

# Lexington

WESTERN  
ELEMENTARY

[www.lexington.k12.oh.us](http://www.lexington.k12.oh.us)



## Student Handbook

2017-2018

### Dear Students and Parents:

The faculty and staff join with me in welcoming you to Western Elementary for the 2017-18 school year. It is our pleasure to serve you and offer the highest level of education to your child.

We believe that every student has the right to learn. At Western Elementary, we expect a positive attitude and

respectful behavior from everyone.

It is imperative that students, parents, and school personnel work together in an effort to achieve academic success and personal growth within our students. We all have a responsibility to help children develop to their fullest potential.

If at any time you have questions or concerns please feel free to stop by my office or to give me a call.

Sincerely,  
Mrs. Genelle Eggerton  
Western Elementary Principal

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**Western Elementary School**  
**385 West Main Street**  
**Lexington, Ohio 44904**  
**(419)884-2765**



### **ARRIVAL AND DISMISSAL/SCHOOL HOURS**

School hours for faculty are 8:20 a.m. to 3:40 p.m. and for students 8:50 a.m. to 3:20 p.m.. Doors open at 8:20 a.m.. Students not riding the bus should not arrive before 8:20 a.m., as there is no one to supervise them. Upon arrival, students should go directly to their rooms.

### **SUPPLIES REQUIRED**

Students are expected to provide paper, pencils and other general supplies. A list of specific supplies required for use in the classroom will be sent home the first week of school. This will assist students in being prepared for class.

### **BREAKFAST**

Breakfast will be available at Western Elementary each morning. Breakfast will be in the cafeteria from 8:20 a.m.-8:55 a.m.. The breakfast menu will consist of "grab and go" items. Cost of the breakfast will be \$1.50; \$0.30 for those eligible for reduced lunch, and free for those eligible for free lunches. If you have further questions, please, contact Tricia Volz at the Food Service Department at 419-884-2192.

### **Free and Reduced Lunch Applications**

This application is sent home with every student each year for families who need assistance and qualify according to federal guidelines. Applications will be available in the office throughout the year.

### **Lexington Local School's Mission Statement:**

The Lexington Local Schools, through a partnership with our children's families and our community, will provide the BEST possible curricular and co-curricular opportunities to challenge all students to reach their highest potential, to enjoy learning and to make positive contributions within their homes and communities.

### **ADDRESS CHANGE**

Please notify the school secretary immediately of any change in residential address, telephone, or employment. This information is vital in case of an emergency.



## Concerns/Complaints

The following guidelines are established so that students and parents may bring their concerns to the attention of the most appropriate party and have some means by which their concerns may be expressed, considered, and disposed of fairly. We suggest that the following procedure be followed:

1. If a concern emanates from a school situation, students or parents should first discuss it with the teacher/advisor most directly involved.
2. If the parties concerned believed that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the building principal in an attempt to reach a solution.
3. Concerns about administrative actions may be addressed directly to the building principal.

## Fines/Care of School Property

### **1. Damaged or Lost**

**Textbooks:** If a textbook is lost or if damaged exceeds normal use, the student will be charged for an amount based on the replacement or repair cost.

### **2. Damage to School**

**Property/Equipment:** Students will be required to either clean, repair, or replace the damaged item.

3. **Library Charges:** A schedule of charges for damaged or lost books are available in the school library.



## Lunch

1. Only one day's charge is permitted.
2. Money for lunches may be placed on your child's account, and we strongly encourage this method of lunch payment.
3. Children may not ask others for food.
4. Children will maintain a conversational voice during lunch.
5. No soda pop is permitted.
6. If a child packs a lunch, be sure their name is on the lunch box or paper bag.

## Technology and Electronics

1. Students are not permitted to carry cell phones throughout the school day.
2. Students need to keep phones, iPods, Mp3 Players, iPads, Kindles, etc. in their book bags. Teachers will store devices for students upon student or parent request.
3. The school is not responsible for stolen or damaged devices. We will do everything to protect student belongings, but responsibility essentially relies on the students themselves.
4. Cell phones are not to be used as communication devices. NO TEXTING OR CALLS are allowed.
5. Electronic devices are not to be used for taking pictures at any point in time without prior permission from a teacher.

## Telephone

Teachers have phones in their classrooms. The telephone may be used for emergency calls only. No phone calls will be made without a teacher or adult present. Voicemail messages may be left for the teacher.



# Arrival and Dismissal of Students

**Traffic Patterns:** The driveway in front of the school is one-way at all times. This driveway is used for bus pick-up and drop-off. Parents can only drive through and/or park in this location between the hours of 8:50 am-3:00 pm.

**Parent Drop-off:** Students can be dropped off at the playground sidewalk. Please, use the far west parking lot entrance. Remember to be courteous to other drivers and vigilant in watching out for the safety of our students by not parking in front of this drop-off location. If you would prefer to walk your child into the school or pick them up at their classroom, please, park in the large parking lot area.

**Bus Location:** Pedestrians are required to stay 10 feet away from parked busses in their drop-off/pick-up locations. The first wave busses will be parked in a staggered manner to ensure the safety of all pedestrians. Cars are not permitted to enter or park at the main doors.

## Pickup Line for Grades 1-3

The following is an outline of the pickup line procedures. Please, realize that these rules are for the safety of our children as well as the efficiency of the pickup line. Thank you in advance for your adherence to these procedures:

- Students will lineup along the fence by the first gate.
- Cars will proceed and lineup at the beginning of the fence by the sidewalk. Please, do not stop directly in front of the gate.
  - Please, leave a space (4-6 ft) between the fence and the parking lot so students and staff have a walkway for loading cars.
- Staff will dismiss students to cars.
- Once the cars are loaded and free of students in the walkway, the staff will give a “thumbs up”. This signal will be used to dismiss the row of cars.
  - The next row of cars will proceed and lineup at the beginning of the fence by the sidewalk. Students will not be loaded until all cars have come to a complete stop.
  - If a student is not present at the pickup line, the staff will ask the parent to pull up and wait for the student.
  - Do not pass cars in the pickup line.



**It is highly recommended that the parents who pick up their children use the pickup line. However, if parents still prefer to come into the building they will need to enter and exit through the side entrance once busses are parked.**

# General School Information

## Transportation

If there are times you need to change transportation for your student, the following policies must be followed to minimize confusion for all involved:

### **Temporary change in the morning:**

1. Please call the Bus Garage at 419-884-2349 after 6:00 am or if riding with another student send a note with the student to give to the bus driver.

### **Temporary change in the afternoon:**

1. Due to safety and security issues we need a signed note by the parent or guardian to transport your child to another location other than their designated drop off point.
2. Please, send this note to your child's building principal's office. Do not fax or email notes unless you call first. Include your student's name, exact address to be dropped off, and date or dates when transportation is needed.
3. Building personnel will then issue an official Lexington School Bus Pass.
4. Lexington School Bus Passes are the only pass that will be honored by the bus driver.

### **Permanent change in transportation:**

1. Please, call the Bus Garage at 419-884-2349.

**\*\*\*Per State Law, do not send medication on the bus.\*\*\***

**Below is a sample of what the official bus pass looks like. Please, use this as a guideline for information needed in your transportation note.**

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### **Lexington Local Schools Bus Pass**

**Date** \_\_\_\_\_ **Authorized Signature** \_\_\_\_\_

**Building** \_\_\_\_\_

\_\_\_\_\_ **will be riding bus number** \_\_\_\_\_ **to** \_\_\_\_\_  
**(Student's Name)** **(Exact Address)**

**beginning on** \_\_\_\_\_ **and ending on** \_\_\_\_\_.

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## Interim Reports and Grade Cards

Student progress and grades are available through an online grading program via the Internet. Parents will be provided with parent access information at the beginning of each school year. Interim reports for all students will be sent home halfway through each grading period for grades 1-3. Grades 1-3 will receive a standard grade card by Friday following the end of the grading period.

### **Grading Periods**

First Grading Period	August 22-October 24
Second Grading Period	October 25 -January 12
Third Grading Period	January 15-March 16
Fourth Grading Period	March 19-May 24

### **Grade Cards Go Home**

November 3, 2017
January 19, 2018
March 23, 2018
May 24, 2018

## Conferences

**Formal Conferences-** There are two scheduled Parent-Teacher Conferences during the school year. The schedule of times will be sent to each parent prior to the dates. We encourage all parents to attend these conferences.

### Informal Conferences-

Informal conferences are encouraged when needed at the parents and/or teacher's request. These may be held before or after school or during a teacher's planning period. These must be prearranged with the individual teacher.

### Parent-Teacher Fall

**Conferences** are: November 2  
November 9

### Parent-Teacher Spring

**Conferences** are: Feb. 22  
March 1

## Fire, Tornado and Safety Drills

All students will be given instructions on fire, tornado and emergency drills. Directions for leaving the building are posted in each classroom. Setting off false alarms or tampering with extinguishers is a serious (Federal) offense.

## Insurance

Student accident insurance is available to all pupils at a nominal charge. The accident policy affords coverage during school hours and may be extended to extracurricular activities. Prepaid mailer forms are given to each student. The filing of claims is the responsibility of the students and parent. Claim forms are available in the office.

## Grading System/Scale

Grades are assigned by each teacher on the basis of daily work, written lessons, participation and tests. Achievement grades will be given as follows:

Percentage Scale	2nd-3rd Grade Letter Code	1st Grade Letter Code
93-100	A	S+ Consistent/Strong Progress
83-92	B	S Satisfactory Progress
71-82	C	S- Below Satisfactory Progress
61-70	D	N Below Grade Level
Below 61	F	

Kindergarten will receive report cards starting the second grading period. Students will receive symbol grades that will reflect progress, improving, and needs time according to grade level standards. Kindergarten conferences will be held in November.

## Promotion/Placement/Retention

All decisions relating to promotion/placement/retention are made as a team. Parents are a part of the decision-making team and participation in the decision is encouraged.

**Promoted-** Student is advanced to the next appropriate grade.

**Placed-** Student is advanced to the next appropriate grade, will be closely monitored and could potentially be placed back into previous grade-level.

**Retention-** Student repeats current grade-level.

## Attendance

### Illness/Excuses

Regular attendance is important to a child's success in school. The compulsory attendance in Ohio (O.R.C. 3321.04) states that parents are responsible for seeing that their son/daughter attend school regularly. The Ohio Revised Code 3321.01 lists the following reasons for which an absence will be excused.

1. Personal illness or family illness.
2. Death of a family member or relative.
3. Quarantine for contagious disease.
4. Acts of God.
5. Observance of a religious holiday.
6. Emergency or circumstances which principal approved one week in advance.

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



### **UNEXCUSED ABSENCES/TRUANCY**

Students who are absent for discipline reasons, absent with/without parent knowledge for other than those stipulated above, are not permitted to make up work missed during the period of absence.

### **PRE-EXCUSED ABSENCE – VACATION**

Absence due to work/travel/vacation must be pre-arranged with the approval of the principal. A form must be completed by the student and signed by all the teachers one week in advance. The student's attendance and academic standing must be acceptable and all work must be made up.

### **TARDINESS**

Students arriving late to school must register in the office. A Tardy is equivalent to 1 hour; a half-day is equal to 3.0 hours (11:50 a.m.); a whole day equals 6.5 hours (2:45 p.m)

### **ILLNESS DURING DAY/SIGNING OUT**

Pupils who become ill should inform their teacher. The teacher will send the student to the office. If the student needs to go home, the parents or those listed on the emergency information sheet will be notified. If the illness/injury is serious, we will follow the emergency medical information procedures.

### **REPORTING ABSENCES**

1. All absences from school require a phone call from parents to the office between 8:00 a.m. and 9:30 a.m. (Unless prior approval has been obtained, or the absence is for an extended illness and the school has agreed to less frequent calls). Otherwise, we are required by law (O.R.C. 3313.205) to contact parents by phone if possible or mail on the first day of your child's absence.
2. A written excuse signed by a parent or guardian must be turned in to the office upon return to the school.
3. Half day absence will be charged against the students if they arrive after 9:45 a.m. or leave before 2:45 p.m. The following procedure is followed if the school is not notified by note in advance or phone between 8:00 a.m.-9:30 a.m.: the student's home will be called or the parent will be notified by post card through the mail (O.R.C. 3313.205).

### **MAKE-UP WORK POLICY FOR ILLNESS**

Students who are absent (except for suspensions) are required to make up work missed and are responsible to ask the teacher for missed assignments immediately upon return to school. If absent one day, the student has two days to make up the work; absent two days, three days to make up work, etc. Assignments may be obtained by calling the office if illness is prolonged (5 days or more) or by visiting the teacher's web page ([www.lexington.k12.oh.us](http://www.lexington.k12.oh.us)). Assignments may be available on the web page and most of our staff have their e-mail address listed on their web page. If the office is notified by 9:30 a.m., assignments will be ready by 3:00 p.m.; otherwise, they may not be available until 8:30 a.m. the next day.

## Bicycle Riding

Students are welcome to ride their bicycles to school, weather permitting, with their parent's **written permission**. An unsupervised outside storage area (bike rack) is provided. A suitable lock is suggested for securing your child's bicycle to the bike rack. The school cannot assume any liability for loss.

Bicycles should be walked while on school property when students are present.

## Withdrawal of Students

Parents should notify the office one-week prior to the student's last day of school.

Student transcript records will be released upon the following conditions:

1. A record request form is received from the receiving school or completed with parental signature prior to the student leaving.
2. Current grades are documented by the teacher.

## Leaving School Early

All requests for a student to leave school early must be cleared through the office. For the safety of all students, the following procedure must be followed:

1. Parent should write and sign a note stating the student's name, destination, reason for leaving, and total time you will be away from school. If anyone other than the natural or custodial parent is to pick up a student, we ask that you send a DATED note stating this. This person will need to show a picture I.D. when picking up the child. Otherwise, we will be unable to release your child and they will have to go home on the bus as usual. **Please-emergency phone calls only. If you must fax a note for early release or pick-up, please, call the school to make sure that the school has received the fax. Do not email requests.**
2. Students should give the note to the homeroom teacher and it will be turned in to the office.
3. Parents should report to the office to sign out their student. The student will then be called to the office.

## Dress Code Regulations

The school recognizes that the primary responsibility for a student's dress and grooming rests with the parents. However, acting in loco parentis, the school sets these minimum standards:

### *Standards*

1. In general, dress and grooming should be appropriate to the place, age, and hour and in harmony with the current style. It should, at all times, be governed by good sense, good taste and cleanliness.

### *Specifically*

1. Footwear must be worn and should be of style that will not endanger the safety of the individual and will protect their feet from injury. No flip-flops or sandals without back straps or heelies.
2. Students should not wear clothes that are torn or have exaggerated holes.
3. Clothes cannot display profane/obscene language, gestures, pictures, hate signs, or advertisements of drugs, alcohol or tobacco.
4. Bare midriffs or spaghetti straps are not allowed.
5. Skirts or shorts must be of reasonable length and should not be distracting or offensive.
6. Shorts of tasteful length may be worn during the months of September, October, April, May and June.
7. No hats, ball caps, sweatbands or sunglasses are to be worn in the building.
8. No hair paint, face paint, etc. unless announced by the principal giving permission to do so.

*The principal shall determine if there is a question concerning inappropriate attire.*



## **Volunteers**

Volunteers play an important role at our school. Without the support of parents as volunteers we could not accomplish some of our curriculum goals. Areas of support include: classroom teacher, aide, library aide and clinic aide. Volunteer time is minimal. Your time and service is greatly appreciated. If you are interested in helping, please contact your student's homeroom teacher or call the school office. Please, sign in at the office and record your hours of service.

## **Emergency School Closing/Delays**

In the event of emergency situations or inclement weather, school may be closed or starting time delayed. Notification of such events will be announced via the Lexington website; [www.lexington.k12.oh.us](http://www.lexington.k12.oh.us), Mansfield News Journal; [www.mansfieldnewsjournal.com](http://www.mansfieldnewsjournal.com), TV station WMFD; channel 15, and various local radio stations; WNCO (106.1 FM), WMAN (1400 AM), WNCO (101.3 FM), and WYHT (105.3 FM). Cancellations and delays will be reported to the media between 5:45-6:00 am. Parents can also sign up for the schools text alert system. Go to *Parents and Students* on our home page, proceed to *Text and Email Alerts*, and then follow the specific directions.

## **Text Message Alerts**

The Lexington Local Schools has a free service called Ohio Alerts. On Lexington's home webpage ([www.lexington.k12.oh.us](http://www.lexington.k12.oh.us)) you can sign up to receive direct texts to your phone or email account. It is encouraged that you sign up for the building, WESTERN, and the district, LEXINGTON, for any emergency updates such as school closings or two hour delays.

## **Visitors**

Parents and other visitors are required to report to the office by signing in at the office and picking up a visitor pass. This is required by State Law (O.R.C. 2917.221) and is for every student's protection. All of the doors to the school are locked by 9:00 am. You **must** use the doors at the main entrance. Parents are welcome to visit their son/daughter's class at any time after the first of the month of school as long as they have made arrangements with the teacher. We ask that you do not bring other children along when you visit the class. Visitors from other schools cannot be accommodated. Visits are not to exceed one hour.

## **HEALTH NURSE SERVICES**

The school nurse makes regular visits to each school to keep records up to date and provide our students with the following services:

1. Vision and hearing tests
2. Head lice assistance
3. Immunization records maintenance

Any student having a fever of 100 degrees or above will not remain in school. A student must remain at home for 24 hours after a fever or vomiting has occurred. 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.

# General School Information

## Medication Administration

It is recommended that all prescribed or over-the-counter medications be given at home by the parent when possible. Medication prescribed by a physician for a particular student will be given at school if the appropriate medication administration form is completed by *both* the parent and the physician. This complies with Section 3313.712 of the Ohio Revised Code. ***This form must be completed prior to administration of medication by school personnel and all sections of the form need filled out in its entirety.*** This form is available in the office and should be picked up prior to taking your child to the doctor's office.

If your child must be administered medication at school, we ask that you contact the principal or the school nurse. Parents who wish to administer any medication to their child during school hours may do so by reporting to the office.

We request that all medications administered at school be brought to the school office by the parent in the original pharmacy container with the following information on it:

**Child's Name**  
**Name of the Medication**  
**Strength of the Medication**  
**Dosage for the Child**  
**Physician's Name**  
**Date Prescribed**

***For the safety of your child and all students, please do not send medication to the school with your child. Medication and the medication administration form need to be brought and delivered to the office by a responsible adult in charge of the child.***

## Outside Recess

We will go outside for recess unless it is raining or the temperature feels like 20 degrees or below. If recess is outside and there is snow on the ground, students may play in the snow if they bring the following items: hat, gloves or mittens, boots, snow pants, and a winter jacket. If students do not have these items they will be limited to the blacktop. We encourage all students to participate in outside recess, so it is important to make sure that students have proper attire for the current forecasted weather.

If it is raining or too cold to go outside for recess, students will have inside recess. Recess may consist of watching a movie. All movies that will be viewed during recess are rated G. If you would prefer that your student opt out of viewing a movie contact Mrs. Eggerton.

It is our goal to go outside during recess as much as the weather allows. However sometimes the weather limits this goal.

## Recess Movie List

Meet the Robinsons  
It's a Wild Life  
Charlotte's Web  
March of the Penguins  
Ferngully The Last Rainforest  
Stuart Little 3 Call of the Wild  
Soccer Dog  
Babe  
Monsters vs Aliens  
Jimmy Neutron Boy Genius  
The Fox and the Hound 2  
The Little Mermaid  
Bambi  
101 Dalmatians  
The Great Mouse Detectives  
Lady and the Tramp  
Beauty and the Beast  
All Dogs Go to Heaven  
An American Tail  
Jungle Book  
Aristocats

## Discipline/Student Responsibility

The Ohio Revised Code 3313.661 specifies that the school has the right to expect reasonable behavior from the students. Teachers stand in loco parentis to students in their charge and may exercise such powers of control, restraint, and correction over them as may be reasonably necessary to perform their duties as a teacher and accomplish the purpose of education. It is the responsibility of each student to contribute positively in the school environment by demonstrating respect for self and others, for personal property and the property of others, and by behaving in a way that enhances personal learning and the learning of others. Each student is responsible for his/her individual behavior while at school, traveling to and from school, or at school sponsored functions. In order for each of us to have the best results for our efforts, certain standards and regulations must be enforced. ***A copy of your child's Classroom Discipline Policy will be sent home with every child during the first week of school.***

## School-wide Behavior Plan

At Western Elementary we use a school-wide behavior program to monitor behavior and choices. Your student will have a clip on their classroom behavior wheel that they will move up and down the wheel depending on their choices.

Please, keep in mind that your child may not move every single day for them to have a green star day, they must go above and beyond in their classroom behavior choices. The chart below explains how the behavior wheel works.



If you flip your clip to a "Green Star Day", you went above and beyond the teacher's expectations.



You will start each day on "Ready to Learn". You will move your clip up or down depending on your choices each day.



If you receive a warning, you will move your clip down to "Think About It" to help you remember to think about your choices.



If you continue to make poor choices, you will move your clip down to "Make Better Choices". You will no longer be able to move your clip up.



If you still choose to make bad decisions, you will have to write a behavior note for your parents to sign and return to school the next day.



If behavior continues, you will be sent to the Principal's Office.

## Knives, Matches, and Toys

Children may never bring knives, matches, water pistols, and/or other dangerous devices to school. Such items will be appropriated by the principal and will only be returned to the parent at his/her appearance. Toy guns and knives will be treated as real items. Bringing a knife, gun, facsimile, or any dangerous item to school or a school function may result in a school suspension with a recommendation for expulsion.

***No children's toys***, including cards, pets, etc. should be brought to school without the permission of the classroom teacher and principal. Pets, or items made of glass, may not be transported on the school bus due to the Ohio Revised Code regarding this area. Radios, cell phones, beepers, lasers, or other electronic devices, audio players, and ***video/computer games*** should not be brought to school.

**Kindergarten students will only have the colors of green, yellow, red, and blue. This will be a positive way for kindergarten students to be introduced into the school-wide behavior plan.**

## Computer Acceptable Use Policy

As adopted by the Lexington Local School District, at the beginning of each school year each student will receive a copy of the District Acceptable Use Policy. This will include an explanation of the policy, consequences of violations and an Internet Use Permission Form. The form must be signed by the parent and the student and returned to the teacher. No student will be granted Internet access without the form signed and returned to keep on file.

Violation of the Lexington Board of Education Acceptable Use Policy by students typing inappropriate matter or visiting/using Internet in an inappropriate manner will be handled as seen by the policies and guidelines adopted by the Board of Education.



### Emergency Removal

If a student's presence poses a continuing danger to people or property, or is disrupting the academic or social process, then a teacher may remove the student from any activity. (O.R.C. 3313.66)

### Field Trip Information

The teachers plan extended field trips for students. The purpose of these trips are to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. ***Participation in these trips are a privilege students earn by exhibiting responsible and cooperative behavior throughout the school year.*** Students may be denied the right to participate in these trips. The teachers and the administration make decisions regarding participation. ***Children are not allowed to go home with their parent(s) unless there is a note written and prior approval has been arranged.***

### Assemblies

Programs are planned during the year to provide students with both entertainment and cultural experiences. Courteous and undivided attention of the audience is expected. Misbehavior will result in denial of assembly privileges.

### Guidance and Counseling

Our guidance counselors service all elementary students in the Lexington Local School District. They visit classrooms and are available for individual sessions and small groups. They can be contacted at 419-884-2765. If they are not available a message can be left on their voicemail.



# General School Information

## **Custody Notification**

When a child custody order or decree, including temporary order of child custody is issued resulting from action of divorce or separation, annulment, or dissolution of a marriage, the custodial parent of the child shall notify the school of the custodial arrangements. The custodial parent is to notify and provide the school administration with the court's legal certified copy of the custodial order of decree that declares the custodial modifications. The custodial parent has been assigned the responsibility to report the court action to the school district.

## **Lost and Found**

Found articles should be placed in the school's designated area. Students should check for articles in that area. Money and valuable articles should be turned in to the secretary.

A Lost and Found Department is located on the stage. If you find an article in the building or on the school grounds, take it to the office. If you have lost something, notify the office. Place the student's name on all personal property. The school is not responsible for items lost. Items not claimed within a reasonable time will be disposed of (Goodwill/Associated Charities).

## **Web Page Policy**

Lexington School District maintains a website to provide a pathway of information among students, teachers, parents and the community as well as to showcase the Lexington School system. Written parental permission is needed prior to having your child's picture appear on a web page. A permission form is sent home at the beginning of the year for parental signature and permission or denial. This form will be kept on record and will be valid until the student moves to another building or the parent/guardian requests and submits a new form.

## **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 services, please contact the Special Education Coordinator at 419-884-1111.

## **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 the Special Education Coordinator, 103 Clever Lane, Lexington, OH 44904; 419-884-1111.

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

## **Threatening/Violent Behavior Policy**

See *Harassment, Intimidation and Bullying* Board Policy Appendix A

## **HARASSMENT, INTIMIDATION, 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 event and at the 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 the 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 of 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 an 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 within 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 behavior 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.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying and their rights and responsibilities under this and other district policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The district administration will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the district's website to the extent permitted by state and federal student privacy laws.



# LEXINGTON LOCAL SCHOOLS

**2017-2018**

Tues. Aug. 22 ..... First Day of School

Mon. Sept. 4 ..... NO SCHOOL – Labor Day

Wed. Sept. 27 ..... Staff Curriculum Meetings - 1 hr. early release

Fri. Sept. 29 ..... End of First Six Week Grading Period, H.S. & J.H. 28

Tues. Oct. 24 ..... End of First Nine Week Grading Period, K-6 (45 days)

Tues. Oct. 31 ..... Staff Curriculum Meetings - 1 hr. early release

Thurs. Nov. 2 ..... K-6 Parent/Teacher Conferences, 4:30-7:30 p.m.

Thurs. Nov. 9 ..... K-6 Parent/Teacher Conferences, 4:30-7:30 p.m.

Wed. Nov. 22 – Fri. Nov 24 ..... NO SCHOOL - Thanksgiving Break

Thurs. Nov. 30..... Staff Curriculum Meetings – 1 hr. early release

Wed. Dec. 20 thru Mon., Jan. 1, 2018 ..... NO SCHOOL – Winter Break

Tues. Jan. 2, 2018 ..... Classes resume

Fri. Jan. 12 ..... End of Third Six Week Grading Period

Mon. Jan. 15 ..... NO SCHOOL – Martin Luther King Jr. Holiday

Wed. Jan. 31 ..... Staff Curriculum Meetings – 1 hr. early release

Mon. Feb. 19 ..... NO SCHOOL – Presidents’ Day

Thurs. Feb. 22 ..... K-6 Parent/Teacher Conferences, 4:30-7:30 p.m.

Fri. Feb. 23 ..... End of Fourth Six Week Grading Period, H.S. & Jr. High 28

Tues. Feb. 27 ..... Staff Curriculum Meetings – 1 hr. early release

Thurs. Mar. 1..... K-6 Parent/Teacher Conferences, 4:30-7:30 p.m.

Fri. Mar. 16 ..... End of Third Nine Week Grading Period, K-6 (43 days)

Wed. Mar. 21 ..... Staff Curriculum Meetings – 1 hr. early release

Mon. Mar. 26 – Fri. Mar. 30 ..... NO SCHOOL – Spring Break

Mon. Apr. 2 ..... Classes resume

Thurs. Apr. 5 ..... Staff Curriculum Meetings - 1 hr. early release

Thurs. May 24 ..... Last Day of School