

LEXINGTON HIGH SCHOOL

www.lexington.k12.oh.us

Twitter: @Lexington_HS



STUDENT HANDBOOK
2018-2019

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!

Our district/building website is www.lexington.k12.oh.us Twitter: [@Lexington_HS](https://twitter.com/Lexington_HS)

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 balanced 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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2018-19 SCHOOL CALENDAR

Mon. Aug. 20.....	First Day of School
Mon. Sept. 3.....	NO SCHOOL – Labor Day
Tues. Sept. 25.....	Staff Curriculum Meetings - 1 hr. early release
Fri. Sept. 28.....	End of First Six Week Grading Period
Thurs. Oct 11.....	Parent/Teacher Conferences 4:30-7:30 p.m.
Thurs. Oct. 18.....	Parent Teacher Conferences 4:30-7:30 p.m.
Wed. Oct. 31.....	Staff Curriculum Meetings - 1 hr. early release
Fri. Nov. 9.....	End of Second Six Week Grading Period
Wed. Nov. 21-Fri. Nov 23.....	NO SCHOOL - Thanksgiving Vacation
Thurs. Nov. 29.....	Staff Curriculum Meetings - 1 hr. early release
Thurs. Dec. 20.....	End of Third Six Week Grading Period
	End of 1st Semester
Fri. Dec. 21 -Tues. Jan. 1, 2019.....	NO SCHOOL – Winter Break
Wed. Jan. 2, 2019.....	Classes resume
Mon. Jan. 21.....	NO SCHOOL – Martin Luther King Jr. Holiday
Tues. Jan. 29.....	Staff Curriculum Meetings – 1 hr. early release
Fri. Feb. 15.....	End of Fourth Six Week Grading Period
Mon. Feb. 18	NO SCHOOL – Presidents’ Day.
Wed. Feb. 27	Staff Curriculum Meetings – 1 hr. early release
Thurs. Mar. 7.....	Parent/Teacher Conferences 4:30-7:30 p.m.
Thurs. Mar. 14.....	Parent/Teacher Conferences 4:30-7:30 p.m.
Tues. Mar 19.....	Staff Curriculum Meetings – 1 hr. early release
Mon. Mar. 25-Fri. Mar. 29.....	NO SCHOOL – Spring Break
Mon. Apr. 1.....	Classes resume
Tues. Apr. 9.....	End of Fifth Six Week Grading Period
Fri. Apr. 19.....	NO SCHOOL – Good Friday
Mon. Apr. 22.....	NO SCHOOL
Tues. Apr. 23.....	Classes resume
Tues. Apr. 30.	Staff Curriculum Meetings - 1 hr. early release
Thur. May 23	Last Day of School
	End of Sixth Six Week Grading Period
Sun. May 26.....	Graduation - 2:00 p.m.

2018-2019 BELL SCHEDULES

DAILY BELL SCHEDULE

	7:35	Warning Bell
7:40	8:30	First Period
8:35	9:25	Second Period
9:30	10:20	Third Period
10:25	11:15	Fourth Period
11:15	11:45	“A” Lunch
11:50	12:45	Fifth Period
11:20	11:45	Fifth Period
11:45	12:15	“B” Lunch
12:20	12:45	Fifth Period
11:20	12:15	Fifth Period
12:15	12:45	“C” Lunch
12:49	1:39	Sixth Period
1:44	2:34	Seventh Period

ASSEMBLY BELL SCHEDULE

	7:35	Warning Bell
7:40	8:22	First Period
8:26	9:08	Second Period
9:12	9:54	Third Period
9:58	10:40	Fourth Period
10:40	11:10	“A” Lunch
11:14	12:10	Fifth Period
10:44	11:10	Fifth Period
11:10	11:40	“B” Lunch
11:44	12:10	Fifth Period
10:44	11:40	Fifth Period
11:40	12:10	“C” Lunch
12:14	12:56	Sixth Period
1:00	1:42	Seventh Period
1:46	2:34	Assembly

ONE HOUR EARLY DISMISSAL

	7:35	Warning Bell
7:40	8:20	First Period
8:24	9:04	Second Period
9:08	9:48	Third Period
9:52	10:32	Fourth Period
10:36	11:16	Sixth Period
11:16	11:46	“A” Lunch
11:50	12:46	Fifth Period
11:20	11:46	Fifth Period
11:46	12:16	“B” Lunch
12:20	12:46	Fifth Period
11:20	12:16	Fifth Period
12:16	12:46	“C” Lunch
12:50	1:34	Seventh Period

2 – HOUR DELAY BELL SCHEDULE

	9:35	Warning Bell
9:40	10:10	First Period
10:14	10:44	Second Period
10:48	11:18	Third Period
11:21	11:48	“A” Lunch
11:52	12:48	Fifth Period
11:22	11:48	Fifth Period
11:48	12:18	“B” Lunch
11:22	12:48	Fifth Period
11:22	12:18	Fifth Period
12:18	12:48	“C” Lunch
12:52	1:22	Fourth Period
1:26	1:56	Sixth Period
2:00	2:34	Seventh 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.

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 automobiles driven to and from school by students must be registered in the office. Failure to register a car driven to school may result in disciplinary action. Application blanks 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 rearview mirror 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 cars must be parked and should be locked and not driven again until the end of the school day. Students who participate in co-curricular activities after school are expected to leave vehicles parked. They are not permitted to move their cars next to the building for the purpose of convenience. Students who park their cars in unauthorized areas (behind school, faculty parking lot, new gym parking lot, etc.) are subject to disciplinary actions. **Upon arrival to 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 the “sign out” list. Driving, riding, or sitting in cars before school, during school hours, or lunch period is prohibited. Loitering on school grounds after school is not permitted as well. Students who request permission to go to their car 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, Asst. Principal, or Dean of Students. Violations will result in restriction 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’ cars 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 and a reminder to drivers that pedestrians have the right of way.** Students are not to smoke in their cars when the cars are on school property. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable suspicion that items contained in the car 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 vehicles are parked on school grounds. The above rules apply to all vehicles.

Student Parking

Senior Lot: located on the west side of the high school. Parking in the senior lot is based on first come until the lot is full. Students are not to park in the spots facing the building or in the six visitor spots closest to the main entrance. All vehicles are expected to be parked 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 be parked 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 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 products is prohibited.
4. Language on clothing which is insulting, 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).
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.* Daily, during 1st period, teachers will determine whether students are adhering to the dress code.

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

- 1st violation: The student will be assigned **one 45-minute detention** and is expected to change into appropriate clothing.
- 2nd violation: The student will be assigned **one day in ISD** and is expected to change into appropriate clothing.
- 3rd violation: The student will be assigned **two days in ISD** and is expected to change into appropriate clothing.
- 4 or more violations: The student will be assigned **one week in ISD** and is expected to change into appropriate clothing.

***Judgment of the administration in matters of dress and appearance is final.**

CELL PHONE POLICY

Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects. Head phones/ear buds may be used in the classroom with teacher permission. Students may use their cell phones before school, between class change, and during lunch, **however**, head phones/ear buds are not permitted. Students found to be in violation of the cell phone policy will have his/her phone confiscated and turned over to an administrator.

- First offense: The student may retrieve the phone from the administrator that day after school and receive **one 45-minute detention**.
- Second offense: The student may retrieve the phone from the administrator that day after school and receive **one day in ISD**.
- Third offense: The phone will only be returned to a parent or guardian and the student will receive **two days in ISD**.
- 4 or more violations: The phone will only be returned to a parent or guardian and the student will receive **one week in ISD**.
- Students using his/her cell phone to “bully” or to post derogatory statements and/or pictures about other students, faculty, or staff via text or social media may be suspended out of school.

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

ARRIVAL TO SCHOOL

1. Remove head phones/ear buds 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 school work 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 when their children are 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.

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 is on medical status students will 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 or guardian upon returning to school, must submit the required note(s) by the following morning unless other arrangements have been made with the dean of students. **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 OR GUARDIAN SIGN ALL EXCUSES, NOTES AND OTHER REQUIRED OR NECESSARY FORMS.** The note must contain: 1) student's name 2) date(s) of absence 3) reason for absence 4) signature of parent or guardian and 5) a telephone number where parent can be reached. **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. The teacher will return it to the office 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.

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 percent 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 unexcused days. 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 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).

EXCUSED ABSENCE FROM SCHOOL

Absence from school is legal and 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.

1. Personal illness
2. Illness in the immediate family
3. Quarantine of the home
4. Death of a relative
5. Necessary work at home limited to emergency conditions only
6. Observance of religious holidays
7. Family emergency or set of circumstances which in the judgment 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 Asst. 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:

1. Family vacations or family trips with a parent or guardian
2. College and vocational visitations
3. Farm work on the farm of parent or guardian
4. 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
5. 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

Early dismissal will be granted for the reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than during 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.

1. 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.
2. 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.
3. A note from the student's parents should be in the attendance office two days prior to the scheduled visit.
4. **School work assigned during these absences is due on the day of return.**
5. **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 RELEASED TIME

With the 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:

1. Parental written approval is received
2. The Assistant Principal or Dean of Students receives verification by phone call from parent
3. Transportation provided by student is confirmed
4. Passing grades in all subjects in the preceding grading periods (**includes 6th grade period of previous year**)
5. Verbal verification of the above criteria occurs between the supervising dean of students and the student
6. No outstanding G-grades or incompletes
7. Student may not be on medical status

No student schedules will be changed to arrange a period seven 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 shortly after the 6th period bell and are not to return until 2:45 if involved in an after school activity.

ATTENDANCE REQUIREMENTS/EXCESSIVE ABSENCE

The administration reserves the right to withhold credits for full year course(s) from a student accumulating more than 20 days absence per course or for semester course(s) from a student accumulating 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 exceptions 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 judgment 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 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 his/her report card until make-up hours are completed through digital coursework. "G" grades are only issued in courses which have been passed.

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.

Make-up work will be completed through digital coursework with the approval of the high school administration. **All make-up work shall be completed within two weeks after receiving the final grade card for the course(s) in question.**

Seniors will be required to have all of 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.

TARDIES TO SCHOOL

A student accumulating five unexcused tardies to school will be assigned a one day Friday 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 Friday 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. After 7:45, students will be tardy to school until 11:10 then it will become a half-day absence (at 12:05 it becomes a full-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 school work not being made up. After the fifth set of five tardies to school (25), an out of school suspension will be issued.

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 classes in a six-weeks grading period will be required to serve one detention from 2:40-3:25 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 an in-school-detention (ISD). 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 points issued.

After a student's third tardy detention, a Friday school will be assigned in place of a tardy detention. After a third Friday school has been assigned, additional tardies to class in multiples of three may result in an in-school-detention (ISD).

Students and parent/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 tardies to class may carry further disciplinary action depending upon the circumstances.

Note: A tardy is equivalent to 1 hour; a half-day is equal to 3.5 hours (11:10); a whole day equals 6.5 hours (12:05).

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 arrangements upon 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:

- 1) 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.
- 2) 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.

NECESSARY STUDY MATERIALS MAY BE SECURED BY CONTACTING THE MAIN OFFICE AND ARRANGING FOR THOSE MATERIALS TO BE SENT HOME.

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 apply at the office

(a minimum of two days in advance of vacation) for an assignment sheet 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/she has two school 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 1) prior to leaving school, or 2) on 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 case of college, vocational, or job shadowing visits, work assigned is due on day of return.

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 or 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 in question 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)). If questions/concerns still remain, go to step two.
2. 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 step one from above.

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 discussions. 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 to 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 as a desire of the teacher to help you make the progress of which you are capable.

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 mid-point of a semester course, nine-weeks or a year-long course, eighteen-weeks course will be removed from 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 the letter “F” and on final course/subject grades.

LEXINGTON LOCAL SCHOOLS GRADING SCALE (updated January 10, 2018)

A+	100 – 97	4.0
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 parent(s)/guardian(s) 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 mid-point and end of each grading period.

COMPUTING FINAL GRADES FOR YEAR-LONG COURSE

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

Computing Final Grades:

1. Letter grades will be given the following numerical values:

A = 4, B = 3, C = 2, D = 1, F = 0.

2. When using six grades to determine final grades, add the numerical values of the letter grades together and refer to the scale below:

A =			24	23	22	21							
B =	20	19	18	17	16	15							
C =	14	13	12	11	10	9							
D =			8	7	6	5							
Example - grading period			1	2	3	4		5		6			
			C	B	C	D		B		C			
			2	+	3	+	2	+	1	+	3	+	2 = 13 pts.
													Final Grade C

4. A student must earn a minimum of five points; and pass two of three second semester grading periods to pass a course which uses six grades to compute the final grade.

COMPUTING FINAL GRADES FOR SEMESTER COURSES

Computing Final Grades

1. Letter grades for six-week grades will be given the following numerical values: A = 4, B = 3, C = 2, D = 1, F = 0.
2. When using three grades to determine the final grade for a semester course add the numerical values of the letter grades and refer to the scale below:

A =		12	11
B =	10	9	8
C =	7	6	5
D =	4	3	

Example = grading period 1 2 3
 C B C
 2 + 3 + 2 = 7 points
 Final Grade C

- B. A student must earn a minimum of three points, and pass two of the three six-week grading periods to receive credit for any semester course.

INCOMPLETE (I) POLICY

- A. 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.
- B. 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.
- C. **In addition to the incomplete policy a SENIOR shall NOT participate in commencement exercises and will not receive a diploma until the incomplete issued for the final grading period has been removed.**
- D. 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.

1. An exam will be comprehensive for the current semester, only an exam in the second semester of a year- long course cannot be comprehensive for the course (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.

2. 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.
3. The final semester/year exams will reflect 25% of the points in the 3rd/6th grade periods.
4. Teachers in like courses (all English 9 courses, all biology courses, etc.) will give like tests (not the identical test) to students in those courses with respect to format (i.e. one cannot give an essay test and the other an objective test).
5. 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 honors purposes.

The following courses are weighted:

Advanced English 9	AP United States History	Enriched Geometry
Advanced English 10	AP U.S. Government & Politics	Enriched Algebra II
Advanced English 11	A.P. Chemistry	Pre-Calculus (Math Analysis)
Advanced English 12	Physics	AP Calculus
Reading for College	Spanish IV & V	AP Calculus II
	French IV & V	Advanced Economics

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 (4.0+ G.P.A.)
2. Honor Roll (3.99-3.50 G.P.A.)
3. Merit Roll (3.49-3.0 G.P.A.)

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 G.P.A. will be used.

In figuring GPA for Honor Roll and Merit Roll, quality points earned in weighted courses will be used:

Non Weighted:	A = 4 pts.	B = 3 pts.	C = 2 pts.	D = 1 pt.	F = 0 pts.
Weighted:	A = 5 pts.	B = 4 pts.	C = 3 pts.	D = 2 pts.	F = 0 pts.

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. The test does not count as a credit toward the required 21 credits for graduation. 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.

Lexington High School students must earn the following credit requirements:

(Students must earn a minimum of 21 credits)

4 credits of English

3 credits of science

4 credits of social studies

4 credits of mathematics

1 credit of health/physical education

½ credit of living skills

1 credit of fine arts: All music classes and art classes in the Lexington High School curriculum satisfy the fine arts requirement.

3 ½ elective credits

Students attending **Pioneer Career & Technology Center** must meet the following requirements for graduation from Lexington:

4 credits of English

3 credits of science

4 credits of mathematics

1 credit of health/physical education

4 credits of social studies

Elective credits as needed to total 21

Earn vocational certificate

Any required 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. Karen Freeman 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 guide books, 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.**

COURSE REQUESTS/SCHEDULE CHANGES/DROPPING A COURSE

Students and parents are urged to make careful course selections. Please pay close attention to pre-requisites, 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 center 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 grades nine through twelve who have a 3.5 non weighted or weighted G.P.A. (whichever is highest) for the year which is figured on grades during the first five grade periods.

ACADEMIC LETTER

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

Freshmen and Sophomores

Minimum 3.8 GPA and a minimum of 10 points from the list of approved activities.

Juniors and 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
- LEOs Club
- Key Club
- Informed Teens
- Yearbook
- L'Express

- Drama Club
- Marching Band
- Athletic Team / Cheerleading Squad
- 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, 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 I.A.T. 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 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.

WORK PERMITS

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

Pupils 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 of the industrial arts and chemistry-physics student is called to section 331336.43 of the Revised Code of the State of Ohio which **requires 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 should report to the attendance office. Students must not leave the building because of illness without authorization.

MEDICATION ADMINISTRATION POLICY

Students requiring medication (prescriptive 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, in writing, of any change in a student’s 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.
8. All dental disease prevention programs sponsored by the Ohio Department of Health, which are in accordance with the rules and regulations of the department, shall be exempt from the above requirements.

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 SAFEKEEPING. 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 AND VALUABLES IN AN UNSECURED STATE.**

LOST AND FOUND

A lost and found box is placed in the main office. Small or valuable items that are found will be kept separate.

FIRE, TORNADO, AND SECURITY INSTRUCTIONS

Fire and security drills will be held each month, and tornado drills will be held in March and April, both 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.**

THE 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 access the Internet or do word processing, 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 out 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 group 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, 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's or teacher's judgment for abuse, misuse, 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 equipment. 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.

THE 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:

1. 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 standing in line.**
2. Depositing all lunch litter in wastebaskets.
3. Returning all trays and utensils to the dishwashing area.
4. **Leaving the table and floor around your place in a clean condition for others.**
5. Students are restricted to the cafeteria proper during lunch. ALL other areas of the building and grounds are off-limits. Students are expected to arrive in the cafeteria within the 5-minute class change when their lunch period starts.
6. **Students may NOT make arrangements for food to be delivered from outside eating establishments to the school at any time.**
7. Students who violate the cafeteria policies will be subject to disciplinary action.

8. 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, the student services' office or the Principal's office. 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 FROM 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 receive a warning when they are first observed. A repetition of such conduct will lead to further disciplinary actions. When students repeatedly violate rules, they will be brought to the administrative office for appropriate action.

STUDY HALLS

Each student in 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 is to be indicated on the pass.

HALL COURTESY

- A. 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.
- B. **Students must carry a yellow pass when in the hall during class time.**
- C. Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups.
- D. Pass through halls quietly. Be considerate of others in the halls and classrooms.
- E. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
- F. **LEAVE THE SCHOOL BUILDING WITHIN FIFTEEN MINUTES AFTER DISMISSAL UNLESS UNDER THE SUPERVISION OF 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 WHEN 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 contents of DVD's 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 DVD's 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 DVD may become evidence at a trial and 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 WEAPONS 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) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device which includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, 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 POLICY

A. 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 judgment of the school administration will face suspension, expulsion, unruly charges being filed with the juvenile court or any combination thereof.

B. 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.

C. 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.

D. 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 being 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

1. Definition of Harassment, Intimidation, or Bullying

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

- A. Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - 1. Causes mental or physical harm to the other student; and
 - 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- B. 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.

2. 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:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).

- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - 1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
 - 2. Sending abusive or threatening instant messages;
 - 3. Using camera phones to take embarrassing photographs of students and posting them online;
 - 4. Using Web sites to circulate gossip and rumors to other students;
 - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
 - 6. Violence within a dating relationship.

3. Complaint Process

A. 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.

B. 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, 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 witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such 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 interaction 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 of “harassment, intimidation, or bullying.”

4. 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.

5. Investigation

- A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to environment free of harassment, intimidation, or bullying, and the Board’s interest in a prompt and fair investigation.
- B. 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.
- C. 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.

6. Post-Investigation Procedures

- A. 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.
- B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- C. 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.

7. 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.

8. 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.

Harassment, intimidation, or bullying behavior 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.

9. 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.

10. 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.

11. Strategies for Protecting Victims

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the

- hallways during times of transition;
- C. Maintain contact with parents and guardians of all involved parties;
- D. Provide counseling for the victim if assessed that it is needed;
- E. 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;
- F. Check with the victim to ensure that there has been no further incidents of harassment/intimidation/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:

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

1. The teacher will go to the door and motion any students in the hall to his/her classroom.
2. The teacher will lock the door to his/her room.
3. The teacher will cover the door window(s) if possible.
4. The teacher will turn off the lights (rooms with windows only).
5. The teacher will direct his/her students to an area in the room out of the line of sight from the door.
6. No response should occur to a fire alarm during a safe schools drill or alert.
7. **Silence is to be maintained throughout the drill/alert.**
8. 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 is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other 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

- A. In the interest of the health and safety of all students, the purchase, possession, sale, distribution, or use of illegal drugs, alcohol, look-a-like drugs, drug-related paraphernalia, inhalants, or narcotics is prohibited on all school district grounds (including in 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.
- B. Violation of the alcohol and drug section will result in:
1. Parent will be notified as soon as possible and student may be removed from school for the remainder of the day.
 2. The police will be notified of the incident and they, at their discretion, may conduct an investigation.

3. 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.
4. 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.

- C. 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.
- D. A violation pertaining to the presence of an odor mentioned in "C" 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 reduced to Friday School suspension time in the normal suspension sequence and the assessment requirement will be waived. The school district will reimburse the parents for the cost of the testing up to a \$100.00 maximum.
- E. 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, roach clips, syringes, hypodermic needles, cocaine spoons or kits 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. Any 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, packed, or distributed substance.

3. Any substance that is represented to be a controlled substance but is not 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 and 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 sale and/or transmission), the parent may request a reduction of up to five days of the suspension in the following manner:

1. The parents will be advised of the reduction possibility by the administrator who notifies them of the suspension.
2. A combination of the following alternatives may be required by the administrator to effect reduction of the suspension:
 - a. Parents take student to a school approved person or agency for a dependency assessment and authorize the release of the results of same to school. Costs incurred from the assessment up to a \$100.00 maximum will be paid from grant money received by the school district provided they're available. (If a financial hardship exists, contact the principal).
 - b. 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

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; or at any activity supervised or sponsored by any school operated 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 use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For 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, “juul” or other substitute forms of cigarettes, cigars, cigarillos, or pipes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even indirectly, condone the use of tobacco, 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 either Friday school(s), in-school-detentions (ISD) or out of school days.

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. A student who receives a suspension will have his or her final term grade, in which the suspension falls, deducted by two percentage points for every day he or she is suspended (i.e., a 3-day suspension in September results in a 6% deduction from the final first term grade in all of the student’s classes).

An extensive list of reasons for suspension is contained in the Discipline Code adopted by the Lexington Board of Education. A copy of this code is posted in the main office.

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

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 school 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, creed and/or religion.
5. Leaving school property without permission 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, at curricular and/or co-curricular activities.
- 9 Possession, use, or sale of drugs, look-a-like 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 a school building after school hours without permission of supervisor.
13. Cheating, dishonesty, altering grades, etc.
14. Theft or possession of stolen items.
15. Cutting or skipping classes.
16. Being in cars during school hours without permission.
17. Failure to serve detentions/Friday 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 p. 60).
22. Misuse of school computers based on the Acceptable Use Policy (AUP)
23. Opening locked entries during school hours.
24. The use of Cell Phones and other electronic devices must be turned off upon entering school in the a.m. until 2:34.
25. Other just causes which cause a disruption of the educational 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.

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.

POINT SYSTEM/MISCONDUCT POINTS

1. Points may also be assigned for actions which disrupt the educational process beyond the listed suspendable offenses.
2. Only the principal or dean of students assigns points.
3. Results of point accumulation: (Points are assigned in increments of five.)

- a. An accumulation of fifteen points results in a suspension.
- b. An accumulation of ten additional points results in an additional suspension.
- c. An accumulation of five points after the second suspension results in an additional suspension and other action might be appropriate.
- d. 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:

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

CONSEQUENCES OF MISCONDUCT VIOLATIONS

A. 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 or 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.

B. Wednesday Detention Regulations

1. Students should report to Wednesday detention directly from their 7th period class. Wednesday detention will be from 2:40-3:25. Detention reminder slips will be issued the day of the detention identifying the room assignment for the student to report.
2. 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.

3. Class work or reading materials will be required in the detention room.

C. Friday School Regulations

1. Students should report to Friday school directly from their 7th period class. Friday school will last for three hours starting when they sign-in. No one will be admitted after 2:45.
2. Friday school supervisor has the right to refuse admittance to any student without Assignments,
3. Students will not be allowed to go to their lockers, or use the telephone except in the case of an emergency.
4. Students will not be allowed to put their heads down, sleep, write notes or doodle.
5. Students are to follow all school rules and policies during their Friday school.
6. No food or beverages will be consumed during the Friday school.
7. Students are required to have class assignments, books, and/or reading materials sufficient to give the student ample work to cover the three hour time span. Students who do not adhere to this policy will NOT receive credit for that day's Friday school. All reading materials are subject to the approval of the Friday school monitor.
8. The first unexcused absence from Friday school will result in one additional day of Friday school. A second unexcused absence will result in an out-of-school suspension reverting back to the original length of suspension even if Friday school time has already been served.
9. Any student removed from Friday school for disciplinary reasons will be subject to suspension out-of-school reverting back to the original length of suspension, even if some Friday school time has already been served.
10. Jobs/ job interviews are not excuses for not attending Friday school.
11. Computers may be used with approval of an administrator and verification of an assignment from a classroom teacher.
12. Cell phones and all electronic devices are prohibited (turned off and out of sight) during Friday School. Devices confiscated will be held over the weekend and misconduct points issued.

D. In-School Detention (ISD) Regulations

1. Bring all supplies to the ISD room that you might need to complete your assignments.
2. Students are expected to stay busy at all times on educational activities.
3. Students are not to sleep or put their head down at any time.
4. All assigned work should be completed and turned in to teacher in charge before leaving ISD room.
5. No talking at any time.
6. Unacceptable behavior will not be tolerated-detention/suspension may be added if rules are not followed.
7. Pass privileges are at the discretion of the teacher in charge. (Only ask to go in cases of emergency).
8. No food or beverages will be consumed during ISD except during lunch period. Lunch will be taken into the ISD room and consumed in ISD room.
9. Headphones or cell phones are NOT allowed.

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:

1. When K-9 unit arrives, announce to faculty to keep students in classrooms. Instruct teachers on conference duty in hall to escort any students currently in the halls directly to class. No office/teacher aides allowed in halls.
2. All searches of buildings and grounds will not exceed the length of one class period.
3. All lockers and cars identified by the K-9 unit will be tagged and secured immediately.
4. 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.
5. All contraband found will be immediately turned over to the Lexington police officer and the current board adopted school code of conduct will be enforced.
6. 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

1. After the game dances are open to Lexington High School students only.
2. If a person leaves, he/she may not re-enter the building and must leave the grounds.
3. Lighting must be sufficient to provide visibility in the entire area being used.
4. Six faculty members approved by the administration must chaperone concurrently. Chaperones must be willing to enforce conduct rules and check restrooms.
5. All rules governing students' conduct at school, including dress code, will be strictly enforced.
6. Auxiliary police protection may be required at the discretion of the administration.
7. 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 DANCE

The Junior/Senior Prom is an activity for Lexington High School juniors and seniors and their dates. “Dressy” attire with dress shoes/sandals for the 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 tie 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.

Specific important or timely information will be announced over the PA system as needed.

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 and/or 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 during their junior and senior years.

Eligibility requirements are:

1. 3.5 grade point average or above
2. A successful evaluation in the areas of character, leadership, activities and service by the Faculty Council.
3. The NHS Faculty Council must approve all inductions.
4. Students must maintain a 3.5 G.P.A. to remain in NHS

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 student council are elected at large from each grade. The president, vice president, secretary, and treasurer are elected from the entire student body.

FUND RAISING

All fund raising 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 laboratory 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 have 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 interests 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. 11:10 a.m. is the cut-off point for one-half day 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 G.P.A 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 1: The Commissioner's office may waive this requirement for a student in her/his 12th and final year of school who (a) has 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 purposes of this bylaw have been otherwise fulfilled by the student.

EXCEPTION 2: 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 3: 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:

- (a) 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

- (b) 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

- (c) 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; and

- (d) there is no evidence that the "incomplete" was given in order to afford the student extended time in order 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 or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the 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:

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 grading period.
2. Any student receiving an incomplete (I) in a subject will have that "I" averaged as an "F" in figuring the G.P.A. until all work is completed.

Intervention

Student 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 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 an administrator 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 twenty-minute sessions per week with teacher(s) of 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.

Daily Attendance/Participation Eligibility

Participating athletes must be in attendance at least one-half of the school day to play in that day's contest, unless they have been excused by the principal in advance of the day. 11:10 a.m. is the cut-off point for one-half day attendance for athletic purposes.

Students involved in athletics should also consult the training rules that are handed out by their coaches.

Students participating in the post-secondary school option must be present for ALL of their classes in order to participate in any extra-curricular activity/practice that day.

CO-CURRICULAR CODE OF CONDUCT

CO-CURRICULAR ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:

All Athletic Teams	Mock Trial	Economics Team	L'Express
Cheerleading	Drama Club	Art Club	JETS
Academic Challenge	Key Club	Foreign Lang. Clubs	LEOS
Destination Imagination	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 activity's 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.

THE CODE OF CONDUCT FOR CO-CURRICULAR ACTIVITIES

I. 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.

II. OBJECTIVES

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

III. PROCEDURES

1. 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.
2. 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.
3. 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

4. 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.
5. 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.

IV. 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).

V. 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 other smoking alternative, drugs, mood altering substances (other than those prescribed by a physician) or look-a-like 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 substances on a student's breath or on his/her person when substantiated by a school employee and/or a 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-a-like drugs or other mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely PROHIBITED.
3. Type III - Actions which, by their nature, violate the sense of propriety and decency of the school community or the 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.

VI. 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 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 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 public performances to be served consecutively starting with the first contest after the student has been notified of his/her suspension. This includes the post season 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 post season interscholastic contests until the prescribed programs are completed.

Type I 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. 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 season public performances including the post season. 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 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 principal. 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 principal. If it is determined 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

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 coach/advisor, the principal, and any other school personnel selected by the principal. 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 as determined by the high school principal. 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 post season interscholastic contests until the prescribed programs are completed.

APPLICATION NOTES:

- A violation of the athletic code of conduct may be substantiated by a school employee, law enforcement official, involved student's parent/guardian, or the student him/herself.
- The 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 OHSA, 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 participation 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.
- 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 code of conduct being placed in effect for the first offense only provided the student and his/her parent(s)/guardian(s) agree to participate in and complete the prescribed assessment and counseling programs.

APPEAL PROCESS

Appeals must be made within three school days to the superintendent or designee who may convene the Appellate Board, as defined in the athletic department handbook, which will review the situation. An appeal of the decision of the Appellate Board may be made to the superintendent or designee. This must be done within three school days of notification of the Appellate Board decision. The decision of the superintendent or designee may be appealed to the Lexington Board of Education. This must be done within three school days of notification of the superintendent or designee'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-a-like 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 unlabeled 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-a-likes.

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 Day's 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 AS A CONDITION FOR PARTICIPATION.

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 Compliance Coordinator.

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:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development or
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. 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.

The 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:

1. 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
2. The superintendent or the superintendent's designee will attempt to resolve the problem in an informal manner through the following process:
 - a. 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.

- b. 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.
- c. The superintendent or the superintendent's designee will hold many meetings with the parties as is necessary to gather facts.
- d. On the basis of the superintendent or the superintendent's designee perception of the problem, he may:
 - 1) Attempt to resolve the matter informally through conciliation or
 - 2) 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.
- 3. 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.
- 4. 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:II

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 Mike Ziegelhofer, 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 Mike Ziegelhofer, Superintendent, 103 Clever Lane, Lexington, OH 44904, (419) 884-2132.

2018-19 STUDENT COUNCIL REPRESENTATIVES

CLASS OF 2019

KATIE REITLER

CLASS OF 2020

JENNA HIEBEL

SARAH MALASKA

CLASS OF 2021

VINCENT COPE

SYDNEE DETLEF

GABRIELLE VOLZ

ALISSA WOLFE

CLASS OF 2022

*elections in the fall

CLASS OFFICERS

2019 SENIORS

PRES: RHIANNON MILLER

VP: MASON HARDMAN

SECRETARY: BUTCH PINKELMAN

TREASURER: HAYLIEGH TUCKER

2020 JUNIORS

PRES: TESSA GERHARDT

VP: SKYLAR BADDOUR

SECRETARY: MAYA ALONSO

TREASURER: KATLYN SHREWSBERRY

CLASS OF 2020

PRES: MARISSA MARQUARDT

VP: OLIVIA NEWMAN

SECRETARY: ALISON OWENS

TREASURER: DEVON REINHART

CLASS OF 2021

*elections in the fall

NHS

PRESIDENT:

CARINA WEAVER

VP:

KATHERINE VOLZ

SECRETARY:

EMMA CUMMINS

STUDENT REP:

ANNA PHAM

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 light will be.
All hail to Lexington forever, hail to thee.

O proudly we salute thee all honor to thy name.
Where ever 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)	884-2132
High School Office (Principal, Ass't. Principal, Dean of Students)	884-1111
High School Student Services Center	884-3454
High School Athletic Office	884-2101
High School Cafeteria	884-2124
Cafeteria Manager	884-2192
Bus Garage	884-2349
Junior High School	884-2112
Eastern Elementary	884-3690
Western Elementary	884-2765
Central Elementary	884-1308

LEXINGTON LOCAL SCHOOL DISTRICT •
COMPUTER NETWORK AND INTERNET
ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Lexington Local School District is pleased to make available to students, staff, and guests access to interconnected computer systems within the Lexington Local School District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Lexington Local School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one user's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the district's employees will make reasonable efforts to supervise all users of the network and Internet access, they must have all users cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (hereafter called the "Policy") of the Lexington Local School District and the North Central Ohio Computer Cooperative-Data Acquisition Site that provides Internet access to the Lexington Local School District. Upon reviewing, signing, and returning this Policy, each user will be given the opportunity to enjoy Internet access at school and is agreeing to follow all the rules, regulations, and guidelines of the Policy. If a user is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Lexington Local School District cannot provide access to any user who, if 18 or older, fails to sign and submit the Policy to the school or, if under 18, does not return the Policy with the signatures of the user and his/her parents or guardians.

Listed below are the provisions of the agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the office of the technology coordinator (884-2132). If any user violates this Policy, the user's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. Personal Responsibility

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse of the network by other individuals to school personnel. Misuse means any violations of this Policy, or any other inappropriate use that is not included in the Policy, but has the effect of causing harm to another or his/her property.

II. Term of the Permitted Use.

A user who submits to the school, a properly signed Policy and follows the rules, regulations, and guidelines to which she/he has agreed will have computer network and Internet access during the course of the school year only. Users will be asked to sign a new Policy each school year during which they have access to the Lexington Local School District Computer Network and Internet.

III. Purpose and Use.

- A. The Lexington Local School District is providing access to its computer networks and the Internet for **only** educational purposes. If you have any doubt about whether a contemplated activity is educational, you must consult with school personnel to help you decide if a use is appropriate.
- B. The system shall be used only for the purposes related to education or administration. Commercial, and/or political use of the system is strictly prohibited. Activities which are for the purpose of personnel financial gain/profit are strictly prohibited. Activities, which violate other tenets of this policy, are also strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for appropriate use.
- C. All users are prohibited from downloading any software whether from the internet, a CD, or disc including screen savers without the express permission of the Technology Coordinator.
- D. Digital citizenship. All users must abide by rules of digital citizenship. The administration or designated representatives will provide appropriate training for students who use the Lexington Local Schools Internet facilities. The training provided will be designed to promote the Lexington Local Schools commitment to the standards and acceptable use of

Internet services as set forth by the Lexington Local Schools Internet Safety Policy to help students gain digital citizenship skills:

1. Safety on Internet. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet (if you are under 18, without parental permission). Regardless of your age, you should never agree to meet a person you have communicated with on the internet in a secluded place or in a private setting.
2. Be polite. Users are expected to keep messages brief and use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
5. Examples of uses that are considered unacceptable, cyberbullying, and constitute a violation of this Policy are, but are not limited to, the following:

- a. Uses that are offensive to others.

Don't use access to make ethnic, sexual preference or gender-related slurs or jokes. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, or political beliefs.

- b. Uses that violate the law or encourage others to violate the law.

Don't transmit offensive or harassing messages; offer for sale or use any substance, or look alike substance, the possession or use of which is prohibited by the Lexington Local School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

- c. Uses that cause harm to others or damage to their property.

Don't engage in defamation (harming another's reputation by lies.) Don't employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating. Vandalism results in the cancellation of user privileges. Vandalism includes uploading and downloading of things such as a 'worm', 'virus', 'Trojan horse file', 'time bombs', or other harmful programs to cause harm to others or vandalize equipment. Any malicious attempt to harm or destroy equipment or materials or the data of any other user is also considered vandalism.

- d. Uses that jeopardize the security of user access and of the computer network or other networks on the Internet.

Don't disclose or share your password with others or impersonate another user.

- e. Uses that are commercial transactions.

Users may not sell or buy anything over the Internet. Do not give others private information about you or others, including credit card numbers and social security numbers.

IV. BYOD POLICY

- A. Students are permitted to connect to the Lexington network via the secure wireless connection provided by the school system, in locations specified for personal devices, but all access must be in accordance with this Acceptable Use Policy, for educational use, and only when directed by district staff.
- B. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the Lexington school system.

Lost or Damaged Device

Lexington Local Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices to Lexington School District at their own risk. Lexington Schools cannot provide technical support for personal devices.

V. INTERNET SAFETY

- A. **General Warning; Individual Responsibility of Parent and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites/material. Parents of minors are the best guides of materials to avoid. If a user finds that other users are visiting offensive or harmful sites, he or she should report such use to school personnel immediately.
- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet (if you are under 18, without parental permission). Regardless of your age, you should never agree to meet a person you have communicated with on the internet in a secluded place or in a private setting.
- C. **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the District's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** The School, either by itself or in combination with the ITC (Internet Technology Center) providing Internet access (NCOCC), will utilize filtering software or other technologies to help prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- *taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;*
- *depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;*
- *taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.*

VI. Privacy

Network and Internet access is provided as a tool to assist in education. The Lexington Local School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. (Note: electronic mail (e-mail) is not guaranteed to be private) All such information files shall be and remain the property of the Lexington Local School District and no user shall have any expectation of privacy regarding such materials.

VII. Failure to Follow Policy and Breach of Agreement

The use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement shall, at a minimum, have his or her access to the computer network and Internet terminated. The Lexington Local School District reserves the right to refuse to reinstate access for the remainder of the user's tenure in the Lexington Local School District. A user violates this Policy by his or her own action. Further, a user violates this Policy

if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Lexington Local School District reserves the right to take other disciplinary action.

VIII. Warranties/Indemnification

The Lexington Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of the school's computer networks or the Internet under this Policy. By signing this Policy, a user is taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s)/guardian(s) is agreeing to indemnify and hold the School, the Lexington Local School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the Lexington Local School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/guardian(s) agree to cooperate with the school in the event that the school initiates an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on access from a location outside the Lexington Local School District's network.

IX. Updates

Users, and if appropriate, the user's parents/guardians, may be asked to provide new or additional registration and account information or to sign a new Policy to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive access. If specific account information changes, it is the responsibility of the user and/or the parent(s)/guardian(s) to notify the school of any/all such changes.

Adoption

This Internet Safety Policy was adopted by the Board of Lexington Local Schools at a public meeting, following normal public notice, on 09/19/2012.

Legal References

Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554), Communications Act of 1934, as amended (47 U.S.C. 254[h],[l]), and the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F), and the Protecting Children in the 21st Century Act.

LEXINGTON LOCAL SCHOOL'S USER AGREEMENT

LEXINGTON LOCAL SCHOOLS 2018-2019

ALL USERS (REGARDLESS OF AGE, MUST READ AND SIGN BELOW)

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Lexington Local School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Name (Print clearly) _____ Home phone _____

User signature _____ Date _____

Address _____

Please circle your current grade level: 7th 8th 9th 10th 11th 12th

The AUP agreement can be found at www.lexington.k12.oh.us under district/technology menu

If I am signing this Policy and Agreement when I am under 18, I understand that when I turn 18, this Policy and Agreement will continue to be in full force and effect and agree to abide by this Policy and Agreement.

PARENT OR GUARDIAN NETWORK USAGE AGREEMENT

(TO BE READ AND SIGNED BY PARENTS OR GUARDIANS OF USERS WHO ARE UNDER 18):

As the parent or legal guardian of this *user* (or guest), I have read, understand and agree that my child/ward shall comply with the terms of the Lexington Local School District's Acceptable Use Policy and Agreement for *user* access to the Lexington Local School District's computer network and the Internet. I understand that access is being provided to the *users* for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child/ward's responsibility for abiding by the Policy and Agreement. I am therefore signing this Policy and Agreement and agree to indemnify and hold harmless the School, the Lexington Local School District and the Data Acquisition Site that provides the opportunity to the Lexington Local School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child/ward's use of his/her access to such networks or his/her violation of the foregoing Policy and Agreement. Further, I accept full responsibility for supervision of my child/ward's use of his/her access account if and when such access is not in the school setting.

I hereby give permission for my child/ward to use the building-approved account to access the Lexington Local School District's computer network and the Internet.

Name (Print clearly) _____ Home phone _____

Parent signature _____ Date _____

Address _____

LEGAL REFERENCES

Children's Internet Protection Act of 2000 (H.R. 4577, P.L.106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h],[l]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Lexington School District

Vision Statement

Lexington School District maintains a web site to provide a pathway of information among students, teachers, parents, and the community as well as to showcase the Lexington School System.

Agreements on Student Safety and Security

The first priority of the school district is to assure the safety and security of our students and staff. To that end, it must be recognized that any personal information or personal images that are published on the World Wide Web or other internet services could be misused. Accordingly, it is necessary that any such information be published only with the prior approval of the individual or, in the case of minor students, with the signed permission of the parent or guardian. Even when that permission is extended, schools should make certain that the potential benefit of posting individual information or images clearly outweighs the potential dangers of misuse. Combinations of personal information (e.g., picture, first name and last name) will be avoided.

The following guidelines apply to publication of information on the World Wide Web and other Internet services that can be accessed by individuals not physically connected to the district network:

- The personal addresses and phone numbers of district staff and students may not be published.
- The e-mail addresses of any students must not be published.
- Photographs, movies, and other digitized images showing students can only be published if prior written permission has been granted.

Lexington School District
Web Page Permission Form

Vision Statement

Lexington School District maintains a web site to provide a pathway of information among students, teachers, parents, and the community as well as to **showcase** the Lexington School System.

Our school and individual teachers will be doing Web Pages this year. This is a wonderful opportunity to highlight our students' accomplishments and to keep parents and the community informed.

There will be many opportunities during the school year for pictures of your child to appear on our class or school web pages. We need your written permission in order to show your child's face or identity by name (first name only). Please sign below and return.

I grant permission for pictures of my child's face and his/her first name to appear on the class or school web pages.

_____ Student's name	_____ Building	_____ Date
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☐ Yes

☐ No

Parent's Signature

This form will be good until the student moves to another building or the parent (guardian) fills out and submits a new form

COMMENTS:

Lexington School District

Web Page Policies

- The addresses, phone numbers, or e-mail addresses of students will not be published.
- Recognizable photographs of students will not be published unless written permission is obtained from the parents.
- Home pages may not be used for personal business or personal gain.
- The initial or main page of each school web site must contain common images, content, and links. Schools are free to personalize their publications beyond the initial page. Among these common elements are the following:
 - school street address
 - school phone number
 - name of the school district and district logo
 - name of the school
 - easy navigation of the web site
- All pages must be approved by the building webmasters.
- All pages must include the “last update” date and all material should be reviewed at least annually.
- All building home pages must link back to Lexington School District home page.
- The school webmasters are responsible for the contents of all school home pages hosted on the web server. The webmasters will be those persons designated by the school principal and must be district employees. If there is any question about the content the building principal and/or tech coordinator should be consulted.
- Only webmasters trained and certified by Information and Technology will be provided with security clearance to publish on the district web server. Training will include publishing guidelines, procedures to access the district web server and to transfer files, use web development and management tools, and information about student rights and responsibilities for publishing content.
- Webmasters must be knowledgeable of district procedures and security policies.

Lexington School District Sanctions for Violations

Disciplinary action, if any, for the students, staff, and other users shall be consistent with the district's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Lexington School District electronic equipment, other employee or school disciplinary action, and/or other appropriate legal or criminal action, including restitution, if appropriate. Students shall be subject to the sanctions of Ohio state law or administrative code, as appropriate.

Copyright Web Publishing Rules

Copyright law and district policy do not allow the re-publishing of text or graphics found on the Web on district Web sites or file servers without explicit written permission.

- Use of a graphic must come from a free source of graphics. If a graphic is a recognizable figure, slogan, or logo, assume that it is copyrighted and do not use it.
- The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a Web site, the webmaster may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Staff members and students with questions regarding these guidelines are advised to check with the webmaster in their building before proceeding with the collection of images and text.

Web Policy – Board approved 3/2000

