Dear Students and Parents:
The faculty and staff join with me in welcoming you to Western Elementary for the 2019-20 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

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

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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.

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.

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.

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.
**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.

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**Fines/Care of School Property**

1. **Damaged or Lost Books:** If a book is lost or damaged, 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.

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**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.

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**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.

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**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.

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**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 near the foyer. 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).

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**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.
**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 by the blue gate and cone. 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.

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**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.

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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.
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.

_________________________________________________________________________________________
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 ___________________.

_________________________________________________________________________________________

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.

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Grade Cards Go Home</th>
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<tbody>
<tr>
<td>First Grading Period</td>
<td>August 20-October 25</td>
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<tr>
<td>Second Grading Period</td>
<td>October 26-January 17, 2020</td>
</tr>
<tr>
<td>Third Grading Period</td>
<td>January 18 -March 20</td>
</tr>
<tr>
<td>Fourth Grading Period</td>
<td>March 20-May 28</td>
</tr>
</tbody>
</table>
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 14
November 21

Parent-Teacher Spring Conferences are: March 5
March 12

Informal Conferences

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.
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.

Grading System/Scale

<table>
<thead>
<tr>
<th>Percentage Scale</th>
<th>2nd-3rd Grade Letter Code</th>
<th>1st Grade Letter Code</th>
<th>Kindergarten</th>
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<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
<td>S+</td>
<td>Consistent/Strong Progress</td>
</tr>
<tr>
<td>96-93</td>
<td>A</td>
<td>S</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>92-90</td>
<td>A-</td>
<td>S-</td>
<td>Below Satisfactory Progress</td>
</tr>
<tr>
<td>89-87</td>
<td>B+</td>
<td>N</td>
<td>Below Grade Level</td>
</tr>
<tr>
<td>86-83</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>82-80</td>
<td>B-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79-77</td>
<td>C+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76-73</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>72-70</td>
<td>C-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69-67</td>
<td>D+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66-60</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>59-Below</td>
<td>F</td>
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</table>

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.
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 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. 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.

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, spaghetti straps, or see thru clothing 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.

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.

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.

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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, Mansfield News Journal; 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) 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.
**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
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.

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.

What is the Lex Way approach?

It is a way of teaching that creates a safe, challenging, and joyful classroom and school-wide climate for all students. Teachers who use the Lex Way approach understand that all of students’ needs—academic, social, emotional, and physical—are important. Elementary teachers create an environment that responds to all of those needs so that your children can do his or her best learning.

The Lex Way approach develops teachers’ competencies in four key areas:  

- **Engaging Academics**—Teachers create learning tasks that are active, interactive, appropriately challenging, purposeful, and connected to students’ interest.
- **Positive Community**—Teachers nurture a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers.
- **Effective Management**—Teachers create a calm, orderly environment that promotes autonomy and allows students to focus on learning.
- **Developmentally Responsive Teaching**—Teachers use knowledge of child development, along with observations of students, to create a developmentally appropriate learning environment.
School-wide Behavior Plan

At Western Elementary we use a school-wide behavior program based on a research and evidence based PBIS framework that emphasizes teaching children to take care of themselves, each other, and the school environment so that everyone can learn at his/her best. The guiding principles of the Lex Way approach are:

1. Learning social skills is an important as learning academic skills.
2. How children learn is as important as what they learn: Process and content go hand in hand.
3. Children gain knowledge most effectively through social interactions.
4. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control. (CARES)
5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and inviting their participation is essential to children’s education.
7. How the adults at school work together is as important as how skillful each individual teacher is: Lasting change begins with the adult community.

These classroom practices are the heart of our framework:

- **Morning Meeting**—gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead
- **Rule Creation**—helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- **Interactive Modeling**—teaching children to notice and internalize expected behaviors through a unique modeling technique
- **Positive Teacher Language**—using words and tone as a tool to promote children’s active learning, sense of community, and self-discipline
- **Logical Consequences**—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- **Guided Discovery**—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- **Classroom Organization**—setting up the physical room in a way that encourage students’ independence, cooperation, and productivity
- **Working with Families**—creating avenues for hearing parents’ insights and helping them understand the school’s teaching approach
- **Collaborative Problem Solving**—using conferencing, role playing, and other strategies to resolve problems with students

How do teachers teach Lex Way expectations?

Teachers understand that students may not come to their classrooms knowing how to take turns, listen, disagree respectfully, walk quietly in a hallway, or do many other things that reflect positive school behavior. To help students learn, teachers will carefully:

- Break skills and tasks into small parts

• Briefly describe the behavior they’re looking for
• Model the behavior
• Give students plenty of practice and feedback
• Reteach as necessary throughout the year
<table>
<thead>
<tr>
<th>Expectations School Settings</th>
<th>Respectful</th>
<th>Responsible</th>
<th>Ready to Learn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus</td>
<td>◎ Quiet voices</td>
<td>◎ Take care of your belongings</td>
<td>◎ Shoulders back</td>
</tr>
<tr>
<td></td>
<td>◎ Backpack on your lap</td>
<td>◎ Take care of school property</td>
<td>◎ Bottom down</td>
</tr>
<tr>
<td></td>
<td>◎ Hands to self</td>
<td></td>
<td>◎ Feet flat</td>
</tr>
<tr>
<td>Morning Breakfast</td>
<td>◎ Talk kindly to one another</td>
<td>◎ Walk down the steps and in the cafeteria</td>
<td>◎ Place backpack in classroom</td>
</tr>
<tr>
<td></td>
<td>◎ Use inside voice</td>
<td>◎ Clean up your area</td>
<td>◎ Get breakfast in cafeteria</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◎ Throw away food in trashcan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>◎ Walk to recess</td>
</tr>
<tr>
<td>Arrival</td>
<td>◎ Complete classroom routines</td>
<td>◎ Walk in hallway</td>
<td>◎ Go directly to your classroom</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◎ Use quiet voices</td>
<td>◎ After completing classroom routine, go directly</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>outside</td>
</tr>
<tr>
<td>Expectations School Settings</td>
<td>1st Wave:</td>
<td>1st Wave:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◎ Stay on sidewalk</td>
<td>◎ Walk in hallway</td>
<td></td>
</tr>
<tr>
<td>Dismissal</td>
<td>◎ Enter bus one at a time</td>
<td>Pick up line:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pick up line:</td>
<td>◎ Stay on blacktop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◎ Quiet voices</td>
<td>◎ Line up against fence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◎ Come to gate when name is called</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd Wave:</td>
<td>2nd Wave:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◎ Wait for instructions from bus monitor</td>
<td>◎ Walk to blacktop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>◎ Listen for whistle</td>
<td>◎ Sit in bus line</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◎ Take off backpack</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◎ Walk to bus to load</td>
<td></td>
</tr>
<tr>
<td>Hallway</td>
<td>◎ Hands to self</td>
<td>◎ Walk on right side</td>
<td>◎ Quiet voices in the learning zone</td>
</tr>
<tr>
<td></td>
<td>◎ Wave and smile</td>
<td>◎ Single file</td>
<td>◎ Follow teacher’s instructions</td>
</tr>
<tr>
<td>Classrooms</td>
<td>◎ Use kind words and actions</td>
<td>◎ Do your best work</td>
<td>◎ Complete assignments</td>
</tr>
<tr>
<td></td>
<td>◎ Stop and listen to others</td>
<td>◎ Take on challenges with a positive attitude</td>
<td>◎ Ask questions</td>
</tr>
<tr>
<td></td>
<td>◎ Learn from others</td>
<td>◎ Be creative</td>
<td>◎ Use what you know to help with new learning</td>
</tr>
<tr>
<td></td>
<td>◎ Listen to other’s ideas</td>
<td>◎ Have fun</td>
<td>◎ Focus and listen</td>
</tr>
<tr>
<td>Expectations School Settings</td>
<td>Respectful</td>
<td>Responsible</td>
<td>Ready to Learn</td>
</tr>
<tr>
<td>------------------------------</td>
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<td>---------------</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>☑ Keeps hands to self</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Sit four (4) to a seat</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Clean up after yourself</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>☑ Put spoons in green bucket</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Stack and snap your tray</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Practice restaurant behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Walk</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Stand on the line</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Use an inside voice</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Playground</strong></td>
<td>☑ Keep hands to self</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Include others</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Be kind</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Take turns</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Share equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Use equipment for intended purpose</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Put equipment away properly before leaving playground</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Report problems to recess monitor immediately</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Walk to line up when you hear the whistle and hand signal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Quiet voices entering the building</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Walking feet when entering school</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Restrooms</strong></td>
<td>☑ Allow for other’s privacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Take care of school property</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Turn off water</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Wash hands</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Walking feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Be quiet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Be quick</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Garden</strong></td>
<td>☑ Pick produce with teacher/principal guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Treat garden plants as living things</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑ Explore garden using senses (sight, sound, touch, smell, taste)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

Web Page Policy
Lexington School District is proud of the many successes that students and staff achieve every day and regularly announces and publicizes achievements, activities, and events. Achievements, activities and events include, but are not limited to, academic presentations, art exhibits, athletic events, awards, community service activities, concerts, contests, district presentations, honor roll(s), music, outstanding academic work, outstanding educational initiatives, plays, special programs, sports, student(s) of the month, and/or teams.

At various points throughout the school year, your child may have an opportunity to be photographed for announcement purposes through our website or newsletters. With your permission, information that could possibly be posted on our district and/or school website may include student names; photo/image; artwork, etc.

We are proud of our students’ achievements and want to recognize and celebrate their accomplishments. A permission form is sent home at the beginning of the school 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:
Lexington Local School District  
Board of Education  
Policy Manual  
Chapter X – Miscellaneous

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.

LEGAL REFS: O.R.C. §§3313.666; 3313.667

Revised: _______, 2010
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mon. Aug. 19, 2019</td>
<td>New Teacher Orientation</td>
</tr>
<tr>
<td>Tues. Aug. 20</td>
<td>All Staff Day</td>
</tr>
<tr>
<td>Wed. Aug. 21</td>
<td>First Day of School</td>
</tr>
<tr>
<td>Mon. Sept. 2</td>
<td>NO SCHOOL – Labor Day</td>
</tr>
<tr>
<td>Tues. Sept. 24</td>
<td>Staff Curriculum Meetings - 1 hr. early release</td>
</tr>
<tr>
<td>Fri. Sept. 27</td>
<td><strong>End of First Six Week Grading Period, H.S. &amp; J.H.</strong> 27</td>
</tr>
<tr>
<td>Thurs. Oct. 10</td>
<td>7-12 Parent/Teacher Conferences 4:30-7:30 p.m.</td>
</tr>
<tr>
<td>Thurs. Oct. 17</td>
<td>7-12 Parent/Teacher Conferences 4:30–7:30 p.m.</td>
</tr>
<tr>
<td>Wed. Oct. 23</td>
<td>Staff Curriculum Meetings – 1 hr. early release</td>
</tr>
<tr>
<td>Fri. Oct. 25</td>
<td><strong>End of First Nine Week Grading Period, K-6</strong> (47 days)</td>
</tr>
<tr>
<td>Fri. Nov. 8</td>
<td><strong>End of Second Six Week Grading Period, H.S. &amp; J.H.</strong> 30</td>
</tr>
<tr>
<td>Thurs. Nov. 14</td>
<td>K-6 Parent/Teacher Conferences, 4:30-7:30 p.m.</td>
</tr>
<tr>
<td>Thurs. Nov. 21</td>
<td>K-6 Parent/Teacher Conferences, 4:30-7:30 p.m.</td>
</tr>
<tr>
<td>Thurs. Nov. 21</td>
<td>Staff Curriculum Meetings – 1 hr. early release</td>
</tr>
<tr>
<td>Wed. Nov. 27 – Fri. Nov. 29</td>
<td>NO SCHOOL – Thanksgiving Break</td>
</tr>
<tr>
<td>Fri. Dec. 20 (7-12)</td>
<td><strong>End of Third Six Week Grading Period, H.S. &amp; Jr. High</strong> 27</td>
</tr>
<tr>
<td>Mon. Jan. 6, 2020</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Fri. Jan. 17</td>
<td><strong>End of Second Nine Week Grading Period Pre-K-6</strong> (47 days)</td>
</tr>
<tr>
<td>Mon. Jan. 20</td>
<td>NO SCHOOL – Martin Luther King Jr. Holiday</td>
</tr>
<tr>
<td>Tues. Jan 28</td>
<td>Staff Curriculum Meetings – 1 hr. early release</td>
</tr>
<tr>
<td>Mon. Feb. 17</td>
<td>NO SCHOOL – Presidents’ Day</td>
</tr>
<tr>
<td>Wed. Feb. 26</td>
<td>Staff Curriculum Meetings – 1 hr. early release</td>
</tr>
<tr>
<td>Thurs. Mar. 5</td>
<td>7-12 Parent/Teacher Conferences 4:30-7:30 p.m.</td>
</tr>
<tr>
<td>Thurs. Mar. 5</td>
<td>K-6 Parent/Teacher Conferences, 4:30-7:30 p.m.</td>
</tr>
<tr>
<td>Thurs. Mar. 12</td>
<td>7-12 Parent/Teacher Conferences 4:30–7:30 p.m.</td>
</tr>
<tr>
<td>Thurs. Mar. 12</td>
<td>K-6 Parent/Teacher Conferences, 4:30-7:30 p.m.</td>
</tr>
<tr>
<td>Fri., Mar. 20</td>
<td><strong>End of Third Nine Week Grading Period, K-6</strong> (43 days)</td>
</tr>
<tr>
<td>Mon. Mar. 23 – Fri. Mar. 27</td>
<td>NO SCHOOL – Spring Break</td>
</tr>
<tr>
<td>Mon. Mar. 30</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Tues. Mar. 31</td>
<td>Staff Curriculum Meetings – 1 hr. early release</td>
</tr>
<tr>
<td>Thurs. Apr. 9</td>
<td><strong>End of Fifth Six Week Grading Period, H.S. &amp; J.H.</strong> 33</td>
</tr>
<tr>
<td>Fri. Apr. 10</td>
<td>NO SCHOOL – Good Friday</td>
</tr>
<tr>
<td>Mon. Apr. 13</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Tues. Apr. 14</td>
<td>Staff Curriculum Meetings – 1 hr. early release</td>
</tr>
<tr>
<td>Thurs. Apr. 23</td>
<td>Graduation – 2:00 p.m.</td>
</tr>
<tr>
<td>Wed. May 13</td>
<td><strong>End of Fourth Nine Week Grading Period, K-6</strong> (41 days)</td>
</tr>
<tr>
<td>Sun. May 24</td>
<td>NO SCHOOL – Memorial Day</td>
</tr>
<tr>
<td>Mon. May 25</td>
<td>Last Day of School</td>
</tr>
<tr>
<td>Thurs. May 28</td>
<td><strong>End of Sixth Six Week Grading Period, H.S. &amp; Jr. High</strong> 32</td>
</tr>
<tr>
<td>Fri. May 29</td>
<td><strong>End of Fourth Nine Week Grading Period, K-6</strong> (41 days)</td>
</tr>
<tr>
<td></td>
<td>Total Second Semester 178</td>
</tr>
</tbody>
</table>

**7-12 Grading Periods**

- **First Six Weeks – Aug. 20-Sept. 27** (28 days)
- **Second Six Weeks- Sept. 30-Nov. 8** (30 days)
- **Third Six Weeks – Nov. 11-Dec. 20** (27 days)
- **Fourth Six Weeks – Jan. 2, 2020-Feb 14** (29 days)
- **Fifth Six Weeks – Feb. 17-Apr. 9** (33 days)
- **Sixth weeks – Apr. 14-May 28** (31 days)
- **7-12 Conference Dates (4:30 – 7:30 p.m.)**
  - October 10 & 17, 2019
  - March 5 & 12, 2020

**Pre-K-6 Grading Periods**

- **First Nine Weeks – Aug. 20-Oct. 25** (48 days)
- **Second Nine Weeks – Oct. 21-Jan 17, 2020** (47 days)
- **Third Nine Weeks - Jan. 20, 2020-Mar. 20** (43 days)
- **Fourth Nine Weeks – Mar. 30-May 28** (40 days)
- **Fifth Six Weeks – Feb. 17-Apr. 9** (33 days)
- **Sixth weeks – Apr. 14-May 28** (31 days)
- **Pre-K-6 Conference Dates (4:30 - 7:30 p.m.)**
  - Nov. 14 & 21, 2019
  - March 5 & 12, 2020

**7-12 Conference Dates**

- After five (5) calamity (snow) days, make-up dates will be February 17 (if needed), May 29, June 1-4 (if needed). Staff work day would be the first day following the last make-up day.

- Board Approved 3/20/19