

Lexington Junior High School

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STUDENT HANDBOOK 2017-2018

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Message from the Principal

Dear Student and Parent,

Welcome to Lexington Junior High School. It is an honor and pleasure to have you as part of our Lexington Junior High family! The teachers, staff and administration are excited to join you on your educational journey this 2017-2018 school year. Junior High is a time of exploration and growth as an individual. We encourage all students to experience as many academic and extracurricular endeavors as possible. Lexington expects excellence and it is our goal to stride past excellence and become “difference makers” in our community.

We must have an environment that fosters the growth of our students. Therefore, Lexington Junior High has outlined the high academic and behavioral expectations that are vital to our success. This handbook will serve as a valuable resource to assist students with their understanding of these expectations. Students and parents are encouraged to familiarize themselves with the policies and programs of the Junior High School. Please read this handbook carefully. Contact the office if you have any questions or concerns.

I am excited to share this journey with our amazing students here at Lexington Junior High. We hope to help educate and build high character at Lexington. This goal will become realized with the support and guidance of the staff, administration and community.

Aristotle expressed how we become excellent in what we do:

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

Welcome and Good luck!

Taylor Gerhardt
Principal

Central Office

Mr. Michael Ziegelhofer
Mr. Jeremy Secrist
Mr. Levi Mowry

Superintendent
Asst. Superintendent
Technology Director

Board of Education

Mr. Robert Whitney
Mr. Jeff Heck
Mr. Keith Stoner
Mrs. Sue Weirich
Mr. Rob Schuster

President
Vice President

Junior High

Mr. Taylor Gerhardt
Mr. John Watkins
Miss Jennifer Cavalier

Principal
Dean of Students/Athletic Director
Guidance Counselor

Lexington Junior High School Philosophy

The Junior High School program will provide educational activities and experiences in which students can discover and develop their own abilities. The school will provide an intellectual basis for understanding, appreciating, and interpreting our society, its culture and its history. It will also promote curiosity and creativity and the mastery of the basic skills in science and math. Through a variety of curricular and extra-curricular activities, the Junior High School will provide the students with the skills of independent study and work, and the atmosphere that encourages self-discipline, respect for self and others, and growth of moral and ethical values.

Title IX Regulations Compliance

The Board of Education of the Lexington Local School District, in compliance with the rules and regulations pertaining to nondiscrimination 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.



Time Schedule

Tardy Bell - 7:37

1st period 7:40 – 8:30

2nd period 8:34 – 9:24

3rd period 9:28 – 10:18

4th period 10:22 – 11:11

Purple Lunch 11:11 – 11:41

Purple 5th 11:43 – 12:33

Gold Lunch 12:05 – 12:35

Gold 5th 11:15 – 12:05

6th period 12:37 – 1:27

7th period 1:31 – 2:21

Seventh Grade Curriculum

Required courses:

1. English
2. Mathematics
3. Science
4. Social Studies
6. Art - 1 semester
7. Physical Education - 1 semester
8. Jr. High Life Skills - 1 semester

Students may choose from one of the following:

1. Band
2. Choir
3. Orchestra
4. Music

Eighth Grade Curriculum

Required courses:

1. English
2. Mathematics
3. Science
4. History
5. Health/Physical Education - 1 semester each

Students may choose from one of the following:

1. Band
2. Choir
3. Orchestra
4. Music

Electives - Full Year:

1. Geometry
2. Algebra
3. Foreign Language - Spanish, French

Electives - Semester:

1. Art 8



Homework Policy

LJH is committed to a good homework policy and supports the use of homework as an integral part of the learning process. It is also felt that homework, properly designed, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

The purpose of homework should be to complete, to reinforce and to enhance the learning taking place in the classroom. The value in homework is the experience it gives a child for developing independent thinking, in accepting responsibility, and in giving parents the chance to become involved in the learning process.

Guidelines:

1. Students can expect to do at least 1 hour of homework a night on the average.
2. Homework is to be used to assess learning..
3. In most cases, homework will not be assigned over vacation periods.

Student Responsibility:

Students that decide not to do homework can expect several possible things to happen:

1. Parent notification that a problem exists.
2. Lowering of the six week grades.
3. Visit to the Guidance Counselor, Principal, or Dean of Students.

Parent Responsibility:

1. Provide a quiet place for homework to be done.
2. Parents should discourage cheating or copying of another student.
3. Parents should monitor and take responsibility for homework assignments being completed on time.

Scholarship

A. Grading Policy

In 1966, Lexington Local Schools adopted a standard grading system. In general, the letter grades denote the following:

A - Excellent

B - Good

C - Average

D - Poor, but passing

F - Failure

I - Incomplete

WP - Withdrawn passing

WF - Withdrawn failing

Grades may be considered incomplete if a student is absent and has missed required assignments; assignments are incomplete, or unsatisfactory. In cases of cheating, the student will receive a zero (0) on the test or project and the letter grade for the six weeks will be reduced accordingly. Repeated offenses of cheating may result in more severe action.

Specifically, the letter grades denote the following:

A: 93 - 100	D: 61 - 70
B: 83 - 92	F: Below 60
C: 71 - 82	

Final grades shall be the average of all six weeks grades, and are to be figured as follows:

A - 4 points	3.5 – 4.0 = A
B - 3 points	2.5 – 3.4 = B
C - 2 points	1.5 – 2.4 = C
D - 1 point	.5 – 1.4 = D

At least a .5 must be attained the second semester to pass. In addition, students are required to pass two of three grading periods to receive credit for, or to pass, a *semester course*.

To pass any full year course:

1. at least three (3) points must be earned for the entire year.
2. a least two (2) points must be earned the second semester.*

Total Points	Yearly Grade		
24 - 21	A		
20 - 15	B		
14 - 9	C		
8 - 3	D		
0 - 2	F		
EXAMPLE:	<u>1ST. SEM</u>	<u>2ND. SEM</u>	<u>YEARLY GRADE</u>
	BCB	BCC	Points = 15 = B
	CCB	CBB	Points = 15 = B
	CDB	DFF	Points = 7 = F * <i>Only 1 pt</i>
	<i>was earned in second semester. Earned F according to #2 above.</i>		

To pass any semester course:

1. A passing grade must be earned in at least two (2) of the three marking periods.

NOTICE: Lexington High School standards are more rigid than these. Five points are required, at least three the second semester to pass high school courses.

B. Promotion

Every student is expected to achieve a passing average "D" or better in each of his/her classes in order to be promoted to the next grade. A student who fails two or more subjects will be considered for retention. The building Principal is responsible for determining the eligibility of each student for promotion.

C. Honor Roll

All students who receive a grade point average of 3.5 or above in all subjects for the grading period are placed on the Honor Roll. Any student who is on the Honor Roll each six week period will receive special recognition at the end of the year Awards Program. Any student receiving *Incomplete* or *Unsatisfactory* marks on grade cards will not be placed on Honor Roll.

EXAM POLICY

Students will take periodic unit exams throughout the school year. Each exam will count as a major test grade. Exams will be kept to a minimum during the grading period that State Assessments are scheduled.

An exam will be comprehensive for the current unit. 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.

School Policies

Bus Regulations

Students residing more than one (1) mile from school are eligible to ride a school bus. The following regulations should be observed when riding the bus:

1. The bus driver is in charge at all times.
2. Pupils will be expected to respect private property and school property at designated bus stops and wait for the bus in an orderly manner.
3. Good citizenship and cooperation are essential at all times for the mutual safety and efficiency of our pupil transportation system.
4. No smoking or disorderly conduct will be permitted on the bus at **any** time.
5. Lack of cooperation will result in suspension of riding privileges.
6. Students are to enter the building immediately upon leaving the bus, or when the bell rings for students to enter the building. **No** students are permitted behind the Junior High School either **before** or **after** school. Students are **not** to leave the school grounds.
7. At the end of the school day bus students are to report directly to the bus loading area.

Students will be permitted to ride late buses only in cases of extreme emergency. Generally, this includes teachers keeping students to help them (*not a detention*). Written permission of the Principal is needed to ride any bus other than your own.

A written request from the parent is required for a bus pass. Students are to bring this request to the office first (1st) period. If the Principal approves the request, a bus pass will be issued.

Messages and Deliveries from Home

Any messages or deliveries to be given to a student must be taken to the Principal's office, from which they will be given to the student.

Medication

Students who must take medication at school are required by law to have a form completed by a doctor and on file with the school. These forms can be picked up at the Junior High office. **School law does not permit school officials to give out medications to students, including aspirin, even with parent permission.**

Textbooks

At the beginning of the year, students must write their name in ink on the inside front cover of their textbooks, workbooks, and notebooks. In the event textbooks are lost and not found within one week, the student should report it to the teacher. A second book will be issued to the student until the lost book is found. If the lost book is not found, a replacement cost must be paid. Every board-owned textbook must be covered by the student who is using it.

Before School

Bus students are to enter school in the morning by the south doors near the cafeteria. All students who arrive before 7:30 a.m. may visit in the cafeteria, but should not enter the main building until after the 7:30 a.m. bell. The Tardy Bell will sound at **7:37 am**.

After School

Students must be out of the school building and off school property by **2:45 p.m.**, unless under supervision of a teacher/coach, or having permission from the main office. Students staying after school for club meetings should make arrangements for transportation in advance of the meeting date. While waiting for transportation to arrive, students are to wait by the door or outside of the building.

Plagiarism

The Internet has provided a new means for Plagiarism to arise within the classroom. Any student caught copying information directly from the Internet or any other written source will receive an automatic failing grade for that assignment without the opportunity for make-up work.

Gum Chewing

Students are permitted to chew gum **provided** they have permission from the classroom teacher. Students must respect the decision of individual teachers who do not allow gum chewing in their class. Students should not need permission to dispose of gum in waste baskets before going to classes where gum is not permitted. Students who forget to dispose of their gum where it is not permitted, will be reminded and will receive a warning the first and/or second time. Habitual offenders will be dealt with by appropriate punishment, which will not be unreasonable or embarrassing.

Selling Items/Posters

Students are not permitted to sell any items to the general public, school employees or fellow students unless it is through an in-school student club or organization. School

related groups can sell items to the students with the approval of the superintendent or building principal, and shall be responsible for all accounting procedures. No commercial enterprise can use the school as a source for advertising. Posters of any kind must be approved by the principal before being displayed on walls or bulletin boards.

Study Hall Guidelines

Students are to enter and leave the study hall rooms in a quiet and orderly manner, and take assigned seats as soon as they enter. Study halls are a place to study. They are **not** a place for visiting friends, talking, or disturbing others. Therefore, students must have work to do in all study halls. Locker, Clinic and Restroom passes are given **only** in case of emergency.

Health Policy

It is recommended that any student having a fever of 100 degrees or above, not remain in school. Any student with evidence of an acute communicable disease should be separated from others immediately. Skin eruptions or rashes are considered communicable until a professional medical opinion is expressed.

Extracurricular Activities Attendance

Students may not attend extracurricular activities, such as athletic events or student organization meetings, if they have been suspended from school, expelled, or specifically instructed not to attend for disciplinary reasons. Any student not in attendance for at least half of the school day shall not participate as a spectator or participant in any extracurricular activities the same day, unless they have been excused by the principal in advance of that day.

Attendance

Absence

State law requires all schools in the State of Ohio to notify parents when children are absent from school. We are asking that parents of Junior High students call the school by **8:30 a.m.** if their child will be absent or tardy that day. If we are not contacted by parents, we will make a call to the home. **A written excuse from the parent/guardian must be presented to the office immediately upon return to school.** The note must contain: 1) the student's first and last name; 2) date (s) of absence; 3) reason for absence; 4) signature of the parent or guardian.

Parents will receive notification when students reach 5 days absence, and again at 10 days absence; from there the County Truant Officer will be involved when necessary. Students will be referred to TEP (Truancy Education Program) at 30 consecutive unexcused hours (5 days), 38 unexcused hours (6 days) in a month or 65 unexcused hours (10 days) in a school year.

Official charge will be filed at 30 consecutive unexcused hours (5 days), 42 unexcused hours in a month (7 days) or 72 unexcused hours (11 days) in a school year.

Attendance will be marked **excused** or **unexcused**, depending upon the reason for the absence. If a written excuse is not received at school within 24 hours after a student returns to school, the absence will be marked **unexcused**. Absences which are **unexcused** may carry disciplinary action, depending upon circumstances, and a grade of 'F', or no credit, may be given for the work due during the **unexcused** absence. State law provides for two types of absences:

Past - Examples of excused past absences are: 1) personal illness; 2) illness in the immediate family; 3) death of a relative; 4) observances of religious holidays; 5) an

emergency, or set of circumstances which, in the judgment of the school authorities, constitutes a good and sufficient cause for a past absence from school.

Future or Anticipated - Examples of future absences that will be accepted as excused are: 1) family vacations or family trips, and 2) farm work on the farm of the parent/guardian. Future absences require presentation of a written parental request ***before the absence.***

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. When assignments are requested for illness or vacation, we expect the work to be turned in by the second (2nd) day after returning to school. The only exceptions on this would be if other arrangements are made with individual teachers. After an excused absence, all make-up work must be completed within 2 days from the time the student gets the assignment, or the grade may become 'F'. Assignments must be received the first class period after the student returns to school. Example: Child is absent Monday, child picks up assignments on Tuesday, and all assignments must be turned in during class on Thursday.

Before students will be excused for a family vacation, they must bring a note from home stating that they will be with their parents/guardian. A student must apply at the office in advance of the vacation, for an assignment sheet to be signed by each of his/her teachers.

Failure to follow this procedure will result in the time missed being marked ***unexcused.*** When the student returns, all homework and tests that were due during the absence ***must be turned in 2 school days after returning,*** unless designated otherwise by the teacher.

Class Absence

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 from the missed class and keep up with their work. (Since students are 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.

Early Dismissal or Other Appointments

If it is necessary for a student to leave school during the day, he or she must obtain permission from the office before homeroom (1st period) before leaving the building. Permission will not be granted without written parental approval. If the student is to walk, please state this within the written request. Parents who are picking up students during the school day must call for them at the Principal's office.

Students will be counted absent one-half day if they enter after second period (9:20 a.m.) or if they leave before sixth period (12:38 p.m.). Otherwise, they are tardy.

Permission will not be granted without written parental approval. If the student is to walk, please state this within the written request. Students will be counted absent one-half day if they enter after second period (9:20 a.m.) or if they leave before sixth period (12:38p.m.). Otherwise, they are tardy.

Tardies to School and/or Class

A student accumulating 5 total (unexcused) will result in a Thursday school. These

tardies will be accumulative for the semester. A Thursday School will be assigned for each 5th tardy accumulated. Please note: Any student tardy to first period is considered tardy to school. **The student must have a written excuse when arriving to school.** Arrivals to school between 7:37-9:20 are considered tardy to school and from 9:21 to 12:50 is a half-day absence. Tardies resulting from a medical appointment (doctor, dentist, etc.) or tardies which were pre-arranged following school guidelines will not be counted towards the five-tardy limit. Tardies only reset at the semester break.

Student Services

Guidance

You've got a friend at LJHS!

Whether you have just moved to Lexington, or have gone to Lexington Schools since kindergarten, the Guidance Counselor is interested in how you are getting along at the Junior High. The Junior High Counselor is available to help all students who need information or assistance in making decisions. Students talk with her concerning school, home, or personal matters. Conversations between the counselor and students are private and kept in confidence.

Some of the ways a counselor can assist you are: 1) Helping you better understand your interests and abilities (interpreting test results and school records), 2) Informing you of other specialists who can help you with problems of reading, poor grades, health, etc. 3) Providing up-to-date information about the future regarding school, college, or career choices, 4) Meeting with small groups of students to discuss common problems or concerns of adolescents.

When you want to see the Guidance Counselor during a class, you must get a pass from the classroom or study hall teacher. A special time can be reserved just for you by seeing the guidance secretary during free time, before or after school, or during lunch.

Schedule Change

Although schedule changes are not encouraged, there are sometimes unusual circumstances when permission is given. Students desiring to make a change should see the Guidance Counselor. Changes will not be honored without parent permission and Principal approval.

Withdrawal from School

Students who plan to withdraw from school must report to the Guidance Counselor's office, where they will be given instructions for withdrawal procedures. All textbooks must be turned in, and all fees paid, before leaving. No records will be sent to the student's new school unless these obligations are fulfilled.

Work Permits

All students under 18 years of age, working full or part time, are required to secure a work permit from the attendance office of Lexington High School. Students may secure proper forms from their building Principal's office. The forms consist of four (4) parts and are to be completed by: 1) school, 2) physician, 3) employer, 4) issuing of the work permit at the Lexington High School. Students are reminded that their first responsibility is to the school. Work permits may be withdrawn by the school if it is felt that the job is interfering with the student's school life.

Telephones

School telephones are for business purposes. Permission must be granted by the

secretary, principal, or a teacher before a student may use the telephone. Cell phones are **NOT** to be carried during the school day (see Cell Phone Policy).

Library Media Center

Students using the library during their study hall time are expected to obey the study hall rules. [Refer to Study Hall Guidelines]

Students may come to the library: 1) anytime a classroom teacher writes them a pass, 2) before or after school, 3) during their lunch period with a special lunch pass signed by the librarian.

Students are expected to return materials on time. If an item is checked out for one night only, it is expected that the item will be returned before first (1st) period the next morning.

The due date for regular materials is 2 full weeks from the next Friday. No overdue fine is charged, but lost materials must be paid for in full.

Speech and Hearing

Speech and hearing therapy is a service available at LJHS. If you feel you have a problem or a need, contact one of your teachers or the guidance counselor.

School Psychologist

The Lexington Schools are served by a full-time school psychologist from the office of the Mid-Ohio Educational Service Center. Contact the guidance counselor or the principal, if you feel there is a need for this service.

Teacher's Aides

Teacher's aides work with and help students throughout the year. These range from student tutors to certified adult tutors, who especially work with students who have learning disabilities. The school works closely with parents if their child is being tutored at the school.

Student Conduct Code

DRESS CODE

If a student is found to be in dress code violation they will be immediately sent to the Dean of Students or Principal. **Judgment of the administration in matters of dress and appearance is final.** If the student is in violation of the dress code the parents will be called to bring in a new set of clothing which will adhere to the dress code policy and consequences may be given. **The following is NOT appropriate dress for Lexington Jr. High School:**

1. Shorts and dresses/skirts must not be excessively tight and be no shorter than 3 inches above the knee.
2. Excessively tight pants such as but not limited to: tights, stretch pants, yoga pants etc...
3. Clothing that is torn, defaced, or has holes in it, or clothing that has rips.
4. Clothing with obscene or suggestive language or gestures.
5. Clothing which is insulting, abusive, threatening, or harassing based on issues such as sexual orientation, gender, ethnicity, religious beliefs, or disabilities.
6. Clothing that advertises any music group whose songs encourage sex and/or violence.
7. Hats, bandanas, or gloves are not to be worn in the building.
8. Sunglasses are not to be worn in the building unless prescribed by a doctor.

9. Clothing that advertises tobacco, drugs, or alcohol.
10. All tops, for both boys and girls, must have sleeves. No tank tops or spaghetti strap tops. All tops must be fitted with absolutely **NO** midriff, cleavage, or back visible.
11. No clothing that has chains or spikes attached to it.
12. Pants **MUST BE** worn at the waist.
13. **Any other item of clothing or accessory that could cause a disturbance from the educational process – as deemed inappropriate by the Principal or Dean of Students! Their say is final in ALL matters pertaining to the dress code.**

CELL PHONE/ELECTRONIC DEVICE POLICY

Cell phones or any other electronic device such as an iPod/MP3 player which are found to be on, and/or carried by the student upon the sound of the Tardy Bell at 7:37 am until the conclusion of the school day at 2:21 pm are in violation of school rules. Items found to be in violation of these rules will be confiscated and turned in to an administrator.

First offense: The student may retrieve the device from the administrator that day after school and receive 1 warning for the semester, a call home to parents will be made.

Second or any further offenses: The phone will be returned to a parent or guardian only and the student will receive the next step in the discipline progression.

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

Hall Conduct and Passes

Halls are a traffic way. The following regulations will aid in effecting safety and building appearance:

1. Keep to the right.
2. To eliminate congestion, do not loiter or form groups.
3. Keep halls clean.
4. Boisterous conduct, running, calling, whistling, etc., will not be tolerated.

Violations of any of the above regulations will be subject to appropriate disciplinary action.

Students are required to have a signed agenda hall pass whenever they are in the halls during class time. Helpers from the Principal's office and Guidance office will carry identification with them. Students who wish to come to the office at any time during the day, other than their lunch period, must have a pass.

Smoking/Tobacco/Vaping

Smoking, or the possession of cigarettes, tobacco products and/or vaping products and paraphernalia is not permitted and could result in In-School Detention, Thursday School, and up to a three day suspension. Further offenses will result in additional suspension and may result in expulsion.

Fighting

Fighting by students on the school property will not be tolerated, and will result in a suspension.

Alcohol and Drugs

In the interest of the health and safety of all students, the purchase, possession, sale, distribution, or use of illegal drugs, alcohol, look-alike drugs, drug-related paraphernalia or narcotics is prohibited on the school grounds, buildings, or at school sponsored

activities. Violations of these rules are grounds for suspension, and possible recommendation for expulsion. The following are also considered violations of the Drug and Alcohol Policy:

1. The odor of alcohol or other substances on a student's breath or person, constitutes being under the influence when verified by a school official.
2. Possession or control of drug-related paraphernalia.
3. Being in control of such items, whether on a person, or in a vehicle.
4. Counterfeit drugs, or look-alike drugs.

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 slips, syringes, hypodermic needles, a cocaine spoon or kits and any other items normally or actually used for packaging, conveyance, dispensation or use a of drugs/narcotics.

Look-alike or counterfeit drugs are specifically amended under Section 2925.01 (P) of the Ohio Revised Code, means any of the following:

- A. 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.
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance, manufactured, processed, packed or distributed.
- C. Any substance that is represented to be a controlled substance or is a different controlled substance.
- D. 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 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 table which he/she falsely claims contains LSD, or a harmless pill which bears fake manufacturer's markings so as to falsely indicate that it is a controlled substance, or sell crude tobacco cigarettes, while claiming it contains marijuana, it is now a criminal offense and subject to criminal prosecution.

Students who are legitimately using prescription drugs should have no more than prescribed dose in their possession during school hours. [Refer to Medication Policy]

Action to be taken:

- A. Parent will be notified as soon as possible and student will be removed from school for the remainder of the day.
- B. The police will be notified of the incident and they, at their discretion, may conduct an investigation.
- C. Consultation set up with parent and student about the suspension procedure and the possibility of a reduced suspension if there is cooperation in dealing with the problem through a drug, alcohol evaluation and/or assessment conducted by a school approved agency or individual.

Violation of the Alcohol and Drug section will result in:

1st offense: 10 day out of school suspension (Possible reduction)

2nd offense: 10 day out of school suspension (Possible reduction)

3rd offense: Expulsion

Possession for sale or transmission - 1st offense - Expulsion

The principal may modify a 10 day suspension for the first offense (except for sale of drugs) if the student and parent agree to participate in an activity designed by the

principal that is intended to modify drug and alcohol related behavior. The 10 day suspension may be reduced by a maximum of 5 days for participation in the designated activities. Procedures for reduction of first offense drug/alcohol 10 day suspension: If a student is suspended for a first violation of the Board of Education Drug/Alcohol Policy (except for sale or transmission), the parents may request a reduction of up to 5 days of the suspension in the following manner:

1. 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 suspension:
 - A. Parents take student to a certified person or agency for a dependency assessment and authorize the release of the results of same to the school.
 - B. Student will attend Support Group meetings at school upon return from out of school suspension.
 - C. Failure of the student or parent to complete the activities assigned by the administrator will result in the reduction of days being reinstated.

Anti-Hazing Policy

It is the policy of the Lexington Board of Education and School District that hazing activities of any type is 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 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 the 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 employee 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.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks and shall be the subject of discussion at employee staff meetings or in-service programs.

Leaving School Property

Students are not permitted to leave the school grounds without permission of the office. This means that from the time you arrive at school you are to remain on the school property.

First offense may result in up to a three (3) day suspension; second offense may result in up to a ten (10) day suspension; third offense may result in expulsion.

Students are considered to be at school from the time they enter the school grounds until the time they leave for good at the end of the school day.

Students are not to be at other schools unless it is for an approved activity or by permission of the principal.

Suspension/Expulsion/Removal from Class

The principal is permitted to suspend a student for a period not to exceed ten (10) school days at a time. During suspensions, students will receive their assignments for the days missed. 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 6 week grade, in which the suspension falls, deducted by 2% 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 grading period grade in all of the student's classes).

The principal also has the option of assigning In-School Detention or Thursday Schools to students instead of out-of-school suspensions.

For the following reasons, students will be suspended from school:

1. Smoking - possession or use of cigarettes.
2. Possession or use of drugs, including alcohol, and possession or use of counterfeit drugs.
3. Excessive Disrespect for teachers or other staff members.
4. Threatening or assault on school employees or students, including hazing of others.
5. Destruction of property.
6. Theft of possession of stolen items.

The following reasons will result in some form of disciplinary action, including possible suspension from school:

1. Leaving school property without permission.
2. Disruption or causing a disturbance in class.
3. Possession of dangerous articles, which are prohibited at school.
4. Being in any school building after school hours without permission or supervision.
5. Cheating or dishonesty - an 'F' will be received and/or parent conference required.
6. Cutting or skipping classes.
7. Continued repetition of misconduct.
8. Inappropriate conduct on school bus.
9. Other just causes which cause a disruption in the educational process or similar types of conduct not specified in school rules.

Lunch Detention – Assigned as a result of disciplinary infractions.

1. Students will sit at the designated lunch tables.
2. No talking and must remain seated.
3. Must have permission to leave seat for any reason.
4. May complete school work at the detention.
5. Must wait to be dismissed by the Principal or Dean.

Thursday School Regulations - Assigned as a result of disciplinary infractions.

1. Students will report directly to the assigned Thursday School room after dismissal.
2. Thursday school will last for three hours, from 2:25 until 5:25 pm
3. Students must bring enough work to keep them busy during the entire 3 hours.
4. Students will not be allowed to go to their lockers, or use the telephone except in cases of emergency.
5. Students will not be allowed to put their heads down, sleep, write notes or

- doodle.
6. Students are to follow all school rules and policies during their Thursday school assignments.
 7. No food or beverages will be consumed during the Thursday School.
 8. 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 Thursday school. Further discipline may result in failure to follow regulations.
- *Parents may reschedule Thursday school 1 time if needed for family reasons.**

Athletic Activities and Rules

Physical Education Classes

1. Clothes - The following clothing will be required of all students for physical education classes: [Specific instruction will be given by the teachers.]

Girls - Shirt, shorts, gym shoes, socks.

Boys - Shirt, shorts, gym shoes, socks.

****Student's name should be on all gym clothing.**

2. Dressing - Every student is required to dress appropriately for physical education each day they have class. Only a doctor's excuse will eliminate children from the physical activity. Exceptions will be granted only with the permission of the instructor.

3. NO electric curlers or curling irons are permitted.

Interscholastic

LJHS provides opportunities for both boys and girls to participate in interscholastic sports.

The following sports are offered:

Boys

Football – fall - (7th and 8th grade teams separate)

Cross Country – fall - (one team for 7th and 8th grade)

Swimming – winter - (one team for 7th and 8th grade)

Basketball – winter - (7th and 8th grade teams separate)

Wrestling – winter - (one team for 7th and 8th grade)

Track – spring - (one team for 7th and 8th grade)

Girls

Volleyball - fall – (7th and 8th grade teams separate)

Cross Country – fall – (one team for 7th and 8th grade)

Swimming – winter – (one team for 7th and 8th grade)

Basketball - winter – (7th and 8th grade teams separate)

Track – spring – (one team for 7th and 8th grade)

Students who desire to participate should listen for announcements concerning meetings and practices. All participants must meet the scholastic eligibility requirements.

Organizations, Clubs and Activities

The following organizations, clubs and activities are available at the Junior High School.

Announcements concerning how to join are made shortly after school begins. All students are encouraged to participate, and thus take an active part in the life of Lexington Junior High School.

Student Council

The student council serves as a voice of the students in affairs concerning our school. Its purposes are to promote good citizenship, provide orderly direction of school activities, charter school clubs and organizations, and promote the general welfare of the school. An election is held shortly after school begins each year. Student Council members must meet eligibility requirements to participate in Student Council. Meetings are held each month. Activities of the Student Council, in the past, have included: sponsoring of school dances, improving school grounds, acting as guides at Open House, raising of funds and welcoming new students to our school.

Student Aides

Each year students are selected to assist the principal's office, guidance office, or other areas in the building. These students will only help during study hall periods. Those who are interested should sign up at the beginning of the year.

Power of the Pen

A team of our best writers is chosen each year to compete in writing competition with schools from all over the state.

Academic Challenge

A team is chosen each year to compete with other county schools in an academic competition.

Art Club

This club is open to all students who have an interest in art and related subjects. The club meets on a weekly basis.

Special Days

Throughout the year, special events and activities will be held for Junior High students. Some of those that have been held in the past include: a spring talent show, hat and shades day, Spirit days, fifties day, and dress-up days. These, and/or new activities, may be held during the year in cooperation with the student council.

School Dances

During the year, several dances for Lexington Junior High students are sponsored by student council. Dances will be held after school on selected days throughout the year. To make the dances orderly and enjoyable, the following guidelines will be used:

1. Students must stay for the entire dance unless they bring a written note from their parents.
2. No one leaves the building after the dance begins.
3. Parents are to pick up students when the dance is over. The building will be locked 30 minutes after the end of the dance.
4. Students are not permitted to ride the elementary bus to go home.
5. At least 5 teacher chaperones must be present at the dance. Parents are welcome to attend.
6. Students will be expected to conduct themselves as *ladies and gentlemen*. The same policies as during the regular school day will apply.
7. Dances after school begin at 2:30p.m. and end at 4:00 p.m.

Cheerleading

Seventh and eighth grade cheerleaders will be chosen in the spring.

Co-Curricular Academic Eligibility Requirements

Junior High Eligibility Rules

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. 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. A student must pass 5 of his/her classes each six weeks in order to be eligible to compete during the next grading period. Any student receiving an incomplete (I) in a subject will have the 'I' averaged as an 'F' figuring the G.P.A. until all work is completed.

Junior High Intervention

Students that are academically ineligible for extra-curricular activities may be referred to the school's Intervention Assistance Team for support.

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.

Look-a-Like - Any substance that is represented to be a controlled substance but is not a controlled substance. 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. Any unmarked or unlabeled substance represented to be a controlled substance.

Prescribed Assessment 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 drug, 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 Performance - Any scheduled contest and/or activity in which the student would represent Lexington Junior High School as a participant in any capacity.

School Days - Days school is in session.

Co-Curricular Activities – Code of Conduct

All Athletic Teams	Cheerleading	
Academic Challenge	Power of the Pen	Art Club
Student Council	Cheerleading	CACY
Math Counts	Spelling Bee Team	

Note: On occasion groups/or activities which are part of the graded curriculum 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 following code of conduct is to be in effect for each entire school year and is to be followed by all students (grades 7 and 8) participating in any co-curricular activity, in any capacity. Additional team/activity rules may be developed by each individual coach/advisor with the approval of the building principal or his designee.

I. Possession, use, or purchase of, and/or conspiring to possess, use or purchase any alcoholic beverage, tobacco, 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.

Note: A violation of the co-curricular code of conduct may be substantiated by a school employee, law enforcement official or parent/guardian.

Note: Violations are cumulative from offense to offense through both years of Junior High School.

First Offense

The student will be denied participation in the next 20% of public performances, or two weeks, whichever is greater. There will be a conference regarding the offense within two school days after the principal has gained knowledge of the offense, or at the principal's discretion. This conference is to include the student his/her parent/guardians, the coach/advisor, the principal, and any other school personnel selected by the principal. The student and parents/guardians must agree to complete the prescribed assessment program a time period established by the principal and agree to participate in and complete the prescribed follow-up counseling program. Failure to participate in and complete the prescribed assessment and counseling programs will result in denied participation in any and all co-curricular public performances until the programs are completed. 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.

Note: If an offense occurs at the end of a season or activity, the remaining percentage of public performances in which the athlete/student has to sit out will be carried over into the next sport season or activity.

Note: If a student should be a participant in more than one activity in the same season he/she will be denied participation in 20% of the public performances for each activity in which they are a participant.

Note: 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.

Second Offense

The student will be denied participation in any and all co-curricular activities for one calendar year from the time 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 second offense. There will be a conference within two school days after the principal has gained knowledge of the offense. This conference will include the student, his/her parents/guardians, the coach/advisor, the principal, and any other school personnel selected by the principal.

The one year denial of participation defined above may be reduced to one school semester (90 school days) if the student and his/her parents/guardians agree to participate in and complete the prescribed assessment and follow-up counseling sessions within the first six month period of time.

All awards and/or recognition earned prior to the denial of participation will remain forfeited.

Third Offense

A conference will be held with the student, his/her parents/guardians, the coach/advisor, and the principal within two school days after the principal has gained knowledge of the offense. The student will be denied participation in any and all co-curricular activities in any capacity for the remainder of his/her 7th and 8th grade career.

II. The sale or distribution of any alcoholic beverage, drug, any other mood altering substances or look-a-like drugs and mood altering substances or paraphernalia related to the above mentioned is strictly and absolutely prohibited.

First Offense

The appropriate law enforcement agencies will be notified. A conference will be held within two school days after the principal has gained knowledge of the offense. The conference will include the student, his/her parents/guardians, the coach/advisor, the principal, and any other school personnel selected by the principal. The student will be denied participation in any and all co-curricular 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 parents have participated in and completed the prescribed assessment and counseling programs.

Second Offense

The appropriate law enforcement agencies will be notified. A conference will be held within two days after the principal has gained knowledge of the offense. The conference will include the student, his/her parents/guardians, the coach/advisor, and the principal. The student will be denied participation in any and all co-curricular activities in any capacity for the remainder of his/her 7th and 8th grade career.

Referral for Help

A student or his/her parents/guardians 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 parents/guardians agree to participate in and complete the prescribed assessment and counseling programs.

Appeal Process

Appeals may be made to the assistant superintendent regarding decisions made with regard to the co-curricular code of conduct. The request for an appeal is to be made to the assistant superintendent within two school days of the original decision.

General Information

Assemblies

Several assemblies are scheduled throughout the year, including professional programs, pep assemblies, and an awards program. Students will be assigned seating by homeroom groups, and are to sit in that section for each assembly. Appropriate behavior will be expected. Inappropriate behavior may result in the loss of the student's assembly privileges.

Bicycles

Students are permitted to ride bicycles to school. Bicycles should be parked in the rack provided. Under no circumstances are bicycles to be parked on the sidewalk. Bicycles may be ridden only to and from school.

Cars and Motorcycles

Junior High students are not permitted to drive motor vehicles to school.

Minuteman Pride Award

The Minuteman Pride award was started to promote good citizenship, and to recognize students who display good citizenship. A boy and girl in each grade are selected for this award. It is based, in part, on scholarship, character, respect for others, willingness to work, and service. Students are nominated and selected by the staff and student body.

Emergency Closing

In the event that school must be closed because of weather conditions, or other reasons, announcements will be made on local radio stations (WMAN, WRGN, WYYHT and WVNO). Please sign up for cell phone text alerts on the home page of the District website. **Please do not call the school.**

Fees and Fines

Students are required to pay school fees which cover supplementary workbooks and laboratory fees. An itemized list of these fees with the total cost is printed on the student's schedule. Schedules may be picked up in August (date to be announced later) but fees must be paid at that time. No schedule will be given out early unless school fees are paid. A student may wait until the first day of school to get his/her schedule, and then school fees will be collected a few days after school starts. Grade cards will be held at the end of each marking period if school fees, library fines, book fines or miscellaneous fees are not paid. All obligations must be met by the last day of school or grades will be withheld.

Fire Drills/Tornado Drills/Safety Drills

Occasionally, throughout the year, there will be fire drills. When the fire signals sounds, students should leave the building in a quiet, orderly manner. Specific instructions for leaving any area of the building will be given by the teachers. These instructions are also posted in the rooms. Students must remain with their class in the designated area until instructions are given to return to the building. Students are reminded that pulling a false alarm is punishable by law and will result in referral to the proper authorities. Fire drills are a serious matter and should be taken as such. Tornado drill instructions are also posted within each classroom, and drills will be held periodically throughout the year.

Homeroom

The homeroom period is during the student's first (1st) period class. At this time, announcements will be made, attendance taken, and other duties carried out.

Lockers and Locks

Students will be assigned lockers by their seventh (7th) period teacher. Each student will have their own hall locker with a built-in combination lock.

Lost and Found

The Lost and Found is located in the Guidance office. Books, clothes, pens, etc. will be found there. Money, watches, rings and other valuables will be kept with the secretary or the principal.

Lunch Period

Junior High students, who buy their meals, as well as those who pack their lunch, will eat in the school cafeteria. Students are not permitted to leave the school grounds during lunch hours. Students are expected to conduct themselves properly in the cafeteria. You are to be orderly while obtaining your meal. Each student shall be responsible for disposing of trash from lunch. Every student is responsible to the supervising teacher in the cafeteria.

Room Assignments

Rooms numbered in the 100's will be found on the first floor.

Rooms numbered in the 200's will be found on the second floor.

Rooms numbered in the 300's will be found in the upper floor of the Red Brick. [Refer to school map and room numbering.]

School Property Care

School property is public, paid for by the tax payers of the school district and students should take pride in the appearance of their school. Each student shares the responsibility for the appearance of the classroom, building, lawn, and walks. Textbooks and furniture should not be damaged in any way. Waste baskets are found in each room for refuse. Students will be charged for damaged textbooks and furniture, as well as damage caused through vandalism or carelessness. Disciplinary action may also be taken.

Teacher's Lounge

This room is off limits to all students unless they have permission from a staff member.

Valuable Items

Students should never leave money, pocketbooks, or other valuable items unattended. Do not bring any more money to school than is needed for daily expenses at school. The school cannot be held responsible for your careless handling of valuables. Check them in with your teacher if you must bring them. Textbooks are the responsibility of the student to who they are issued. Lost or damaged books must be paid for by the student.

Visitors

1. Visitors must report to the office for a pass.
2. Parent visitors are welcome at school. Visits should be scheduled a day in advance.
3. Parents are to call the school and make an appointment for a conference.
4. No student visitors unless given permission by the principal one day in advance.
5. In general, students who attend an area school will not be permitted to visit during the school day.

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 twenty-one. A variety of services are available for preschool and school age children age twenty-one who have one or more handicapping and/or learning disabilities. If you know of a diagnosed handicapped child who is not receiving services, please contact the Director of Special Education at 419-884-1111.

Americans with Disabilities Act:

The Lexington Local Schools district shall make reasonable accommodations for a disabled person to be able to participate in and benefit from school services and programs. For Assistance call Amy Gerhardt, Director of Special Education.

The Lexington Local Schools District provides equal opportunities for all children to achieve their potential through the district curriculum and associated programs and activities regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, or social/economic background.

Harassment and Bullying

Introduction

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 activity that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator.

For purposes of this policy, "school-sponsored activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

To implement this policy and to address the existence of bullying in the schools, the following regulations shall apply:

- A. Students should report acts of bullying to teachers and school administrators;
- B. The parents or guardians of students should file written reports of suspected bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of bullying or receive student Reports of bullying shall notify school administrators;
- D. School administrators shall investigate and document any written report filed;
- E. Language shall be included in student code for conduct concerning bullying;
- F. School administrator shall notify both the parents of a student who commit any verified acts of bullying and parents of students against whom such acts were directed, to the extent permitted by O. R. C. 3329.321 and the Family Educational Rights and Privacy Act;
- G. Each school within the district shall maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection;

Bullying behavior is strictly prohibited and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students, faculty, or school personnel.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will result in appropriate disciplinary consequences for the perpetrator.

Definition of Terms

Bullying: In accordance with this policy, “harassment, intimidation, or bullying means any written, verbal, or physical act taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a student has exhibited toward another particular student more than once the behavior both:

- A. Causes mental or physical harm to the other student and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under Board policy, however, does not restrict the right of the administration and of the board of Education to impose appropriate disciplinary consequences for student misconduct.

Location: bullying behavior in violation of board policy must occur on school grounds or at a school-sponsored activity (which by Board policy includes transportation services). Conduct that occurs off-campus is not bullying under this policy.

Ridicule, Humiliation, and/or intimidation: Bullying behavior is more than misconduct. Such behavior is marked by intent to ridicule humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or action 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.

Types of Conduct

Bullying can take many forms and can include many different behaviors having overt intent to Ridicule, humiliate, or intimidate other students. Examples of conduct that could constitute Bullying includes:

- A. Physical violence and/or attacks.
- B. Verbal taunts, name calling, and put downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics.
- C. Threats and intimidation (through words and/or gestures).
- D. Exclusion from peer group.
- E. Extortion or stealing of money and/or possessions.
- 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) – Parents, please be aware of what your child is posting on Facebook!
 - 2) Sending abusive or threatening instant messages or texts.
 - 3) Using camera Phones to take embarrassing photographs of students and posting them online.

- 4) Using websites to circulate gossip and rumors to other students.

Complaint Process

A. Publication of the Prohibition Against Bullying and Related Procedures

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools.

Intimidation, harassment, and bullying by any student in the Lexington Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Intimidation, harassment, and bullying" shall mean any written, verbal, or physical act taking place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a student has exhibited toward another student more than once and the behavior both:

- A. Causes mental or physical harm for the other student.
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Students and parents may file verbal or written complaints concerning suspected bullying behavior. Any reports of suspected bullying shall be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

B. Formal Complaints

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

C. Informal Complaints

Students may make informal complaints of conduct that they consider to be 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 bullying, including person(s) involved, time and place of the conduct, number of people involved, and the names of any potential student or staff witnesses. 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 or administrator shall be promptly forwarded to the building principal for review and action.

School Personnel Responsibilities and Intervention Strategies

A. Teacher and Other Staff

Teachers and other staff who witness acts of bullying, as defined above, shall promptly notify the building principal of the event observed, and shall promptly file a written report concerning the events witnessed. Teachers and other staff who receive student or

parent reports of suspected bullying shall promptly notify the building principal of such report(s). If the report is a formal written complaint it shall be forwarded promptly to the building principal. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint, which shall be forwarded promptly to the building principal.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issues of bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate behavior through class discussions, counseling, and reinforcement of socially appropriate behavior.

B. Administrator Responsibilities

1. Investigation

The Principal shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator or school personnel. Under the direction of the building principal all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such reports shall include findings of fact, a determination of whether acts of bullying were verified, and when acts of bullying are verified, a recommendation for intervention including disciplinary action. Where appropriate written witness statements shall be attached to the report.

2. Remedial Actions

Verified acts of bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically 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 bullying. While conduct that raises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the building principal. The following sets forth possible interventions for the building principals to enforce the Board's prohibition against bullying.

a. Non-Disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of the conflict between students or groups of students, peer mediation may be considered. Special care however is warranted in referring such cases to peer mediation. A power imbalance may make this process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

b. When acts of bullying are verified and the disciplinary response is warranted, students are subject to the full range of consequences.

3. In addition to the prompt investigation of complains of bullying and direct intervention

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

- a. Respectful responses to bullying concerns raised by children, parents, or school personnel;
- b. Planned professional development programs addressing bully/target individuals problems.
- c. Data collection to document problems to determine the nature and scope of the problem.
- d. Use of peers to help victims and include them in group activities.

NOTES