can perform a complete eye exam. Those students who have not met these requirements will be excluded from school. The school nurse is available to assist parents in keeping up with health requirements. Dental examinations are required for students entering kindergarten and grade 2. Physicals are required for PreK and Kindergarten. (The sports physical is not as comprehensive as the grade level physicals. A sports physical cannot be accepted in place of a grade level physical.)

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS ILL:

Do not send your child if he/she has a fever of over 100.4 degrees. Students must be free of fever for 24 hours.

Do not send your child if he/she is vomiting. They may return to school 24 hours after he/she has been able to keep food down.

Do not send your child to school if he/she has diarrhea.

Do not send a child with a rash until he/she has been seen by a doctor and diagnosed.

Do not send a child diagnosed with strep throat until he/she has been taking antibiotics for 24

hours.

Do not send a child with pink eye(s) that have yellow drainage until he/she has been seen by a doctor and is cleared to return to school.

Mandatory Reporting

All school personnel are required by law to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services. Any person required by law to report child abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor for a first violation.

Head Lice Policy

Appropriate treatment must be completed and verified with the school nurse. Students may return as long as there are no live lice.

Illness and Injury

If a student becomes ill while at school, the student should report to his/her teacher. In case of an injury, the student should report to his/her teacher or to the office. If necessary, parents/guardians will be notified in order that they may come to school and take the child home or to the doctor.

Medical Excuses

If a student must be excused from participating in a school program, especially physical education or recess, for more than three days an excuse from the doctor must be presented to the nurse and/or principal. The excuse should state the length of the time the student is to be excused (giving beginning and ending dates). Occasionally the teacher may excuse a student from participating for one day upon receipt of a note from the parent/guardian. Students who are excused from physical education will not participate in recess. They will either sit quietly outside or remain inside under adult supervision.

Vision and Hearing Screenings

Vision screening will be done, as mandated, for the following students: students attending pre-kindergarten, kindergarten, second grade and eighth grade, students in special education classes, teacher referrals, and students new to our district.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. There is no permission slip because vision screening is not optional. If a vision examination report is not on file and your child is in a mandated grade, he/she will be screened.

Hearing screening will be done, as mandated, for the following students: students in pre-kindergarten, kindergarten, first grade, second grade and third grade, students in special education classes, teacher referrals and students new to our district.

Parents/guardians will be notified if their child does not pass the screening.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse and/or principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For further information, please contact the Building Principal.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the District Nurse at (618) 537-4553.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Medication Policy

NO medicine (including Tylenol, Ibuprofen, cough syrup, cough drops, etc.) will be given during school hours without a written order signed by both the parent and the physician. Medication is to be given during school hours only when medically necessary to maintain the child in school. If medication is needed due to illness, a schedule should be worked out with your doctor, if at all possible, so it may be given at home, before and after school. Parents/guardians are welcome to come to school to administer medications. A written order for all prescription and nonprescription drugs must be signed by both the parent/guardian and the physician annually. Forms are available in the school offices.

No student shall be subject to any disciplinary action that is based either totally or in part on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student. Nothing in this section, however, prohibits discipline of a student for violation of school behavior guidelines or engaging in gross disobedience or misconduct as defined in this Handbook, the Board Policy addressing student discipline, No. 7.1, 7.2 and its accompanying rules and regulations.

- A. Prescription Medication:** Prescription medication must be brought to school in the original package and shall display the child's name, name of medication, amount and method of administration, and other directions needed. A written request and authorization to administer the medication in the school must be signed by the parent/guardian and a licensed prescriber.
- B. Non-Prescription Medication:** Non-prescription medication shall be brought to school in the original manufacturer's bottle/container with the child's name attached to the container. A written request and authorization to administer the medication in the school must be signed by the parent/guardian and a licensed prescriber annually.
- C. Storage of Medication:** All medication must be stored in the nurse's school office. The

parent/guardian is responsible at the end of the day, or end of the treatment, for removing any unused medication from the school. If medication is not removed prior to its expiration date or the close of the school year, it will be disposed of and documented as such. The school will not be responsible for the child's failure to take the medicine and/or any reaction the child may have to the medicine.

- D. Self-Administration of Medication:** If a parent/guardian authorizes a student's self-administration of medication, the procedures set forth above concerning the administration of medication by school personnel shall be followed, including completion of a written request and authorization. Self-administration of all medications shall be in the presence of designated school personnel and the medication shall be stored by the District. However, a student with an asthmatic condition who is prescribed asthma medication by a physician, or other medical professional authorized to prescribe asthma medication under the law, may possess and use his/her asthma medication during school or at school sponsored activities without the supervision of District personnel provided his or her parent or guardian has provided to the school written authorization for the self-administration of medication, along with a written statement from the student's physician, physician assistant or an advanced practice registered nurse having such authority delegated by a supervising/ collaborating physician. The physician's authorization must contain the following information: (a) the name and purpose of the medication; (b) the prescribed dosage; and (c) the time or times at which or the special circumstances under which the medication is to be administered. The information provided shall be kept in the student's temporary file, with a copy to the office of the school nurse and the principal.

The school district and its employees and agents are to incur no liability except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the students. The parents/guardians of the student must sign a statement acknowledging this limitation of liability and that the parents/guardians must indemnify and hold harmless the school district or nonpublic school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student. The permission to self-administer medication is effective for the school year for which it is granted and must be renewed each subsequent school year.

Insurance for Students

School insurance, when available, will be offered to the parents/guardians of the students at the elementary schools. Contact the school office for further information.

TRANSPORTATION

Automobile

The circle parking lot in the back of Lebanon Elementary School is where all student pick-ups and drop-offs should occur. The front parking lot is reserved for bus traffic and for visitor parking during regular operating hours. PreK students will be dismissed from classes at 2:40. All other grade levels will be dismissed at 2:55. We ask that parents plan their arrival times to coincide with student dismissal times and remain in their vehicles at all times in order to help ensure that traffic flows as efficiently as possible. Vehicles located in unauthorized areas may be ticketed or towed by the police.

All car riders must enter through the gym doors in the back of the building. As you pull into the backlot, each vehicle will proceed to the right circling around to the drop-off area. In order to allow all of our students to be released safely from their vehicles, we ask you to pull up as far as possible. Each vehicle, thereafter, can pull up behind, as close as possible to allow your student to get out safely. The last vehicle to let their student(s) out should be right after the driveway entrance by the numbered sign and orange cone. This zone should fit 4-5 vehicles that can allow students to safely be released from their vehicles. Any vehicles outside

of that unloading zone should keep their students inside until the vehicles before you have unloaded and pulled off.

When waiting in line for drop-off, do not block the entry way/exit for the front parking lot. If there is not enough space for the buses to exit when they are pulling out it causes a major jam in that location. There is a yellow line and sign that says "No Parking Past this Point." **Parents, we request that you DO NOT park in the parking spaces in the back to release your students to walk over to the back doors. This causes an unnecessary risk of the students' safety. If you have to park for last minute instructions or conversation with your student, we ask that you get back in line in order to release them safely with our staff members that are out there assisting.**

After school, all car riders will exit out of the gym doors in the back of the building. There will be staff members present assisting with this process. As you pull into the backlot, each vehicle will proceed to the right circling around to the pick-up area. In order to allow all of our students to be safely loaded into their vehicles, we ask you to pull up as far as possible. Each vehicle, thereafter, can pull up behind, as close as possible to allow your student to get in safely. The last vehicle to load their student(s) should be right after the driveway entrance by the numbered sign and orange cone. This zone should fit 4-5 vehicles that can allow students to safely get into their vehicles. All vehicles outside of that loading zone should pull forward once the vehicles before you have loaded and pulled off.

As a reminder, when waiting in line for pick-up, don't block the entry way/exit for the front parking lot. If there is not enough space for the buses to exit when they are pulling out it causes a major jam in that location. There is a yellow line and sign that says "No Parking Past this Point." **Parents, we request that you DO NOT park in the parking spaces in the back, then get out to walk up to pick-up your student(s) at the back doors. Your student will be considered a "walker" and will be released through the front door after the final bus has exited the front parking lot.**

Students should never ride with strangers or casual acquaintances. Make sure students have parent/guardian permission when riding with friends. As noted under "Closed Campus and Release of Students," above, the school will not release students to non-custodial parents/guardians, other family members, or friends, without written permission from custodial parents/guardians. The person picking up a child must present positive identification. **If some person's access to a child is restricted by court order, the custodial parent must inform the school; the courts do not provide that information automatically.**

Bicycles and Walking

Students are encouraged to safely ride their bicycles to school. Bicycles must be walked, not ridden, at all times on school property. Bicycles should be parked only in the designated area, and should be locked. Bicycle riders are to wear helmets.

Students who are walking home from LES will be sent down the sidewalk that extends across the high school campus and towards the sidewalk on Schuetz Street. For safety reasons, students should remain on the sidewalk at all times.

Parents who are walking to campus to meet students should wait for students on the sidewalk outside of the kindergarten playground on the north end of the building in order to maintain building security and avoid congestion around the doors. All bike riders and walkers must enter in through the gym doors in the back of the building. After school when the buses have been loaded and have exited the front parking lot, all bike riders and walkers will be released through the kindergarten playground doors. There will be a staff member at the crosswalk that will ensure that all students are safely crossed at that walkway at the northern side of

the building. Walkers will not be released from the back doors.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. **Students requesting transportation must return a Request for Transportation application form completed and signed by a parent or guardian before transportation will begin.** Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. Students who are not regular bus riders will not be allowed to ride the bus as transport to or from a friend's or relative's house. The purpose in enforcing these rules is to ensure the safety of all students, drivers, equipment and others on the road.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. **All school rules apply while on the bus, at a bus stop, or waiting for the bus.**

Pay Bus Information

K-5th grade students living less than 1.5 miles from their education facility may register to ride a paid bus under the following conditions:

1. The student must meet the bus at the established bus stop on an established bus route. A list of bus stops will be published at the beginning of the school year following student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off.
2. A monthly fee is paid at the school, prior to the 5th of each month. Fee waivers do not apply to bus fees.
3. Students requesting paid transportation must return a Request for Transportation application form completed and signed by a parent or guardian before transportation will begin.

Rules for Students Riding the Bus

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle and no moving seat to seat.
2. Enter and exit the bus only when the bus is fully stopped.
3. Use the emergency door only in an emergency.
4. In the event of an emergency, stay on the bus and await instructions from the bus driver.
5. Keep the bus neat and clean.
6. Be waiting at your bus stop on time.
7. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
8. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated. Keep all parts of the body and all objects inside the bus.
9. Eating or drinking is not permitted on the bus except on field trips.
10. Students who ride the bus must report to the building upon arrival and remain at the building until class is in session.
11. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, loud conversation and other needless commotion are grounds for disciplinary action.

12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

An infraction of these safety rules will result in the following:

1. After one verbal warning, the bus driver will write a misconduct notice with a copy given to the principal. The principal will discuss the situation directly with the student, and assign discipline as needed.
2. After a second bus misconduct notice is given to the student, the principal and bus driver will discuss the behaviors with the student and the parent/guardian, and discipline will be assigned as needed.
3. Repetitive bus conduct concerns will continue to be dealt with on a case by case basis, but may result in suspension from bussing services.

Serious infractions will be handled on an individual basis. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses to record student conduct and may be used for the purpose of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, please contact Karen Wehrle at 537-4423.

Changes to Transportation During the School Day

In order to ensure that we are maintaining a safe environment for our students, we ask that any changes made to a student's transportation routine be cleared with the LES office prior to 2:00 pm each day. The school will not release students to individuals not listed on the student's emergency contact information without written permission from custodial parents/guardians. The person picking up a child must present proper identification. **If some person's access to a child is restricted by court order, the custodial parent must inform the school; the courts do not provide that information automatically.**

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, each day and for the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

In the event of any absence, the student's parent or guardian is required to call the school at 537-4553 before 9:00 a.m. to explain the reason for the absence. A message reporting the absence may also be left at extension 437 at any time. If a call has not been made to the school on the day of the student's absence, a school official will call the home to inquire why the student is not at school. **The District requires the parent, guardian or other person having legal custody of the child to give at least one telephone number to be used for this purpose and notify the school if that number**

changes. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence within 3 days of the students' return to school. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. **Requests for assignments the day of an absence must be made before 10:30 AM.**

Student Absences

There are two types of absences: **excused** and **unexcused**. **Excused absences** include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal.

The school may require documentation explaining the reason for the student's absence. Ten days of absence (occurring at any point during the school year) will be excused with only a call or note from a parent giving a valid excuse for the student's absence, unless **a student misses three school days in a row due to illness. (A student who misses 3 consecutive days of school will need to present verification for an absence to be excused.) No formal verification is required for 10 days of absences; if none of them are 3 or more consecutive days.** Absences accompanied by verification are not considered part of these 10 days. (A verified absence is one where a note from a dentist, clergy person, funeral director, or doctor stating he/she has evaluated, observed or diagnosed a student's illness, etc is presented within 5 school days of the student's return to school following the absence.)

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement. Pre-arranged excused absences must be approved by the principal. All other absences are considered unexcused.

When a student has more than 10 days of absences excused as the result of only a parent call or note, verification as defined above will be required for any further excused absence. Without such verification the absence will be considered "**unexcused.**"

Tardiness

In order for students to gain the most from their attendance at school and for teachers to make the best possible use of instructional time, it is important that students be on time to school and class. Parents/guardians are responsible for their children's regular school attendance and must sign students in at the school office when arriving after 8:25 A.M. Excused tardies will be issued to students who have legitimate reasons (see excused absences) for being late as provided by a parent/guardian and validated by school office staff. Unexcused tardies will be issued to students who have no legitimate reason for being late to school or to class. A letter to notify parents of excessive tardiness will be sent after 6 unexcused tardies. After 9 unexcused tardies, parents will be required to meet with the principal to discuss possible solutions to the problem. After 12 unexcused tardies, parents will be required to meet with the principal and superintendent to discuss the situation. Excessive tardiness will result in the truancy process being initiated.

Truancy

A truant is a child subject to compulsory school attendance and who is absent without a valid cause. Lebanon CUSD #9 will follow the procedures for dealing with truant students as per the guidelines established by the Regional Office of Education and the District Attorney's office. Students, who are chronic truants, as defined by the School Code, shall have available support services provided prior to disciplinary action. Disciplinary action related to truancy may be taken as indicated below.

- After a student has had **3 days of unexcused absences**, the parents will receive a letter from the school principal stressing the importance of student attendance, the days the child has unexcused

absences, and offering assistance to improve student attendance.

- After the **6th day of unexcused absences**, the parent will receive a letter from the District Superintendent that will serve as notice to appear before the local truancy board to address the situation. A follow-up letter will be sent from the truancy caseworker at the Regional Office of Education.
- Following the **9th day of unexcused absences**, a letter will be sent from the Regional Superintendent outlining further steps to be taken.
- After the **12th day of unexcused absences**, the parent will receive notice to appear before the Regional Office of Education Truancy Board. Results of this meeting along with documentation at other steps of the process will be forwarded to the District Attorney's Office for further action.

Normally, a student who is absent, excused or unexcused, is required to make up missed work in each class. The number of days allowed to complete make-up work is equal to the number of days the student was absent. In the case of extended absences (more than 3 consecutive days) upon return to school the students/parents may work with teachers to develop an alternate schedule for turning in assignments. A student who is absent from class due to band, athletics, or other school activities is also responsible for making up missed work. Students and parents should talk with individual teachers about make-up work, especially in cases of prolonged absences.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.

Vacation Days

Vacations during school time are not recommended. Parents/guardians and students are responsible for their decisions in this matter and should weigh educational advantages and disadvantages of the time away from school. However, in the event a vacation is planned during school time, **the office should be notified in writing one week prior to the withdrawal date**. This also includes extra days used during holidays, such as Christmas. It will be at the teacher's discretion when to provide students with assignments. Assignments given ahead of time will be due upon return. Assignments given when the student returns, are due 3 school days after the student returns.

ACADEMICS

Equal Educational Opportunities, Sex Equality & Uniform Grievance Procedure

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy as per Board Policy No. 7:10. Any student may file a discrimination grievance by using the Uniform Grievance Procedure found in Board Policy 2:260.

Sex Equality

No student shall, on the basis of sex, be denied equal access to programs, activities, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities as per Board Policy No. 7:10.

Sexual Harassment

It is illegal and against Board Policy No. 7:20 for any employee, student or other person, male or female, to sexually harass an employee or student on school property or during school activities or school business or as a result of the employment or educational relationship.

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

nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status; or
- b. submission to or rejections of such conduct by an employee or student is used as the basis for academic decisions affecting that student or employment decisions affecting that employee; or
- c. such conduct has the purpose or effect of substantially interfering with a student's academic performance, or creating an intimidating, hostile or offensive working or educational environment.

A student engaging in sexual harassment will be subject to discipline, up to and including expulsion. Other individuals engaging in sexual harassment of employees or students may be excluded from school property and/or school activities.

The initiation of a complaint of sexual harassment will not adversely affect the terms and conditions of the complainant.

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school sponsored function, program, or meeting.

Board Policy No. 2:260 specifies Uniform Grievance Procedures that a student, parent, guardian or community member may follow if they believe discrimination has occurred in any of the above areas.

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The current Complaint Managers are as follows and can be contacted as indicated on the front of the handbook:

Male

Mr. Jasen Foster
LES Principal

Female

Dr. Amanda Ganey
Superintendent

Racial, Religious & Gender Bias

In his or her education, a student not only acquires skills and knowledge, but also sculpts his or her self-image and shapes attitudes toward other persons, races, religions, and cultures. Although the school experience is not the only force that molds self-images and attitudes towards others, it is essential that the materials the school provides promote in the student not only a self-image deeply rooted in a sense of personal dignity, but also the development of attitudes grounded in respect for and understanding of the diversity of American society. The accomplishment of these ends is a responsibility and obligation for all students and staff at the elementary school.

Grading

Students in Kindergarten receive a quarterly assessment of skills. These are distributed at the same time report cards are sent home. School report cards are issued on a quarterly basis to students in 1st - 5th grade. Mid-term reports will also be sent home for students in 1st - 5th grade to keep parents informed of student progress. Marks to explain student progress in Kindergarten are explained on each report card. Students in grades 1st-5th are given letter grades. Lebanon schools adhere to the following grading policy:

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

Teachers may choose to recognize students within their classroom or grade level for academic achievement at their discretion. For questions regarding grades, please contact the classroom teacher.

Parent-Teacher Conferences

Parents, teachers, and students are encouraged to communicate frequently so that problems may be addressed and misunderstandings avoided. Teachers are available for conferences before and after school. Such conferences should be scheduled with the teachers, through the school office.

Special parent-teacher conferences are scheduled for one occasion during the school year. They will follow the issuance of the first term report cards. The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on the student's teacher, subject, ability and grade level. **It is expected that homework will be complete and handed in on time.** The student who is absent is responsible for making arrangements with the teacher to complete the necessary requirements for the class.

Developmental Counseling

The school provides a guidance and counseling program for students. The school counselor is available to those students who require additional assistance.

Special Services and Opportunities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The school provides a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between the ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

The school will comply with the Individuals with Disabilities Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

The Title I program provides extra help in the areas of reading and math. Students may be eligible as determined through testing by the Title I teachers.

Lebanon's Response to Intervention (RtI) program provides instruction and interventions matched to student needs in the area of reading in Kindergarten through 5th grades. Each of the three tiers in the program

provides more intensive research-based intervention. Student progress in reading and math is measured on a frequent and regular basis. Educational decisions are based on a student's response to the various interventions.

Promotion and Retention

A decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance as mandated by the *Illinois School Code* (105 ILCS 5/10-20.9a(b).)

Students shall be promoted to the next grade level based on consideration of:

1. Successful completion of the curriculum. A grade of "F" for the year in two or more academic subjects (math, reading, language arts, science, social studies, Health, etc.) will result in retention.
2. Attendance.
3. Performance on Standardized Testing, STAR Renaissance Tests, and/or a standard retention scale.
4. Teacher recommendation, parent/guardian recommendation, other pertinent information.

Lebanon CUSD #9 shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students, as mandated by the *Illinois School Code* (105 ILCS 5/10-20.9a(b).)5. For students receiving special education services (or for whom a case study evaluation has been requested), who cannot participate in state and district-wide assessment programs, the District will consider as criteria in its promotion decision; the participation of students with disabilities in alternate assessments as per the Individuals with Disabilities Education Act. Achievement of IEP goals will also be considered for these students.

Nothing in this policy will prohibit the retention of a student if there is mutual agreement among the parents or guardians, teachers, and administration that retention is in the best interest of the child. The final decision on the placement of the student in a particular grade level shall rest with the district, as represented by the Principal. The Principal's decision may be appealed to the Superintendent of Schools or the Board of Education.

CONDUCT AND DISCIPLINE

Classroom and Building Management

"Teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."(Illinois School Code 105 ILCS 5/Section 24-24. The School Code in Chapter 105 of the Illinois Compiled Statutes can be found on-line at <http://www.legis.state.il.us/files/ch105/ch105actstoc.htm>.

In order to attain these disciplinary goals, cooperation among students, parents/guardians, teachers, and administrators is necessary. Procedures and policies used by school officials follow all state and federal requirements. Consequences for violation of district discipline policy will be accompanied by reasons. We strive to provide consequences that are humane, fair, consistent, and constructive.

The jurisdiction of the school for student conduct includes, but is not limited to, all of the following: The transportation of students to and from school, whether by bus, other vehicle, or walking; the presence and

actions of students on campus during the school day and after-school activities; the presence and actions of students at school sanctioned activities that occur off campus or anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or negatively affect or interfere with school purposes or an educational function.

Students and parents/guardians are urged to review the District's complete Board Policy addressing student discipline, No. 7:1 and 7:20, available in the District office.

While the individual rules may vary in each classroom, at LES we expect the following as a basic set of behavioral guidelines:

1. Do your best at all times.
2. Help others learn.
3. Keep your hands, feet, and personal belongings to yourself.
4. Do not bring or use any item in a dangerous or destructive manner.
5. Guns, play guns, and water guns are not permitted at school.
6. Show respect for others. Ethnic slurs or derogatory remarks (even within one's own ethnic group) will not be tolerated.
7. Chewing of gum is not permitted at school.
8. Radios, tape players, music players, and cameras may only be brought with prior permission from the classroom teacher or principal.
9. Skateboards are not permitted in the school.
10. Valuables are not to be brought to school

Teachers will communicate with students and parents/guardians at the beginning of the school year regarding their personal classroom structures. Some possible methods to implement the discipline policy may include; conferences and counseling, parental involvement, positive reinforcement, physical intervention (to protect students from harm), peer mediation, after school detention, all-day detention, suspension and expulsion. Corporal punishment is forbidden in Illinois Schools.

The continued violation of classroom and/or school rules can result in the following discipline:

- **Detentions:** After school, before school or lunch recess detentions, 45-60 minutes in length may be assigned to address student behavior. Classroom teachers will take responsibility for detentions given to students in their classroom.
- **½ Day Detention:** These may be assigned either in the AM or PM block of the school day to be served in a room assigned by the building principal.
- **All Day Detention:** These are served from 8:25 until 2:55 on days and in locations scheduled by the office. Daily school work will be assigned and is due at the end of the school day that the detention is served.

Suspension

The School Board authorizes the principal to suspend students displaying inappropriate behavior or gross misconduct. Out of school suspension will be issued for more serious offenses. Students serving out-of-school suspensions will be allowed to make up course work missed due to suspension according to the timelines for other absences. For a suspension lasting one to three days, students will make-up work according to the LES make-up policy in the student handbook. For a suspension lasting four or more days, students will be given three days upon return in which to complete all work. Failure to make up work according to these guidelines will result in a "0" being given for each assignment not turned in on time. Parents/guardians are expected to pick up make-up work for students during a period of suspension so that students do not fall behind in their academics.

Suspension from school will also include suspension from extracurricular activities on the day(s) the student

is suspended. The suspension process is as follows:

1. The student will be given oral notice of the infraction.
2. The student will be given an opportunity to present his/her side of the argument.
3. The student's parents/guardians will be notified by phone, email, or mail of the suspension and reasons for the suspension.

Upon written request from the parent or guardian to the superintendent, the suspension may be appealed. In the event that a suspension is revoked the student's record will be expunged regarding the matter; the student's absence will be considered excused; and the student will be allowed to make up missed work and receive credit.

Expulsion

The Board of Education is authorized under the Illinois School Code to expel a student based on the recommendation of the administration for gross disobedience or misconduct.

1. Prior to expulsion, the student will be provided written notice of the charges and the time and place of the hearing. The student and his/her parents/guardians will have an opportunity to be present for the hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she will report to the Board the evidence presented at the hearing and the Board will take such final action as it finds appropriate.
2. The Board will provide written notice to the parents or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parent or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her guardian may be represented by counsel; present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses. The expulsion hearing will be a two-part proceeding:
 - a. First, the Board or hearing officer will hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence, the Board will decide the issue of guilt.
 - b. Second, if the Board or hearing officer finds the student guilty of the gross disobedience or misconduct as charged, it will then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board will decide whether expulsion or some lesser form of discipline will be imposed upon the student.

A point value is assigned for each disciplinary action as follows:

- 1= Student reprimand, Detention (lunch, recess, before/after school), Removal from class, Loss of privilege per assignment
- 2= In-School Suspension per day
- 3= Out of School Suspension per day

After a student accumulates ten (10) total points within one school year, he/she will no longer be eligible (during that school year) to go on any class trip or any trip sponsored by an extracurricular activity that occurs during the school day. Failure to serve an assigned detention of any type may result in an additional detention being assigned. If the extra detention is not served, the student will be assigned an all-day detention. Both detentions, the one missed and the additional detention will be counted in the total number for the student. Students who are deemed tardy to an assigned detention of any type will be considered absent with an additional detention being assigned.

Dismissals from Class

Teachers may at times feel the need for students to be dismissed from the classroom. Such dismissals from class for disciplinary reasons are considered to be very serious matters. Students dismissed are to report immediately to the principal's office with an appropriate explanation by the teacher. Teachers may need to remove a student by using a safe restraint or physical guidance when a student is no longer in control or is considered to be a danger to himself, others, or school property.

Each dismissal from class will be independently judged by the principal after having investigated the situation to the extent felt necessary. Actions commonly taken by the administrator include; discussing the alleged inappropriate behavior with the student(s); contacting parents/guardians regarding the situation; involving the school counselor or social worker; arranging for peer mediation; assigning disciplinary action; and removing the student(s) from class or school for part or the remainder of the day. However, other actions may be appropriate under certain circumstances. Such actions will be consistent with the respectful treatment of students and Board policy.

Cafeteria Conduct

All lunches, including sack lunches, will be eaten in the cafeteria. No food, milk, snacks, etc. will be taken from or brought into the cafeteria area unless special permission is given.

Students should:

1. Choose a seat at the class assigned table unless assigned elsewhere by the teacher or aide on duty. Remain seated, leaving the seat only with permission from the teacher or aide on duty.
2. Eat the food provided. Buying or selling any food to other students is not permitted.
3. If a tray has been purchased, milk must be picked up while in line.
4. Use good manners at all times. Do not throw or play with food.
5. Talk in a normal voice – no yelling or loud talking.
6. Glass bottles/containers are not allowed to be brought to school.
7. Use the restroom and water fountain before or after lunchtime. In case of an emergency, get permission from the teacher or aide on duty.
8. Do not overcrowd tables. The teacher or aide on duty will determine the maximum number of students allowed on each side of the table.
9. Clean tables, seats, and the surrounding area before dismissal.
10. Failure to follow cafeteria rules may result in any of the following; movement to another table; isolation at another table; loss of recess; detention; or other appropriate punishment.

ATHLETIC EXPECTATIONS

Athletics

Students in 5th grade have the opportunity to participate in interscholastic athletics, if they are successful in making such teams and maintain eligibility academically and behaviorally. Girls can participate in softball, basketball, volleyball, track, cheerleading, bowling, and cross country. Boys can participate in baseball, basketball, bowling, track, soccer, and cross country. Students must maintain certain academic and conduct standards to be eligible to participate. Students interested in extracurricular sports should refer to the Athletic Handbook.

Sportsmanship

The interscholastic athletic programs are an integral part of the educational process. Values received from having participated in a sport are many. Values such as self-discipline, teamwork, courage, integrity, and pride in hard work, play a significant role in life's endeavors.

Behavioral Expectations at Extracurricular Activities

Proper conduct and proper behavior are a requisite for social behavior whether it is at school or in the community. Misconduct while at school or during school-related activities could result in students being prohibited from participation in such activities. Students suspended from classes or school will not be eligible for the next school function. Students are required to be in attendance for at least half of the school day of the event if he/she is to participate or attend that event. Any exceptions must have prior approval of the coach/sponsor and principal.

The rules for certain non-classroom settings or situations are provided in other sections of this handbook. However, since all possible situations cannot be addressed within this handbook, it is important that general guidelines relating to them be established and communicated. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

Students are expected to conduct themselves in a manner that will reflect positively on our school. They should do nothing that will place other students in danger, keep them from learning, or damage property. The principal, teachers, and other staff have the authority to assign appropriate consequences for misbehaviors occurring in non-classroom situations that are consistent with the nature and seriousness of each infraction.

Conduct for School Activities

Attendance at school-sponsored events is a privilege. Proper conduct is a requisite for social behavior whether it is at school or in the community. Misconduct while at school or during school-related activities could result in students being prohibited from participation in such activities. Students are required to be in attendance for at least half of the school day of the event if he/she is to participate or attend that event. Any exceptions must have prior approval from the coach/sponsor and the principal.

Student Appearance

We believe that parents have a major responsibility to make certain that students dress appropriately and in a manner that does not distract from the learning process. The primary purpose of school is education. Changes in style of clothing and hair affect the learning climate of the school, but are not a primary concern. We believe that, with the parents, the school has an obligation to instill in students a desire to be clean, properly dressed, and to wear clothes which do not distract from the learning process. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- No Pajamas should be worn to school (unless approved by staff)
- Clothing that is revealing or suggestive may not be worn, i.e. low cut tops, bare backs, midriff shirts, spaghetti string tops, single strap and strapless tops, and no sagging/oversize pants that allow the underwear to be visible
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Winter coats are to be left in lockers when students are in the classroom.
- Hats, coats, bandannas, sweat bands, sunglasses, and other head coverings may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

- Shorts should not have less than a 3" inseam and skirts should be no less than 3" above the knee.
- In the interest of student safety, appropriate footwear must be worn at all times. "Flip-flop" style sandals provide a risk to students.
- Tennis shoes are required to be worn during participation in PE.
- If there are any concerns about dress appearance being a disruption to the learning environment, administration will make the final decision.
- The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.
- The district does not maintain a uniform or dress code policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.

School Assemblies

Attendance at school sponsored events is a privilege. Assemblies are planned periodically as special events on the school calendar. They are meant to enrich the school experience for children. Special attention to citizenship and good behavior is expected of students on these occasions. Those who cannot display proper conduct will be removed.

Field Trips

Our schools seek to expand the background of its students through experiences outside the classrooms. Students are afforded a variety of field trips, as all grade levels are eligible to take one field trip each year, depending on school budgets. Chaperones are limited to parents, grandparents, or legal guardians of the student. No siblings on the field trips please.

ADMINISTRATIVE DISCIPLINE

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials or alcoholic beverages.
2. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject

cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession
3. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
4. Using or possessing an electronic paging device.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and in your locker during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
12. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
13. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
14. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

1. A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as

defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang and Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Preventing Bullying, Intimidation and (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator: - Superintendent

Grievance Procedure

It is realized there may come a time while a student is attending our school, he/she may feel that he/she has been treated unfairly. The procedure below is used to insure the student has been heard.

1. The student or the parent/guardian should discuss the matter with the person or persons directly responsible for the grievance.
2. If the above procedure does not resolve the issue, the matter should be directed to the school principal.
3. If the matter has not been resolved after talking with the principal, the district superintendent should be involved after talking with the principal.
4. If the matter is still not resolved, the student or parents/guardians may request the permission of the school board president to speak on the matter at the next regular meeting of the Board of Education.
5. If the matter is still not resolved, the next step would be through the judicial system.

PARENT INVOLVEMENT

Parent-Teacher Organization (PTO)

Profound and comprehensive benefits for students, families, and schools are derived when parents/guardians and family members become active participants in their children's education. The elementary school has an active parent-teacher group which provides many extras to enhance and enrich school life. All parents/guardians and teachers are encouraged to join the Parent-Teacher Organization and support its many activities for the benefit of our students. Contact the school office for more information as to how to become involved.

Volunteer Programs

Lebanon CUSD #9 subscribes to the philosophy that a strong partnership between the home, community, and school is needed if quality education is to be provided to all children. In keeping with this policy, a volunteer program has been established at the school. Volunteers provide a variety of valuable services to school personnel and young people. Among them are tutoring students, performing clerical tasks, serving as resource persons, and assisting teachers in other areas in which there is a need. An up to date background check is required to serve in a voluntary capacity.

School News

The elementary school will distribute a school newsletter or communication on a regular basis to keep parents/guardians and the community informed about school events. It is an important line of communication between the school and home. News will also be submitted to the Herald Publications for publication, when deemed necessary.

Band

Beginning Band is an extracurricular class offered to students in the 5th through 8th grades with no prior instrumental experience. Each student is responsible for all materials issued to them. This includes all music, music folders, and any large instruments. **Parents/guardians of band members are automatically members of the Lebanon Band Booster Club and are encouraged to participate in all fund-raising events.**

FACILITIES AND EQUIPMENT

Care of School Property

Parents/guardians and other taxpayers are legally required to pay taxes that support and maintain the public school system. Students are responsible for the proper care of supplies, furniture, equipment, and buses. Therefore, any student who damages property, breaks windows, or commits other such acts is responsible for payment. Other consequences may also be administered depending on the circumstances.

Asbestos & Pesticides

The U.S. Environmental Protection Agency has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct inspections to identify the presence of asbestos in their buildings and to take proper actions to protect students and staff. According to these guidelines an asbestos inspection of our building is completed every six months and a plan developed to minimize the risk concerning any asbestos in the building. This plan is available for review in the principal's office. The school district has contained asbestos containing materials where students may come in contact with the material. Asbestos now remaining in the building is in areas such as boiler rooms and is maintained in proper condition according to EPA standards, to minimize any risk.

The district does not spray pesticides on a regular basis. The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to the school grounds. To be added to the list, please contact the district office at 537-4553. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Restrooms

Restrooms are conveniently located in the building. These should be used before school, during lunch, and after school. Students are not to use the restrooms during class time without permission from the teacher. Students are not to congregate in the restrooms at any time.

Library

Students must always remain free to inquire, study, and evaluate, to gain new maturity and understanding. The school library serves as a primary focus of such freedom. Library times are a part of the classroom schedule for all homerooms. Students are encouraged to make all possible use of the library. Student help in maintaining quiet, replacing magazines in the proper place, etc. benefits all students and helps create an enjoyable climate for everyone using the library.

Telephone

The classroom and office telephones are installed exclusively for the purpose of school business. Students

must have permission from the principal, teachers, or school secretaries to use the telephone. In case of student illness or other such emergencies, office personnel will make the call. Parents/guardians and friends should limit the number of messages to students through the school office.

Computer and Internet

Lebanon CUSD #9 believes in preparing our children for the future. The elementary school instructs all students in computer use, and many school computers are connected to the Internet. Since some sites on the Internet contain material not suitable for students, we filter and monitor student use of computers and the Internet. The Computer and Internet use policy is defined in the Computer and Internet Use Rules and Expectations agreement sent to parents/guardians annually. That agreement must be signed and returned to the school before any child can use school computers. Any parent/guardian who wishes to withdraw permission for their child to use the Internet should contact the school office.

Non-School Sponsored Publications/Websites

Students are prohibited from accessing and /or distributing at school any pictures, written material, or electronic material including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds. The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

SECURITY

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses, and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individuals child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless

they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property-including the three reasons above-he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Sex Offender and Violent Offender Community Notification Law

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.illinois.gov> then refer to the Quick Link Section.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.illinois.gov> then refer to the Quick Link Section.

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Student Lockers and Desks

Lockers and desks are provided to students for their convenience and to help protect and store their

property. The school retains ownership and rights at all times - at no time do the locker or desks become the property of the student. Only school sponsored decorations may be placed on lockers. Lockers and desks must be kept clean and will be inspected periodically.

Cell Phones

Cellular radio telecommunication devices (cell phones) will be confiscated, subject to the exceptions listed below. (105ILCS5/10-20.28). It is recognized that possession of cell phones may be permitted for contact with parents/guardians. The possession of cell phones is subject to the following rules:

1. They must be kept out of sight and in lockers during the school day.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

A student using a cell phone during the school day will be issued a detention. The phone will be taken to the office, where it can be picked up by the student at the end of the school day. The school is not responsible for lost or stolen cell phones (or any other electronic equipment). Security of all electronic devices and cell phones brought to school is the sole responsibility of the student.

Electronic Equipment and Toys

Students should not bring non-school approved electronic devices, toys of any kind, or pre-approved sports equipment to school without permission from the teacher. Students are not to use electronic equipment during lunch or recess. Students are never to bring toys that represent weapons or other dangerous items to school.

Lost and Found

There is a lost and found area in the building. Please turn in all lost and found articles to the office. Look there for your lost articles. These articles will be kept for a reasonable length of time, and then donated to a charitable organization.

EMERGENCY PROCEDURES

Parent Notification of School Closing

Lebanon District #9 subscribes to an automated system to notify parents/guardians of changes in the school schedule due to weather or other emergency situations. This system will send an automated phone message to parents/guardians of students in our district informing them of the change in schedule. Radio station KMOX (1120 AM) and TV channels 2, 4, & 5 will be contacted to announce the closings as well. Most of these stations also provide the information on their web sites.

For your child's safety, make certain your child knows ahead of time where to go in case of an emergency early dismissal, and notify the school of any telephone number changes. If we dismiss early for an emergency, all after school functions are automatically canceled. In the case of a sudden emergency evacuation, students will be sheltered at the Methodist Church of Christ until proper notification has taken place.

Safety Drills

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of four (4) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year and (1) Fire drill. There

may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

This handbook has been established to communicate important information, as well as an expected code of conduct, in a clear and concise manner. We ask that parents/guardians read and discuss the information with their student(s). It is important for our students to understand that parents/guardians are aware of the school rules and that parents/guardians, teachers and administrators will work together to enforce them, providing for an environment that is safe and promotes learning.

Having read and discussed the information in the handbook with your students(s) please sign the following page response below and return to the school.

Parent/Guardian and Student Verification Form

We will/have review(ed) a copy of the Elementary Handbook online and have read and discussed the information. We understand that we can, at any time, request review or clarification of handbook topics in writing, or discussing such topics with the principal. We are willing to cooperate with the school district in providing a safe environment that promotes learning. We agree to comply with the requirements listed in the handbook.

Parent/guardian
Signature: _____

Date: _____

Student
Signature: _____

Date: _____