

**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**

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Superintendent of Schools  
537-4611

Mr. Jeff Teasley  
Principal, Lebanon Elementary School  
537-4553

Dear Students, Parents & Guardians:

On behalf of the staff at Lebanon Elementary School, we would like to welcome you to a new school year. Many exciting and challenging opportunities await students during the months to come. We hope to work closely with parents/guardians as well as students to help young people take full advantage of these opportunities. This concept of teamwork can be a focal point as we face the experiences the year will bring.

This handbook has been prepared to share basic information about procedures, rules, and policies at the elementary school. There are other handbooks for the junior high school and the high school. The handbook is not intended to create a contractual relationship with the student, though we have discussed some of the legalities of school operations, and the information contained implements Illinois laws and District policy. Parents/guardians can read this policy in full at the district office in the high school. The school does have a compelling interest in establishing rules of conduct for the safety of our children and efficiency of the educational process. We have not tied our hands by giving specific examples in all sections of the handbook so that we have the flexibility to respond to circumstances and enforce all policies in a fair and equitable manner. A clear understanding and observance of school regulations by all concerned will help promote a pleasant and productive year.

We have a sincere interest in each student both academically and personally. Please feel welcome to discuss any concerns or problems with us or any staff member should the need arise.

Let's work together! Our schools have a proud tradition of academic excellence. With your help, we are sure the coming year will be one of the very best.

Sincerely,

Jeff Teasley  
Principal

## SCHOOL MISSION STATEMENT

The mission of Lebanon Elementary School is to promote academic success as well as to develop social growth for every boy and girl attending our school. This success will be accomplished by a dedicated staff that expects P.R.I.D.E. – Personal Responsibility In Daily Effort.

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## GENERAL INFORMATION

### OFFICE INFORMATION

School office hours are from 8:00 A.M. to 4:00 P.M. on school days. At Lebanon Elementary the teachers' hours are from 8:15 A.M. to 3:30 P.M. The office phone number is 537-4553. The fax number is 537-2746.

### SCHOOL HOURS

8:00 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.

3:10 PM: Dismissal bell for students rings.

At Lebanon Elementary School, **students should not be on school grounds before 8:15 A.M. unless eating breakfast in the cafeteria** (served 8:00-8:20) or attending another school activity authorized by school personnel (such as tutoring, 5<sup>th</sup> Grade breakfast club, etc.). Students should go immediately to their classrooms at the 8:25 A.M. bell. The tardy bell rings at 8:30 A.M. for all students.

Staff members will be present at the west parking lot doors (rear of the building) to allow students to enter the building from 8:00-8:30 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 3:10 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 3:45, Lebanon Police and DCFS will be contacted.**

### VISITOR POLICY & 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 between 8:15 and 3:30 to schedule meetings in advance of your arrival.

Approved visitors must take a badge identifying themselves as a guest, and display the badge on their outer clothing in a clearly visible location. Visitors without clearly displayed badges will be asked to return to the main office by school staff.

Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office 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.**

### TEACHER QUALIFICATIONS

Parent/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide service to your child and if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **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.

### **CELEBRATIONS AND CELEBRATION TREATS**

If your child wishes to celebrate his/her birthday or a similar occasion in school, please contact your child's teacher at least 24 hours prior to the occasion. Celebrations will typically last about 15 minutes. Celebration treats must be approved by the classroom teacher, and must be store bought items. No homemade treats or soft drinks are allowed to be brought into the school. Authorized treats can be dropped off in the school office before 11:00 a.m. Invitations to private parties may not be distributed during the school day.

### **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. If you would like to become a member of this committee, please contact your building principal. 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 & RECORDS**

#### **ADMISSIONS**

The following requirements must be met for enrollment in the Lebanon Schools. They are more fully described in the District's student residency policy No. 7:60 available at the District office:

1. The student must legally reside in Lebanon District #9 with a parent or legal guardian.
2. Three items proving residency, such as the following, are required: (a) utility bill, (b) rental contract, (c) lease contract, (d) purchase contract, (e) utility deposit receipt, (f) driver's license, (g) voter's registration card, (h) IRS form, (i) home ownership title or deed, (j) occupancy permit.
3. Students transferring to District #9 Schools from other school districts within Illinois must provide the official state transfer form in order to register.

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- Continuing the child's education in the school of origin for as long as the child remains homeless, or if the child becomes permanently housed until the end of the academic year during which the housing is acquired; or
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

#### **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/PHONE**

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 NUMBERS**

### **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.

## **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 building principal 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**

Kindergarten	\$85.00
Elementary	\$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 waiveable fees, and must be paid for all students.

### **SCHOOL FEE PAYMENT**

School fees are to be paid at registration, 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 2016-17 school year may not attend end-of-year-activities or participate in extracurricular activities for the 2017 - 18 school year, until the account is settled.)

### **CHECK OVERDRAFT POLICY**

There will be a \$31.00 charge on all checks returned for insufficient funds to any of the Lebanon Community Unit School District #9 schools or to the District Office.

### **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.

### **MEAL PROGRAMS**

Nutritious breakfast will be served between 8:00-8:20 A.M. Students may purchase breakfast on either a daily or weekly basis. Students who eat breakfast at school will remain in the cafeteria until the 8:25 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 may either purchase lunch tickets at the beginning of each school day from their homeroom teacher or weekly in the school office on Monday mornings. We also offer free and reduced price lunches for those who qualify. Applications will be distributed to all students at 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, Alexandria VA 22302.

## **MEDICAL INFORMATION**

### **HEALTH & 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 grades 2 and 6. Physicals are required for PreK, Kindergarten, sixth and ninth grades. (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.) Immunizations are required at Pre-K, Kindergarten, and 5<sup>th</sup> and 7<sup>th</sup> grades.

#### **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 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 or eyes 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:**

Head lice are transmitted by coming into contact with either live lice or their eggs. Lice cannot fly or jump. Several over-the-counter treatments are available. The directions must be followed carefully, including a second treatment 10 days after the initial treatment to target the eggs that hatched after the initial treatment. Personal items should be machine washed in hot water and dried on the hot cycle of a dryer for 20 minutes. Items that cannot be washed (including bedding and stuffed animals) should be dry cleaned or sealed in a plastic bag for two weeks. Combs, brushes and other hair items should be soaked in hot water 5 to 10 minutes. Rooms and furniture should be thoroughly treated and vacuumed.

**ALL STUDENTS HAVING HEAD LICE MUST PROVIDE PROOF OF TREATMENT AND HAVE NITS REMOVED BEFORE RETURNING TO SCHOOL. THE STUDENT, ACCOMPANIED BY A PARENT/GUARDIAN, MUST REPORT TO THE OFFICE WITH PROOF OF TREATMENT TO BE RECHECKED BEFORE RETURNING TO THE CLASSROOM. PARENTS/GUARDIANS MUST PROVIDE PROOF OF TREATMENT.**

#### **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 play outside at 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 from 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 building principal 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.

### **REGISTRATION/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.

## **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 guest parking during regular operating hours. In the morning, we ask that parents who are dropping off students who do not eat breakfast, time their drop-offs after 8:15 AM. Students who eat breakfast in the building may be dropped off as early as 8:00 AM. In the afternoon, we ask that parents arriving to pick up students pull as far up on the curbing as possible. This allows us to maximize the amount of students we can pick up at any given time and will assist with the efficiency of the process. PreK and Kindergarten students will be dismissed from classes at 3:00. All other grade levels will be dismissed at 3:10. 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.

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 a significant distance away from the exit doors in order to maintain building security and avoid congestion around these areas.

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before 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. 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.**

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 emergency door only in an emergency.
4. In the event of emergency, stay on the bus and await instructions from the bus driver.
5. 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.
6. Keep the bus neat and clean.
7. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
8. Be waiting at your bus stop on time.
9. 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.
10. 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.
11. Eating or drinking is not permitted on the bus except on field trips
12. Students who ride the bus must report to the building upon arrival and remain at the building until class is in session.

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 busses 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 Jack Barrett at 537-4423.

### **PAY BUS INFORMATION**

K-12<sup>th</sup> grade students living more than 1.5 miles from their designated education facility will be furnished transportation free of charge. 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.
2. A monthly fee is paid at the school, prior to the 5<sup>th</sup> 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.

### **ATTENDANCE**

Each student is assigned a homeroom. This is where attendance is taken, announcements are made, etc. The homeroom teacher serves as an advisor and keeps many of the necessary student records. Frequently, announcements are made and written communications are distributed to homerooms by the school office.

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 5 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 noon.**

### **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."

**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 5 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 noon.**

### **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 **6<sup>th</sup> 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 **9<sup>th</sup> day of unexcused absences**, a letter will be sent from the Regional Superintendent outlining further steps to be taken.
- After the **12<sup>th</sup> 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 work missed. 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.**

### **VACATIONS**

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.

### **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 8:30 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 may result in lunch detentions, in-school, or out-of- school suspensions.

### **WITHDRAWALS**

Students withdrawing permanently must bring written notification to the office at least three (3) days prior to the leaving date. Students are to remain in school the full day of their last attendance day. Early departure during the school day will necessitate leaving without a transfer form, report card, or records of any kind. Students who have not completed a suspension or an expulsion imposed by Lebanon CUSD #9 will not be provided a valid Illinois State Transfer Form indicating the student is in good standing until the suspension or expulsion is completed.

## **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 HARRASSMENT**

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's

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**

Name: Mr. Patrick Keeney

Title: Superintendent

### **Female**

Mrs. Leigh Jackson

LHS Principal

## **RACIAL, RELIGIOUS AND 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**

School report cards are issued on a quarterly basis. Mid-term reports will also be sent home to keep parents informed of student progress. Marks to explain student progress in grades K-2 is explained on each report card. Students in grades 3-5 are given letter grades. Parents may access grades at any time by going to the following web address <https://518938.stiinformationnow.com/InformationNow/> and using the login and password supplied by the school. (Pop-ups must be allowed in order to use this website.)" Lebanon schools adhere to the following grading policy:

A: 100-90

B: 89-80

C: 79-70

D: 69-60

F: Below 60

For grades K-2 conduct is assessed by use of the checklist located on the report card form. A plus (+) represents exceptionally good conduct, and S indicates average conduct, and a minus (-) indicates behavior which is disruptive to the learning environment. Qualities to be considered are listed on the report card. In grades 3-5 teachers utilize student agendas in which excellent or inappropriate behaviors will be communicated. Our students are expected to be role models of good behavior displaying a positive attitude, responsibility, politeness, preparedness for class, effective use of time, self-control, and respect for others.

There is no formal Honor Roll below the 6<sup>th</sup> grade level. Teachers may choose to recognize students within their classroom 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 can be scheduled with the teachers, through the school office.

Special parent-teacher conferences have been scheduled on two occasions during the school year. The first follows the issuance of the first term report cards. The second parent-teacher conference is scheduled during the third quarter. 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's counselors are 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 22<sup>nd</sup> 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 5<sup>th</sup> 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" or "U" for the year in two or more academic subjects (math, reading, language arts, science, social studies, P.E./Health, etc.) will result in retention.
2. Attendance.
3. Performance on Standardized Testing and Aimsweb Tests.
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.

### **SUMMER SCHOOL**

Lebanon C.U.S.D. #9 may provide a summer school program for those students who have received less than average grades during the regular school year. The summer school program offers instruction in each area for a total of forty hours over a four week period. This program is considered a bridge program. Students, who have been retained and successfully complete the summer school program, including attendance requirements, may be promoted to the next grade. This means their school year report card and their summer school report card indicate that they have not failed more than two academic areas when looking at the year end or session average. The cost of the program is based on enrollment. Since the program is self-supporting, there needs to be a minimum of five students per classroom. To maintain small class size, we will try to have a maximum of ten students.



# 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, the following is 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:

**Detentions:** After school, before school or lunch recess detentions, 25-50 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 8:30 until 3:10 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 has been served.

### **Suspension From School**

The School Board authorizes the principal, assistant principal and dean of students 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 strongly encouraged to pick up make-up work for students during a period of suspension so that students do not fall behind in the 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 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= Before school detention, after school, and recess detention
- 2= Half-day detention
- 3= All-day detention per day
- 5= Out of school suspension per day

**After a student accumulates seven (7) 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 or dean of students 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.

## **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, dean of students, 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.

## **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.

## **ATHLETICS**

Students in 5<sup>th</sup> 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, and bowling. Boys can participate in baseball, basketball, bowling, and track. Students must maintain certain academic and conduct standards to be eligible to participate; see Eligibility to Participate in Athletics. Students must have a current sports physical to participate in athletics before the first practice. In addition, all participants must sign the hold-harmless form and pay the participation fee. *Lebanon Junior High is a member of the Tri-County Conference.*

All students who participate in extracurricular activities shall ride to and from the event on transportation provided by Lebanon CUSD #9 unless their parents/guardians have been granted permission to pick up the students at the activity. Permission must be requested in writing to the principal prior to noon on the day of the activity. Parents/guardians can sign their own child out with that sport's coach prior to transporting them home. Fax copies will be accepted: 537-2746.

In addition, parents or guardians can attend an informational meeting for the sport prior to the season and may present proper identification to the principal and coach at that time. The coach will then carry a list of those persons and a sign-out sheet. Those parents or guardians may sign a sheet indicating that they are transporting the child home from the game at the event.

## **ELIGIBILITY FOR ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

To be eligible to participate in athletics or extra-curricular activities, a student must earn a passing grade in all academic subjects (this is the cumulative grade earned from the beginning of the semester.) On Fridays, teachers post grades of students participating in athletics or extra-curricular activities. They are checked and any student who is not passing all subjects will normally be informed on Friday or Monday. The student will have a probation period for one week where he/she is allowed to continue with practice and participate in any games or activities. At the end of the week, eligibility will again be assessed. If the student is not passing all subjects the student becomes ineligible to participate in any games or activities for the second week. If a student is not passing all subjects by the end of the second week, he/she is no longer able to participate in athletics or activities until all grades are passing. If a student is not passing more than one subject at the end of the first week, the student is ineligible to participate during the first week of the probation period. Eligibility grade checks will not be made during the week.

**When a student has ten (10) or more discipline points, they may not participate in any athletic programs.**

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **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, and sun glasses 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.
- The length of shorts or skirts must be no shorter 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 and must not be worn to school.
- Tennis shoes are required to be worn during participation in PE.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

### **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. Soda is 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.

### **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. Students who have not paid book fees or have a signed waiver for book fees for the prior school year may not be allowed to attend field trips or participate in other extracurricular activities until the book fee account has been cleared for the previous year. Students who have accumulated seven (7) or more discipline points are not eligible to go on class field trips, but will be provided with an appropriate educational program at school on that day (See conduct and discipline.)

## **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 absent without a recognized excuse.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. 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 too: (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.
15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
16. 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 too: (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.
11. Before or after-school study or Saturday study provided the student's parent/guardian has been notified.

## **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 & 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: Patrick Keeney- Superintendent**

## **GRIEVANCE PROCEDURES**

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.

## **GROUPS AND ACTIVITIES**

### **PARENT-TEACHER GROUP**

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 schools have 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 group 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, supervising students, serving as resource persons, and assisting teachers in other areas in which there is a need. If you, or someone you know is interested in helping in our schools on a voluntary basis, please contact the office.

### **SCHOOL NEWS**

The elementary school will distribute a school newsletter or newspaper on a monthly 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 Lebanon Advertiser for publication.

### **BAND**

Beginning Band is an extracurricular class offered to students in the 5<sup>th</sup> through 8<sup>th</sup> 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 rest rooms during class time without permission from the teacher. Students are not to congregate in the rest rooms 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. We would appreciate it if parents/guardians and friends would attempt to limit the number of messages to students through the school office.

### **COMPUTER AND INTERNET USE**

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. Computer and Internet use policy is spelled out in an agreement sent to parents/guardians when students first enroll in the district. 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 busses, 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 individual's 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.state.il.us/sor/>.

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.state.il.us/cmvo/>.

**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 electronic equipment or toys of any kind to school without permission from the teacher. Electronic equipment includes CD players, handheld games, etc. Students are not to use electronic equipment during lunch or passing periods. 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. Call there for your lost articles. These articles will be kept reasonable length of time, and then donated to a charitable organization.

## **EMERGENCY PROCEDURES**

### **PARENT NOTIFICATION OF SCHOOL CLOSING**

Lebanon District #9 subscribes to the Alert Now system to notify parents/guardians of changes in the school schedule due to weather or other emergency situation. 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 and 13 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 cancelled.**

**In the case of a sudden emergency evacuation, students will be sheltered at the United 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 three (3) 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. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Parent/Guardian Involvement**

Parents/guardians are an integral part of any school system. They hold the ultimate responsibility for the child's health, welfare, and education. Parent/teacher collaboration is in the best interest of the student and will continue to be an essential part of the programming and discipline policy for this district.

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.

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### **Parent/Guardian and Student Verification Form**

We have received a copy of the Elementary Handbook 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: \_\_\_\_\_

I am interested in serving on a future Handbook Revision Committee.