

LEXINGTON HIGH SCHOOL

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STUDENT HANDBOOK 2021-2022

Dear Student and Parent,

On behalf of the administration, faculty, and staff of Lexington High School I welcome our returning students and those entering our building for the first time. The high school is staffed by dedicated individuals who strive to help students become great scholars and even greater citizens. We will work tirelessly to ensure students realize their highest potential, and achieve personal excellence. All students are encouraged to participate in as many of the educational and extracurricular programs as they are able, and to take full advantage of what Lexington High School has to offer. This building has a long and distinguished history of excellence in academics, athletics, and the fine arts, and this excellence will continue through the efforts of its students and staff.

The student handbook will serve as a valuable resource to assist students in their understanding of the expectations, policies, and programs of the high school. Students and parents are asked to read this handbook carefully and are encouraged to contact the office if you have any questions or concerns.

Once again, welcome students, and thank you parents for allowing us to educate your children. Working together we can, and will, ensure that the students of Lexington receive the highest quality education, become well rounded citizens and members of our community, come to understand the true meaning of excellence, and learn to become difference makers in the world.

Sincerely,

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Our Promise

We want to assure you as our students and the parents, family members, neighbors and friends of our students that we will work diligently to be a positive influence in our students' lives. We will do everything possible to provide each student with the best educational and co-curricular opportunities possible. Our decisions will be based on what we believe in our hearts to be in the best interests of the students we serve. Delivering on the promise of excellence and opportunity for each student is a tremendous responsibility, challenge and opportunity, which we will not take lightly!

Philosophy of Education

The basic function of education is the development of the inherent abilities of each student. Therefore, our curriculum must meet the needs and desires of every student on a mental, cultural, emotional, social and physical level. We accept the responsibility for developing fundamental skills, creating an atmosphere for constructive, creative, and reflective thinking. Also, we accept the responsibility for promoting an understanding of the democratic way of life and encouraging the practice of good citizenship through the development of values of behavior emphasizing respect for others and their rights and responsibility for private and public property.

We, as educators, have a responsibility to teach an appreciation for those who were responsible in making our country great. Each child should be taught to value his/her heritage and to accept his/her duties and obligations as a contributing member of our society.

We believe that our school should accept the individual as he/she is and guide him/her toward maximum growth. We realize that development of the intellect is not sufficient, but that the total personality must be developed. Our school program should create in each individual an appreciation of the various areas of our culture which includes the humanities, arts, and sciences. We believe teaching demands that experiences be provided for students in an effective manner to create a desire for learning and prepare them for the changes that occur daily. From this, each student should be able to recognize and appreciate the multicultural and multiracial heritage of our society.

Educational Objectives

To achieve the Lexington Local Schools philosophy, students should experience a broad and balance education meeting the following objectives:

1. Maintain an appropriate educational environment
2. Develop and maintain good physical and mental health
3. Become an effective and contributing citizen of our ever-changing society
4. Realize satisfaction in the areas of intellectual achievement, rationality and creativity
5. Become aware of our multicultural society, our heritage background, and appreciation of the development and citizen responsibility of democratic society
6. Develop a command of basic reading and writing skills, written or oral communication skills, and logical thinking processes
7. Develop awareness of social obligations to the development of skills needed to participate in school and community
8. Gain enjoyment, experience and self-confidence from planning and participating in an enriched and varied social life

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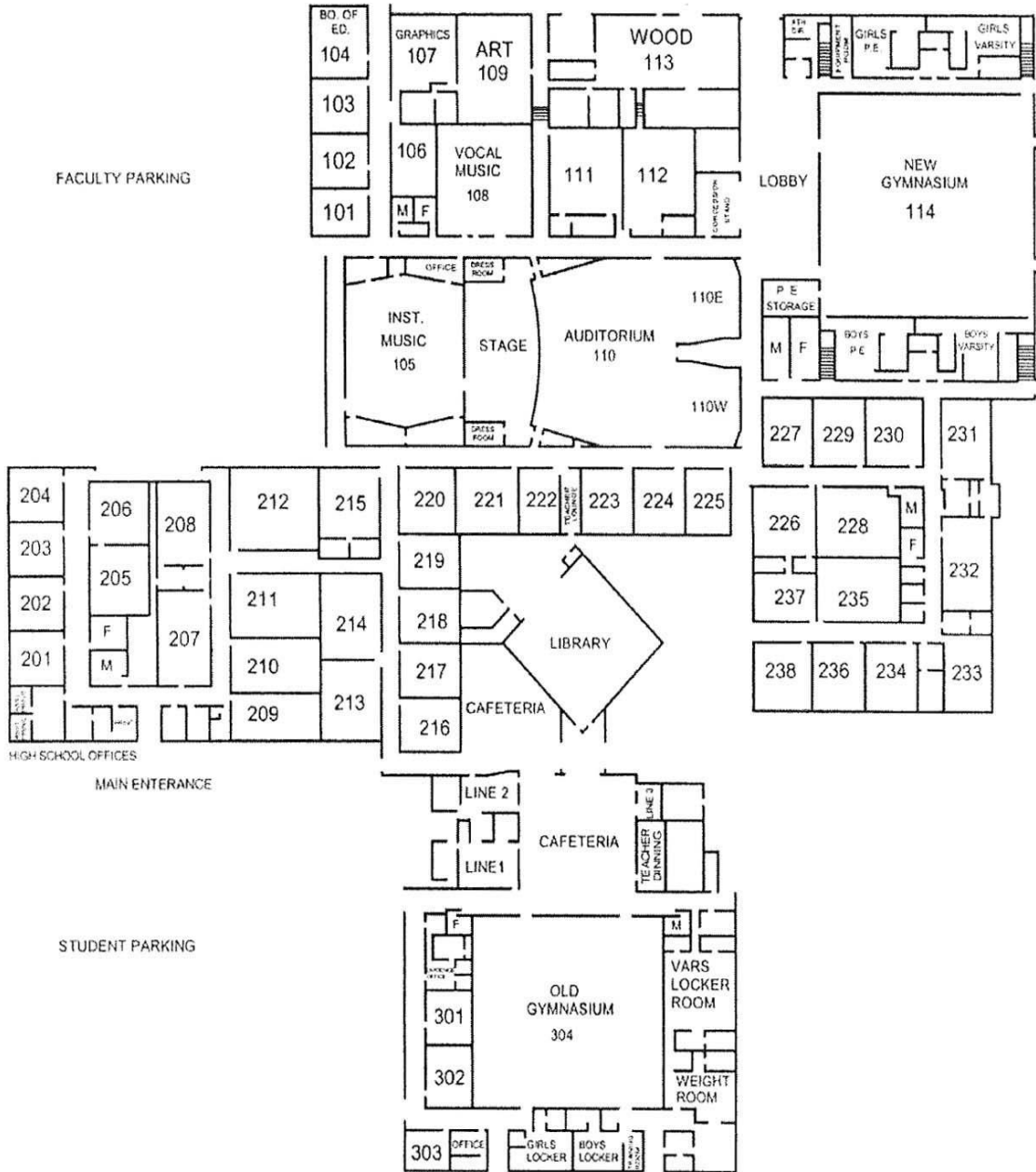
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GENERAL PARKING

FACULTY PARKING



BELL SCHEDULES

BELL SCHEDULE

7:35 warning bell
7:40 8:30 1st period
8:35 9:25 2nd period
9:30 10:20 3rd period
10:25 11:15 4th period

11:15 11:45 "A" lunch
11:50 12:45 5th period

11:20 11:45 5th period
11:45 12:15 "B" lunch
12:20 12:45 5th period

11:20 12:15 5th period
12:15 12:45 "C" lunch

12:49 1:39 6th period
1:44 2:34 7th period

ONE HOUR EARLY DISMISSAL

7:35 warning bell
7:40 8:20 1st period
8:24 9:04 2nd period
9:08 9:48 3rd period
9:52 10:32 4th period
10:36 11:16 5th period

11:16 11:46 "A" lunch
11:50 12:46 6th period

11:20 11:46 6th period
11:46 12:16 "B" lunch
12:20 12:46 6th period

11:20 12:16 6th period
12:16 12:46 "C" lunch

12:50 1:34 7th period

ASSEMBLY BELL SCHEDULE

7:35 warning bell
7:40 8:22 1st period
8:26 9:08 2nd period
9:12 9:54 3rd period
9:58 10:40 4th period

10:40 11:10 "A" lunch
11:14 12:10 5th period

10:44 11:10 5th period
11:10 11:40 "B" lunch
11:44 12:10 5th period

10:44 11:40 5th period
11:40 12:10 "C" lunch

12:14 12:56 6th period
1:00 1:42 7th period

1:46 2:34 assembly

TWO HOUR DELAY

9:35 warning bell
9:40 10:10 1st period
10:14 10:44 2nd period
10:48 11:18 3rd period

11:21 11:48 "A" lunch
11:52 12:48 4th period

11:22 11:48 4th period
11:48 12:18 B lunch
12:22 12:48 4th period

11:22 12:18 4th period
12:18 12:48 "C" lunch

12:52 1:22 5th period
1:26 1:56 6th period
2:00 2:34 7th period

BUS TRANSPORTATION

Special routes are followed by school buses to take students to and from Lexington High School. These buses load and unload in the gymnasium parking lot. Upon exiting the school bus, students are to **immediately enter** the building using the New Gym entrance.

Students are expected to conduct themselves properly while riding the buses. By law, a student is under the jurisdiction of the school from the time the student leaves his home until he returns to his home. High school students are not to ride the elementary buses unless prior arrangements have been made through the high school office. Please be reminded that food is not to be consumed on a moving bus as per state statute.

DRIVING REGULATIONS

All vehicles driven to and from school by students must be registered in the office. Failure to register a vehicle driven to school may result in disciplinary action. Vehicle registration forms will be provided for students, and they must be filled out and returned to the office before permission will be granted. Once you have registered your vehicle, you will be issued a parking hang tag. Tags must be visible from the rearview mirror of your vehicle when on school grounds. Failure to have your tag visible will result in disciplinary action.

When students come to school, their vehicles should be parked in a marked parking spot and should be locked and not driven again until the end of the school day. Students who park in unauthorized areas (behind the school, faculty parking lot, new gym parking lot, etc.) are subject to disciplinary actions. Upon arrival at school students are to immediately enter the building and are NOT permitted to leave the building prior to the end of the day without the permission from a building administrator and signing out in the office. Driving, riding, or sitting in cars before school, during school hours, or during the lunch period is prohibited. Loitering on school grounds after school is not permitted as well. Students who request permission to go to their vehicle during the school day may go but will be issued a tardy to class. Special permission to drive a car during school hours may be granted only by the principal, assistant principal, or dean of students. Violations will result in restrictions to the grounds, misconduct points, suspension of driving privileges, or suspension from school. Students are to drive cautiously while entering and leaving school grounds. Students' vehicles may not leave while school buses are departing from the school grounds and may not enter or leave the lot when and where the buses load and unload. **State law requires pedestrians to use the crosswalks. Pedestrians have the right of way.** Students are to follow all school rules while their vehicles are on school property. School officials retain the right to examine the contents and/or search a vehicle on school premises when they have a reasonable suspicion that school rules have been violated or items contained in the vehicle may interfere with the safe or effective operation of the school. Lexington High School assumes no responsibility for damage to vehicles or loss of contents incurred while parked on school grounds. The rules above apply to all vehicles.

STUDENT PARKING

Senior Lot: located on the west side of the high school. Parking in the senior lot is on a first come basis until the lot is full. The administration reserves the right to assign specific spots to specific students. This may be done in special circumstances such as fundraising events and/or other special situations. Students are not to park in the spots facing the building near Student Services, assigned spots or in the first six visitor spots closest to the main entrance. All vehicles are expected to park properly in the spaces provided.

Student Lot: located across the street from the high school and is available for all students who drive to school. All vehicles are expected to park properly in the spaces provided.

Pioneer Lot: located on the east side of the high school. Students may park in the first two rows on the east side of the lot.

*Students are not permitted to park in the new gym lot or behind the school.

CODE OF STUDENT'S RIGHTS AND CONDUCT

These rights and responsibilities are designed to maximize student cooperation by allowing each student maximum freedom as well as maximum protection during the learning process, while, at the same time, providing a framework rigid enough to deal with both minor and major unacceptable behavior in ways best suited to the offenses. Each student attending school has the right to a free and unhindered opportunity to receive training designed to help him/her develop to his/her maximum. Except by means of due process, the student attending school may not be denied this right by other students, nor by members of the staff. Conversely, no student's behavior may be such that it denies other students the same right, nor may his/her behavior be such as to hinder members of the staff from carrying out their responsibilities. Teachers will handle minor discipline problems by use of reason, detention, parent conferences, or other appropriate means. Students are expected to come to school ready and willing to learn. Students are expected to treat each other and ALL SCHOOL EMPLOYEES with courtesy and respect.

DRESS CODE

Studies indicate that there is a strong relationship between good dress habits, good work habits, appropriate school behavior and good grades. Any type of attire which attracts undue attention to the wearer, and thus causes a disruption/distraction in school is not acceptable. The following is a list of proper dress attire expectations:

1. Tight fitting or excessively short shorts, skirts, or slacks are not permitted.
2. Clothing should be so constructed and worn in a manner that is not unduly revealing.
3. Clothing with offensive illustrations, slogans or commercial messages advertising drugs, alcohol and/or tobacco/nicotine products is prohibited.
4. Language on clothing which is insulting, vulgar, abusive, threatening or harassing based upon issues such as sexual orientation, gender, ethnicity background, religious beliefs or disabilities is prohibited.
5. Proper footwear must be worn at all times in the school buildings (no bare feet or slippers).
6. Sunglasses are not to be worn in the building.
7. Hats, hoods, headbands, and pajama pants are not to be worn in school.
8. Coats/jackets are not to be worn during school hours. Warm-up apparel is appropriate.
9. Chains, spiked collars, spiked belts, or spiked wrist wear are prohibited.

Students who do not comply with the dress code will be asked to correct the infraction. *Any time taken from school to correct infractions will be unexcused.*

The following disciplinary action will be taken for a dress code violation:

1. First Offense. The student will correct the dress code violation. The student may be placed in ISD until appropriate clothing can be obtained.
2. Second Offense: Same as the 1st Violation. In addition, the student will be assigned a lunch detention.
3. Third Offense: Same as 1st Violation. In addition, the student will be assigned a forty-five minute Wednesday detention.
4. Fourth Offense: Same as the 1st Violation. In addition, the student will be assigned a three-hour Wednesday school.
5. Further Offenses: Same as the 1st Offense. In addition, the student will be assigned in-school detention. If in-school detention is not an option, the student will be assigned an out-of-school suspension.
6. Additional Offenses: Same as the 1st Offense. In addition, the student will be suspended out-of-school.

Judgement of the administration in matters of dress and appearance is final.

CELL PHONE POLICY

Students may not use their cell phone during the class period unless otherwise given permission by the teacher. Each teacher has the discretion to allow and regulate the use of cell phones/headphones in the classroom for educational purposes. Students may use their cell phones before school, between class change, and during lunch, however, headphones are not permitted outside of classroom usage. *For the purpose of the term “headphones,” this includes all devices that produce audio. The following disciplinary action will be taken for violating the school cell phone policy:

1. First Offense: The student will be assigned one lunch detention.
2. Second Offense: The student will be assigned a forty-five-minute Wednesday detention.
3. Third Offense: The student will be assigned a three-hour Wednesday school.
4. Fourth Offense: The student will be assigned in-school detention. If in-school detention is not an option, the student will be assigned an out-of-school suspension.
5. Additional Offenses: Same as the 1st Offense. In addition, the student will be suspended out-of-school.

*Students using his/her cell phone for recording purposes, to “bully,” or to post derogatory statements and/or pictures about other students, faculty, or staff via text or social media will face disciplinary consequences and may be suspended out of school.

Please note: phones are available in every classroom and may be used with teacher permission.

ARRIVAL TO & DEPARTURE FROM SCHOOL

1. Remove headphones/earbuds, etc.
2. Remove hats/hoods off head
3. All beverages, including coffee must be consumed in the cafeteria before entering the hallways. Students are not to carry drinks or food in the halls at any time during the school day.
4. Bottled/canned beverages; with the exception of pure water, must be kept in your locker during the school day.
5. Departing from school - during the course of the school day (up until 2:34), all students are to exit the building through the main entrance doors only.

ATTENDANCE

There is a close relationship between student attendance and academic achievement. Absence is one of the greatest causes of poor schoolwork and failures. Each day is important to the student's overall educational progress. In addition to the educational deficiency, a poor attendance record is a question that occurs when employers ask for a school recommendation pertaining to a job. Students are encouraged to make every effort to be present.

State law now requires all schools in the State of Ohio to notify parents/guardians when their child is absent from school. **We are asking that parents/guardians assist us in meeting this law by calling the high school phone number, available 24 hours a day, at 419-884-2200 as early as possible to report your child absent.** The procedure we will follow, if not contacted by parents, is that we will make one phone call home in an effort to contact parents and notify them that their child is not in school. We will use phone numbers taken from the census data forms that are filled out by the parents, guardians, etc. at the beginning of the school year. Working together in this way will enable us to ensure the safety of all the students at the high school.

Steps to Follow When Absent/Tardy:

1. Notify the school as early as possible (419) 884-2200 (See Above) AND
2. Upon return to school after an absence/tardy, bring in a written note from the parent/guardian or doctor (if applicable,) which explains the absence. (See below)

*A written note is required for all absences/tardies for the time missed to be considered for an excused absence.

In addition to the above state law, we are requiring that upon return to school after an absence, **even if a student has left school ill with parent permission, or if the student is on medical status, students still need to report to the attendance office before school starts with a written note from their parent/guardian, or doctor if applicable, which explains the absence.** Any student who does not bring a note from a parent/guardian upon returning to school, must submit the required note(s) by the following morning unless other arrangements have been made with the assistant principals. Notes not received within five days may result in the absence being permanently recorded as unexcused. Failure to follow the above policy will result in the student's absence being recorded as unexcused. **STUDENTS WILL BE REQUIRED TO HAVE A PARENT/GUARDIAN SIGN ALL EXCUSES, NOTES, AND OTHER REQUIRED OR NECESSARY FORMS.** The note must include: student name, date(s) of absence, reason for absence and signature and phone number of the parent/guardian. **Please be reminded that a parent request for an excused absence from school may not constitute a school excused absence.** The student will then be issued an admit slip which is to be presented to each of his teachers during the day. The slip will be returned by the last teacher whose class was missed at the end of the school day. School policy states that students who are absent for 10 days during the school year, excused or unexcused, will be put on medical status. At this point, only a medical note, court excuse, death in the immediate family or principal's approval will be accepted.

EXCUSED ABSENCE FROM SCHOOL

Absence from school may be approved for the following reasons under Section 3301-51-13 of the Ohio Administrative Code. Absences for reasons other than those listed below will be considered **UNEXCUSED. Students will not receive credit for any work due/grades given during an unexcused**

absence. UNEXCUSED ABSENCES MAY CARRY DISCIPLINARY ACTION DEPENDING UPON THE CIRCUMSTANCES.

- Personal illness
- Illness in the immediate family
- Quarantine of the home
- Death of a relative
- Necessary work at home limited to emergency conditions only
- Observance of religious holidays
- Family emergency or set of circumstances which in the judgement of the school authority constitutes a good and sufficient cause for absence from school

Board of education policy also provides for future or anticipated absences. **All future or anticipated absences should be requested in writing to the Assistant Principal or Dean of Students at least two days in advance of the future or anticipated absence.** Examples of future absences that will be accepted as excused are:

- Family vacations or family trips with a parent or guardian
- College or vocational visitations
- Farm work on the farm of parent or guardian
- Tournament level competitions with parent or guardian supervision
 - Requests to be excused for tournament level competition must be made in writing and contain the name of parent or guardian who will be responsible for supervision.
 - Students on medical status are not eligible
- One driving test and one permit driving test will be excused. Any driving classes during the school day will be unexcused.

General reasons for absences such as “out of town” or “personal reasons” will require further details to determine if the absence may be excused. The final decision regarding excusing absences will be that of the building principal.

PLEASE NOTE: For permanent record reporting, a one-half day absence begins at 11:10 a.m.

APPOINTMENTS (Doctor/Dentist)

Early dismissal will be granted for the reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist outside of school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible, or during study halls, if there is enough time. **Time missed from school for an appointment should coincide with the time period of the appointment itself as well as travel to and from the appointment.** Please note: if you are out for an appointment longer than 2.5 hours, it will become a half-day or full-day absence. Under normal circumstances students will not be allowed to leave during the school day to retrieve forgotten items at home. **APPOINTMENTS FOR SENIOR PICTURES AND JOB INTERVIEWS ARE TO BE MADE OUTSIDE THE REGULAR SCHOOL DAY.**

To obtain an early dismissal slip, bring a written note signed by parent or guardian requesting permission to leave, stating the reason for early dismissal and a telephone number where the signing parent may be reached for verification. **Arrangements for appointments are to be made before school in the attendance office on the day of the appointment.**

COLLEGE VISITATIONS, JOB SHADOWING VISITS, AND VOCATIONAL PLACEMENT VISITS.

For purposes of definition, a college visit includes two-year and four-year colleges and training institutions in areas such as business, modeling, cosmetology, etc. Job shadowing refers to visiting an adult workplace in a career interest area while under the tutelage/supervision of an adult at the work site. Vocational visits refer to visits to Pioneer Career and Technology center or related Tech Prep sites for purposes of future placement in programs at those sites.

- Juniors and seniors only are permitted on college visits; any student in grades 9-12 is permitted to take a job shadowing visit. Vocational visits will be arranged as needed by the counselors.
- A limit of two college visits and two job shadowing days per year is allowed. A record of these days will be kept in the attendance office and students are required to submit documentation from the college or university of their visit.
- A note from the student's parents should be in the attendance office two days prior to the scheduled visit.
- **School work assigned during these absences is due on the day of return.**
- **ANY EXCEPTIONS TO THIS POLICY MUST BE APPROVED BY THE BUILDING PRINCIPAL. EVERY EFFORT SHOULD BE MADE TO REQUEST THE EXCEPTION IN ADVANCE OF THE ABSENCE.**

EARLY RELEASE TIME

With approval of the administration a senior only may be released from the seventh period study hall. This is a privilege, not a right, and is contingent upon all of the following:

- Parental written approval is received
- The Assistant Principal or Dean of Students receives verification by call from parent
- The transportation provided for the student is confirmed
- Passing grades in all subjects in the preceding grading periods (includes 6th grading period of previous year)
- Verbal verification of the above criteria occurs between the Assistant Principal or Dean of Students and the student
- No outstanding G-grades or incompletes
- Student may not be on medical status

No student schedules will be changed to arrange a 7TH period study hall, (NOR WILL STUDENTS WHO DROP A SCHEDULED SEVENTH PERIOD CLASS BE ELIGIBLE FOR EARLY DISMISSAL). Exceptions to this policy must be approved by the principal. Early dismissal students will be expected to leave the building and school grounds immediately after 6th period and are not to return until school has ended if involved in an after-school activity.

COURSE ATTENDANCE REQUIREMENTS

The administration reserves the right to withhold credits for full year course(s) from a student accumulating more than 20 days absence per course. For semester courses, credit may be withheld when students accumulate more than 10 days absence per course. Missing over one-half of a class period constitutes an absence for the period for the purpose of this excessive absence policy.

The only exception to this will be:

Hospitalization

Participation in a school sponsored function

Doctor's excuse which is submitted before the end of the six-week grading period in which the absence occurs

Professional counseling

Emergency or set of circumstances which in the judgement of the building principal constitutes a good and sufficient cause for absence from school

The classroom time missed over ten days for a semester course (twenty days for a full year course) must be made up if credit is to be obtained for the course. A student will receive a letter grade of "G" on their report card and have two weeks to make-up these hours through the assigned digital coursework. "G" grades are only issued in courses which have been passed. "G" grade hours not made up within the two-week period will result in an "F."

Seniors will be required to have all their "G" grade make-up work completed before receiving their diploma. They will, however, be permitted to march in graduation providing they have make-up work in no more than one course required for graduation.

Students who are near or over the excessive absence limits are strongly discouraged from requesting prearranged absences such as vacations, college and job shadowing visitations, etc. as this only adds to the excessive absence problem.

TARDIES TO SCHOOL

A student accumulating five unexcused tardies to school will be assigned a one-day Wednesday school assignment for each group of five unexcused tardies. **Accumulation of ten total tardies to school (excused or unexcused) will result in a one-day Wednesday school assignment.** These tardies will be accumulative for the semester. (Students arriving to school between 7:40-7:45 are considered tardy to first period class.) Students arriving after 7:45, will be tardy to school until 11:10, then it will become a half-day absence. Tardies resulting from a medical appointment (doctor, dentist, etc.) or tardies which were pre-arranged following school guidelines will not be counted towards the five-tardy limit. Tardies resulting from oversleeping, car problems, etc. may result in missed schoolwork not being made up.

TARDIES TO CLASS

Students arriving to school between 7:40-7:45 are considered tardy to first period class. After 7:45, students will be tardy to school. A student accumulating three tardies to class in a six-weeks grading period will be required to serve one detention from 2:45-3:30 on Wednesdays under the supervision of a school employee. Class work or reading materials will be required in the detention room.

Additional tardies in multiples of three will be subject to additional detentions. Failure to serve a detention will result in further discipline. In the case of a student not bringing study materials to detention or becoming a discipline problem while there, the student will be removed immediately from detention and further disciplinary consequences will be assigned.

After a student's third tardy detention, a Wednesday school will be assigned in place of a tardy detention. After a third Wednesday school has been assigned, additional tardies to class in multiples of three may result in further discipline.

Students and parents/guardians will be notified at least twenty-four hours before detention is to be served. Students serving detentions will be required to arrange their own transportation home on the day the detention is served. Classroom tardies are not cumulative and will begin anew on the first day of each grading period. However, the penalties just described for tardiness to class are cumulative for the year.

Students who request permission to go to their car during the school day may go but will be issued a tardy to class.

Excessive tardiness to class may carry further disciplinary action depending upon the circumstances.

MAKE-UP WORK

Students who are absent from school must contact their teachers concerning make-up work. It is the student's responsibility to take the initiative and get the work made up within the allotted time.

Tests are to be made up during a student's study hall time or after school under the direct supervision of a teacher. Tests missed due to a partial day absence are to be made up that same day if the student has a scheduled study hall. It is the student's responsibility to make these assignments up on his/her return to school.

After an excused absence all make-up work, homework and missed tests must be completed in two days for each school day missed or the grade may become an "F". There are two exceptions to this policy:

- If a student is absent on the day immediately preceding a previously announced test and that day is used for review only, the student will be expected to take the test as scheduled.
- If a student is absent the day of the test and was present for the review, the student will be expected to take the test on the day he/she returns to school.

When students are absent from one or several classes to attend a special activity of another class or organization, they are expected to obtain the assignments of the missed class and keep up with their work. **SINCE A STUDENT IS NOT CONSIDERED ABSENT FROM SCHOOL, THE MAKE-UP POLICY DOES NOT APPLY.** If at all possible, students should not miss class tests for special activities.

BEFORE A STUDENT WILL BE EXCUSED FOR A FAMILY VACATION OF MORE THAN ONE DAY, HE MUST BRING A NOTE FROM HOME STATING HE WILL BE WITH A PARENT/GUARDIAN. A student must submit the note to the office, a minimum of two days in advance of vacation, for a pre-arrange form to be signed by each of his teachers. Failure to follow the above procedure may result in the time missed being marked "unexcused". When the student returns, he has two days to turn in homework which was assigned during the absence. Homework assigned prior to the vacation which is due during the vacation should be turned in prior to leaving school or on the day of return to school. All tests must be made up within a period equal to the time absent. Failure to do so will result in an "F" grade. In the case of college, vocational or job shadowing visits, work assigned is due on the day of return.

*Students that miss several unexpected days of school may contact the office and we will gather the necessary study materials that can be picked up at the end of the school day.

ABSENTEEISM/TRUANCY

In addition, House Bill 410 also addresses that excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school and be prepared for higher education and the workforce. Thus, it has been put into law that districts will utilize a continuum of strategies to reduce student absence as students reach the thresholds of excessively absent, habitually truant, and chronic absenteeism. These thresholds are defined as:

Excessively Absent: Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who "is absent with or without a legitimate excuse from school for 38 or more hours in a school month, or 65 or more hours in one school year." When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

Habitual Truancy: Ohio Revised Code Section 2151.011(B) (18) defines habitually truant as "any child of compulsory school age who is absent without legitimate excuse from school for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year." When a student is habitually truant from school, the following will occur:

1. An intervention team of staff members and the parent/guardian will be established
2. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
3. The district will develop the student's absence intervention plan
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in Juvenile court.

Chronic Absenteeism: Chronic absenteeism, as defined by the 'Every Student Succeeds Act', is missing 10% or more of the school year for any reasons. It includes excused and unexcused absences. 10% of the school year is about 92 hours of absences.

The following procedures will be used in conjunction with the Richland County Juvenile Court:

1. A warning letter will be sent home to alert the parent when a student has accumulated 12 unexcused hours.
2. A Truancy Intervention Meeting (TIM) will be scheduled with the parent and student when a student has accumulated 30 unexcused hours.
3. The parent and student are required to attend a half hour Truancy Education Program (TEP) when a student has accumulated 48 unexcused hours/8 days unexcused. Failure to attend TEP may result in an unofficial hearing at the Juvenile Court.
4. The parent and student are required to attend an Informal Court Conference when a student has accumulated 72 unexcused hours/12 days of unexcused absence.
5. The parent and student are required to attend an official hearing at the Juvenile Court when a student continues to accumulate unexcused hours after the Informal Court Conference (72 or more unexcused hours).

VISITORS

Social visits are prohibited. The school policy is to accept only those visitors who have legitimate business to attend to at the school. Parents are always welcome. Students wishing to bring a guest to school must obtain prior approval from the principal's office and secure a pass. Visitors are expected to leave promptly when their business is completed. No guests will be permitted to attend school on days immediately preceding or following vacations, during the first or last two weeks of school. Any exceptions to this policy must be approved in advance by the principal.

TEACHER CONTACT PROCEDURES

If questions/concerns arise about anything that has happened in class, for example, a test or quiz grade or even a simple comment, parents are encouraged to use the following steps:

1. Contact the teacher either by phone, 419-884-1111 (each teacher has a phone in their room or) by email (teacher email addresses are listed on the high school web page (www.lexington.k12.oh.us)).
2. If questions/concerns still remain after reaching out to the classroom teacher, contact the high school principal at 419-884-1111.

Please note: It has been our observation over the years that most questions/concerns end after contacting the classroom teacher.

EXTRA HELP

You may always seek help from your teacher if you do not understand an assignment, if the work is difficult or if you have been absent and have missed assignments and class discussion. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. A teacher will sometimes request a student stay after school if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather a teacher's desire to help you reach your full potential.

CHEATING

Encouraging and fostering high regard for honesty and integrity is an integral part of our educational preparation. Therefore, the administration, faculty and staff will NOT condone or tolerate any form of cheating or dishonesty which may include but is not limited to use of cell phone, copying/providing homework, providing test/quiz information/answers/essays, use of "cheat sheets", and use of dishonest, deceptive, or fraudulent means to obtain or attempt to attain credit for academic work. Lexington High School subscribes to Turnitin.com for both student and faculty use.

FIRST CHEATING OFFENSE – The student will receive zero points/no credit for the assignment, test, project, etc. involved; the teacher will notify the Asst. Principal or Dean of Students of the incident; and the teacher will talk with the student's parents about the incident.

SECOND CHEATING OFFENSE REPORTED TO THE OFFICE – The student will receive zero points/no credit for the assignment, test, project, etc. involved; the student will be referred to the office and subject to disciplinary action which may include suspension.

Subsequent offenses will result in disciplinary action as per the sequence of suspendable offenses found in this handbook.

COURSE FEES

To help cover extra expenses incurred in some courses, fees are charged. These fees cannot be refunded once the course has been in progress. Students who drop yearlong courses where fees have been paid, will be refunded half of the fee expense. This does not apply to workbooks.

Please refer to the Curriculum Guide for the School Fee list of all courses.

GRADING POLICY

The letters A, B, C, D, F, I, WD and WF shall be used to indicate student performance/proficiency in all subject areas on report cards in grades 9-12. The letters will denote the following:

A – Excellent work

B – Good work

C – Average work

D - Poor, but passing work

F – Failure to do passing work

I – Incomplete work

WD – Withdrawn from course (up to the midpoint of a semester course, nine-weeks or a year-long course, eighteen-weeks course will be removed from a student’s transcript)

WF – Withdrawn Failing (after the mid-point of a semester or year-long course. A letter grade of “F” will be issued for the course)

Plus (+) and/or minus (–) may be used with the above letters except with an “F” and on final course/subject grades.

LEXINGTON LOCAL SCHOOLS GRADING SCALE

<u>Grade</u>	<u>Scale</u>	<u>Numerical Value</u>
A+	100 – 97	4.0 *(this is a recognition of effort, an A+ carries no additional point value)
A	96 – 93	4.0
A-	92 – 90	3.67
B+	89 – 87	3.33
B	86 – 83	3.0
B-	82 – 80	2.67
C+	79 – 77	2.33
C	76 – 73	2.0
C-	72 – 70	1.67
D+	69 – 67	1.33
D	66 – 60	1.0

*Grades are not rounded to the nearest point, i.e. 92.99 = A-

GRADING PERIODS

The secondary grading periods (grades 9-12) shall be six weeks in length. Progress Book is available to parents to check grades. Interim reports will be mailed to parents/guardians of any student who does not

have access to a computer. Teachers are required to have sufficient graded assignments, quizzes, tests, projects, etc., to fairly evaluate each student at the midpoint and end of each grading period.

COMPUTING FINAL GRADES FOR YEAR-LONG COURSES

Final grades for all year-long courses will be determined by using six grades.

Computing Final Grades:

1. A student must earn a minimum of five points; and pass two of the three second semester grading periods to pass a course which uses six grades to compute the final grade.
2. Letter grades for each 6-week grading period will be given the numerical value listed on page 19.
3. When using six grades to determine final grades, add the numerical values of the letter grades together and divide by six to determine your numerical point average. Your numerical point average will then determine your final grade using the Final Grade Numerical Point Range for Year Long Course, which is listed below.

- **Final Grade Numerical Point Range for Year Long Course**

A+ (This is a recognition of effort, an A+ carries no additional point value)

A 4--3.83

A- 3.829--3.5

B+ 3.499--3.165

B 3.164--2.83

B- 2.829--2.5

C+ 2.499--2.165

C 2.164--1.83

C- 1.829--1.5

D+ 1.499--1.165

D 1.164--.833

COMPUTING FINAL GRADES FOR SEMESTER COURSES

Computing Final Grades:

1. A student must earn a minimum of three points; and pass two of three 6 week grading periods to receive credit for any semester course.
2. Letter grades for each 6 week grading period will be given the numerical value listed on page 19.
3. When using three grades to determine final grades, add the numerical values of the letter grades together and divide by three to determine your numerical point average. Your numerical point average will then determine your final grade using the Final Grade Numerical Point Range for Semester Course, which is listed on page 21.

- **Final Grade Numerical Point Range for Semester Course**

A+ (This is a recognition of effort, an A+ carries no additional point value)

A	4--3.83
A-	3.829--3.5
B+	3.499--3.165
B	3.164--2.83
B-	2.829--2.5
C+	2.499--2.165
C	2.164--1.83
C-	1.829--1.5
D+	1.499--1.165
D	1.164--1.0

INCOMPLETE (I) POLICY

- Work may be considered incomplete and the letter grade “I” issued if a student has missed required assignments due to absences or if required assignments are submitted incomplete or unsatisfactory.
- Any student who receives an incomplete grade (I) has two weeks after the last day of the grading period the “I” was issued to complete the required work and have the “I” changed to the appropriate letter grade for the work completed (A, B, C, D) otherwise the grade for that grading period will be “F”. Work from an “I” for the final grading period of a course which is not made up within the two-week period will result in FAILURE OF THE COURSE and no credit received.
- **In addition to the incomplete policy, a SENIOR shall NOT participate in commencement exercises and will not receive a diploma until the incomplete for the final grading period has been removed.**
- The only exception to the incomplete policies will be medically documented illness/injury which makes it impossible for the student to comply.

EXAM POLICY

As of the 1999-2000 school year, Lexington High School instituted required semester exams for students in all courses. The following are guidelines for the exam policy. Please note this policy may be subject to change.

- An exam will be comprehensive for the current semester. (i.e. it cannot cover 36 weeks’ worth of subject material). However, basic skills that have been taught during the year would naturally be expected to be known to answer certain types of questions. Examples of this might be basic writing skills or concepts in English that were taught early on and built upon during the year or something like factoring in math.
- Each exam will count as part of the grade for that six-weeks grading period (3rd and 6th). Therefore, year-long courses will have six grades only and semester courses will have three grades only that will go into figuring the final grade for the course.
- The final semester/year exams will reflect 25% of the points in the 3rd/6th grade periods.

- Teachers in like courses (all English 9 courses, all biology courses, etc.) will give like tests (not identical tests) to students in those courses with respect to format (i.e. one cannot give an essay test and the other an objective test).
- First and second semester exams are mandatory for all students

WEIGHTED COURSE GUIDELINES

A “weighted” course at Lexington High School is an upper-level course, a course that is accelerated in content, pace and expectations. Across the curriculum a “weighted” course will afford students opportunities to study the content area more thoroughly, to enhance technology use, to conduct independent research, and to be more realistically prepared for the rigors of post-secondary study. Prior to enrolling in a “weighted” course, students may be required to sign a contract ensuring their commitment to the course requirements and expectations. A “weighted” course will continue to receive extra value in the weighted grade-point average used for graduation honor purposes.

The following courses are weighted:

Advanced English 9	AP United States History	Enriched Geometry
Advanced English 10	AP US Government & Politics	Enriched Algebra II
AP English Literature	BG Psychology	Pre-Calculus
AP English Language	BG American History	AP Calculus
BG English 11	BG US Government	BG Introduction to Statistics
BG English 12	AP Chemistry	Spanish IV & V
BG Public Speaking	AP Biology	French IV & V
Advanced Economics	AP Physics 1	BG Art I

RECOGNITIONS, ALL A’S, HONOR ROLL AND MERIT ROLL

There shall be three academic recognitions at the end of each grading period.

- | | |
|---------------|---------------|
| 1. All A’s | 4.00+ GPA |
| 2. Honor Roll | 3.99-3.50 GPA |
| 3. Merit Roll | 3.49-3.00 GPA |

These recognitions shall be determined by calculating each student’s non weighted and weighted grade point average (GPA) for the concluding grading period only. The highest GPA will be used.

In figuring GPA for Honor Roll and Merit Roll, quality points earned in weighted courses will be used:
(Located on page 23)

The following points are assigned to final grades:

<i>Non-weighted 4.0</i>	<i>Weighted 5.0</i>
<i>A = 4.0 points</i>	<i>A = 5.0 points</i>
<i>A- = 3.67 points</i>	<i>A- = 4.67 points</i>

<i>B+ = 3.33 points</i>	<i>B+ = 4.33 points</i>
<i>B = 3.0 points</i>	<i>B = 4.0 points</i>
<i>B- = 2.67 points</i>	<i>B- = 3.67 points</i>
<i>C+ = 2.33 points</i>	<i>C+ = 3.33 points</i>
<i>C = 2.0 points</i>	<i>C = 3.0 points</i>
<i>C- = 1.67 points</i>	<i>C- = 2.67 points</i>
<i>D+ = 1.33 points</i>	<i>D+ = 2.33 points</i>
<i>D = 1.0 points</i>	<i>D = 2.0 points</i>
<i>F = 0.0 points</i>	<i>F = 0.0 points</i>

GRADUATION REQUIREMENTS

Participation in the graduation ceremony is considered a student activity and therefore a privilege, not a right. A student must meet the following requirements to receive a diploma from Lexington High School:

A senior who is no more than one credit short of the minimum graduation requirements may participate in the graduation ceremony, but will not receive a diploma until all graduation requirements have been completed. Any student short more than one credit may not participate in the graduation ceremony.

Any senior who receives an incomplete (I) for the final grading period must meet all requirements to have the incomplete grade removed before he/she may participate in the graduation ceremony.

Graduation Requirements - Classes of 2021 & 2022 (legislative changes would supersede)

Step 1 – Earn 21 credits

4 Credits of English	3 Credits of Science	½ Credit of Phys Ed
4 Credits of Math	1 Credit of Fine Arts	½ Credit of Living Skills
4 Credits of Social St	½ Credit of Health	3½ Credits of Electives

Step 2 – Complete one of four pathways

- **Pathway #1:** Earn 18 Points on Seven End-of-Course Exams
 - Must score at least 4 combined points in Math and
 - Must score at least 4 combined points in English and
 - Must score at least 6 combined points in US Govt, US History, Biology and
 - Must score at least 18 total points over the seven exams

- **Pathway #2:** Earn an Industry Credential
 - Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys / work-readiness test

- **Pathway #3:** Earn Remediation-Free Scores on ACT or SAT

- Must earn a minimum score of 18 on the Math and English portions of the ACT or,
 - Must Score 480 or Higher on the Reading & Writing Portions of the SAT and at least a 530 on the Math
- **Pathway #4:**
 - Satisfy the New Requirements for 2023 & Beyond

Graduation Requirements - Classes of 2023 & Beyond (legislative changes would supersede)

Step 1 – Earn 21 credits

4 Credits of English	3 Credits of Science	½ Credit of Phys Ed
4 Credits of Math	1 Credit of Fine Arts	½ Credit of Living Skills
4 Credits of Social St	½ Credit of Health	3½ Credits of Electives

Step #2: Students Must ‘Show Competency’ One of Four Ways:

- Passing Scores on End of Course Exams for Algebra I and ELA II
 - Scores of 684 or Higher
- Complete College Coursework
 - Math or English through CCP program
- Enlist in the Military
 - Signed Contract with to enter any branch upon graduation
- Demonstrate Two Career-Focused Activities
 - Earn proficient scores on WebXams, earn a 12-point industry credential, complete or be accepted into an approved apprenticeship program, work-based learning, earn the required score on WorkKeys exam, earn the OhioMeansJobs seal

Step #3: Students Must Show Readiness by Earning Two Diploma Seals

(One of these seals must be a ‘State Defined Seal’)

- State Defined Seals
 - OhioMeansJobs Readiness Seal
 - Industry-Recognized Credential Seal
 - College-Ready Seal
 - Military Enlistment Seal
 - Citizenship Seal
 - Honors Diploma Seal
 - Seal of Biliteracy
- Technology Seal
- Locally Defined Seals
 - Community Service Seal
 - Fine and Performing Arts Seal
 - Student Engagement Seal

Any deficiencies must be completed prior to graduation. Please note that graduation requirements are minimum requirements. Most students have earned more than 21 credits at the close of their senior year.

It is the responsibility of the student to see that requirements for graduation are met. The high school makes every effort to keep current records and to keep students and parents informed about the status of progress toward completing the work necessary to meet these requirements. However, it is up to the student to make sure that he or she is acquainted with the necessary requirements to meet this goal.

Seniors are automatically registered for graduation.

STUDENT SERVICES CENTER

Lexington High School Department of Guidance and Counseling is committed to meeting the unique intellectual, physical, social and emotional needs of each student. The guidance counselors are student advocates. A variety of services are provided to support this effort.

If students need help in any way, they should contact their counselor. Students can arrange appointments through the Student Services Secretary. After-hours appointments can be arranged with the individual counselors.

Counselor Alphabet Breakdown:

Mrs. Kristen McPeck **A – K**

Mrs. Whitney Eibon **L – Z**

Counselors assist students in the college selection process. Beginning in the junior year, students are instructed as to the appropriate sequence of activities they need to follow in order to identify colleges that match their needs. Counselors present information through large group assemblies, classroom guidance activities and individual conferences. Students learn how to access materials that include computer search programs, college guidebooks, catalogues and videos. These are available in the Student Services Office. Students are also provided opportunities to attend the annual college fair in mid-September to visit with college representatives who come to our campus each fall. Every senior will be required to meet with their counselor to help guide them through the college application process.

All parents are reminded to frequently check the Student Services link on the Lexington High School website where information on testing, scholarships, financial aid and important upcoming events can be found.

PHYSICAL EDUCATION WAIVER

The Lexington Board of Education has adopted a policy to excuse students from the high school physical education requirement for each student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons. Students who wish to utilize this waiver can pick up the required forms in the office of student services.

COURSE REQUESTS/SCHEDULE CHANGES/DROPPING A COURSE

Students and parents are urged to make careful course selections. Please pay close attention to prerequisites, graduation and college requirements, NCAA requirements, athletic eligibility requirements, and course fees. Students are expected to complete classes in which they are enrolled.

Minimum Load: Students in grade 12 must be scheduled for 5 classes daily. Students in grades 9, 10 & 11 must be scheduled for a minimum of 6 classes daily.

Dropping a course: Permission to drop a course is difficult to obtain. Please see curriculum guide page 9 for details. Please understand that assignment of teaching staff is based on course registration.

**Repeating a course/
Grade replacement** If a student receives a final grade of a C or lower and wishes to repeat the course in order to improve their skills, the transcript will reflect the average of the two final grades and one credit will be awarded.

PROMOTION TO THE NEXT GRADE IS BASED ON CREDITS EARNED

Sophomore: 5.0 credits as a freshman
Junior: 10.0 credits through the sophomore year
Senior: 15.0 credits through the junior year

SCHOLARSHIPS

Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the student services on individual scholarship amounts and necessary qualifications. **Seniors are reminded to report all scholarships awarded, along with the amount, to the Student Services office.**

ACADEMIC AWARDS

At the conclusion of each school year, academic awards are presented to our students in an evening program sponsored by the Lexington Academic Boosters. National as well as local scholarships are awarded and recognized at this time. Plaques are also given to the outstanding student in each department area as well as departmental awards based on criteria set up by the individual departments.

Scholarship pins and a recognition breakfast are given on a different date to those students in grade nine through twelve who have a 3.5 non-weighted GPA (whichever is highest) through the first five grading periods of the current school year.

ACADEMIC LETTER

To be eligible to earn a Lexington High School Academic Letter, students must meet the following criteria:

Freshmen & Sophomores: Minimum 3.8 GPA and minimum of 10 points from the list of approved activities. **Juniors & Seniors:** Minimum 3.8 weighted GPA and a minimum of 20 points from the list of approved activities. Approved activities and the point values are listed below. Students must be actively involved members of the activity, in good standing and maintain that involvement and standing through the completion of the activity/season.

National Honor Society: 10 points

Involvement as described above in each activity listed below is 5 points. (Involvement in one or more athletic team/cheerleading squad is 5 points total for each school year.)

Student Council	Academic Challenge	Math Club
Leadership Council	Student Council	Mock Trial
LEO's Club	Key Club	Foreign Language Club
Yearbook	Lexington Concord	Drama Club
Marching Band	Athletic Team/Cheerleading	Principal Advisory Council
Sociedad Honoraria Hispánica	Société de Honoraire de Français	

Similar PCTC activities/groups/clubs or other PCTC activities approved by the Academic Boosters and the HS Principal. Other involvement in school, civic and/or religious oriented activities/groups/clubs approved by the Academic Boosters and the HS Principal.

PARENT/STUDENT-TEACHER CONFERENCES

Parents are encouraged and invited to meet with teachers during their conference periods and before or after school. Teachers may also be contacted through our email system at www.lexington.k12.oh.us

INTERVENTION ASSISTANCE TEAM (IAT)

A process has been developed in which students who are “at risk” of failing their classes, in spite of their hard work and regular attendance to school, may receive academic assistance. The Intervention Assistance Team may consist of two classroom teachers, a guidance counselor, the school psychologist and one administrator. Students may be referred to the IAT by; 1) their classroom teachers, (2) their guidance counselor, (3) an administrator, (4) their parents/guardians, (5) themselves. The Intervention Assistance Team is only involved with a student after all standard methods of improving academic performance have not been successful. These methods include, but are not limited to, student seeks extra help before/after school by classroom teacher, more student time spent at home working on homework, placement of student to the front of the class along with other classroom strategies, etc.

The goal of the Intervention Assistance Team is to identify those students who legitimately need academic assistance and who otherwise would continue to fail without its support.

WORKPERMITS

All students working full or part time are required to secure a work permit. Students may secure the proper forms from the principal's office. Please note: the school administration may revoke a work permit from students who are habitually tardy, absent or in violation of school rules.

SCHOOL INSURANCE

Students are provided with an opportunity to apply for school insurance as protection against injury expenses. Insurance is available for school activities only or for 24 hour, year round coverage.

All accidents should be reported to the school office or to the athletic director/school administrator within 48 hours. Students with 24-hour insurance should report to the school or to the agency (in summer) if the accident occurs outside the school.

CHEMISTRY-PHYSICS SAFETY

Special attention is brought to section 331336.43 of the Ohio Revised Code, which requires all chemistry-physics students to wear industrial quality eye protective devices and closed toe shoes at all times while participating in such course or laboratory work.

CLINIC SERVICES

If a student becomes ill in school, he/she must ask for a pass to the nurse. Students must not leave the building without authorization. Students that leave without permission from the office are subject to discipline.

MEDICATION ADMINISTRATION POLICY

Students requiring medication (prescription or over-the-counter) during the school day shall be administered said medication under the following provisions:

1. A prescribing physician shall indicate the medication is essential during the school day.
2. The “Administering Medication Statement” must be filled out completely each year, signed and filed with the building principal prior to the time any medication is to be administered.
3. Only the designated person(s) may administer medications to students.
4. A copy of the “Administering Medication Statement” shall be supplied to the designated person prior to the time medications are to be administered.
5. The parent/guardian shall be responsible for informing the building principal and school nurse, in writing, of any change in a students’ health and/or medication.
6. The building principal shall designate a locked storage area within the building to which all medications shall be taken for storage. Medications requiring refrigeration shall be stored in an area not commonly frequented by students.
7. No employee of this district shall be required to administer medications if that employee objects to doing so.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, and/or electronic devices to school, and if they wear glasses or watches, to keep track of them at all times. STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY. IF IT IS NECESSARY TO BRING MORE MONEY THAN NEEDED TO PAY FOR LUNCH, LEAVE IT AT THE OFFICE FOR SAFE KEEPING. DO NOT LEAVE IT IN YOUR LOCKER. STUDENTS IN PHYSICAL EDUCATION CLASSES AND STUDENTS WHO PARTICIPATE IN AFTER SCHOOL ACTIVITIES SHOULD ESPECIALLY TAKE HEED TO NOT LEAVE THEIR PERSONAL BELONGINGS IN AN UNSECURED STATE.

LOST AND FOUND

Lost and found items are placed near the cafeteria entrance. Small or valuable items that are turned in will be kept in the office.

FIRE, TORNADO, AND SECURITY INSTRUCTIONS

Fire and security drills will be held each month, and tornado drills will be held in March, April, and May to comply with state law and to familiarize students with what to do should any of these emergencies occur. Instructions for fire and tornado drills are posted in each classroom. Two keys to success in these

drills are 1.) **Listening to the instructor's directions, and 2.) Carrying out those directions as quickly and silently as possible.**

LIBRARY

Mission Statement:

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. The library provides a setting where students develop skills they will need as adults to locate, analyze, evaluate, interpret, and communicate information and ideas.

Policies:

The library will be open for student use from 7:25-2:45 each school day. Extended hours for the library are available with prior arrangements.

Students may come to the library from study hall for the entire period, as space permits, and from classes with a pass from the teacher. Students may also come from study hall or classes to check out or renew materials. The number of students coming to the library from classes and study hall will be limited by the seating capacity of the library.

Students may use the computers to conduct research and complete school assignments, with preference given to students with passes from a subject teacher.

The regular circulation period for library materials will be three weeks with overnight privileges extended for reference and closed reserve materials. Students with late books are not permitted to check our materials until the overdue materials are returned. **NO DAILY FINES ARE CHARGED, BUT LOST BOOKS MUST BE PAID FOR OR REPLACED.**

Conduct:

Students using the library during class periods are expected to be using library materials. Some of those materials may be newspapers, magazines, books or computers. The library is not an alternate study hall or student lounge.

Extended conversations about class work and group work are permitted, with permission only, in the designated work area. Only brief, whispered conversations are permitted in other parts of the library. All school rules apply in the library. Students creating any type of disturbance or misusing materials will be denied access to the library for a period of time, and the administration will be notified.

CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, ceilings, floor or equipment with pen, pencil or paint or any other instrument. Do not tamper with the fire alarms, fire extinguishers, panic buttons and/or defibrillators or any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency in addition to receiving school discipline.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name printed in ink is written in each book in case it is misplaced. Sorry, but we do charge you a fine based on the principal or teacher's judgement for abuse, damage, or lost books. Students should examine textbooks they are issued and immediately report any visible damage to the issuing teacher. **Students are expected to use book covers on all school textbooks.**

LOCKERS

Lockers are school property and, as such, are subject to periodic inspections. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Each student is assigned a locker for the storage of books and belongings. It is the student's responsibility to see that his locker is kept locked and in order at all times. If at any time during the year a student's locker becomes inoperable, report this immediately to the office. Get study materials for your morning classes when you arrive in the morning, and materials needed for the afternoon classes during the lunch period. No one should leave classes to go to their locker except with special permission.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunchroom management and your fellow students will appreciate your cooperation in:

- Upon reporting to the cafeteria, students are to line up in an orderly fashion. Line cutting is prohibited as is giving money to another student to purchase a lunch in order to avoid the line.
- Depositing all litter in wastebaskets
- Returning all trays and utensils to the dishwashing area
- Leaving the table and floor around your place in a clean condition for others
- Students are restricted to the cafeteria during lunch. ALL other areas of the building and grounds are off limits. Students are expected to arrive in the cafeteria within the five-minute class change when their lunch period starts.
- **Students may NOT make arrangements for food to be delivered from outside eating establishments to the school at any time.**
- Students who violate the cafeteria policies will be subject to disciplinary action.
- The procuring of money from other students during the lunch hour is not permitted. Students should make their financial arrangements before they go to lunch. Should a financial need exist, students are encouraged to contact the cafeteria supervisor. There are no provisions for students to charge their lunch. However, students/parents may pay ahead for the week or month.

NO FOOD OR DRINK MAY BE TAKEN OUT OF THE DESIGNATED EATING AREAS

PUBLIC DISPLAYS OF AFFECTION

School is not the place for public displays of affections. Students involved in such activities beyond hand holding will face disciplinary actions.

STUDY HALLS

Each student in the study hall must have something with which to occupy himself/herself for study purposes. Study hall teachers may issue passes to the office, counselor's office and the library only, and to the restrooms in emergency cases. **Students desiring to see a teacher other than their study hall**

teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this to be indicated on the pass. In addition, the cell phone policy applies like it would in the classroom setting, and should only be used with teacher permission for academic purposes.

HALL COURTESY

- There is to be no horseplay at any time. This often leads to situations that cause fights or inadvertent injury to an innocent bystander. Students are to pass through the halls in an orderly fashion and should not be running or pushing other students.
- Students must carry a yellow/school issued pass when in the hall during class time.
- Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through halls quietly. Be considerate of others in the halls and classrooms.
- When using the restroom, students need to use the restroom nearest their classroom.
- Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
- **LEAVE THE SCHOOL BUILDING WITHIN 15 MINUTES AFTER DISMISSAL UNLESS SUPERVISED BY A TEACHER.**

AFTER SCHOOL HOURS

All after school activities must have a sponsor/advisor present at all meetings or functions.

STUDENTS ARE NOT PERMITTED IN THE BUILDING UNSUPERVISED AFTER 3:00 OR AT ANY TIME SCHOOL IS NOT IN SESSION.

SECURITY

In order to insure a safe and friendly environment for Lexington High School students, surveillance cameras have been installed throughout our building and in the parking lots.

The recorded contents from these cameras is the property of the Lexington Local School District. In order to insure our student's right of privacy, the contents of these recordings will not be made available to the general public. However, should there be a violation of our student code of conduct which leads to criminal prosecution, the contents of the recordings may become evidence at a trial therefore become public knowledge.

ARTICLES PROHIBITED AT SCHOOL

Difficulties arise frequently as a result of students bringing items which pose a hazard to the safety of others or interfere with the educational process. **ARTICLES SUCH AS LOOK-ALIKE FIREARMS, POCKET KNIVES, MATCHES/CIGARETTE LIGHTERS, PLAYING CARDS** or any other items that have the potential to interfere with safety, or the educational process when brought to school, are undesirable and will be confiscated and returned to the parent/guardian upon personal request. Students having items such as firecrackers, smoke bombs, firearms, knives, etc., which are illegal or represent an overt or imminent threat to the safety and comfort of others will face more severe penalties. Violation of the restrictions could result in a ten-day suspension, expulsion, charges filed in juvenile court, or any combination thereof.

DANGEROUS POLICY

The Lexington Board of Education is committed to providing the students of the Lexington Local

Schools with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in our schools.

The definition of a firearm shall include any weapon (including a starter gun or look-alike weapons) which will or is designed to expel a projectile, any firearm muffler or silencer, the frame, receiver or part of any such weapon, or any destructive device which includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, rocket, missile, mine or device similar to any of the devices described above.

Students in the Lexington School District are prohibited from bringing a firearm on school property, in a school vehicle, or to any school-sponsored activity. If a student violates this rule the superintendent shall expel this student from school for a period of one calendar year. If necessary, any such expulsion shall extend into the next school year following the school year in which the incident occurred. The superintendent or designee may reduce this requirement on a case-by-case basis in accordance with state law.

Students in the Lexington Local Schools are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student violates this rule the superintendent may expel the student from school for a period of one calendar year. If necessary, any such expulsion shall extend into the next school year following the school year in which the incident occurred. The superintendent or designee may reduce this requirement on a case-by-case basis in accordance with state law.

The Lexington Board of Education may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students in the Lexington Local Schools who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass other students, teachers, support staff, parents or community members, may be subject to a one year expulsion. The superintendent or designee may reduce this requirement on a case-by-case basis in accordance with state law.

THREATENING/VIOLENT BEHAVIOR

Threatening/violent behavior directed verbally or in writing between students or towards any building personnel (teachers, counselors, administrators, custodians, cooks, etc.) will not be tolerated.

Threatening/violent behavior is defined as, but not necessarily limited to, behavior in which the person to whom the behavior is directed feels that their personal safety is at risk. Students who exhibit threatening/violent behavior in the judgement of school administration will face suspension, expulsion, unruly charges being filed with the juvenile court or any combination thereof.

Bullying – The Ohio Revised Code defines bullying as “any intentional written, verbal, graphic or physical act that a student or group of students has exhibited toward a particular student and the behavior both 1) Causes mental or physical harm to another student; 2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.” Incidences of bullying should be reported to an administrator and is considered a suspendable offense.

Cyber-bullying including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cell phones, internet websites, and/or any other electronic device is considered a suspendable offense. This is not just limited to where the bullying originates (school property, school events) but also includes to where it is communicated.

Dating Violence - Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal and/or emotional abuse to control the person's dating partner. A "dating partner" is any person, regardless of gender, involved in an intimate relationship with another (person) primarily characterized by the expectation of affectionate involvement be it casual, serious or long term. This is considered a suspendable offense and violators could face suspension, expulsion or unruly charges be filed.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation and bullying of students in the school environment can substantially interfere with their ability to learn, perform and feel safe. Therefore, any conduct, communication, activity or practice that occurs at any time, on school property or during any school sponsored event and at times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators.
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator.
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators.
- D. School administrators shall investigate and document any written or oral reports.
- E. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. 3319.321 and the Family Educational Rights and Privacy Act.

Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, "harassment, intimidation, or bullying means either of the following:

- Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

Conduct Constituting Harassment, Intimidation or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- Physical violence and/or attacks
- Taunts, name-calling, and put-downs
- Threats and intimidation (through words and/or gestures)
- Extortion or stealing of money and/or possessions
- Exclusion from peer group or spreading rumors
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line social media sites (also known as “cyber bullying”), such as the following:
 - Posting slurs on websites where students congregate on web logs (personal on-line journals or diaries)
 - Sending abusive or threatening instant messages
 - Using camera phones to take embarrassing photographs/videos of students and posting them on-line
 - Using websites/social media to circulate gossip and rumors to other students
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet/Social Media service providers
 - Violence within a dating relationship

Complaint Process

- **Formal Complaints** – Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

- **Informal Complaints** – Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, and bullying, including persons(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such a written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition “harassment, intimidation, or bullying”.

- **Confidentiality** – The right to confidentiality, both of the complainant and the accused, will be respected consistent with the district’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
- **Investigation**
 1. The investigator should remember that the investigation requires a balancing of the accused rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board’s interest in a prompt and fair investigation.
 2. The investigator shall meet with the complainant with a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
 3. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.
- **Post Investigation**
 1. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant’s parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
 2. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

3. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others if appropriate.
- **Retaliation is prohibited** – Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student’s status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.
 - **Remedial Actions** - Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying will end as a result. Intimidation, harassment, or bullying can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of “harassment, intimidation, or bullying” as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.
 - **Non-Disciplinary Interventions** – When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying. Its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.
 - **Disciplinary Interventions** – When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.
 - **Strategies for Protecting Victims**
 - Supervise and discipline offending students fairly and consistently.
 - Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during time of transition.
 - Maintain contact with parents and guardians of all involved parties.
 - Provide counseling for the victim if assessed that it is needed.
 - Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
 - Check with the victim to ensure that there have been no further incidents of harassment, intimidation, or bullying or retaliation from the offender or other parties.

In addition to the prompt investigation of complaints of harassment, intimidation or bullying and direct intervention when acts of harassment, intimidation or bullying are verified, other district actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel.
- Planned professional development programs addressing bully/targeted individuals' problems.
- Data collection to document bully/victim problems to determine the nature and scope of the problem.
- Use of peers to help ameliorate the plight of victims and include them in group activities.
- Avoidance of sex-role stereotyping (e.g. males need to be strong and tough).
- Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems.
- An attitude that promotes communication, friendship, assertiveness, skills, and character education.
- Modeling by staff of positive, respectful, and supportive behavior toward students.
- Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others.
- Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

SAFE SCHOOLS POLICY

In order to ensure the safety for all students and teachers, the following actions will be taken by classroom teachers should there be a security concern in the building. These actions will be initiated by the following announcement: "This is a safe schools drill/alert". 'DRILL' means we're in a practice mode, 'ALERT' means we are in a lock down mode.

- The teacher will:
 - Go to door and motion any students in the hall to his/her classroom
 - Lock the door to the room
 - Cover door window if possible
 - Turn off lights (rooms with windows only)
 - Direct his/her students to an area in the room out of the line of sight from the door
- No response should occur to a fire alarm during a 'Safe Schools Drill/Alert'
- Silence is to be maintained throughout the drill/alert
- Wait for further instructions to end the drill or alert

ANTI-HAZING POLICY

It is the policy of the Lexington Board of Education and school district that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty

member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing shall be defined as doing any act or coercing another, including the victim, to do any act of initiation into any student of an organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employees of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

ALCOHOL AND DRUGS

- In the interest of the health and safety of all students, the purchase, possession, sale, distribution or use of illegal drugs, alcohol, look-alike drugs, drug-related paraphernalia, inhalants, or narcotics is prohibited on all school district grounds (including vehicles), in lockers, in buildings, in purses/book bags/etc., at all school activities home and away, and in the vicinity of schools. Violation of this rule is grounds for suspension and possible recommendation for expulsion
- Violation of the alcohol and drug section will result in:
 - Parent will be notified as soon as possible and student may be removed from school for the remainder of the day.
 - The police will be notified of the incident and they, at their discretion, may conduct an investigation.
 - Consultation set up with parent and student about the suspension procedure and the possibility of dealing with the problem through an alcohol/drug use evaluation and/or assessment from a school approved individual or agency.
 - Penalty:
 - *1st Offense: Ten-day out-of-school suspension with possible reduction
 - *2nd Offense: Ten-day out-of-school suspension, no reduction, possible expulsion
 - *3rd Offense: Expulsion

Possession for sale or transmission: 1st Offense-Expulsion

The principal may modify a ten-day suspension for the first offense (except for sale and/or transmission of drugs) if the student and parent agree to participate in an activity designed to modify alcohol and drug related behavior. The ten-day suspension may be reduced by a maximum of five days for participating in the designated activities.

- The following is also considered to be a violation of the drug and alcohol policy:
 1. The odor of alcohol or other illegal substance on a student's breath or on his/her person when verified by both a school and law enforcement official.
- A violation pertaining to the presence of an odor mentioned above will result in:
 1. A ten day out-of-school suspension with a possible five-day reduction if the student and parent agree to a drug/alcohol information assessment.
 2. The student, with parent consent, may take a drug/alcohol test administered by an independent agency/individual or the school. This test is to be taken immediately. If the result of this test indicates that the student's system was void of drugs/alcohol, the suspension time will be waived. The school district will reimburse the parents for the cost of the testing up to a \$100 maximum if the test indicates that the student's system was void of drugs/alcohol.

- **Definitions:**

Illegal drugs/narcotics are defined as any narcotics, drug, medicine, or pill, chemical preparation, plant, seed, or derivative thereof, of a hallucinogen, barbiturate, or amphetamine nature.

Paraphernalia are instruments such as pipes, bowls, syringes, hypodermic needles, or any other items normally or actually used for the packaging, conveyance, dispensation, or use of drugs/narcotics.

Look-a-like or counterfeit drugs are specifically, amended Section 2925.01 (P) of the Ohio Revised Code, to mean any of the following:

1. A drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be a controlled, manufactured, processed, or distributed substance.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging distribution, or the price for which it is sold or offered for sale.

FOR EXAMPLE: if a student possesses or sells oregano, which he/she claims to be marijuana, a tablet which he/she falsely claims contains LSD, or a harmless pill which bears manufacturer's markings so as to falsely indicate that it is a controlled substance, or sells a crude tobacco cigarette, while claiming it contains marijuana, it is a criminal offense and subject to criminal prosecution.

Drug & Alcohol Ten-Day Suspension Reduction Procedures

If a student is suspended for a first violation of the board of education alcohol and drug policy (except for the sale and transmission), the parent may request a reduction of up to five days of the suspension in the following manner:

- The parents will be advised of the reduction possibility by the administrator who notifies them of the suspension
- A combination of the following alternatives may be required by the administrator to effect a reduction in the suspension.
 1. Parents take their student to a school approved person or agency for a dependency assessment and authorize the release of the results to school.
 2. Failure of the student or parent to complete the activities assigned by the administrator will result in the days of reduction being reinstated.

USE OF TOBACCO/NICOTINE

No pupil shall smoke, use or possess tobacco, or any substance containing tobacco, lighted or unlighted, including clove cigarettes, any smoking device, including lighters or cigarette rolling papers, any alternative nicotine products including electronic, vapor or other substitute forms of cigarettes, cigarillos, cigars, or pipes, or any tobacco or nicotine cessation product in any area under the control of the Board of Education; in any vehicle owned, leased, rented, or chartered by the Board.

Use of tobacco shall mean all uses of tobacco, including chewing or maintaining any substance containing tobacco, including smokeless tobacco in the mouth; using or possessing any other matter or substances that contain tobacco, including clove cigarettes, or using or possessing any alternative nicotine products. Violation of this policy may result in discipline pursuant to the Code of Student Conduct.

SMOKE FREE SCHOOLS

The Board recognizes that the use of tobacco/nicotine presents a health hazard which can have serious consequences for both the user and the nonuser and is, therefore, of concern to the Board. For the purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff or any other matter or substances that contain tobacco, and the use of any electronic, vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes. In order to protect students and staff who choose not to use tobacco/nicotine from an environment noxious to them, and because the Board cannot, even indirectly, condone the use of tobacco/nicotine, the Board prohibits use of tobacco and alternative nicotine products or devices on school grounds, in school buildings, on school buses, and at any school-supervised activity.

SUSPENDABLE OFFENSES

Suspensions will be assigned as out of school suspensions.

During suspensions, students will receive their assignments for the days missed. (Work that is completed and turned in the day the student returns from suspension will be graded and full credit earned will be awarded. Any work that is not completed by the date of return will result in a zero.

The following is a summary of reasons for which a student is subject to suspensions:

1. A student shall not possess, use, transmit, conceal, smoke, smell of, or otherwise make use of tobacco products, any alternative nicotine product, including electronic vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes or any tobacco or nicotine cessation products in the school building, on school buses, at school sponsored activities, or on property at any time.
2. Disrespect/insubordination to, intimidation of or threats toward, students, teachers and other school employees.

3. Intimidation, bullying, fighting, including assault or verbal abuse toward anyone on school district premises or at a school function.
4. Making a slur towards another student's race, sexual orientation, creed and/or religion.
5. Leaving school property without signing out in the main office or truancy from school.
6. Being in an unauthorized area of the building or grounds.
7. Use of profanity, symbols or gestures. Please note: **Any derogatory remark or use of profanity directed toward or about a staff member will result in an out-of-school suspension.**
8. Disruption or causing disturbance in class, in the school building, on school grounds, or at curricular and/or co-curricular activities.
9. Possession, use, or sale of drugs, look-alike drugs, or related paraphernalia, including alcohol or carrying an odor on or about your person.
10. Possession of dangerous articles, which are prohibited at school.
11. Destruction of property, including graffiti.
12. Being in school facilities outside of school hours without permission of a supervisor.
13. Cheating, dishonesty, altering grades, etc.
14. Theft or possession of stolen items.
15. Cutting or skipping classes.
16. Loitering in the student parking lot or any other unauthorized area prior to the start of the school day or during school hours.
17. Failure to serve detentions/Wednesday school/ISD assignments.
18. Continued repetition of misconduct.
19. Calling oneself or another student in as ill to the attendance office under false pretenses.
20. Forging signatures, and/or note information on absence excuses, hall passes, appointment documentation, or any other required forms or documents.
21. Sexual harassment (see page 58)
22. Misuse of school computers based on the Acceptable Use Policy (AUP)
23. Opening locked entries during school hours.
24. Failure to follow the Cell Phone Policy.
25. Other just causes which cause a disruption of the educational process.

During the length of a suspension or expulsion a student may NOT return to school for any reason and may NOT attend or participate in any type of school activity or function home or away. The above restrictions on returning to school and attending or participating in school functions also applies to students who have been specifically instructed not to attend for other disciplinary reasons.

NOTE: ALL SCHOOL RULES APPLY ON ALL DISTRICT PROPERTY AND TO SCHOOL RELATED ACTIVITIES REGARDLESS OF LOCATION OF THE ACTIVITY AND REGARDLESS OF WHETHER THE STUDENT IS A PARTICIPANT OR SPECTATOR.

DUE PROCESS

In all cases of suspension from school, students will receive due process, will receive written notification of the reason for the suspension, and parents will be notified of the action taken.

POINT SYSTEM/MISCONDUCT POINTS

- Points may also be assigned for actions which disrupt the educational process beyond the listed suspendable offenses
- Only the principal, assistant principal or dean of students assign points.
- Results of point accumulation: (Points are assigned in increments of five).
- An accumulation of fifteen points results in a Wednesday Detention.
- An accumulation of five additional points results in a Wednesday School.
- An accumulation of five points after the Wednesday school will result in in-school detention, out of school suspension and other action deemed necessary by the high school administration.
- Points are accumulated from the beginning of the year and run for the entire year.

RIGHT OF APPEAL PROCESS

Students/parents have the right to appeal any issue following the procedure listed below:

- Contact the building principal to arrange an appeal meeting
- If further appeal is needed, contact the superintendent (419-884-2132).

CONSEQUENCES OF MISCONDUCT VIOLATIONS

Suspensions/Expulsions

The Principal/Asst. Principal/Dean of Students is permitted to suspend a student for a period not to exceed ten school days at a time. **Be reminded that misconduct which occurs off property owned or controlled by the district, but is connected to activities or incidents that have occurred on property owned or controlled by the district, is subject to the school's code of conduct no matter where such misconduct occurs.**

Only the superintendent or his designee can expel a student. The superintendent must give written notice to the pupil and his parent, guardian or custodian. The notice must include written reasons for the intended expulsion and provide an opportunity for a hearing before the expulsion is effective. The expulsion is not to exceed the lesser of 80 school days of the number of school days remaining in the year in which the incident took place. Please note: Any suspension or expulsion from another district which has not expired will be honored by Lexington High School.

The Pioneer Career & Technology Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Lexington High School and/or PCTC.

Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

A STUDENT WHO RECEIVES AN ADDITIONAL SUSPENSION BEFORE THE PRIOR SUSPENSION IS FULFILLED MAY BE SUSPENDED OUT OF SCHOOL FOR BOTH THE ADDITIONAL SUSPENSION AND FOR THE REMAINING DAYS OF THE PRIOR SUSPENSION.

Wednesday Detention Regulations

- Students should report to Wednesday detention directly from their 7th period class. Wednesday detention will begin at 2:45 and end at 3:30. Detention reminder slips will be issued the day of the detention identifying the room assignment from the student to report.
- Students will be assigned a Wednesday Detention for infractions including tardies and dress code violations as well as any other reasons deemed necessary by the administration.
- Class work or reading material will be required in the detention room.

Wednesday School Regulations

- Students should report to Wednesday school directly from their 7th period class. Wednesday school will begin at 2:45 and end at 5:45. No one will be admitted after 2:45.
- Wednesday school supervisor has the right to refuse admittance to any student without assignments.
- Students will not be allowed to go to their lockers or use the telephone/personal cell phones except in the case of an emergency.
- Students will not be allowed to put their heads down, sleep, write notes or doodle.
- Students are to follow all school rules and policies during their Wednesday school.
- No food or beverages will be consumed during Wednesday school.
- Students are required to have class assignments, books, and/or reading materials sufficient to give the student ample work to cover during the three hour time span. Students who do not adhere to this policy will NOT receive credit for that day's Wednesday school. All reading materials are subject to the approval of the Wednesday school monitor.
- The first unexcused absence from Wednesday school will result in one additional day of Wednesday school. Any further unexcused absence will result in further discipline. Any student removed from Wednesday school for disciplinary reasons will be subject to in-school or out-of-school suspension, even if some Wednesday school time has already been served.
- Jobs or job interviews are not excuses for not attending Wednesday school.
- Computers may be used with approval of an administrator and verification of an assignment from a classroom teacher.
- Cell phones and all electronic devices are prohibited (turned off and out of sight) during Wednesday school.

In School Detention (ISD) Regulations

1. Students are required to copy these rules and expectations and turn the copy into the ISD teacher. This must be done during the first period of each day.
2. Students are also required to complete a 'Reflection Sheet' about why he/she was issued ISD. The purpose of this activity is to provide each student an opportunity to think about their situation and help them when confronted with similar situations in the future. A copy of this will be placed in the student's folder.
3. Students must be on task as they work on their school work that has been assigned by each teacher for the entire day. When work is completed, students will read quietly.
4. Students are required to remain seated, facing forward, quiet and working on assignments throughout the day.
5. Students are not permitted to sleep or put their head down at any time.
6. Students are to place their cell phones on the top shelf of their cubicle for the entire day. Cell Phone usage is not permitted, unless special circumstances are approved by the teacher.

7. Students are expected to complete each day's assignments for every class according to directions given.
8. The student will be allowed three (3) scheduled restroom breaks.
9. No food or drinks will be permitted in the ISD room (except bottled water) unless it is during the scheduled lunch time.
10. The student must serve all assigned time in ISD in order to qualify for release and return to regular classes.
11. Respect to others must be shown at all times. No foul language, disruptive behavior or physical contact between students at any time.
12. Computer games will not be permitted in ISD. Students who should have an assignment that requires the use of the computer will obey the policies set forth in the student Acceptable Use Policy set forth by the District.
13. All regular school rules apply as set forth in the Discipline Guidelines outlined in the student handbook.

K-9 SEARCH UNIT PURPOSE AND PROCEDURES POLICY

PURPOSE:

To provide a safe and drug free environment in the Lexington Schools. The K-9 unit program will act as a deterrent to the possession of illegal drugs and/or paraphernalia on school property.

PROCEDURES:

- When the K-9 unit arrives, announce to faculty to keep students in classrooms. Instruct teachers on conference duty in the hall to escort any students currently in the halls to directly go to class. No office/teacher aides allowed in halls.
- All searches of buildings and grounds will not exceed the length of one class period.
- All lockers and cars identified by the K-9 unit will be tagged and secured immediately.
- Searches of tagged lockers and cars will be conducted by the Principal, Asst. Principal and/or Dean of Students in the presence of a Lexington Police Officer. Students will be made aware beforehand that their lockers and/or cars will be searched. Those students will be given the option of observing the search.
- All contraband found will be immediately turned over to the Lexington police officer and the current board adopted code of conduct will be enforced.
- Parents of all students whose lockers/cars have been searched will be contacted by school officials as soon as possible.

ASSEMBLY PROGRAMS

The administration along with student organizations will plan and schedule assembly programs. Your conduct and manners during assemblies should be of the same high quality that you would expect if you were providing the program.

DANCE RULES

- After game dances are open to Lexington High School students only.

- If a person leaves, he/she may not re-enter the building and must leave the grounds.
- Lighting must be sufficient to provide visibility in the entire area being used.
- Six faculty members approved by the administration must chaperone concurrently. Chaperones must be willing to enforce conduct rules and check restrooms.
- All rules governing students' conduct at school, including dress code, will be strictly enforced.
- Auxiliary police protection may be required at the discretion of the administration.
- Students are expected to arrive by the announced "cut off time" for admission, unless previous arrangements have been made with a building administrator.

JUNIOR/SENIOR PROM, HOMECOMING

The Junior/Senior Prom is an activity for Lexington High School juniors and seniors and their dates. "Dressy" attire with dress shoes/sandals for young ladies. Tuxedo, dress suit and tie with dress shoes for the young men.

The Homecoming Dance is open to all LHS students. Dresses with dress shoes/sandals for the young ladies. Dress slacks, dress shirt with ties or dress shirt with sport coat and dress shoes for the young men.

Lexington High School students wishing to bring non-LHS students to either dance as dates must pre-register their dates with the appropriate administrator. All dance rules as outlined above apply. LHS students are responsible for making their dates aware of school policies and for their behavior.

ANNOUNCEMENTS

All daily announcements will be sent by e-mail to the classroom teachers each morning. Announcements will be read over the PA in the morning. The announcements will be presented via PowerPoint in the cafeteria throughout the day and posted on the high school website.

POSTER POLICY

These procedures must be followed to display posters:

1. Posters and /or fliers are limited to a total of three to advertise a meeting and a total of five to advertise an event.
2. All posters and/or fliers are to be approved by the club/activity advisor and the administration before being displayed. The advisor should place his/her initials in the bottom right hand corner.
3. Only the red brick or glazed block walls should be used to display posters and/or fliers.
4. The use of paste, cellophane tape, duct tape, gum, putty, etc. to hang posters/fliers is prohibited. Only use masking tape which is available in the office.
5. Each advisor will make certain all posters/fliers have been taken down after the meeting/event is over.

NATIONAL HONOR SOCIETY

To recognize and promote high caliber scholarship and citizenship at Lexington High School is the purpose of this group. Members are selected by the faculty on the basis of achievement in character, leadership, activities, scholarship and service.

Students may become eligible for induction their junior and senior years by meeting the following eligibility requirements:

- 3.5 grade point average or above

- A successful evaluation in the areas of character, leadership, activities, and service by the Faculty Council.
- Students must maintain their standing of high character, leadership, service, and 3.5 GPA to remain in NHS.
- The NHS Faculty Council must approve all inductions.

STUDENT COUNCIL

The student council is instituted to help govern student affairs, promote effective school citizenship, coordinate class and other student activities. The members of the student council are elected at large from each grade. The president, vice president, secretary, and treasurer are elected from the entire student body.

FUNDRAISING

All fundraising projects must be approved by the principal. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations. Any exceptions to this policy must be approved in advance by the building principal.

FEES AND FINES

Students are required to pay for all supplementary workbooks, papers, and magazines which their individual classroom teachers deem necessary in their teaching. Students are required to pay lab and shop fees in the courses which require them by the last day of a grading period. Students are required to pay for any other equipment, books, clothing, etc., issued by the school that has been lost or damaged.

CO-CURRICULAR ACTIVITIES AND ORGANIZATIONS

In addition to an extensive athletic program for both sexes, there exists a number of clubs to meet the varied interest of the students. Arrangement for additional clubs can be made through the principal. If you have an interest in some area not covered by an existing organization, please let them be known. Each club or organization must have an advisor from the faculty.

Lexington High School considers participation in ALL student activities and organizations to be a privilege not a right. Please note: Activity advisors/coaches have the authority, after consultation with the building administration, to limit a student's participation in extracurricular activities due to a violation.

The Lexington Local School District and Lexington High School do not sponsor, endorse, or promote any particular religious ideology or group.

ATTENDANCE/PARTICIPATION AT CO-CURRICULAR ACTIVITIES

Any student not in attendance for at least half of the school day shall not participate as a spectator or participate in any extracurricular activities the same day, unless they have been excused by the principal in advance of that day. 11:10am is the cut-off point for one-half of attendance. Exceptions to this policy will only be considered by the principal on a case by case basis.

CO-CURRICULAR ACADEMIC ELIGIBILITY REQUIREMENTS

At Lexington High School, all students choosing to participate in co-curricular activities will be expected to set as their top priority their role as a student. Each participant in a co-curricular activity will be expected to set a positive example in the classroom by his/her positive attitude, high level of integrity, attendance and punctuality, and work ethic.

The academic requirements as set forth by the Ohio High School Athletic Association (as detailed below) as well as the school board adopted GPA and failure policy will be used to determine eligibility for all students wishing to participate in a co-curricular activity.

OHSAA Bylaw 4-4-1 In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one credit courses or the equivalent, each of which counts toward graduation.

EXCEPTION I: The Commissioner's office may waive this requirement for a student in his/her 12th and final year of school who: (a) had accumulated sufficient credit hours to have graduated in the preceding semester; (b) maintains a grade point average in the top ten percent of the student's class; and (c) can demonstrate that the underlying purpose of this bylaw have been otherwise fulfilled by the student.

EXCEPTION II: The Commissioner's office may waive the enrollment requirements of this bylaw provided the student has been withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. An appeal for such a waiver must come from the principal of the school and be in writing. The appeal for waiver shall contain documents with school and medical supporting evidence.

EXCEPTION III: If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Commissioner's office once the "incomplete" has been changed to a passing letter grade provided:

- The failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- The incomplete was given in accordance with Board of Education/other governing board adopted policies and procedures and is applicable to all students in the school; and
- The previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade;
- There is no evidence that the 'incomplete' was given in order to afford the student extended time to provide the student tutoring or other educational services simply to avoid a failing grade.

NOTE: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work.

OHSAA Bylaw 4-4-3 The eligibility of ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from immediately preceding grading period become effective. For purposes of this bylaw, "school day" includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks.

EXCEPTION 1: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

EXCEPTION 2: A student coming off the "ineligible status" may become eligible 24 hours after the mandatory grade reporting date (a date established by the Board policy which cannot be the same day as

the end of the grading period) established by the Board of Education or other similar governing body for that school's district, provided said grade reporting date is applicable to all students in that district (See template for Board policy at www.ohsaa.org)

OHSAA Bylaw 4-4-4 A student enrolled in the first grading period after advancement from eighth grade must have passed a minimum of five (5) one credit courses, or the equivalent of those subjects carried the preceding grading period in which the student was enrolled.

HOUSE BILL 215

In accordance with the passage of House Bill 215, Lexington Local Schools has established the following additional eligibility requirements:

- A student must achieve a grade point average (GPA) of 1.0 or higher each grading period in order to be eligible to compete during the next grading period.
- Any student receiving an incomplete (I) in a subject will have that "I" averaged as an "F" in figuring the GPA until all work is completed.

Intervention

Students involved in interscholastic co-curricular activities at the high school will be subject to mandatory academic intervention if they fall into any of the following 4 categories:

- Those who are ineligible according to their GPA (below 1.0)
- Those who are ineligible according to the F policy (not passing a majority of their classes)
- Those who have one or more F's but are still eligible according to their GPA
- Those whose GPA is at or above 1.0 but below 1.5

CO-CURRICULAR CODE OF CONDUCT

CO-CURRICULAR ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:

All Athletic Teams	Mock Trial	Art Club
Cheerleading	Drama Club	Foreign Language Clubs
Academic Challenge	Key Club	LEO's
Marching Band	Chess Club	

All other school sponsored co-curricular clubs, activities and/or groups

NOTE: On occasion, groups and/or activities which are part of the graded curriculum (i.e. choir, jazz band, Fire 'n Ice, etc.) schedule public performances, trips, activities etc. which are not directly part of that activities graded curriculum. A student involved in a violation of this code of conduct would be denied participation in these types of performances and/or activities.

ATHLETIC CODE

PHILOSOPHY

A well-disciplined athlete is a quality athlete. A quality athlete produces a quality athletic program. The Lexington Athletic Department believes its task is to help develop quality young men and women through a quality program. We believe that an athletic training program including rules, education, and counseling, plays an important role in the development of a quality athlete and program.

OBJECTIVES

- To impress on athletes the importance of discipline and sacrifice in the development of a quality athlete
- To help athletes understand the harmful effects of drugs, alcohol, and tobacco on the development of an athlete
- To enhance the health and welfare of the athlete in particular and the student body in general
- To set worthy examples for other members of the student body

PROCEDURES

- Any student involved in the Lexington Local School's athletic program shall be subject to the following code of conduct for their entire high school career, year round, both in season and out of season.
- The code will come into force once signed by the student and parent(s)/guardian(s) and will remain in effect until graduation or withdrawal from Lexington Schools. Signing the code is a requirement for participation in any school-sponsored athletic activity.
- A student involved in the Lexington Local School's athletic program shall not:
 - a. use, possess, or distribute alcohol, illicit drugs, or tobacco in any form
 - b. perform acts which by their nature violate the sense of propriety and decency of the community or the standards or policies of this school district
 - c. violate the code of student conduct contained in the student handbook
 - d. violate any federal, state or local criminal law
- Any student not in attendance one half day of school (as defined by school policy) the day of practice or contest shall not be eligible to participate in that activity. Any exception must have the approval of a school administrator.
- These training rules are minimum standards. Each coach may have additional training rules, provided they are established prior to beginning of his/her sport, are approved by the athletic director, and are distributed to team members.

CODE OF CONDUCT

The following code of conduct is to be in effect from the date of signing through the athlete's graduation and is to be followed by all students (grades 9-12) participating in athletic activity, in any capacity. (Additional team/activity rules may be developed by each individual coach/advisor with the approval of the athletic director).

TYPES OF VIOLATIONS

1. Type I – Possession, use or purchase of: and/or conspiring to possess, use or purchase any alcoholic beverage, tobacco, vapes, juuling, or any smoking alternative, drugs, mood altering substances (other than those prescribed by a physician) or look-alike drugs or mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely PROHIBITED. The odor of alcohol or other illegal substance on a student's breath or on his/her person when substantiated by a school employee and/or law enforcement official is considered a violation.
2. Type II – Sale or distribution of any alcoholic beverage, drugs, any other mood altering substances or look-alike drugs or other mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely PROHIBITED.
3. Type III – Students shall not be convicted or adjudicated delinquent of crimes against any individual or property and/or perform acts which, by their nature, violate the sense of propriety

and decency of the school community or community in general. Such acts may include, but are not limited to acts deemed to be of a malicious intent to cause harm, damage, discomfort, intimidation, inconvenience, or as otherwise appraised inappropriate by the principal. Such acts may include, but are not limited to, verbal or written harassment, threats, intimidation or vandalism to person or property, etc.

APPLICATION

1.Type I Violation – FIRST OFFENSE

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parents(s)/guardian(s), the coach/advisor, the principal and any other school personnel selected by the athletic director. If it is determined that a violation has occurred, the athletic director shall set the dates for the athlete's suspension. The student will be denied participation in 20% of the scheduled regular season public performances to be served consecutively starting with the first contest after the student has been notified of his/her suspension. This includes the postseason participation in the same season. The suspension excludes scrimmages, previews, and any similar contest that does not apply to the overall team record. Drug and alcohol offenders and their parent(s)/guardian(s) must complete the prescribed assessment program within a time period established by the principal. The student must also complete the prescribed follow-up counseling program and submit to random substance abuse testing for six months at the discretion of the high school principal or his designee. The parent(s)/guardian(s) are encouraged to participate in the entire process to the extent such participation is warranted. The student is also required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program. Failure to participate in and complete the prescribed assessment, counseling, and substance abuse testing will result in denied participation in any and all regular season and postseason interscholastic contests until the prescribed programs are completed.

Type I Violation – SECOND OFFENSE

When a school administrator has reason to suspect there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the athletic director. If it is determined that a second violation has occurred, the principal shall set the dates for the athlete's suspension. The student will be denied participation in any and all athletic activities for one calendar year from the time of the offense. The one-year denial of participation defined above may be reduced to 50% of scheduled regular season public performances including the postseason. The suspension does not include any scrimmages, previews, and similar contests that are not applied to the overall team or individual record. If the student and his/her parent(s)/guardian(s) agree to participate in and complete the prescribed assessment and follow-up counseling sessions and submit to random substance abuse testing for one year at the discretion of the high school principal or his designee.

Type I Violation – THIRD OFFENSE

When a school administrator has reason to suspect that there has been a third violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the athletic director. If it is determined that a third violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his/her high school career.

Type II Violation – FIRST OFFENSE

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the athletic director. If it is deemed that a violation has occurred, the student will be denied participation in any and all athletic activities for one calendar year from the date of the offense. The student will forfeit the right to all awards and/or recognition which may have been earned during the activity prior to the offense. At the end of the one-year denial the student may be reinstated provided the student and his/her parent(s)/guardian(s) have participated in and completed the prescribed assessment and counseling programs.

Type II Violation – SECOND OFFENSE

When a school administrator has reason to suspect that there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, and the building principal. If it is determined that a second violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his or her high school career.

Type III Violation – FIRST OFFENSE

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. This conference is to include the student, his/her parent(s)/guardian(s), the athletic director, assistant principal, or building administrator and any other school personnel as selected by the administration. He will also notify the appropriate law enforcement agencies if deemed appropriate. If it is determined that a violation has occurred, the student will be denied participation up to 20% of the scheduled regular season public performances, including the postseason, as determined by the high school principal. The suspension does not include any scrimmages, previews, and similar contests that are not applied to the overall team or individual record. The student and parent(s)/guardian(s) must complete any/all prescribed assessment program(s) within a time period established by the principal. The student must complete any/all prescribed follow-up counseling program(s), and the parent(s)/guardian(s) are encouraged to participate in the entire process to the extent such participation is warranted. The student is also required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program. Failure to participate in and complete the prescribed assessment and counseling programs will result in denied participation in any and all regular season and postseason interscholastic contests until the prescribed programs are completed.

Type III Violation – SECOND OFFENSE

When a school administrator has reason to suspect that there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, and the building principal. If it is determined that a second violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his or her high school career.

APPLICATION NOTES:

- A violation of the athletic code of conduct may be substantiated by a school employee, law enforcement official, involved students' parent/guardian, or the student him/herself.
- A school administrator shall determine, in his/her discretion, if the reported behavior is a violation of the athletic code of conduct.
- Violations are cumulative from offense to offense through all four years of high school.
- If a student should be a participant in more than one sport in the same season in which the suspension is to be served, his/her suspension will be equally divided between the sports in which he/she is a participant.
- A student may only use a sport season to serve a suspension if that student is a participant in that sport from the first official day of practice, as set by the OHSAA, and completes the entire season through the final contest and awards program in good standing as determined by the building principal, unless it is his/her final sports season.
- If a student violates the code of conduct after joining a sports team, he/she will be denied participating during the current season.
- The student must complete the affected season in good standing or the denial of participation will be carried over to the student's next sport season.
- If an offense occurs at the end of a season or activity, the remaining percentage of athletic performances in which the student/athlete has to sit out will be carried over into the next sport season.
- If the second offense occurs before the first offense penalty has been served or completed, then the second offense penalty takes the place of the first offense penalty.
- The student may practice and travel with the team or group during this denial of participation period, at the individual coach's discretion.
- When the odor of alcohol or other illegal substance on a student's breath or on his/her person is substantiated, the student, with parent consent, may take a drug/alcohol test to be determined by the school and administered by an agency selected by the school. This test must be taken immediately. If the result of the test indicates that the student's system was void of drugs/alcohol, the violation will be voided.
- If a student fails a school administered drug test, the parent may request an additional test be administered by a licensed drug testing agency selected by the school administration. This must be the same type of test administered by the school and must be administered immediately. A school official must accompany the student to the testing site. The parent shall be responsible for the cost of the independent test and the test results shall be submitted to school officials. In addition, a high school administrator can request an additional test if they deem necessary. The school assumes the responsibility for the cost of this test.

- A violation of the athletic code of conduct may be substantiated by self-incriminating statements, photos, videos or etc. that appear in a social network.

REFERRAL FOR HELP

A student or his/her parent(s)/guardian(s) may make a referral for help to a school official, if there is no prior knowledge of an offense involving a law enforcement officer or school personnel, without the participation penalty part of the code being placed into effect for the first offense only of a Type I or Type II violation. The student must still complete the prescribed assessment program, the follow up counseling program and submit to random substance abuse testing for 6 months when appropriate.

APPEAL PROCESS

Appeals must be made within three school days to the principal who will review the situation. An appeal of the decision of the principal may be made to the superintendent or designee. This must be done within three school days of notification of the principal's decision. The decision of the superintendent may be appealed to the Lexington Board of Education. This must be done within three school days of notification of the superintendent's decision.

DEFINITION OF TERMS

Entire School Year: the start of fall athletics/activities through the last day of classes and/or the completion of all spring athletics/activities.

Completion of a season: The first official day of practice, as set by the OHSAA through the final competition and awards program.

Look-alike: Any substance that is represented to be a controlled substance but is not a controlled substance. OR any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or markings, labeling, packaging, distribution or price. OR any unmarked or labeled substance represented to be a controlled substance.

Prescribed Assessment Program(s): The assessment program(s) the school deems necessary to complete as a result of a code of conduct violation.

Prescribed Counseling Program(s): The counseling program(s) the school deems necessary to complete as a result of a code of conduct violation.

Drugs: This includes but is not limited to any drug, illegal drugs, marijuana, inhalants, steroids, legal prescription and over the counter drugs used or possessed or distributed for unauthorized purposes as look-a-like substances.

Mood-altering Chemicals: This includes but is not limited to narcotics, depressants, stimulants, hallucinogens, and look-alikes.

Public Performances: Any scheduled contest and/or activity in which the student would represent Lexington High School as a participant in any capacity (excluding practices, scrimmages, dress rehearsals, etc.).

School days: days school is in session

Two weeks: fourteen calendar days

WE HAVE READ AND UNDERSTAND THE LEXINGTON LOCAL SCHOOLS ATHLETIC CODE OF CONDUCT. AS PARENTS AND ATHLETE, WE AGREE TO ABIDE BY ITS TERMS AND CONDITIONS AND TO PARTICIPATE IN ITS PROGRAMS AS REQUIRED. WE FURTHER AGREE TO ABIDE BY ANY AMENDMENTS OR CHANGES TO THIS CODE IN THE FUTURE.

Student Signature _____

Parent Signature _____

Date _____

THIS DOCUMENT MUST BE SIGNED AND RETURNED BY DATE ESTABLISHED BY THE COACH FOR PARTICIPATION.

Assessment Procedures for Lexington Athletic Code of Conduct

1. Contact one of the assessment providers given by the school
2. The results of the assessment must be made available to school officials.
3. The student is required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program.

Recommended list of assessment personnel or violations of Lexington Code of Conduct:

1. Center for Individual & Family Services
741 Scholl Rd
Mansfield, OH 44907
419-756-1717 (established patients preferred)
419-756-6209 Alcohol and Drug Program
2. Family Life Counseling & Psychiatric Services
151 Marion Ave
Mansfield, OH 44903
419-774-9969
3. New Directions
1575 Marion Ave
Mansfield, OH 44906
419-529-9941
4. UMADAOP
400 Bowman St., Mansfield, OH phone: 419-525-3525

Note: Assessment through Juvenile Court is acceptable in the event that the student's violation involves law enforcement officials and assessment is required by them.

DUE PROCESS PROCEDURES FOR REMOVAL FROM PARTICIPATION IN SPORTS

Even though participation in interscholastic athletics is regarded as a privilege and not a right, the following due process procedures will be followed when removing an athlete from a team.

First, the athlete must be given written notice of intent to remove on the attached form.

Following that written notice, a conference will be scheduled, as previously described in the code, within not more than five school days after a school administrator has been informed of the violation. If the athlete is found in violation of the code, a written notice of suspension and follow-up procedures will be sent to the athlete and his/her parents. The athlete has the right to appeal this decision in writing to the building principal within 72 hours. This hearing shall be scheduled within five school days. The building principal shall hear the evidence and render a written decision within five school days. The athlete and his/her parents may appeal this decision to the Board of Education, who shall hear the same at its next regular meeting.

Lexington Schools

NOTICE OF INTENTION TO REMOVE FROM AN ATHLETIC TEAM

Student's name: _____

Date: _____

This notice will inform you that it is possible that you will be removed from participation on the team for the following reasons:

(Here state reasons for possible removal and its length. Indicate the nature of the misconduct and the approximate date and time of the occurrence.)

Before this action is taken, you will be given an opportunity to participate in an informal hearing before the principal to challenge the reasons for the possible removal or to otherwise explain your actions. You will be contacted by the school principal to schedule this meeting.

Athletic Director

I have read the above and acknowledge receipt of the notice.

Student

REMOVAL NOTIFICATION

Dear Parent (Guardian or Custodian):

This letter is to officially notify you that your son/daughter, _____, has been denied participation on the _____ team from _____ (dates) and this box is checked, an assessment and follow-up program as prescribed must be completed in order for him/her to be reinstated. The incident which caused this removal has been discussed at the informal hearing with your son/daughter.

This action was taken for the following reason(s):

You have the right to appeal this decision in writing to the building principal, and thereafter if the removal is upheld, to be granted a hearing before the superintendent or designee, as defined in the athletic department handbook, which will review the situation. The appeal to the superintendent must be received within 72 hours. An appeal of the decision of the superintendent or designee may be made to the Board of Education. You will be advised of the procedure at each step. Should there be any further questions or concerns regarding this situation, please feel free to contact the Athletic Office.

Sincerely,

Asst. Principal/Dean of Students

Athletics Director

cc:student

IF AN ATHLETE IS REMOVED FROM ANY ATHLETIC TEAM FOR AN ATHLETIC CODE VIOLATION OR DISCIPLINARY REASON, HE/SHE MAY APPEAL TO THE BUILDING PRINCIPAL

LEXINGTON BOARD OF EDUCATION HIGH SCHOOL ELIGIBILITY POLICY

1. A student must achieve a grade point average (G.P.A.) of 1.0 or higher each grading period in order to be eligible to compete during the next graduating period
2. A student must pass a majority of his/her classes each six weeks in order to be eligible to compete during the next grading period, as well as comply with all eligibility requirements of the Ohio High School Athletic Association.
3. Any student receiving an incomplete (I) in a subject will have that "I" averaged as "F" in figuring the G.P.A. until all work is completed.
4. A student declared ineligible may continue to practice with the team but may not participate in official contests

High School Intervention

Student involved in interscholastic co-curricular activities at the will be subject to mandatory academic intervention of they fall into any of the following four categories:

1. Those who are ineligible according to their G.P.A. (below 1.0)
2. Those who are ineligible according to the "F" policy (not passing a majority of their classes)
3. Those who have one or more "F's" but are still eligible according to their G.P.A.
4. Those whose G.P.A. is at or above 1.0 but below 1.5

Intervention Process

Intervention at the high school will be determined by the coach/advisor, the student, and the athletic director (for athletes) or the assistant principal who is not the athletic director for non-athletic interscholastic competition activities, and the parents if they wish to participate in the process. A plan will be set forth whereby the student meets a minimum of two 20 minute sessions per week with the teacher(s) of the subject(s) to be determined in the aforementioned meeting. The student will present a teacher-signed voucher slip to the coach verifying the sessions with the teacher(s). The intervention process continues for an entire grading period.

Evaluation

The eligibility and intervention process shall be reviewed annually.

TITLE IX REGULATIONS COMPLIANCE

The Board of Education of the Lexington Local School District in compliance with the rules and regulations pertaining to non-discrimination on the basis of sex under federally assisted programs and activities, has established a grievance procedure whereby a complaint related to violation, interpretation or application of Title IX Rules and Regulations may be quickly and smoothly resolved.

Students are eligible to participate in this grievance procedure by addressing the complaint in writing to the Title IX Coordinators:

Kevin Young, Assistant Superintendent
103 Clever Lane
Lexington, OH 44904
419-884-2132 ext. 1902
young.kevin@lexington.k12.oh.us

Julie Borchers, Special Education Director
103 Clever Lane
Lexington, OH 44904
419-884-1111 ext. 1922
borchers.julie@lexington.k12.oh.us

SEXUAL HARASSMENT POLICY

The Board supports the principle of equal opportunity employment and equal educational opportunities. All persons associated with this school system including, but not limited to the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

The Board has developed complaint procedures which will be available to victims.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission of such conduct is made either explicitly a term or condition of a persons' employment or educational development or
- Submission to, or rejection of, such conduct by an individual is uses as the basis for employment of education decisions affecting such individual or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Grievance Officer: The Board will appoint the superintendent or the superintendent's designee as the sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out.

All individuals should be aware that the privacy of the charging party and privacy of the person accused of sexual harassment will be strictly protected.

PROCEDURE

- Any member of the school community who believes that he has been subjected to sexual harassment will report the incident(s) to the superintendent or the superintendent's designee.
- The superintendent or the superintendent's designee will attempt to resolve the problem in an informal manner through the following process:
 - The superintendent or the superintendent's designee will confer with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts.

- The superintendent or the superintendent's designee will then attempt to meet with the charged party in order to obtain his response to the complaint.
- The superintendent or the superintendent's designee will hold many meetings with the parties as is necessary to gather facts.
- On the basis of the superintendent of the superintendent's designee perception of the problem, he may:
 - Attempt to resolve the matter informally through conciliation or
 - Report the incident and transfer the record to the superintendent or his designee.
 - Notify the parties by certified mail of his official action relative to the complaint.
- After reviewing the record made by the superintendent or his designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken.
- Students who violate the sexual harassment policy will be suspended according to the suspendable offense policy (see page 32)

All matters involving sexual harassment complaints will remain confidential.

LEGAL REFERENCES:

Civil Rights Act of 1964, Title VI

Civil Rights Act of 1964, Title VII, as amended by the Equal Employment Opportunity Act of 1972

Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)

Executive Order 11246, as amended by Executive Order 11375

Equal Pay Act, as amended by the Educational Amendment of 1972

Immigration Reform and Control Act of 1986, Pub. L. No. 993-603 (1986)

Ohio CONST. art. L:11

IDENTIFYING CHILDREN WITH DISABILITIES

The Lexington Local School District is participating in an effort to identify, locate, evaluate and appropriately serve all individuals with disabilities, birth through age 21. A variety of services are available for preschool and school age children to age 21 who have one or more handicapping and/or learning disabilities. If you know of a diagnosed handicapped child who is not receiving these services, please contact Jeremy Secrist, Superintendent at (419) 884-2132.

AMERICANS WITH DISABILITIES ACT:

Lexington Local School District shall make reasonable accommodation(s) for a disabled person to be able to participate in and benefit from school services and programs. For assistance, contact Jeremy Secrist, Superintendent, 103 Clever Lane, Lexington, OH 44904, (419) 884-2132.

ALMA MATER

O high above the Clear Fork beneath the sky so blue
Here stands our Alma Mater so glorious to view.
Through the years to guide us a beacon to light will be.
All hail to Lexington forever, hail to thee.

O proudly we salute thee all honor to thy name.
Wherever we may wander thy glory we'll proclaim
Through the years to guide us a beacon light will be.

All hail to Lexington forever hail to thee.

FIGHT ON FOR LEXINGTON

Fight on for Lexington. Fight for our colors bright and bold.
Fight on for Lexington, we're gonna win this game tonight.
Rah! Rah! Rah! Fight on for Lexington. Our Minutemen are the best!
For the purple and gold and the honor we hold for Lexington.

IMPORTANT SCHOOL PHONE NUMBERS

Central Office (Superintendent)	419-881-2132
High School Office	419-884-1111
High School Student Services	419-884-3454
High School Athletic Office	419-884-2101
High School Cafeteria	419-884-2124
Cafeteria Manager	419-884-2192
Bus Garage	419-884-2349
Junior High School	419-884-2112
Eastern Elementary	419-884-3690
Western Elementary	419-884-2765
Central Elementary	419-884-1308