

Dear Students and Parents,

On behalf of the faculty and staff, we extend to you a warm and sincere “welcome” as you begin a new school year or enter our school as a new student.

This handbook has been prepared to serve as a resource to assist the student in establishing the correct procedures, attitudes, and conduct necessary for good citizenship at school. This handbook has been approved by the Lexington Board of Education. Students and parents are encouraged to read it carefully.

Parents are an integral part of the education process because their support, concern, and understanding are needed if the best is to be realized for the student. I hope that all students engage themselves in our academic program as well as the co/extra-curricular activities.

Our school will assist you in gaining knowledge, developing skills and creating positive attitudes that will benefit you in the present and in the future. Take advantage of these opportunities and make this a positive year for yourself.

For weekly updated information visit our web page at ([www.lexington.k12.oh.us](http://www.lexington.k12.oh.us)). We hope that you enjoy your school year. If you have any questions, be sure to ask your teacher, counselor or principal.

## **Lexington Local Schools Mission Statement**

“The Lexington Local Schools, through a partnership with our students' 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.

## **ADDRESS CHANGE**

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

## **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. Be prepared for class.

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

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

## **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.
3. Children may not ask others for food.
4. Children will remain reasonably quiet.
5. If a child packs a lunch, be sure their name is on the lunch box or paper bag.
6. No soda pop is permitted.

## **BREAKFAST**

Breakfast will be in each cafeteria from 8:20 am to 8:50 am each morning. The breakfast menu will consist of "grab and go" type items. Various cereals will be available from 8:30 am to 8:45 am. Please contact the Food Service Department at 419-884-2192 if you have any questions.

## **COMPUTER ACCEPTABLE USE POLICY**

As adopted by the Lexington Local School District, the District Acceptable Use Policy is available at ([www.lexington.k12.oh.us](http://www.lexington.k12.oh.us)). 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 signed returned form on file.

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

## **WEB PAGE PERMISSION POLICY**

Lexington School District maintains a web site to provide a pathway of information among students, teachers, parents, and community as well as to showcase the Lexington School System. Our school and individual teachers create web pages which provide a wonderful opportunity to show your child's face or identify them by first name only. 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 your 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.

## **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 believe 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.

## **TELEPHONE**

We have telephones in each classroom. The telephone may be used for emergency calls only. No phone calls will be made without a teacher or adult permission.

## **TECHNOLOGY AND ELECTRONICS**

1. Students are not permitted to carry phones throughout the school day.
2. Students need to keep phones and all electronics devices, etc. in their book bags. Teachers will not monitor or store these devices for the students.
3. The school is not responsible for stolen or damaged devices. We will do everything to protect students' belongings, but responsibility essentially relies on the students themselves.
4. Cell phones are not to be used as communication devices during school. No calling or texting.
5. Electronic devices are not to be used for taking pictures at any point in time.

## TEXTBOOKS

Textbooks are provided to students on loan for use in class. When a textbook is issued, the teacher records the general condition of the book. Students are responsible for their care and return. Students will be charged for the cost of lost or damaged books.

## TRANSPORTATION

If there are times you need to change transportation for your student, we have developed a policy to minimize confusion for all involved.

1. Temporary change in the morning.
  - a. Please call the Bus Garage at 419-884-2349 after 6:00 a.m. or if riding with another student, send a note to the office.
2. Temporary change in the afternoon.
  - a. Due to safety and security issues we need a signed note by the parent or guardian to transport your student to another location other than their assigned drop off point.
  - b. Please send this note to your student's building principal's office. Do not fax notes unless you call first. Include your student's name, exact address to be dropped off, bus number, and date or dates when transportation is needed. (We will not accept phone calls)
  - c. Building personnel will then issue an official Lexington School Bus Pass.
  - d. Lexington School Bus Passes are the only pass that will be honored by the bus driver.
3. Permanent change in transportation.
  - a. Please call the school office at 419-884-1308 and the bus garage at 419-884-2349.

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

Below is a sample of what the official Bus Pass looks like. Please use this as a guideline for information in your note.

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### LEXINGTON LOCAL SCHOOLS BUS PASS

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

Building \_\_\_\_\_

\_\_\_\_\_ will be riding Bus number \_\_\_\_\_ to  
(Student's Name)

\_\_\_\_\_ beginning on \_\_\_\_\_ and ending on \_\_\_\_\_  
(Exact Address)

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## PROGRESS REPORTING and REPORT CARDS

Student progress and grades are available through an online grading program via the Internet. Parents will be provided the parent access information at the beginning of each student's enrollment in school. Grades 1-4 will receive a standard grade card the Friday following the end of the grading period. Interim reports go home for students in grades 1-4 who are below track in reading or parental request. They will be sent home half way through each grading period.

Grading periods for the elementaries are as follows:

First Grading Period	August	25 – October	23
Second Grading Period	October	26 – January	15
Third Grading Period	January	19 – March	18
Fourth Grading Period	March	21 – May	27

Grade cards go home on:

October	30, 2015
January	22, 2016
March	25, 2016
May	27, 2016

Kindergarten students will receive their Progress Reports only three times per year; at the end of the second, third and fourth grading period.

## **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:

<b>Percentage</b>	<b>Scale 2nd-4th Grade Letter Code</b>	<b>1st Grade Letter Code</b>
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. Student 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 next appropriate grade, however, will be closely monitored and could potentially be placed back into previous grade.

Retention- Student repeats current grade

## **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 urged whenever needed at the parent 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 5<sup>th</sup> & November 12<sup>th</sup>

**Parent/Teacher Spring Conferences** are: March 10<sup>th</sup> & March 17<sup>th</sup>

## **LOST AND FOUND**

Found articles should be placed in the school’s designated area. Students should check for articles in that area. Money or valuable articles should be turned in to the secretary. Finder may claim money in the event it is not claimed within 72 hours.

A lost and found box is located in the entryway to the playground. If you find an article in the building or on school grounds, bring it to the office. If you have lost something, notify the office. Place your 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).

## **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 fire 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. Prepaid mailer forms are available to each student upon request. The filing of claims is the responsibility of the parent or guardian. Claim forms are available in the office.

## **ABSENCE**

Students absent from school shall bring a written excuse. Absence is recorded on attendance reports and filed through the elementary office with the county attendance officer. Students arriving late (tardy, doctor or dentist appointment, missed bus, etc.) should stop at the office and report to the secretary. If a student comes in late due to a bus being late they are NOT considered TARDY. A half-day's absence will be charged if a student comes to school after 9:45 a.m. or leaves before 2:45 p.m. Otherwise, they are tardy. It is the student's responsibility to contact the teacher regarding work that has been missed. If a student misses school due to a doctor's appointment, please supply the school with a written excuse from the doctor's office.

In order to meet the State Law regarding Missing Children; when your child is not going to be in school, please call the school office by 9:30 a.m. The phone number for the district to call in a student absent is 419-884-2200. If we are not notified, we will be contacting you either by telephone or through the mail. If you are going to be out of town, a note the day before telling us the day(s) will be fine.

- a. If a student is ill and is going to be out for several days, mention this when you call and you will not need to call each day.
- b. 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. After 10 days student will be placed on Medical Status and will be required to have a medical slip for absences thereafter.
  2. Death of a family member or relative.
  3. Quarantine for contagious disease.
  4. Acts of God.
  5. Observance of religious holiday.
  6. Emergency or circumstances which the principal approves one week in advance.

## **PRE-EXCUSED ABSENCE – VACATION**

A student can be allowed up to eight days absence in a school year due to work/travel/vacation and must be pre-arranged with the approval of the principal. The student's attendance and academic standing must be acceptable and all work must be made up.

## **TARDINESS/EARLY OUT**

Students arriving late to school or leaving early must report to the office to sign in or to make official arrangements for the early release from school. Multiple **unexcused** tardies or **unexcused** early dismissals may result in disciplinary action based on individual circumstances.

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

Pupils who become ill should inform their teacher. The teacher will send the student to the office. If he/she needs to go home, parents, or those listed on the emergency information card, will be notified.

## **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, you have two days to make up the work; absent for two days, three days to make up work, etc.

Assignments may be obtained by calling the office if the illness is prolonged. If the office is notified by 9:30 a.m., assignments will be ready by 3:30 p.m.; otherwise, they may not be available until 9:00 a.m. the next day.

## **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. Parents should write a note stating the student's name, destination, reason for leaving, and total time you will be away from school. If any other than the 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 your 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 pickup, please call the school to make sure we received the fax. Fax number is 419-884-6154. We can NO longer accept an email request.
2. Give the note to your homeroom teacher in the morning and it will be turned in to the office.
3. Parents should report to the office to sign out a student, the student will be called to the office.

## **DRESS CODE REGULATION**

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 current style. It should, at all times, be governed by good sense, good taste and cleanliness.
2. Specifically:
  - a. Footwear must be worn and should be of a style that will not endanger the safety of the individual and will protect their feet from injury. NO flip flops, open toed shoes, or shoes without backs and "heelies".
  - b. Students should not wear clothes that are torn, soiled or have exaggerated holes.
  - c. Clothing cannot display profane/obscene language, gestures, pictures, and advertisement of drugs, alcohol or tobacco.
  - d. Students are not allowed to wear bare midriffs or spaghetti straps.
  - e. Skirts or shorts must be mid-thigh.
  - f. Shorts that reach below the student's fingertips length may be worn during the months of September, October, April, May and June.
  - g. The principal shall determine if there is a question of inappropriate attire.
  - h. Hats, sweatbands, hoods and sunglasses may not be worn in the school building.
  - i. Pants are expected to be worn at the waist. Makeup should be minimal and hair paint or face paint except on designated days as announced by principal.

## **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:

- a. Student returns all books checked out.
- b. All school fees/fines/lunches are paid in full.
- c. Current grades are documented by teachers.
- d. A record request form is received from the receiving school, or completed with parental signature prior to the student leaving.

## **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, clinic aide and playground aide. Volunteer time is minimal. Your time and service are appreciated. If you are interested in helping, please contact your son/daughter's homeroom teacher. 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 delayed. Notification of such events will be announced via the Lexington web site, [www.lexington.k12.oh.us](http://www.lexington.k12.oh.us), Mansfield New-Journal ([www.mansfieldnewsjournal.com](http://www.mansfieldnewsjournal.com)), TV station WMFD(local cable station channel 15), and various local radio stations such as WVNO(106.1 FM), WMAN(1400 AM), WNCO (101.3 FM) Ashland, and WYHT (105.3 FM).

Cancellations and delays will be reported to the media.

### **Text Message Alerts**

The Lexington Local Schools has signed up for a free service called Ohio Alerts. On Lexington's main webpage ([www.lexington.k12.oh.us](http://www.lexington.k12.oh.us)) you can sign up to get a text to your phone or email. You can sign up for just the school building or for the district for any emergency updates such as two hour delays or snow days.

## **VISITORS**

Parents and other visitors are required to report to the office, sign-in and pick 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 outside doors to the school are locked between the hours of 8:50 a.m. and 3:30 p.m. 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 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.

## **CUSTODY NOTIFICATION: Reporting Court Decisions to School**

When a child custody order or decree, including a temporary order of child custody is issued resulting from action of divorce or separation, annulment or dissolution of the marriage, the custodial parent of the child shall notify the school of those 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 makes the custodial modifications. The custodial parent has been assigned the responsibility to report the court action to the school district.

## **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 and referrals
2. Head lice assistance
3. Immunization records maintained

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.

## **MEDICATION AT SCHOOL**

To comply with Section 3313.712 of the Ohio Revised code, regarding the administration of medication at school, a parent and physician must complete the appropriate permission form “Request to Permit Administration of Medication at School”. This applies to all medication – routine scheduled medications and emergency medications (ex. epi-pen or inhaler). This form must be completed prior to the administering of medication by school personnel. These forms are available in the office and should be picked up prior to taking the student to the doctor’s office.

Only medications prescribed by a physician for a particular student will be given at school if medical forms are filled out. Over the counter medications will not be administered unless accompanied by the appropriate permission form. If your child must be given medication at school, please contact the principal or the school nurse. Parents who wish to administer medication to their child during the school day may do so. You must, however, report to the office.

All medication must be brought to school by the parent in the original pharmacy container with the following information on it:

**CHILD’S NAME**  
**NAME OF MEDICATION**  
**STRENGTH OF MEDICATION**  
**DOSAGE FOR THIS CHILD**  
**PHYSICIAN’S NAME**  
**DATE PRESCRIBED**

**For the safety of your child, and all students, do not send medications to school with your child. Medications must be brought to school by a responsible adult.**

## **EMERGENCY MEDICAL AUTHORIZATION**

Parents are required by law (O.R.C. 3313.712) to have an E.M.A. form on file at the school office. Changes in contact persons or physicians should be reported immediately to the school 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 personal appearance. Toy guns and knives will be treated as the real item. 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 child’s toys, 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 Code regarding this area. Radios, cellular phones, beepers, lasers or other electronic devices, tape recorders, 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. District employees 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 an employee to 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.

1. Disruption of school (disobeying class or school-wide rules)
2. Damage of school or private property
3. Fighting, hitting and unauthorized touching (felony-O.R.C.2923.122)
4. Possession of dangerous weapons and instruments
5. Possession of narcotics, alcoholic beverage or drugs
6. Possession of tobacco
7. Insubordination
8. Fighting, degrading, bullying or disgraceful acts, profanity
9. Truancy
10. Tardiness
11. Theft
12. Repeated minor violation
13. Violation of law (false fire alarms, false security alarms, bomb threats, hazing, sexual harassment)
14. Forgery
15. Violation of school bus rules
16. Extreme behavior, inappropriate sexual behavior

## **THREATENING/VIOLENT BEHAVIOR POLICY/BULLYING**

- A. Threatening/violent behavior directed verbally or in writing between students or towards any building personnel (teachers, counselors, administrators, custodians, cooks, aides, etc.) will not be tolerated. Threatening/violent is defined as, but not necessarily limited to, behavior in which the person to whom the behavior is directed feels that their personal safety is at risk. Students who exhibit threatening/violent behavior in the judgment of the school administration will face suspension, expulsion, unruly charges being filed with the juvenile court or any combination thereof.
- B. Bullying – The Ohio Revised Code defines bullying as “any intentional written, verbal or physical act that a student has exhibited toward a particular student and the behavior both 1) causes mental or physical harm to another student; 2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive education environment for the other student.” Incidences of bullying should be reported to an administrator and is considered a suspended offense.
- C. Cyber-bullying including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cell phones internet websites, and/or any other electronic device is considered a suspend able offense. This is not just limited to where the bullying originates (school property, school events) but also includes to where it is communicated.

## **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to people or property, or is disrupting the academic or social process, a teacher has the right to remove that 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 is to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. Participation in these trips is a privilege students earn by exhibiting responsible and cooperative behavior throughout the school year. Students may be denied the privilege to participate in these trips. The teachers and administration make decisions regarding participation. Children are not allowed to go home with their parent unless there is a note written and prior approval has been arranged.

## **GUIDANCE AND COUNSELING**

Our guidance counselors service all the elementary students in the Lexington Local School District. They visit classrooms, available for individual sessions and lead small groups. They can be reached at 419-884-1308.

## **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.

## **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 board office (419) 884-2132.

## **AMERICANS WITH DISABILITIES ACT**

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

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

## **TITLE IX REGULATIONS COMPLIANCE**

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

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

Mr. Mike Ziegelhofer, Superintendent  
103 Clever Lane  
Lexington, Ohio 44904