

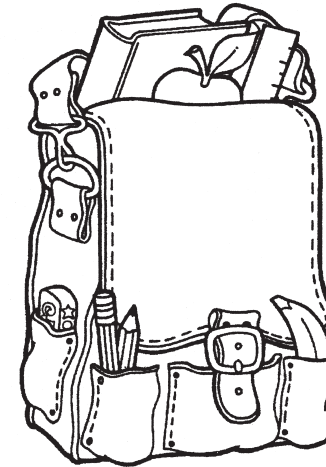
**LEBANON SCHOOL DISTRICT**  
2009-2010 School Calendar

REVISED AND ADOPTED

	M	Tu	W	Th	F		M	Tu	W	Th	F
<b>August</b>											
<b>0</b>	24	25	26	N	T	<b>February</b>	1	2	3	4	5
	T					<b>15</b>	8	9	10	11	12
<b>September</b>		T	2	3	4		X	X	X	X	X
<b>20</b>	X	8	9	10	11		22	23	24	25	26
	14	15	16	17	18	<b>March</b>	1	2	3	4	5
	21	22	D	24	25	<b>22</b>	8	9	10	D	T
	28	29	30				15	16	17	18	19
<b>October</b>				1	2		22	23	24	25	26
<b>22</b>	5	6	7	8	9		29	30	C		
	12	13	14	15	16	<b>April</b>				C	2
	19	20	21	22	23	<b>17</b>	5	6	7	8	9
	26	27	28	29	30		12	13	14	15	16
<b>November</b>					6		X	X	X	X	X
<b>17</b>	2	3	C	C	6		26	27	28	29	30
	9	10	X	12	13	<b>May</b>					
	16	17	18	19	20	<b>20</b>	3	4	5	6	7
	23	24	X	X	X		10	11	D	13	14
	30						17	18	19	20	21
<b>December</b>		1	2	3	4		24	25	26	27	28
<b>16</b>	7	8	9	10	11		X				
	14	15	16	17	18	<b>June</b>		1	2	3	4
	21	22	X	X	X	<b>12</b>	7	8	9	10/G	11
	X	X	X	X	X		14	15	16	T	S
<b>January</b>							S	S	S	S	S
<b>19</b>	4	5	6	7	8		S	S	S	S	
	11	12	13	14	D						
	X	19	20	21	22						
	25	26	27	28	29						

# Lebanon School District

## Elementary School Handbook



**Mt. Lebanon School — K-4**  
**Hanover Street School — K-4**  
**Seminary Hill School — 5-6**

**2009 - 2010**

**TUESDAY, SEPTEMBER 1, 2009: FRESHMAN ORIENTATION**

Sept. 2: School Begins (Grades 1-12)  
Sept. 7: Labor Day  
Sept., 2, 3, 4, 8, 9: Kindergarten Visits  
Sept. 9: Kindergarten Classes Begin

November 11: Veteran's Day  
November 25, 26, 27: Thanksgiving Recess  
December 23 through January 3: Holiday Recess  
January 18: Martin Luther King Day  
February 15-19: Winter Recess  
April 19-23: Spring Recess  
May 31: Memorial Day

**NOTE: IF THERE IS A 2 HOUR WEATHER DELAY, THERE WILL BE NO A.M. KINDERGARTEN**  
**ADOPTED: FEBRUARY 11, 2009 – Revised APRIL 29, 2009**

**Graduation: June 10**

(June 16 180th day of school)  
D = Early Dismissal K-12 (LHS/LJHS 12:30 Elem. 1:00 PM)  
C = Elementary Conferences (1:00 p.m. closing/K-6 only)  
N = New Teacher Orientation  
T = Teacher Work Days (No School)  
S = Snow days as needed X = NO SCHOOL  
**Kindergarten Registration – April 1, 2010**  
**November 4, 5 and March 31, April 1 – Elem. Conferences**  
First Quarter Ends: October 30  
First Semester Ends: January 22  
Third Quarter Ends: March 26  
Year Ends: June 17 (If no snow days)

**MOUNT LEBANON SCHOOL STAFF  
2009-2010**

**SCHOOL INFORMATION  
2009-2010**

**MOUNT LEBANON SCHOOL  
5 WHITE AVE, WEST LEBANON, NH 03784**

**298-8202**

**PRINCIPAL  
SUPERINTENDENT'S OFFICE**

**Michael Foxall  
84 Hanover Street  
Lebanon, NH 03766  
Dr. Michael Harris  
Dr. Shirley Ferguson  
Phyllis McKenna  
James Fenn  
Wanda Hastings  
Dianne Estes  
[www.sau88.net](http://www.sau88.net)**

**SUPERINTENDENT:  
ASSISTANT SUPERINTENDENT:  
DIRECTOR OF SPECIAL SERVICES:  
BUSINESS ADMINISTRATOR:  
TRANSPORTATION COORDINATOR:  
SCHOOL/COMMUNITY RELATIONS:  
DISTRICT WEBSITE:**

**SCHOOL HOURS:**

- HSS and MLE begin promptly at 8:05 a.m. and end at 3:00 p.m.
  - Morning kindergarten ends at 11:00 a.m.; afternoon kindergarten begins at 12:00 p.m. Children must arrive promptly to avoid missing important instructional time and to learn the habit of being on time.
  - There is no playground supervision before 7:15 a.m. or after the buses leave at the end of the day.
- SHE begins promptly at 7:40 and ends at 2:30.
  - There is no playground supervision before 7:00 a.m. or after the buses leave at the end of the day.

**If your child is going to be absent please call the above number.**

**SCHOOL CANCELLATION:** "No School or Two Hour Delayed Opening" days because of inclement weather or other emergencies will be communicated through our "AlertNow" telephone system and our website. These announcements are also made over local radio stations and TV from 6:00 AM on. Days missed will be made up at the end of the year.

**PRINCIPAL – Michael Foxall**

**TEACHERS**

Kindergarten

Cynthia Christensen, Wendy Heidenreich,  
Ethel Weinberger

Grade 1

Jan Casano, Alice Gundersen, Nancy Hall

Grade 2

Mary Davidson, Mary Skiffington

Grade 3

Jane Earl, Linda Ehrlich, Christina Joanis

Grade 4

Melissa Allen, Kate Conner, Shelly Renehan

Art

Margaret Shultz

Music

Molly Bonhag, Christine Greenough

Physical Education

Amy Bielunis

Special Education

Andrea Gilmore, Deb Kennedy,

Michael Wynkoop

ELL

Charlotte Johnson

Reading

Muffy Faucher, MaryLu Washington,  
Wendy Heidenreich, Judi Simon-Bouton

School Counselor

Emily Matteson-Weld

Media Generalist

Jody Stone

Nurses

Ellen Bailey, RN, Nancy Tomlinson, RN

Speech Pathologist

Michael Townsend

Preschool

Suzanne Martin

**SUPPORT STAFF**

Secretaries

Vicky Moran, Toni Vendetti

Sp. Ed. Paraeducators

Linda Cross, Deb Evans, Deborah Goodwin,  
Shirley Green

Classroom Paraeducators

Barbara Billings, Paula Duprat, Janice Boice,  
Kathie MacInnes, Nina Paul, Deirde Ribeiro,

Caren Whaley, Michelle Bui

Preschool Paraeducators

Emily Brown, Patty Maxfield, Bethany  
Thompson

Library Paraeducators

Ann Smith

Custodians

Dennis McGonis, Don Poirier

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## **PURPOSE OF THIS HANDBOOK**

This Handbook was put together to help students and parents better understand those issues which come up during the school year. It also includes the most important policies which affect students and parents.

Please set aside time at the beginning of the school year to review safety, rules and procedures. Keep this handbook near your phone for quick reference throughout the school year.

When you have finished reading this handbook, please sign and return the sign-off form to your child's teacher.

**THE SCHOOL MUST RECEIVE THE SIGN-OFF FORM TO KNOW THAT YOU'VE READ THE HANDBOOK AND TO KNOW YOUR WISHES REGARDING RELEASE OF PHOTOGRAPHS AND/OR DIRECTORY INFORMATION FOR YOUR CHILD.**

## **NONDISCRIMINATION**

Lebanon School District does not discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, religion, age, sex, marital status, sexual orientation or disability under the provisions of Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1965, Section 1981 of the Civil Rights Act of 1966, the Equal Pay Act, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, the American With Disabilities Act of 1990, the Rehabilitation Act of 1973, the Individuals with Disabilities Act, RSA 186-C, and RSA 354-A. Any person having inquiries concerning Lebanon School District's compliance with the regulations implementing these laws may contact: Superintendent of Schools, 84 Hanover Street, Lebanon, NH 03766, (603) 448-1634.

Any person may also contact Title IX Coordinator, NH Department of Education, 101 Pleasant Street, Concord, NH 03301, (603) 271-3196, for Title IX and Age Discrimination; Section 504 Coordinator, NH Department of Education, 101 Pleasant Street, Concord, NH 03301, (603) 271-3610, for Section 504 of the Rehabilitation Act of 1973; Supervisor for National Origin & Equal Education Opportunity, NH Department of Education, 101 Pleasant Street, Concord, NH 03301, (603) 271-3582, for Title VI of the Civil Rights Act of 1964; the Assistant Secretary for Civil Rights, U.S. Department of Education or the Director, U.S. Department of Education, U.S. Government, 10 Causeway Street, Boston, Massachusetts 02114

# **LEBANON SCHOOL DISTRICT**

## **MISSION STATEMENT**

The Lebanon School District aspires to create a safe community in which people explore ideas and learn together in an atmosphere of mutual good will.

### **Our Schools will:**

1. Impart essential knowledge and skills,
2. Cultivate analytic and imaginative thought,
3. Challenge each student to strive for academic excellence,
4. Encourage artistic expression and athletic endeavor,
5. Develop responsible and active citizens, and
6. Instill a desire for inquiry and learning beyond the classroom.

## **RESPONSIBILITIES OF THE SCHOOLS**

### **Guided by the Mission Statement, the Lebanon School District will:**

1. Provide a stimulating and disciplined environment in which students and staff can work and learn.
2. Set high expectations and promote the pursuit of excellence.
3. Provide and teach a challenging, district-wide curriculum that is rich in content, skills, and processes, accessible to all students.
4. Offer a variety of programs to cultivate students' artistic, athletic, social, and cultural interests.
5. Employ teachers of the highest quality and professionalism to educate our students.
6. Provide the necessary support services and materials for successful teaching and learning.
7. Honor students' efforts and achievements.
8. Acknowledge and reward the spirit of inquiry and self-directed learning.
9. Recognize the importance of parents' support and participation in their children's education.
10. Collaborate with the community in educating students.

11. Improve our schools based on regular assessment and evaluation.
12. Reinforce the core values of honesty, integrity, responsibility, and compassion.

## **ENROLLING YOUR CHILD**

Children who will be five years of age by September 30<sup>th</sup> of the year in which they begin school may be enrolled in kindergarten. Families are invited to the school to visit and register in the spring prior to enrollment. New Families should contact the school to register their children. During the summer, if no one is in the building, parents may call the Superintendent's office (448-1634) for further information. Records required from the previous school include a transcript of grades, health records (including immunizations), testing records, and special education records (if any). Children entering school for the first time must have a physical examination and the school must have a copy of the child's birth certificate. Proof of Lebanon residency is also required. Parents are welcome to make an appointment with the principal or school counselor who will explain school programs and show children the school. All questions of residency will be resolved by the Superintendent of Schools in accordance with New Hampshire law.

## **STUDENT HEALTH**

### **Physical Examinations**

New Hampshire state law requires that each child have a complete physical examination within a one-year period before entering school. Students new to the Lebanon School District must present documentation of a physical exam within the last 12 months. Physical exams are required every two years starting in the seventh grade.

## **Immunizations**

Any student admitted to Lebanon Schools must meet the State of New Hampshire immunization requirements. He-P210.14: the number of immunization doses, dosage and route of administration of each vaccine that is appropriate for a child's age shall be determined in accordance with the current schedule for immunization in the official United States childhood immunization schedule.

You may obtain information about the current immunization schedule from the school health office.

According to State Law RSA 200:38 any child may be exempted from immunization requirements if he/she presents evidence from his/her physician that the immunization will be detrimental to his/her health. A child may also be excused from immunization for religious reasons. Appropriate forms may be obtained from the school nurse.

## **Good Health**

Your child's health is dependent on having good eating habits, on having plenty of sleep each night, and on wearing clothing suitable for weather conditions. As part of a national initiative to improve the health and quality of life for children, SAU 88 is encouraging all parents to limit TV viewing and recreational computer game time. If your child is in good health, he/she should attend school regularly and participate in school activities. If your child is ill, please keep him/her home until recovered. Vomiting, severe diarrhea, or fever are clear signs of illness. If your child becomes ill at school, you will be notified.

Health Office Criteria for notifying parents regarding their children include, but are not limited to:

- ◆ If a child has a temperature above 100 degrees;
- ◆ If a child is injured and requires outside medical attention;
- ◆ If a child has a bruise;
- ◆ If a child receives a bite (animal or human);
- ◆ If a child has an allergic reaction;
- ◆ If a child is upset and crying;
- ◆ If a child is vomiting;
- ◆ If a child is in inexplicable pain;

- ◆ If a child comes to the health office two/three times with the same complaint;
- ◆ Special situations as defined in a child's Individual Education Plan (IEP) or Individual Health Plan (IHP); or special situations as specifically requested by parents.

## **Medicines**

If a child is on medication which must be administered at school, forms requesting this service may be obtained from the school nurse. Parent permission is required before ANY medication, including non-prescription medication, may be given. All medication must be provided by the parent/guardian and must be delivered direct to the school nurse of front office. It should be in the original container, properly labeled (pharmacy label if prescription medicine) with the student's name, the physician's name, the name of medication, and the instructions. Children do not keep or administer their own medication. Children go to the health office where medication is administered by the nurse or his/her designee. Under no circumstances do teachers or other employees administer medication without prior arrangements with the school nurse or principal.

## **KINDERGARTEN ORIENTATION**

During the first week of school in the fall, kindergartners stay home and have a special visit with their teacher to get acquainted and to make the transition to school a smooth one. Parents are notified of the date, time, and place of the visit which may be at home or in the classroom. As part of our goal to provide the most appropriate education for all children, kindergarten teachers assess and reassess a child's skills, activities, strengths and weaknesses throughout the year. Specialists may be consulted or programs adjusted to allow the school to meet individual needs. Teachers will share with parents at the November conference the assessment information gathered during the first two months of school.

## **SCHOOL DAY**

- HSS and MLE begin promptly at 8:05 a.m. and ends at 3:00 p.m.
  - Morning kindergarten ends at 11:00 a.m.; afternoon kindergarten begins at 12:00 p.m. Children must arrive promptly to avoid missing important instructional time and to learn the habit of being on time.
  - There is no playground supervision before 7:15 a.m. or after the buses leave at the end of the day.
- SHE begins promptly at 7:40 and ends at 2:30.
  - There is no playground supervision before 7:00 a.m. or after the buses leave at the end of the day.
- There will be some early release days at 1:00 P.M. Please check this year's calendar on the back cover and note these dates.
- When bringing children late, or picking them up early, parents must check with the office. Parents visiting the school must check with the office.

## **ATTENDANCE**

Attendance is taken at the beginning of each morning and afternoon session of school. This information is recorded in the school register and becomes part of the official record for your child. Your child should develop the habit of being on time for school. If your child is tardy, you should call, send a note, or check in with the office when you bring him/her to school.

If your child is going to be absent from school for any reason, please call the school secretary by 8:00 a.m. if possible or send a note in advance. Parents/guardians of children not accounted for are contacted promptly to verify absences. On the day of an absence, if we do not hear from you we will call to affirm that your child is safe and the reason for the absence.

Parents are advised to plan family vacations to coincide with school vacations and holidays. It is not possible to make up classroom learning activities when a child is absent for an extended period of time. Parents should work with the teacher to help the child make up what can be done.

## **PLACEMENTS**

The district is divided into attendance areas surrounding each school. Sometimes it may be necessary to assign children to a school outside the normal area because of unusual enrollment patterns. Equalization of class size and creating appropriate peer groups is our goal.

Each spring all placements for the coming year are developed by the principal in consultation with teachers. The goal is to form heterogeneous classes which will create productive learning environments for all students. Factors considered in developing class groups include class size; social relationships; student learning styles; student learning difficulties and strengths; teaching styles; and boy-girl balance. Parents are welcome to provide input on the type of learning environment which would best serve their child. Requests for specific teachers are not accepted and we do not schedule classroom visits for the purpose of teacher selection.

Teachers sometimes move to the next grade level along with the class. Parents may contact the principal for more information about the options in their school.

## **INSTRUCTIONAL PROGRAMS**

The Lebanon School District Curriculum describes the topics, concepts, and skills by grade level, as well as lifelong attitudes for students to achieve. A topic outline by grade is published in the form of a brochure each fall to inform parents about what students will learn that year. These brochures are available from the school office. The curriculum is based on the New Hampshire Frameworks, a set of standards developed by New Hampshire teachers and community members and based on the national standards effort. The Frameworks also provide the basis for the state-wide testing and improvement programs conducted at grades three-eight and eleven. Instruction is based on assessment and planning that addresses the individual needs of students. Technology is fully integrated within the discipline areas.

## **DISTRIBUTION OF INSTRUCTIONAL TIME**

The following provides general guidance for the average number of minutes spent daily on elementary core subjects: English/Language Arts (90 min.), Math (60 min.), Science (30 min.), Social Studies (30 min.). Additional weekly instructional averages are Physical Education (80 min.), Music (40 min.) and Art (40 min.). Health Education is integrated into physical education and guidance programs. Information and communication technologies skills are integrated into the content areas.

## **RESOURCES TO THE INSTRUCTIONAL PROGRAMS**

### **Special Education**

The Lebanon School District offers a full range of special education programs for students with disabilities, depending on individual need. Eligibility, program and placement of each child are determined by a team of people who know the child and have expertise in special education. Special services may range from consultation with the classroom teacher, classroom support to students, and resource rooms, to full time special education classrooms. Additional services such as speech, occupational and physical therapies, or counseling are provided if necessary to enable a child to benefit from instruction. A preschool program serves children age three through five in a variety of settings including home-based, community preschools, and the Beginnings Preschool located at Hanover Street School.

The state and federal law requires schools to determine the setting which constitutes the least restrictive environment. Special classes, separate schooling, or other removal of children with disabilities from the regular education environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary resources and services cannot be achieved satisfactorily. The district is required to serve eligible children from the ages of three to 21 years. Any person, including parents, teachers, and others may refer a student to the special education team. If you suspect a child may have an educational disability, contact the principal.

### **Reading Support Programs**

Reading Support Programs are offered at each of the schools. The programs are designed for students who have experienced difficulties in the acquisition of basic reading skills. Students are referred to these programs by classroom teachers, parents, or other staff. Parents are consulted in determining the need and desirability of any program which the classroom teacher is not conducting. All support programs monitor student progress through testing.

Each of the schools has some combination of tutors and reading specialists who provide individual or small group reading instruction for students who have experienced difficulty or have progressed more slowly than their peers in acquiring reading skills. The tutors and specialists offer compensatory instruction that individualizes the same basic instruction in word analysis and comprehension that the class receives. Typically, the individualization enables students to accelerate their learning so that they can progress to the level of the class and continue without the specialized instruction.

When students are not able to make adequate progress with the individualized compensatory instruction, alternative interventions will be considered. This may include referrals for special education evaluations that can diagnose reading disabilities and lead to individual remedial instruction.

## **Title I**

At some of our schools, Title I funds are used in support of reading instruction. A portion of the Title I program includes direct parental involvement and a sharing of the responsibilities of all involved in the child's education.

### **Lebanon School District Parental Involvement Policy**

In accordance with Federal Regulations ESEA-Title I, this parent involvement policy was developed jointly by a committee of parents of students receiving Title I support and district staff.

## **PART I. Introduction**

The purpose of a parental involvement policy is to invite the participation of parents in a regular, two-way, meaningful communication with the schools about academic learning and school activities ensuring –

- (A) that parents play an integral role in assisting their child’s learning;
- (B) that parents are encouraged to be actively involved in their child’s education at school;
- (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other school activities.

## **PART II. Description of how the District will invite Parental involvement**

Parents are invited to attend Parent Orientation and/or Open House in the fall to meet the classroom teacher and support staff, including Reading Support Staff, ESOL teachers, and Special Education Staff.

Parents are invited to make an appointment to visit any program in which the student is enrolled anytime during the year.

Appointments can be requested throughout the school year to meet with the classroom teacher and support staff to review student progress and to cooperatively plan for continued support by calling the school office.

Parents are invited to meet in person with the Reading Support Staff, ESOL teachers, and Special Education Staff to sign permission forms and to have input into the instructional goals for their child.

Reading Support Staff, ESOL teachers, and Special Education Staff will keep records of testing, signed permission forms, progress reports, and instructional plans for each student served.

Reading Support Staff, ESOL teachers, and Special Education Staff will send home progress reports each reporting period.

Parents are given the opportunity to evaluate the student’s participation in the Reading Support Services through the use of a parent questionnaire and/or survey at the end of the year.

Parents are provided information and materials throughout the year that may benefit the student’s progress at home.

Parents are invited to attend informational meetings and special events provided by the PTO, school guidance personnel, and other outreach programs offered through partnerships between the school and community agencies. Parents are informed of these events through school newsletters, notices and postings in the *Valley News*.

Parents are invited to participate on curriculum committees and the Title I Parent Advisory Committee. Interested parents should contact the assistant superintendent at 448-1634.

Parents are encouraged to become involved in discussions by attending School Board and Education Committee meetings. Call the superintendent's office for meeting schedules or look in the *Valley News* for SAU 88 meetings.

### **Lebanon School District K-8 Parent Compact**

The Lebanon School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

#### **School Responsibilities**

It is the school district's responsibility to:

- ◆ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the state's student academic achievement standards.
- ◆ Support collaboration between teachers, parents/guardians, and students to reinforce individual learning needs for each student.
- ◆ Hold parent-teacher conferences at the elementary schools in November and April during which school, parent, and student responsibilities will be discussed as they relate to the individual child's achievement.
- ◆ Provide parents with quarterly reports on their child's progress.
- ◆ Provide parents reasonable access to staff upon appointment.

- ◆ Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

### **Teacher Responsibilities**

It is the teacher's responsibility to:

- ◆ Follow the prescribed curriculum.
- ◆ Provide appropriate activities and assignments for students.
- ◆ Share with parents the necessary tools to support the student's learning process.
- ◆ Provide parents and students with information about student progress.

### **Parent/Guardian Responsibilities**

It is the parent's/guardian's responsibility to:

- ◆ Ensure punctual attendance at school.
- ◆ Provide a home environment that encourages continuing academic progress.
- ◆ Promote the positive use of extracurricular time.
- ◆ Monitor homework.
- ◆ Read to or with your child on a regular basis.
- ◆ Participate, as appropriate, in decisions relating to your child's education.
- ◆ Stay informed about your child's education and communicate with the school by promptly reading all notices and responding, as appropriate.
- ◆ Seek help for your child or yourself as needed.

### **Student Responsibilities**

It is the student's responsibility to:

- ◆ Come to school on time and ready to learn.
- ◆ Respect the rights of others to learn without distraction and disruption.
- ◆ Show respect and cooperate with all adults in the school.
- ◆ Complete all assignments every day and ask for help when needed.
- ◆ Read every day outside of school time.

- ◆ Give to parents/guardians all notices and information received from school.

### **Art, Music, and Physical Education**

Children have weekly classes in the arts and physical education:

- ◆ Art – grades kindergarten-6
- ◆ Music – grades kindergarten-6
- ◆ Physical Education (twice weekly) – grades kindergarten-6
- ◆ Band and Chorus are optional – grades 5-6

### **Nurse**

A school nurse (RN or LPN), meets routine health needs, does periodic screening, consults with parents and teachers, and handles health emergencies. Parents are encouraged to talk with health personnel about any health-related problems which could affect your child's school performance.

### **Guidance Counseling**

A school counselor is available to assist students and families with adjustments to school and difficult life situations. Services include short-term counseling on issues affecting school performance, consultation on your child's development and helpful social service resources, and parent workshops on such topics as discipline and self-esteem. The counselor may also lead classroom activities to teach social skills or do social problem solving around issues commonly experienced by children at particular ages. Parents will be consulted about their child's extended participation in individual or small group work with a counselor.

### **Technology**

Students with instruction in Internet use shall be given the privilege of using it to facilitate their educational growth in technology information gathering skills, and communication skills. Students have the privilege to use the World Wide Web (WWW) for retrieving information.

Students who do not abide by district policies will lose computer privileges for a period of time decided on by the principal.

◆ **Student Responsibilities**

The use of a student account must be consistent with the educational objectives of the Lebanon School District. While exercising privileges to use the Internet as an educational resource, students shall also accept the responsibility for all material received. Student users have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet, and to report all violations. Approval from teachers for all subscriptions to newsgroups, lists, and similar files is required. Students are responsible for all mail received and sent. All inappropriate materials (solicited and unsolicited) are to be reported to the supervising staff member. All files and programs on the computer belong to someone. Student users may not erase, modify, rename, or make unusable anyone else's files or programs. Student users may not copy, change, or transfer any software provided by the school, faculty, or another student without permission from the originator. The use of illegally copied software is not allowed. Student users are expected to abide by the generally accepted rules of network etiquette, using polite and appropriate language. Student users must not reveal personal address or phone number or those of students or colleagues.

◆ **Electronic Mail (E-mail) Policy**

E-mail will be used only for education purposes. Students K-8 will have access only under a teacher's supervision using a classroom account. Students in grades 9-12 may access web e-mail accounts through the Lebanon School District network. For protection from viruses, e-mail from an unknown sender should not be opened.

**Library Media Center**

The school library media center is regularly available for student use and special classes with the librarian or assistant. Children are encouraged to borrow books and other materials and return them promptly, in good condition. Please support your child's enjoyment and respect for books. Read to your child often.

### **Field Trips**

Field trips related to topics in the curriculum are planned throughout the year. Parents are notified of trips in advance and must sign a permission form. Students may walk to nearby locations. Transportation to other locations is by school bus.

### **Homework**

The purposes of homework are to reinforce and support student learnings, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. The purposes should always be clearly understood by both the teacher and the student. Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a homework routine can be established by the teacher, parent, and student. Parents are encouraged to provide feedback on their child's teacher. An approximate guideline for homework is ten minutes for each grade in school, i.e. 40 minutes for a child in fourth grade.

## **AFTER-SCHOOL ACTIVITIES**

### **Sports and Recreation**

The Lebanon Recreation Department provides an organized program serving all ages. Many programs are scheduled at the close of the school day using school facilities and nearby fields. A summer day camp is available at two locations. Schedules and announcements are distributed through the school on a regular basis. Contact the Lebanon Recreation Department directly at 448-5121 for further information

## **PROGRESS REPORTS**

Your child's teacher will periodically send home a progress report indicating growth and achievement in key areas. The report is issued four times a year in grades kindergarten through six. In addition, two parent conferences are scheduled, one in November and one in March or April. You and the teacher will have the opportunity to sit down and discuss your child's progress in all areas of development. Conferences are arranged at times that are mutually convenient. Additional conferences can be arranged to meet both parent and teacher needs. If you have questions or concerns about your child, don't feel you must wait for parent conference time. Please contact the school promptly and as often as necessary.

## **PROMOTION/RETENTION**

School Board policy permits retention in current grade under certain circumstances when there is a strong indication that the child will benefit from repeating the grade. When a lack of student progress leads a teacher to consider retention, parents will be notified no later than mid-year and a conference held. A plan of remediation will be developed, carried out, and the student's progress will be assessed. A final decision on retention will be made by the building principal, with input from parents and teachers. The parent has the right to appeal this decision to the Superintendent whose decision is final.

## **STANDARDIZED TESTING**

Standardized testing is done in the fall and spring. All students in grades 3-8 take the New England Common Assessment Program (NECAP) in language arts and math in the fall. In the spring, all fourth graders take the science NECAP test. Additionally, students in grades 2-6 are assessed with the Northwest Evaluation Association Measure of Academic Progress (NWEA-MAP), a state-aligned computer adaptive test measuring student achievement and growth.

Data collected from these tests enable us to evaluate the curriculum, identify students who may be eligible for special programs or need

special help, compare our students with similar groups of children locally, state-wide, and nationally, and obtain more information about each child's level of achievement. Individual test results are shared with parents. Standardized testing is one part of the school's program of on-going assessment of student progress.

## **STUDENT RECORDS AND ACCESS**

Records are maintained for students in the following categories: directory information, academic records, standardized and individual testing, special education, attendance and enrollment data, and health. Parents may inspect the records upon written request and obtain single copies of records. Information, other than directory information, will not be disclosed without prior written consent of the parent, except as permitted by law. The school keeps written records of authorized personnel who inspect the records.

In Lebanon School District we define directory information as: name, address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards and honors. The district will release this information to external agencies and institutions on request unless otherwise directed by parents, in writing, at the beginning of each school year.

Parents may request, in writing, to have the records amended if information in them is believed to be inaccurate, misleading, or in violation of the privacy rights of the student. If the school refuses the request, the parents have the right to a hearing, according to law. A copy of this policy may be obtained from the principal's office: *Student Records and Access JO*.

## **TELEPHONES**

The telephone is for official school business. It may only be used by students for emergency situations and with permission of the teacher.

Students are expected to make after-school plans prior to school and are not permitted to use the phone to get permission to go to a friend's house or similar purposes. Students are not called from class to accept phone calls. Cell phones and pagers are not permitted unless permission is granted by the principal for extraordinary health or safety reasons.

## **PROPER DRESS**

Parents are responsible for their child's proper dress. We expect that children will be clean and in clothes that are suitable for school activities. All children will be expected to go outside at recess time, even in cold weather, and therefore, must wear hats, boots, mittens, and coats suitable for the season. Guidelines:

- ◆ Footwear must be worn at all times in the school building. Sneakers are required for physical education class. Platform or high heel sneakers are not permitted for safety reasons. Boots may not be worn in classrooms. Parents may send an extra pair of shoes or slippers to be worn in class and left in the classroom during winter months.
- ◆ All shorts and pants are to be pulled up to the waist.
- ◆ Shirts and tops are to be at a minimum waist length. No midriff should be visible. See-through and fishnet clothing are not permitted. Underwear should be covered. Spaghetti straps are not permissible.
- ◆ Hats may not be worn in the school unless authorized by the principal for special events.
- ◆ Clothing imprinted with foul language, slogans or graphics is not permitted. Clothing depicting the use of alcohol, drugs, tobacco, or sexual activity is considered inappropriate dress for school.
- ◆ Jackets and coats are not to be worn in the classroom during school.
- ◆ Grooming and dress must not be so unusual or bizarre as to create an educational distraction or to interfere with the educational opportunity of other students.

Students not following these guidelines will be required to change to appropriate clothing.

## **FOOD SERVICE**

School breakfast and lunch programs are available at all Lebanon Elementary Schools on all days that school is in session. Milk is available for purchase at snack time and at lunch for those who bring their lunches.

Information regarding food service as well as applications for free or reduced-price school meals, menus, prices, and payment forms will be sent home during the first week of school and any time on request.

## **SUPPLIES, BOOKS, AND BELONGINGS**

The school provides books and materials necessary for instruction, including a normal supply of pencils, paper and other consumable materials. Students are asked at times to bring in materials for special projects and activities. In upper grades students may be requested to bring in specific materials, such as notebooks and folders, required for individual classes. Students are held responsible for proper care of school books and materials, and they are charged for loss or damage beyond reasonable wear.

The school cannot be responsible for lost, damaged or stolen articles. Although staff members supervise students at all times and make every effort to assure that the school is as secure and safe as possible, please be aware that a school cannot guarantee that theft, damage and/or other losses will not occur. Students should avoid bringing valuable articles to school. Tape recorders, boom boxes, video games, radio controlled vehicles, pagers, and other electronic devices shall not be brought to school unless authorized by the principal.

## **DISCIPLINE**

**School discipline is based on the belief that all students have both rights and responsibilities.**

### **Student Rights**

All students have the following rights:

- ◆ The right to a quiet, orderly place to learn.
- ◆ The right to express their ideas.
- ◆ The right to have their feelings respected.
- ◆ The right to physical and emotional safety.
- ◆ The right to have questions answered.
- ◆ The right to be dealt with in an honest manner.

### **Student Responsibilities**

In order to protect these rights, all students have the following responsibilities:

- ◆ Students will respect themselves.
- ◆ Students will respect others.
- ◆ Students will respect the rules of individual classrooms.
- ◆ Students will respect their own property.
- ◆ Students will respect the property of others.

### **All schools rules come from two basic expectations:**

- ◆ **RESPECT** – for self, others and property
- ◆ **SAFETY** – of self and others, indoors and outdoors

## **SCHOOL EXPECTATIONS**

These basic expectations apply to all students in all elementary schools. Each school may have additional specific expectations for its own building and playground:

1. Students will follow the instructions of the adults on duty.
2. Students will use appropriate language.

3. Students will settle disagreements and solve problems without violence.
4. Inside the school, students will:
  - ◆ walk in the halls and on stairs
  - ◆ use reasonable volume – “inside voices” – during conversation
  - ◆ use appropriate bathroom behavior
  - ◆ eat with reasonable table manners
5. Food will be eaten in designated areas only.
6. Students will remain on school grounds during school hours.
7. Fair play is expected at all times.
8. Students will use playground equipment safely.
9. Students will not throw snow or dirt or use those substances to harm others.
10. Students will take care of the property of the school and others.

## **CONSEQUENCES**

The goal of school discipline is to teach appropriate behavior. We teach social skills and conflict resolution in the classroom and on the playground. When students are behaving well they receive positive recognition. When a student’s behavior is unacceptable, our aim is to help the student understand the rule that was broken, to determine a logical consequence, and to help the student identify an appropriate alternative action to take the next time a similar situation occurs.

When a younger child breaks a rule, the first time (for most infractions) a warning is given, the child is reminded of the rule and asked to do it “the safe, respectful way.” A second incident often earns “time out” to think. If a rule is broken a third time, a plan for changing behavior is developed and a logical consequence is determined.

With older students, flexibility is a necessary part of the discipline program to meet individual needs and circumstances. Consequences for inappropriate behavior may vary for similar infractions, according to severity and circumstance. In all cases, a dialogue will occur as soon as possible between the adult witnessing the offense, the classroom teacher, and the student(s) involved. Parents should be involved with their child and the teacher in developing and carrying out an improvement plan when appropriate.

Consequences may include, but are not limited to, the following:

- ◆ warning or verbal reprimand
- ◆ demonstration of correct behavior
- ◆ time out
- ◆ repair of damages or restitution of property
- ◆ school community service
- ◆ mediation between students
- ◆ letter of apology
- ◆ period of restriction from a specific activity or the playground

Consequences for more serious behaviors may include in-school or out-of-school suspension as well as any of the above. The police may be notified when the misbehavior is or may be a violation of law.

### **REPORTING TO PARENTS**

Teaching appropriate behavior requires cooperation between parents and the school. Parents will be contacted if their child is involved in fighting, hurting others, or is persisting in other inappropriate or disrespectful behavior.

A written report will be sent to the parents for their attention and signature when the inappropriate behavior is documented in the student's cumulative record. Reports of inappropriate behavior will be reviewed annually by the principal and will be included in records sent to the next school when the inappropriate behavior persists or when there has been a single, but significant, incident.

### **EMERGENCIES**

Occasionally, due to sudden illness or an accident, it becomes necessary to send a child home from school. It is essential that you provide the school with the name and number of a neighbor or relative who would care for your child in the event you cannot be reached. This information is requested on the annual information sheet sent home the first day of school. Please keep ALL information up to date by immediately notifying the school office of any change.

In the event of a serious emergency, it is our policy, unless specifically requested to do otherwise, to contact the parents immediately. If this is not possible, we will either transport your child to a hospital or call an ambulance.

The school completes a report when any student is injured at school or during a school activity. Parents may request a copy of this report for insurance purposes.

## **INSURANCE**

If you need affordable health insurance for your child, call 1-877-464-2447 to find out about New Hampshire Healthy Kids. This non-profit corporation works with the state of New Hampshire, insurance companies, doctors and hospitals to provide health coverage for children in families with a broad range of incomes. Your school nurse has more information and can help you apply.

## **SAFETY**

Safety is as important to each child as good health. Each child can practice good rules of safety by learning to:

- ◆ Walk the safest route to and from school using sidewalks and crosswalks.
- ◆ Obey traffic signals and crossing guards.
- ◆ Stay away from unfamiliar pets or stray animals.
- ◆ Watch for oncoming cars when getting on or off the bus.
- ◆ Follow bus rules.
- ◆ Wear a bike helmet.
- ◆ Do not talk to or accept rides from strangers.
- ◆ Eat or drink substances only when offered by a trusted adult.
- ◆ Say, “No,” run away, and tell an adult when asked to break school or family rules.
- ◆ Know emergency information relating to his/her health and where parents can be contacted.

## **VIOLENCE**

A safe and nurturing school environment is essential for student learning. Violence, including the threat of violence of any kind, will not be tolerated. We work closely with our friends at the Lebanon Police Department to insure that this is true. Drugs, alcohol, gangs, profanity, harassment, theft, vandalism, weapons, and tobacco are prohibited. Any acts or threats of violence toward students, staff, or community members should be reported to the principal immediately.

## **FIRE DRILLS**

Each school holds at least eight fire drills throughout the school year. These drills are initiated and coordinated by the Lebanon Fire Department. No running or talking is allowed during these training exercises. Fire evacuation signs are located in each classroom and activity area of the school. Your child might be less alarmed by and better prepared for these drills if similar drills are practiced at home.

## **ANIMALS IN SCHOOL**

Health and safety are our top priority. Because of increased health issues, animals in the classroom are allowed only under strict conditions. The school nurse will advise the principal of any related health or safety issues and the principal will determine the acceptability of all animals in the school according to the following guidelines:

- ◆ Only the following animals are allowed in the classroom with the principal's permission: animals used short term for science concept development (i.e., Kindergarten egg to chick unit), fish, and non-venomous reptiles, amphibians and insects.
- ◆ Wild animals are not allowed in school. These include raccoons, skunks, bats, woodchucks, foxes, etc. The principal may require animals to be removed from school property.
- ◆ Appropriate cages must be provided and placed in a safe location in the classroom. No food, water, or animal waste can accumulate outside the cage.

- ◆ Animals are to be outside the cage only when under the direct supervision of the classroom teacher and are not to be handled by students. The animals must remain in the classroom unless otherwise authorized by the principal.
- ◆ All animals must be cared for appropriately. Provisions must be made by the teacher for care of the animals during school vacations and days off from school.
- ◆ Animals should not be brought into school buildings. A request for permission to include any animals in any instructional program shall be approved by the principal.

### **ASBESTOS-CONTAINING MATERIALS**

The school has a management plan for the safe control and maintenance of asbestos-containing materials found or assumed to be in the building. The plan is available to the public and may be accessed by contacting James Fenn, Business Administrator, who is located in the Office of the Superintendent at 448-1634.

### **TRANSPORTATION**

Transportation is provided for children who live one mile or more from the school attended. Students will be expected to walk up to one-half mile to the bus pickup point. Only regularly assigned bus pupils may ride on school buses and they are to ride only on their assigned bus. Bus schedules and routes are published on the School District website and in the *Valley News* in August.

Safety of students is our most important transportation concern. The achievement of a safe transportation environment requires the maintenance of discipline and the protection of property. Parents are urged to remind their children that proper conduct and strict observance of all safety rules are mandatory while riding on a school bus. Parents transporting students should observe the school's procedures for safe drop-off and pick-up when buses and other cars are present.

If a student violates the District's bus conduct rules, she/he will be subject to discipline in accordance with District policy and regulations, and could lose bus riding privileges. Video cameras may be installed on any bus to promote desired student behavior and to permit the driver to concentrate his/her attention on the safe operation of the bus. At the discretion of the Superintendent or his/her designee, bus video recordings may be used to resolve complaints by students and/or parents.

Written permission from parent or guardian must be presented to the office to make any change. No student will be allowed to ride a different bus without written permission. If you must change your child's normal after-school transportation arrangements, please send a note to school with your child that morning. **We ask that you use the telephone to make such changes only when really necessary and at least one hour before dismissal.**

## **STUDENT RULES AND CONDUCT ON THE SCHOOL BUS**

### **A. Student Rules**

1. Students shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Students shall wait in a safe place, clear of traffic until the bus stops, door is open, red flashing lights are on, and the driver has directed them to proceed.
3. Students shall wait in an orderly line and avoid horseplay.
4. Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10-foot minimum crossing distance).
5. Only authorized riders will be permitted on the bus, exceptions only with prior approval.
6. Students shall go directly to an available or assigned seat when entering the bus and sit nearest the window. Students must wear their seat belts at all times.
7. Students shall remain seated until they have reached their designated stop and the bus has come to a complete stop. Aisle and exits must be kept clear at all times. The emergency door will be used for emergencies only.

8. Students shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of the bus and his/her decisions and requests must be followed.
9. Students are permitted to carry only objects that can be held on their laps. Exceptions require prior approval.
10. Students shall refrain from throwing or passing objects on, from, or into buses.
11. Students are prohibited from extending their head, arms, or objects out the bus windows. Students will not be allowed to lower windows without permission from the driver.
12. Students shall refrain from eating, drinking, the use of profane language, obscene gestures, and excessive noise on the bus.
13. Students shall respect the rights and safety of others.
14. Students shall refrain from leaving or boarding the bus at locations other than assigned stops at home or school. Students may ride only the bus to which they have been assigned. (Exceptions will only be made with a note from the parents approved by the principal.)
15. When necessary, students will be expected to sit three to a seat.
16. Students are prohibited from possessing and/or using tobacco, alcohol, drugs or any controlled substances. The police will be notified whenever a student is involved with the possession and/or use of alcohol, drugs, or any illegal substances.
17. Students shall refrain from verbal abuse, fighting, wrestling or acts of physical aggression on the bus.
18. Students shall not carry hazardous material and nuisance items. Skate boards and scooters are not allowed on the bus without the express approval of the principal.
19. Students are prohibited from hitching rides via bumper or other parts of the bus.
20. Students shall not damage the bus.

## **B. Student Discipline**

1. There may be circumstances that could result in immediate suspension from the bus – such disciplinary action to be at the discretion of the appropriate school administrator.
2. The following procedure will be used whenever rules 1 through 15 have been broken:

**First Offense** will result in a letter of warning with a copy sent to the student's parents/guardians, and a copy kept on file in the School Administrator's office and the Transportation office.

**Second Offense** will result in either a time-out with a letter of apology to the driver, or a one (1) hour after school detention. Parents must be notified prior to the implementation of the detention. It becomes the parents'/guardians' responsibility to transport or arrange other transportation for their children.

**Third Offense** will result in an immediate five (5) day suspension from **ALL** buses. (This includes field trips, sport events or any activities.)

**Fourth Offense** will result in the student being suspended from the bus for ten (10) days.

**Fifth Offense** will result in an immediate conference between the parent, bus driver, and principal. At this meeting it will be determined whether the student will be suspended for twenty (20) days or whether the administration will request the school board to suspend from the bus for the remainder of the school year.

**Any Further Offense** will result in a request that the school board suspend the student of the remainder of the school year.

3. For infractions of 16 through 20 the following procedures will be followed:

**First Offense** will be an immediate five (5) day suspension from **ALL** buses.

**Second Offense** will be an immediate ten (10) day suspension from **ALL** buses.

**Third Offense** will result in the immediate suspension from **ALL** buses.

“RSA 189:9 – Pupils prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond twenty (20) school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.

- a. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has the right of appeal within ten (10) days of suspension to the authority that suspended the pupil's right.
- b. Until the appeal is heard, or if the suspension of pupil's right to ride the school bus is upheld, it shall be the parents' or guardians' responsibility to provide transportation to and from school for that pupil for the period of the suspension."

All suspensions represent school days, not calendar days.

### **DANGEROUS WEAPONS AND/OR FIREWORKS IN THE SCHOOLS**

It is the policy of the Lebanon School Board to conform, and to require all students and non-students in the district to conform, to all federal and state laws governing the possession of weapons (including those in private vehicles) on school property and at school activities regardless of their location.

For their implementation of this policy, "firearm" shall be defined as follows:

“(1) any weapon including a starter gun which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or silencer; or (4) any destructive device, including bombs and grenades.” 18 U.S.C. 921

Any student in possession of a firearm on school property or at a school activity, knowingly and without written permission from the Superintendent, shall be suspended by the Superintendent or his designee and shall be expelled by the School Board. Such an expulsion shall be for a period of one year (365 days) from the date of expulsion, except as provided herein, and shall be subject to review if requested prior to the start of each school year. Any parent or guardian shall have the right to appeal such an expulsion by the School Board to the State Board of Education and the due process constitutional protections mandated by *Goss v. Lopez*, 419 U.S. 565 (1975) shall still apply to students under this policy.

The Superintendent with the approval of the school board may modify such an expulsion on a case-by-case basis.

Any student or non-student in possession of a firearm, in violation of this policy, in the weapons free zone will be reported to the police.

If the student who violates this policy is classified as *disabled* under either IDEA or Section 504 at the time of possession, s/he shall be suspended for ten (10) school days with no educational services provided. During that period, an IEP team shall determine the program content and physical placement of a forty-five (45) calendar day alternative education placement (with or without parental consent). The student shall remain in that alternative education placement until the completion of all due process proceedings. During that forty-five (45) day period, the IEP team shall determine whether or not the student's violation of this policy was related to or caused by his/her disability.

If no direct relationship between the violation and the disability is determined, the student shall be expelled for one year subject to the same case-by-case review by the Superintendent as other students may receive. If the student is classified as *disabled* under IDEA, the district shall continue to provide educational services to that student as appropriate. If the student is classified as *disabled* under Section 504, the district may not continue to provide educational services to that student during the period of expulsion.

If a causal relationship between the violation and the disability is determined to exist, the district shall continue to provide educational services to the student and, 1) convene the IEP team to consider a change of placement to a more restrictive setting, 2) acquire the parents' agreement to a change in placement, or 3) go to court to obtain a "Honig" injunction to remove the student from school as a danger to him/herself and/or others.

School property will be posted as a "weapons free zone." This policy shall be included in the Student Handbook and distributed to all students."

Any student in possession of a weapon other than a firearm (including but not limited to, knives, pellet of BB guns or brass knuckles) and/or fireworks (including firecrackers) shall be suspended or expelled and shall be reported to the police. Such weapons or fireworks will be confiscated and parents will be notified. (School Board Policy JFCJ).

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

The School Board has a policy prohibiting any form of unlawful sexual harassment and abuse in school, on school property, or at any school activity. Sexual harassment or abuse committed by a student or school employee may result in formal student or employee discipline. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or communication of a sexual nature when that conduct or communication has the effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive education environment. Examples of sexual harassment or abuse are:

- ◆ Verbal: Offensive sexual language; suggestive sexual comments, insults or threats; jokes of a sexual nature; unwanted flirtations or sexual degrading words used to describe someone.
- ◆ Non-Verbal: display of sexually suggestive objects or pictures; suggestive, obscene or insulting sounds or gestures; leering; graffiti or other writings of a sexually insulting nature.
- ◆ Physical: unwanted contact including offensive touching, pinching or brushing up against someone's body; coerced or nonconsensual sexual intercourse; or assault.

Incidents of sexual harassment or violence should be reported to the principal for investigation and appropriate action. The principal will notify the superintendent of incidents of sexual harassment. Sexual harassment is a violation of an individual's civil rights. The individual who was the victim of harassment may pursue avenues of recourse beyond any disciplinary action imposed by the school district.

Please help your child understand what harassment is and make clear that it is unacceptable, serious, and should be reported to an adult. A copy of the complete policy is available from the principal's office: *Sexual Harassment and Sexual Violence JHFE*.

## **BULLYING**

Bullying is a form of student harassment which is prohibited by School Board policy and will not be tolerated. Bullying is defined as a pattern of

conduct which subjects a student to insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying is distinguished by the following three characteristics:

- ◆ repetitive, negative actions aimed at a specific victim or series of victims,
- ◆ an imbalance of power between the bully and the victim and
- ◆ injury that is inflicted on the victim's body, property, self-esteem, or group acceptance as a result of the actions.

Anyone who has observed or has reliable information that a student has been bullied on school property or at a school-sponsored event should report the incident to the principal. The principal will report it to the Superintendent. The Superintendent will authorize an investigation and written report of the results. If the complaint is valid, the School District will take appropriate action, including disciplinary action which may include suspension and expulsion. A copy of the complete policy may be obtained from the principal's office: *Bullying, JHFF*.

## **TOBACCO, ALCOHOL, AND DRUGS**

The School Board has policies prohibiting the possession, sale or use of tobacco products, alcohol, and illegal drugs by students, non-students, and adults in school buildings, on school property, and at school activities, regardless of location. Further, it is illegal for anyone under age 18 to purchase, possess, or use tobacco products. If a student violates these rules, parents will be notified and appropriate consequences which could include suspension and/or expulsion will follow. The school will also notify the police. Copies of these policies may be obtained from the principal's office: *Smoking JFCG; Alcohol Use by Students JFCH; Student Drug Abuse JFCI*.

## **SCHOOL AND PARENT ACTIVITIES**

### **School Visits**

Please sign in and out at the office any time you come into school during the school day. We encourage you to visit your child's classroom throughout the year and to participate in classroom activities. If you would like to spend time in the classroom, please provide a 24 hour advance notice to the principal. We also have Parent Orientation Nights and Open House to help parents become familiar with the school and its programs. Throughout the year we celebrate student learning through fairs, family nights, performances, and displays. We hope you will want to participate in you child's education in many of these ways. We do not schedule classroom visits for the purpose of teacher selection at placement time.

### **Volunteers**

School Board policy encourages parents to volunteer. We appreciate volunteers who are willing to go on field trips, to work with children in the classroom, to help with holiday parties, to help in making instructional materials, and to assist in libraries and with computers. The principal will approve all volunteers in advance and provide orientation to school procedures. Volunteers must sign a waiver of liability prior to serving the school program. Volunteers must sign in and out at the office each time they are in the building during school hours.

Before working with students regularly in an unsupervised situation on or off school property, a school volunteer must undergo a background investigation including a criminal history records check. A copy of the complete policy and directions for completing the background check are available from the principal's office: *School volunteers ICC*.

### **Parent Input**

In order to develop sound policy and curriculum to meet the needs of all students, we periodically ask for parent input. Your thoughts and ideas are an important component of our decision making process. We hope you will feel free to share your ideas with us at any time. They will be greatly appreciated.

### **Parent Teacher Organizations**

The PTOs were founded as service groups to encourage helpful participation in the education process. Each year the groups sponsor programs, workshops, and projects designed to help parents, children, and the staff. Membership is open to anyone interested in children and education. Officers are elected annually and meetings are held monthly. Lebanon PTO meets at Hanover Street School and West Lebanon PTO (Mt. Lebanon and Seminary Hill) meets at Mr. Lebanon School. Your child will bring home notices throughout the year to keep you informed of programs of interest and ways in which you might be able to help.

### **Fund-raising by School-Related Groups**

School Board Policy requires that when a parent group does school fund-raising which involves students, the group must obtain prior permission from the Superintendent of Schools. Raffles and any activities taking place on City property or door-to-door sales or solicitation require a license from the City of Lebanon. Further information and assistance in obtaining permission and licenses are available from the Office of School & Community Relations, 448-1634 x 114.

### **Use of School Facilities**

School Board policy permits the use of school facilities by school-related groups, youth and community organizations when such use does not interfere with the programs of the school or school district. Any group wishing to reserve or rent space after school in the evening, or on weekends should contact the Facilities Office, 448-1634 x127.

### **Lebanon School Board**

Lebanon School Board meets twice monthly, on the second Wednesday at Mt. Lebanon School and on the fourth Wednesday at Hanover Street School. Agendas for regular and special meetings are posted on the District website ([www.sau88.net](http://www.sau88.net)), in each school, and printed in the newspaper prior to the meeting. Meetings begin at 7:00 p.m. and are open to the public. The School Board formulates and adopts policies and budgets in support of the education of our students. Parent attendance and participation are welcomed and encouraged.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

The School Board expects adults to know and respect the rules and regulations of the school, to obey all federal, state and municipal laws, and to behave in a manner which models good citizenship for our students. Specifically:

- ◆ Schools are Drug Free Zones. The possession, use, transfer, sale, or being under the influence of alcohol and other drugs is prohibited on school property or at school activities.
- ◆ Smoking and the use of smokeless tobacco products is prohibited on all school property, including school vehicles and private vehicles while being used in place of school vehicles to transport students to and from school activities. Smoking is also prohibited in private vehicles when on school property for any purpose.
- ◆ All weapons, including firearms, are prohibited on school property. The ban on firearms and other weapons extends to all school and private vehicles when on school property for any purpose. Any person found in possession of a weapon shall be asked to leave the property. Any person failing to leave will be reported to the police for trespassing. The only exception is police performing official duties.

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