

Lexington Junior High School

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2023-2024

STUDENT HANDBOOK



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Message from the Principal

Welcome to Lexington Junior High School. It is an honor and pleasure to have you as part of our Lexington Junior High family! The teachers, staff and administration are excited to join you on your educational journey this 2023-2024 school year. Junior High is a time of exploration and growth as an individual. We encourage all students to experience as many academic and extracurricular endeavors as possible. Lexington expects excellence and it is our goal to stride past excellence and become “difference makers” in our community.

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

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

Aristotle expressed how we become excellent in what we do:

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

Welcome and Good luck!

Taylor Gerhardt

Principal

ALMA MATER

O high above the Clear Fork beneath the sky so blue
Here stands our Alma Mater so glorious to view.
Through the years to
guide us a beacon to
light will be. All hail to
Lexington forever, hail
to thee.
O proudly we salute thee all honor to thy name.
Wherever we may wander thy glory we'll proclaim

Through the years to guide us a beacon light will be.

All hail to Lexington forever hail to thee

LEXINGTON FIGHT SONG

Fight on for Lexington. Fight for our colors bright
and bold. Fight on for Lexington, we're gonna win
this game tonight. Rah! Rah! Rah! Fight on for
Lexington. Our Minutemen are the best! For the
purple and gold and the honor we hold for Lexington

Central Office

Mr. Jeremy Secrist
Mr. Kevin Young
Mr. Jason Whitesel

Superintendent
Assistant Superintendent
Treasurer

Board of Education

Mr. Robert Whitney
Mr. Martin Gottschling
Mr. Keith Stoner
Mr. Dave Roberts
Mr. Rob Schuster

President

Junior High

Mr. Taylor Gerhardt
Mr. John Watkins
Miss Jennifer Law

Principal
Dean of Students
School Counselor

Lexington Junior High School Philosophy

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

Title IX Regulations Compliance

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

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

Kevin Young, Assistant Superintendent
103 Clever Lane
Lexington, OH 44909
419-884-2132 ext. 1902
young.kevin@lexington.k12.oh.us

Julie Borchers, Special Education Director
103 Clever Lane
Lexington, OH 44909
419-884-2132 ext. 1922
borchers.julie@lexington.k12.oh.us

Class Bell Schedule

Regular Schedule (Tardy – 7:35)

<u>1st period</u>	<u>7:40 – 8:23</u>
<u>2nd period</u>	<u>8:27 – 9:10</u>
<u>3rd period</u>	<u>9:14 – 9:57</u>
<u>4th period</u>	<u>10:01 – 10:44</u>
<u>Lunch & Advisory Period</u>	

7th Grade	8th Grade
Lunch 10:48-11:18	Advisory 10:48-11:18
Advisory 11:22-11:52	Lunch 11:22-11:52

<u>5th PERIOD</u>	<u>11:56 – 1:00</u>
<u>6TH PERIOD</u>	<u>1:04 – 1:47</u>
<u>7TH PERIOD</u>	<u>1:51 – 2:34</u>

2 – Hour Delay Schedule (Tardy-9:35)

<u>1ST PERIOD</u>	<u>9:40 – 10:03</u>
<u>2ND PERIOD</u>	<u>10:07 – 10:30</u>
<u>3RD PERIOD</u>	<u>10:34 – 10:57</u>
<u>4TH PERIOD</u>	<u>11:01 – 11:24</u>

7th Grade	8th Grade
Lunch 11:28-11:58	Advisory 11:28-11:58
Advisory 12:02-12:32	Lunch 12:02-12:32

<u>5TH PERIOD</u>	<u>12:36 - 1:40</u>
<u>6TH PERIOD</u>	<u>1:44 – 2:07</u>
<u>7TH PERIOD</u>	<u>2:11 – 2:34</u>

1 Hour Early Release Schedule (Tardy-7:35)

<u>1ST PERIOD</u>	<u>7:40 – 8:13</u>
<u>2ND PERIOD</u>	<u>8:17 – 8:50</u>
<u>3RD PERIOD</u>	<u>8:54 – 9:27</u>
<u>4TH PERIOD</u>	<u>9:31 – 10:04</u>

7th Grade	8th Grade
Lunch 10:08-10:38	Advisory 10:08-10:38
Advisory 10:42-11:12	Lunch 10:42-11:12

<u>5th PERIOD</u>	<u>11:16 – 12:20</u>
<u>6TH PERIOD</u>	<u>12:24 – 12:57</u>
<u>7TH PERIOD</u>	<u>1:01 - 1:34</u>

Seventh Grade Curriculum

Required courses:

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

Students may choose from one of the following:

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

Eighth Grade Curriculum

Required courses:

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

Students may choose from one of the following

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

Electives - Full Year:

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

Electives - Semester:

1. Art 8
2. Folk Art
3. Metal/Glass Work for Beginners

Homework Policy

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

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

Guidelines:

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

Student Responsibility:

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

1. Parent notification that a problem exists.
2. Lowering of the 9 week grades.
3. Visit to the Guidance Counselor, Principal, or Dean of Students.

Parent Responsibility

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

Scholarship

Grading Policy

A - Excellent

F - Failure

B - Good

I - Incomplete

C - Average

WP - Withdrawn passing

D - Poor, but passing

WF - Withdrawn failing

Grades may be considered incomplete if a student is absent and has missed required assignments; assignments are incomplete, or unsatisfactory.

In cases of cheating, the student will receive a zero (0) on the test or project and the letter grade for the 9 weeks will be reduced accordingly. Repeated offenses of cheating may result in more severe action.

Specifically, the letter grades denote the following:

A+	100 - 97	4.0
A	96 - 93	4.0
A-	92 - 90	3.67
B+	89 - 87	3.33
B	86 - 83	3.0
B-	82 - 80	2.67
C+	79 - 77	2.33
C	76 - 73	2.0
C-	72 - 70	1.67
D+	69 - 67	1.33
D	66 - 60	1.0

*the plus (+) is a recognition of effort and no additional point value

Additionally, grades **are** rounded to the nearest point. For example: Any student that has earned an 89.50% will be awarded an A-.

Any student that has earned an 89.49% will be awarded a B+.

Grading Periods

The grading periods for grades 7-12 shall be nine weeks in length. Schoology is available for parents to check progress, and grade cards are issued through Progress Book each quarter. Teachers are required to have sufficient graded assignments, quizzes, tests, projects, etc., to fairly evaluate each student.

Computing Final Grades

Final grades for all year-long courses will be determined using four grades, semester courses will be determined using two grades.

1. Letter grades for each quarter will be given the numerical value listed above.
2. Add the numerical values of the letter grades together and divide by the total number of grades (4 for full-year, 2 for semester courses) to determine your numerical point average. Your numerical point average will then determine your final grade using the Final Grade Numerical Point Range below.

Final Grade Numerical Point Range for Year Long Courses

A+

A 4 - 3.83

A- 3.829 – 3.5

B+ 3.499 – 3.165

B 3.164 – 2.83

B- 2.829 – 2.5

C+ 2.499 – 2.165

C 2.164 – 1.83

C- 1.829 – 1.5

D+ 1.499 – 1.165

D 1.164 - .75

Promotion

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

Honor Roll

All students who receive a grade point average of 3.5 or above in all subjects for the grading period are placed on the Honor Roll. Any student who is on the Honor Roll each 9 week period will receive special recognition at the end of the year Awards Program.

Any student receiving *Incomplete* or *Unsatisfactory* marks on grade cards will not be placed on Honor Roll.

Exam Policy

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

An exam will be comprehensive for the current unit. However, basic skills that have been taught during the year would naturally be expected to be known to answer certain types of questions. Examples of this might be basic writing skills or concepts in English that were taught early on and built upon during the year or something like factoring in math.

Make-up Work

Students who are absent from school must contact their teachers concerning make-up work. It is the student's responsibility to take the initiative and get the work made up within the allotted time. When assignments are requested for illness or vacation, we expect the work to be turned in by the second (2nd) day after returning to school. The only exceptions on this would be if other arrangements are made with individual teachers.

After an excused absence, all make-up work must be completed within 2 days from the time the student gets the assignment, or the grade may become 'F'. Assignments must be received the first class period after the student returns to school. Example: Child is absent Monday, child picks up assignments on Tuesday, and all assignments must be turned in during class on Thursday.

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

Failure to follow this procedure will result in the time missed being marked *unexcused*.

When the student returns, all homework and tests that were due during the absence *must be turned in 2 school days after returning*, unless designated otherwise by the teacher.

Attendance

There is a close relationship between student attendance and academic achievement. Absence is one of the greatest causes of poor school work and failures. Each day is important to the student's overall educational progress. In

addition to the educational deficiency, a poor attendance record is a question that occurs when employers ask for a school recommendation pertaining to a job. Students are encouraged to make every effort to be present.

State law now requires all schools in the State of Ohio to notify parents/guardians when their children are absent from school. **We are asking that parents/guardians assist us in meeting this law by calling the junior high school phone number, available 24 hours a day, at 419-884-2112 as early as possible to report your child absent.** The procedure we will follow, if not contacted by parents, is that we will make one phone call home in an effort to contact parents and notify them that their child is not in school. We will use phone numbers taken from the census data forms that are filled out by the parents, guardians, etc. at the beginning of the school year. Working together in this way will enable us to ensure the safety of all the students at the high school.

In addition to the above state law, we are requiring that upon return to school after an absence, **even if a student has left school ill with parent permission or is on medical status students will report to the attendance office before school starts with a written note from their parent/guardian, or doctor if applicable, which explains the absence.** Any student who does not bring a note from a parent/guardian upon returning to school, must submit the required note(s) by the following morning unless other arrangements have been made with the assistant principals. Notes not received within five days may result in the absence being permanently recorded as unexcused. Failure to follow the above policy will result in the student's absence being recorded as unexcused. **STUDENTS WILL BE REQUIRED TO HAVE A PARENT/GUARDIAN SIGN ALL EXCUSES, NOTES AND OTHER REQUIRED OR NECESSARY FORMS.** The note must contain: student name, date(s) of absence, reason for absence and signature and phone number of the parent/guardian. **Please be reminded that a parent request for an excused absence from school may not constitute a school excused absence.** The student will then be issued an admit slip which is to be presented to each of his teachers during the day. The slip will be returned by the last teacher whose class was missed. The teacher will return it to the office at the end of the school day. School policy states that students who are absent for 10 days during the school year, excused or unexcused, will be put on medical status. At this point, only a medical note, court excuse, death in the immediate family or principal's approval will be accepted.

In addition, House Bill 410 also addresses that excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school and be prepared for higher education and the workforce. Thus, it has been put into law that districts will utilize a continuum of strategies to reduce student absence as students reach the thresholds of excessively absent, habitually truant, and chronic absenteeism. These thresholds are defined as:

Excessively Absent: Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who "is absent with or without a legitimate excuse from school for 38 or more hours in a school month, or 65 or more hours in one school year." When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing
2. The student will follow the district's plan for absence intervention; and

3. The student and family may be referred to community resources.

Habitual Truancy: Ohio Revised Code Section 2151.011(B)(18) defines habitually truant as “any child of compulsory school age who is absent without legitimate excuse from school for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.” When a student is habitually truant from school, the following will occur:

1. An intervention team of staff members and the parent/guardian will be established
2. Make three meaningful attempts to secure the participation of the student’s parent or guardian on the absence intervention team.
3. The district will develop the student’s absence intervention plan
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in Juvenile court.

Chronic Absenteeism: Chronic absenteeism, as defined by the Every Student Succeeds Act, is missing 10% or more of the school year for any reasons. It includes excused and unexcused absences. 10% of the school year is about 92 hours of absences.

The following procedures will be used in conjunction with the Richland County Juvenile Court:

1. A warning letter will be sent home to alert the parent when a student has accumulated 12 unexcused hours.
2. A Truancy Intervention Meeting (TIM) will be scheduled with the parent and student when a student has accumulated 30 unexcused hours.
3. The parent and student are required to attend a half hour Truancy Education Program (TEP) when a student has accumulated 48 unexcused hours/8 days unexcused. Failure to attend TEP may result in an unofficial hearing at the Juvenile Court.
4. The parent and student are required to attend an Informal Court Conference when a student has accumulated 72 unexcused hours/12 days unexcused absence.
5. The parent and student are required to attend an official hearing at the Juvenile Court when a student continues to accumulate unexcused hours after the Informal Court Conference (72 or more unexcused hours).

EXCUSED ABSENCE FROM SCHOOL

Absence from school is legal and may be approved for the following reasons under Section 3301-51-13 of the Ohio Administrative Code. Absences for reasons other than those listed below will be considered UNEXCUSED. **Students will not receive credit for any work due/grades given during an unexcused absence.** UNEXCUSED ABSENCES MAY CARRY DISCIPLINARY ACTION DEPENDING UPON THE CIRCUMSTANCES.

- Personal illness
- Illness in the immediate family
- Quarantine of the home

- Death of a relative
- Necessary work at home limited to emergency conditions only
- Observance of religious holidays
- Family emergency or set of circumstances which in the judgment of the school authority constitutes a good and sufficient cause for absence from school

Board of education policy also provides for future or anticipated absences. **All future or anticipated absences should be requested in writing to the Assistant Principal or Dean of Students at least two days in advance of the future or anticipated absence.** Examples of future absences that will be accepted as excused are:

- Family vacations or family trips with a parent or guardian
- College or vocational visitations
- Farm work on the farm of parent or guardian
- Tournament level competitions with parent or guardian supervision
- Requests to be excused for tournament level competition must be made in writing and contain the name of parent or guardian who will be responsible for supervision.
- Students on medical status are not eligible

General reasons for absences such as “out of town” or “personal reasons” will require further details to determine if the absence may be excused. The final decision regarding excusing absences will be that of the building principal.

PLEASE NOTE: For permanent record reporting, a one-half day absence begins at 11:10 a.m.

Class Absence

When students are absent from one or several classes to attend a special activity of another class or organization, they are expected to obtain the assignments from the missed class and keep up with their work. (Since students are not considered absent from school, the make-up policy does not apply.) If at all possible, students should not miss class tests for special activities. If a student is absent, parents/guardians will be notified via an automated system. Depending on the contact information provided by parents/guardians in FinalForms, parents/guardians will receive an automated phone call, text message and/or email stating that their child was marked absent. Working together in this way will enable us to ensure the safety of all the students at the high school.

Early Dismissal or Other Appointments

If it is necessary for a student to leave school during the day, he or she must obtain permission from the office before homeroom (1st period) before leaving the building. Permission will not be granted without written parental approval.

If the student is to walk, please state this within the written request. Parents who are picking up students during the school day must call for them at the Principal's office.

Students will be counted absent one-half day if they enter after second period (9:05 a.m.) or if they leave before sixth period (12:44 p.m.). Otherwise, they are tardy.

Permission will not be granted without written parental approval. If the student is to walk, please state this within the written request. Students will be counted absent one-half day if they enter after second period (9:05 a.m.) or if they leave before sixth period (12:44 p.m.). Otherwise, they are tardy.

TARDIES TO CLASS

Students arriving late to class without a legitimate excuse will be marked as tardy. For a student to be considered 'on time' the student needs to be present in his/her classroom when the tardy bell rings. Every third tardy in a single grading period will result in a 45-minute Thursday Detention. After a student receives three 45-minute Thursday Detentions, the student will be assigned a full 3-hour Thursday School. After three Thursday Schools due to tardiness, the student will be placed in in-school-detention.

1. 1st set of Three Tardies in a Single Grading Period: Forty-five Minute Thursday detention
2. 2nd set of Three Tardies in a Single Grading Period: Forty-five Minute Thursday detention
3. 3rd set of Three Tardies in a Single Grading Period: Forty-five Minute Thursday detention
4. 4th set of Three Tardies in a Single Grading Period: Three-Hour Thursday School
5. 5th set of Three Tardies in a Single Grading Period: Three-Hour Thursday School
6. 6th set of Three Tardies in a Single Grading Period: Three-Hour Thursday School
7. 7th set of Three Tardies in a Single Grading Period: In-School Detention – two days
8. 8th set of Three Tardies in a Single Grading Period: In-School Detention – three days
9. 9th set of Three Tardies in a Single Grading Period: In-School Detention – five days
10. 10th set of Three Tardies in a Single Grading Period: The student may be suspended out of school and/or the administration may recommend expulsion

School Policies

Bus Regulations

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

1. The bus driver is in charge at all times.
2. Students will be expected to respect private property and school property at designated bus stops and wait for the bus in an orderly manner.
3. Good citizenship and cooperation are essential at all times for the mutual safety and efficiency of our pupil transportation system.
4. No smoking or disorderly conduct will be permitted on the bus at *any* time.
5. Lack of cooperation will result in suspension of riding privileges.

6. Students are to enter the building immediately upon leaving the bus, or when the bell rings for students to enter the building. Students are *not* to leave the school grounds.

7. At the end of the school day bus students are to report directly to the bus loading area.

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

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

Messages and Deliveries from Home

Any messages or deliveries to be given to a student must be taken to the Main Office, from which they will be given to the student.

TEXTBOOKS / CHROMEBOOKS

All basic textbooks and Chromebooks are loaned to students for their use during the school year. These items are to be kept clean and handled carefully. Please be sure your name is printed in ink for each book in case it is misplaced. Sorry, but we do charge you a fine based on the principal or teacher's judgement for abuse, damage, or lost items. Students should examine textbooks and Chromebooks they are issued and immediately report any visible damage to the issuing teacher. **Students are expected to use book covers on all school textbooks.**

Before School

8th grade students will enter the building and report to the cafeteria. They will remain on the Junior High side of the cafeteria until dismissal. 7th grade students will enter the building and report to the gymnasium. Students are to stay in their assigned area and will not enter the main building until dismissed at **7:35 am**.

After School

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

Plagiarism

Any student caught copying information directly from the internet or any other written source may receive an automatic failing grade for that assignment without the opportunity for make-up work.

Encouraging and fostering a high regard for honesty and integrity is an integral part of our educational preparation. Therefore, the administration, faculty and staff will not condone or tolerate any form of cheating, plagiarism or dishonesty which may include but is not limited to use of cell phone, copying/providing homework, sharing electronic documents or files, providing test/quiz information/answers/essays, use of "cheat sheets", use of Artificial

Intelligence (AI) content generators, and use of dishonest, deceptive, or fraudulent means to obtain or attempt to attain credit for academic work.

Selling Items/Posters

Students are not permitted to sell any items to the general public, school employees or fellow students unless it is through an in-school student club or organization. School related groups can sell items to the students with the approval of the superintendent or building principal, and shall be responsible for all accounting procedures. No commercial enterprise can use the school as a source for advertising. Posters of any kind must be approved by the principal before being displayed on walls or bulletin boards.

Study Hall Guidelines

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

Restrooms

When using the restroom during class time, students must use the restroom closest to their classroom and on the same floor as their classroom. Students using other restrooms may be subject to disciplinary action. At no time should a student use a restroom on the High School side of the building.

Health Policy

It is recommended that any student having a fever of 100 degrees or above, not remain in school. Students should not return to school until they are fever free for 24 hours without any fever reducing medication. 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 ADMINISTRATION POLICY

Students requiring medication (prescription or over the counter) during the school day shall be administered said medication under the following provisions:

1. A prescribing physician shall indicate the medication is essential during the school day.
2. The "Administering Medication Statement" must be filled out completely each year, signed and filed with the building principal prior to the time any medication is to be administered.
3. Only the designated person(s) may administer medications to students.
4. A copy of the "Administering Medication Statement" shall be supplied to the designated person prior to the time medications are to be administered.
5. The parent/guardian shall be responsible for informing the building principal and school nurse, in writing, of any change in a students' health and/or medication.
6. The building principal shall designate a locked storage area within the building to which all medications shall be taken for storage. Medications requiring refrigeration shall be stored in an area not commonly frequented by students.

7. No employee of this district shall be required to administer medications if that employee objects to doing so.

APPOINTMENTS

Early dismissal will be granted for the reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible, or during study halls, if there is enough time. **Time missed from school for an appointment should coincide with the time period of the appointment itself as well as travel to and from the appointment.** Please note: if you are out for an appointment longer than 2.5 hours, it will become a half-day or full-day absence. Under normal circumstances students will not be allowed to leave during the school day to retrieve forgotten items at home. To obtain an early dismissal slip, bring a written note signed by parent or guardian requesting permission to leave, stating the reason for early dismissal and a telephone number where the signing parent may be reached for verification. **Arrangements for appointments are to be made before school in the attendance office on the day of the appointment.**

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

Student Services

School Counselor

You've got a friend at LJHS!

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

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

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

Schedule Change

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

Withdrawal from School

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

Work Permits

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

Student Code of Conduct

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Lexington High School implements Positive Behavior Interventions and Supports (PBIS), and its discipline plan aligns to PBIS principles. The purpose of the PBIS plan is to reinforce positive behavior. Student behavior is aligned to common expectations in all areas: Be Respectful, Be Responsible, Be Ready.

Violations of the Student Conduct Code are divided into "Minor" and "Major" infractions.

Minor Infractions:

Minor infractions are typically handled by a staff member in the following manner:

1. First Offense: A one on one conversation between the staff member and the student(s). This will be documented by the staff member.
2. Second Offense: Another one on one conversation between the staff member and the student(s). The staff member will also have two-way communication with a guardian in an effort to correct the behavior. Again, the staff member will document the incident.
3. Third Offense: Another one on one conversation between the staff member and the student(s). The staff member will submit an office disciplinary referral to an administrator. A third minor infraction will be treated as a major infraction and may result in disciplinary action.

Examples of 'Minor Infractions' include:

1. Sleeping
2. Talking
3. Throwing Items
4. Missing Materials
5. Other Disruptive Behavior
6. Failure to do Assignments/Participate
7. Being Unprepared for Class
8. Disrespectful Actions
9. Failure to Follow Class Rules

Major Infractions:

These types of behaviors will result in a referral to an administrator. Examples of 'Major Infractions' include:

1. Fighting
2. Weapons
3. Harassment (Bullying, Racial, Sexual, Political, ...)
4. Disrespect to Others
5. Dress Code Violations
6. Excessive Time out of the Room
7. Cheating
8. Forgery
9. Drugs/Alcohol/Smoking/Vaping...
10. Misuse of Computers
11. Third Minor Offense

DRESS CODE

Studies indicate that there is a strong relationship between good dress habits, good work habits, appropriate school behavior and good grades. The Junior High expects students to dress appropriately for the learning environment. Discipline will be assigned to students that do not adhere to the dress code. Below are the expectations for dress during the school day:

The following is a list of proper dress attire expectations:

1. Excessively short shorts, skirts, or slacks are not permitted.
2. Clothing should be so constructed and worn in a manner that is not unduly revealing.
3. Clothing with offensive illustrations, slogans or commercial messages advertising drugs, alcohol and/or tobacco/nicotine products is prohibited.
4. Language on clothing which is insulting, vulgar, abusive, threatening or harassing based upon issues such as sexual orientation, gender, ethnicity background, religious beliefs or disabilities is prohibited.
5. Proper footwear must be worn at all times in the school buildings (no bare feet or slippers).
6. Sunglasses are not to be worn in the building.
7. Hats, hoods, and/or bandannas are not to be worn in school without special permission from the administration.
8. Coats/jackets are not to be worn during school hours. Warm-up apparel is appropriate.
9. Chains, spiked collars, spiked wrist wear, or spiked belts are prohibited.
10. Strapless shirts are prohibited.
11. Shirts that expose a student's midsection are prohibited.
12. Blankets are prohibited.

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

1. 1st Offense: A one on one conversation with an administrator and guardian contact. *The student will be asked to correct the infraction.*
2. 2nd Offense: A one on one conversation with an administrator and guardian contact. *The student will be asked to correct the infraction.*
3. 3rd Offense: The student will be assigned a Lunch Detention. *The student will be asked to correct the infraction.*
4. 4th Offense: The student will be assigned two Lunch Detentions. *Student will be asked to correct the infraction.*
5. 5th Offense: The student will be assigned Thursday School. *Student will be asked to correct the infraction. If the student does not have appropriate clothing, they may be placed in ISD until appropriate clothing can be obtained.*
6. 6th Offense: The student will be assigned in-school detention for one day.
7. 7th Offense: The student will be assigned in-school detention for three days.

8. 8th Offense: The student may be suspended out of school.

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

CELL PHONE/ELECTRONIC DEVICE POLICY

It is our goal at the Junior High to help students understand their responsibilities regarding digital citizenship. All students are expected to make smart choices when using technology and participating in online social activities, discussions, chats and more. Students should use technology in an appropriate, constructive manner for oneself and others.

Students using a cell phone or other device to share derogatory statements, pictures and/or videos about other students, faculty, or staff (via text, social media, airdrop, any app or similar means) while on school grounds and/or during school hours and/or at school related events may face disciplinary consequences and may be suspended out of school.

Cell phones or any other electronic device outside school issued Chromebooks or other school issued devices may not be used during the school day without administrative/teacher permission. They will not be able to take their phone with them to the restroom or other areas outside the classroom during the period. (An emergency contact needed to parents are available as all rooms have a phone as well as access to the office phone.)

1. Phones will be expected to be in their backpack during travel to and from classrooms.
2. Phones will also be expected to remain in their backpack during lunch and any study halls.

Phones will be confiscated by the classroom teacher if expectations are not met. Students can pick their phone up at the end of the class period. Continued infractions will be met with discipline such as –

1. 1st Offense: A one on one conversation with an administrator and parent contact will be made.
2. 2nd Offense: The student will be assigned a lunch detention.
3. 3rd Offense: The student will be assigned a 45 minute Thursday School.
4. 4th Offense: The student will be assigned two 45 minute Thursday Schools.
5. 5th Offense: The student will be assigned full 3 hour Thursday School.
6. 6th Offense: The student will be assigned in-school detention.
7. 7th Offense: The student may be suspended out of school.

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

Parents: please refrain from texting/messaging your student via cell phone during the school day. Call the office and we will have your student contact you asap. Thank you.

Chromebooks

Inappropriate access to gaming and/or social sites outside of the directed areas for educational purposes will result in discipline. Infractions will be tracked and discipline assigned according to the amount of times a student is redirected.

All basic textbooks and Chromebooks are loaned to students for their use during the school year. These items are to be kept clean and handled carefully. Please be sure your name is printed in ink for each book in case it is misplaced. Fines will be assessed for abuse, damage, or lost items. Students should examine textbooks and Chromebooks they are issued and immediately report any visible damage to the issuing teacher. **Students are expected to use book covers on all school textbooks.**

Hallway/Rest Room Conduct and Passes

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

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

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

Students are required to have a classroom assigned hall pass whenever they are in the halls during class time.

There will be a sign out/in chart in each classroom that students MUST record their 1) name 2) date 3) time left 4) time returned.

Helpers from the Principal's office and Guidance office will carry identification with them. Students who wish to come to the office at any time during the day, other than their lunch period, must have a pass.

Restroom stalls must have only **one** occupant.

Do not loiter in the rest rooms.

CELL PHONES USAGE IS PROHIBITED IN THE REST ROOMS.

Vaping/Smoking/Tobacco

Vaping, smoking, or the possession of cigarettes, lighters, tobacco products and/or vaping products and paraphernalia is not permitted.

No pupil shall smoke, use or possess tobacco, or any substance containing tobacco, lighted or unlighted, including clove cigarettes, any smoking device, including lighters or cigarette rolling papers, any alternative nicotine products

including electronic, vapor or other substitute forms of cigarettes, cigarillos, cigars, or pipes, or any tobacco or nicotine cessation product in any area under the control of the Board of Education; in any vehicle owned, leased, rented, or chartered by the Board.

Use of tobacco shall mean all uses of tobacco, including chewing or maintaining any substance containing tobacco, including smokeless tobacco in the mouth; using or possessing any other matter or substances that contain tobacco, including clove cigarettes, or using or possessing any alternative nicotine products. Violation of this policy may result in discipline pursuant to the Code of Student Conduct.

SMOKE FREE SCHOOLS

The Board recognizes that the use of tobacco/nicotine presents a health hazard which can have serious consequences for both the user and the nonuser and is, therefore, of concern to the Board. For the purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff or any other matter or substances that contain tobacco, and the use of any electronic, vapor, or other substitute forms of cigarettes, cigars, cigarillos, or pipes. In order to protect students and staff who choose not to use tobacco/nicotine from an environment noxious to them, and because the Board cannot, even indirectly, condone the use of tobacco/nicotine, the Board prohibits use of tobacco and alternative nicotine products or devices on school grounds, in school buildings, on school buses, and at any school-supervised activity.

Fighting

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

THREATENING/VIOLENT BEHAVIOR

Threatening/violent behavior directed verbally or in writing between students or towards any building personnel (teachers, counselors, administrators, custodians, cooks, etc.) will not be tolerated. Threatening/violent behavior is defined as, but not necessarily limited to, behavior in which the person to whom the behavior is directed feels that their personal safety is at risk. Students who exhibit threatening/violent behavior in the judgement of school administration will face suspension, expulsion, unruly charges being filed with the juvenile court or any combination thereof.

Bullying – The Ohio Revised Code defines bullying as “any intentional written, verbal, graphic or physical act that a student or group of students has exhibited toward a particular student and the behavior both 1) Causes mental or physical harm to another student; 2) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.” Incidences of bullying should be reported to an administrator and is considered a suspendable offense.

Cyber-bullying including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cell phones, internet websites, and/or any other electronic device is considered a suspendable offense. This is not just limited to where the bullying originates (school property, school events) but also includes to where it is communicated.

Dating Violence - Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal and/or emotional abuse to control the person’s dating partner. A “dating partner” is any person, regardless of gender, involved in an intimate relationship with another (person) primarily characterized by the

expectation of affectionate involvement be it casual, serious, or long term. This is considered a suspendable offense and violators could face suspension, expulsion or unruly charges be filed.

Dangerous Weapons Policy

The Lexington Board of Education is committed to providing the students of the Lexington Local Schools with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in our schools.

Students in the Lexington School District are prohibited from bringing firearms, knives, dangerous weapons and look-alike weapons on school property, in a school vehicle, or to any school-sponsored activity. If a student violates this rule the superintendent shall expel this student from school for a period of one calendar year. If necessary, any such expulsion shall extend into the next school year following the school year in which the incident occurred. The superintendent or designee may reduce this requirement on a case-by-case basis in accordance with state law.

Alcohol and Drugs

In the interest of the health and safety of all students, the purchase, possession, sale, distribution, or use of illegal drugs, alcohol, look-alike drugs, drug-related paraphernalia or narcotics is prohibited on the school grounds, buildings, or at school sponsored activities. Violations of these rules are grounds for suspension, and possible recommendation for expulsion. The following are also considered violations of the Drug and Alcohol Policy:

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

Definitions:

Illegal drugs/narcotics are defined as any narcotics, drug, medicine, or pill, chemical preparation, plant seed, or derivative thereof, of a hallucinogen, barbiturate or amphetamine nature.

Paraphernalia are instruments such as pipes, roach slips, syringes, hypodermic needles, a cocaine spoon or kits and any other items normally or actually used for packaging, conveyance, dispensation or use of drugs/narcotics.

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

- A. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.

- B. Any unmarked or unlabeled substance that is represented to be a controlled substance, manufactured, processed, packed or distributed.
- C. Any substance that is represented to be a controlled substance or is a different controlled substance.
- D. Any substance, other than a controlled substance, that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

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

Action to be taken:

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

Violation of the Alcohol and Drug section will result in:

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

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

3rd offense: Expulsion hearing

Possession for sale or transmission - 1st offense – 10 day out of school suspension and an expulsion hearing. (No reduction)

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

1. Parents will be advised of the reduction possibility by the administrator who notifies them of the suspension.
2. A combination of the following alternatives may be required by the administrator to effect reduction of suspension:
 - A. Parents take student to a certified person or agency for a dependency

assessment and authorize the release of the results of same to the school.

B. Student will attend Support Group meetings at school upon return from out of school suspension.

C. Failure of the student or parent to complete the activities assigned by the administrator will result in the reduction of days being reinstated.

Leaving School Property

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

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

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

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

Suspension/Expulsion/Removal from Class

The principal and/or designee is permitted to suspend a student for a period not to exceed ten (10) school days at a time. During suspensions, students will receive their assignments for the days missed. Any work that is not completed by the date of return will result in a zero.

The following is a summary of reasons for which a student may be subject to suspensions:

1. Disrespect/insubordination toward students, teachers, and other school employees.
2. Any derogatory remark or use of profanity directed toward or about a staff member.
3. Inappropriate comments toward a fellow student, visitor, teacher, employee, or administrator.
4. Making a slur towards another student's race, sexual orientation, creed and/or religion.
5. Use of profanity, symbols, or gestures.
6. Intimidating, provoking, or threatening anyone on school grounds or at a school function (home or away), including verbal abuse toward anyone at a school function (home or away).
7. Bullying of anyone on school district premises or at a school function.
8. Fighting, including assault toward anyone on school district premises or at a school function.
9. Leaving school property early without signing out in the main office.
10. Being in any area of the building or grounds without permission.
11. Being in school facilities outside of school hours without permission of a supervisor.
12. Loitering in the student parking lot or any other unauthorized area prior to the start of the school day, during school hours, or after school hours.
13. Truancy from school/class, cutting or skipping class.
14. Disruption, taking part in or causing a disturbance/disruption in class, in the school building, on school grounds, or at curricular and/or co-curricular activities.
15. A student shall not possess, use, transmit, conceal, smoke, smell of, or otherwise make use of tobacco products, any alternative nicotine product, look-a-like product, including electronic vapor, or other

substitute forms of cigarettes, cigars, cigarillos, or pipes or any tobacco or nicotine cessation products in the school building, on school buses, at school sponsored activities (home or away), or on school property at any time.

16. Possession, use, or sale of drugs, look-alike drugs, or related paraphernalia, including alcohol or carrying an odor on or about your person or being under the influence of drugs or alcohol.
17. Possession of dangerous articles, which are prohibited at school.
18. Destruction of property, including graffiti.
19. Attempts to mislead school personnel.
20. Cheating, dishonesty, altering grades, etc.
21. Theft or possession of stolen items.
22. Calling oneself or another student in as ill to the attendance office under false pretenses.
23. Forging signatures, and/or note information on absence excuses, hall passes, appointment documentation, or any other documents.
24. Sexual harassment (see the table of contents for the sexual harassment policy page.)
25. Misuse of school computers and/or technology.
26. Violation of the Acceptable Use Policy (AUP) regarding technology.
27. Being in a restroom stall with another student(s).
28. Opening locked entries during school hours without permission.
29. Operation of a motor vehicle in a reckless manner on school grounds.
30. Failure to serve other discipline, detentions, Friday Schools, ISD assignments, ...
31. Repeated violations of the Cell Phone/Headphone Policy.
32. Repeated violations of the school dress code.
33. Other just causes which cause a disruption of the educational process.
34. Continued repetition of misconduct.

During the length of a suspension or expulsion a student may NOT return to school for any reason and may NOT attend or participate in any type of school activity or function home or away. The above restrictions on returning to school and attending or participating in school functions also applies to students who have been specifically instructed not to attend for other disciplinary reasons.

NOTE: ALL SCHOOL RULES APPLY ON ALL DISTRICT PROPERTY AND TO SCHOOL RELATED ACTIVITIES REGARDLESS OF LOCATION OF THE ACTIVITY AND REGARDLESS OF WHETHER THE STUDENT IS A PARTICIPANT OR SPECTATOR.

DUE PROCESS

In all cases of suspension from school, students will receive due process, will receive written notification of the reason for the suspension, and parents will be notified of the action taken.

RIGHT OF APPEAL PROCESS

Students/parents have the right to appeal any suspension by following the procedure listed below:

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

CONSEQUENCES OF MISCONDUCT VIOLATIONS

Suspensions/Expulsions

The Principal/Asst. Principal/Dean of Students is permitted to suspend a student for a period not to exceed ten school days at a time. **Be reminded that misconduct which occurs off property owned or controlled by the district, but is connected to activities or incidents that have occurred on property owned or controlled by the district, is subject to the school's code of conduct no matter where such misconduct occurs.**

Only the superintendent or his designee can expel a student. The superintendent must give written notice to the pupil and his parent, guardian, or custodian. The notice must include written reasons for the intended expulsion and provide an opportunity for a hearing before the expulsion is effective. The expulsion is not to exceed the lesser of 80 school days of the number of school days remaining in the year in which the incident took place. Please note: Any suspension or expulsion from another district which has not expired will be honored by Lexington High School.

Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

A STUDENT WHO RECEIVES AN ADDITIONAL SUSPENSION BEFORE THE PRIOR SUSPENSION IS FULFILLED MAY BE SUSPENDED OUT OF SCHOOL FOR BOTH THE ADDITIONAL SUSPENSION AND FOR THE REMAINING DAYS OF THE PRIOR SUSPENSION.

Lunch Detention – Assigned as a result of disciplinary infractions.

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

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

1. Students will report directly to the assigned Thursday School room after dismissal.
2. **Thursday Detention** will last for 45 minutes from 2:45 – 3:30.
3. **Thursday School** will last for three hours, from 2:45 until 5:45 pm
4. Students must bring enough work to keep them busy during the entire 3 hours.
5. Students will not be allowed to go to their lockers, or use the telephone except in cases of emergency.
6. Students will not be allowed to put their heads down, sleep, write notes or doodle.
7. Students are to follow all school rules and policies during their Thursday school assignments.
8. No food or beverages will be consumed during the Thursday School.
9. Students are required to have class assignments, books, and/or reading materials sufficient to give the student ample work to cover the three hour

time span. Students who do not adhere to this policy will NOT receive credit for that day's Thursday school. Further discipline may result in failure to follow regulations.

***Parents may reschedule Thursday school *Ltime* if needed for family reasons.**

In School Detention (ISD) Regulations

1. Students are also required to complete a 'Reflection Sheet' about why he/she was issued ISD. The purpose of this activity is to provide each student an opportunity to think about their situation and help them when confronted with similar situations in the future. A copy of this will be placed in the student's folder.
2. Students must be on task as they work on their schoolwork that has been assigned by each teacher for the entire day. When work is completed, students will read quietly.
3. Students are required to remain seated, facing forward, quiet and working on assignments throughout the day.
4. Students are not permitted to sleep or put their head down at any time.
5. Students are expected to complete each day's assignments for every class according to directions given.
6. The student will be allowed three (3) scheduled restroom breaks.
7. No food or drinks will be permitted in the ISD room (except bottled water) unless it is during the scheduled lunch time.
8. The student must serve all assigned time in ISD to qualify for release and return to regular classes.
9. Respect to others must be shown at all times. No foul language, disruptive behavior, or physical contact between students at any time.
10. Computer games or listening to music will not be permitted in ISD. Students who should have an assignment that requires the use of the computer will obey the policies set forth in the student Acceptable Use Policy set forth by the District.
11. All regular school rules apply as set forth in the Discipline Guidelines outlined in the student handbook.
- 12.

Athletic Activities and Rules

Physical Education Classes

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

Girls - Shirt, shorts, gym shoes, socks.

Boys - Shirt, shorts, gym shoes, socks.

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

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

3. NO electric curlers or curling irons are permitted.

Interscholastic

LJHS provides opportunities for both boys and girls to participate in interscholastic sports. The following sports are offered:

Boys

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

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

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

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

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

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

Girls

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

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

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

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

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

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

Organizations, Clubs and Activities

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

Extracurricular Activities Attendance

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

Student Council

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

Student Aides

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

Power of the Pen

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

Academic Challenge

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

Art Club

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

Special Days

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

School Dances

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

1. Students must stay for the entire dance unless they bring a written note from their parents.
2. No one leaves the building after the dance begins.
3. Parents are to pick up students when the dance is over. The building will be locked 30 minutes after the end of the dance.
4. Students are not permitted to ride the elementary bus to go home.
5. Teacher chaperones will be present at the dance. Parents are welcome to attend.

6. Students will be expected to conduct themselves with appropriate expected behavior. The same policies as during the regular school day will apply.

7. Dances after school begin at 2:45p.m. and end at 4:15 p.m.

Cheerleading

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

Co-Curricular Academic Eligibility Requirements

Junior High Eligibility Rules

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. A junior high student must pass 4 of his/her classes each 9 weeks in order to be eligible to compete during the next grading period. Any student receiving an incomplete (I) in a subject will have the 'I' averaged as an 'F' figuring the G.P.A. until all work is completed.

Definition of Terms

Entire School Year -The start of fall athletics/activities through the last day of classes and/or the completion of all spring athletics/activities.

Look-a-Like - Any substance that is represented to be a controlled substance but is not a controlled substance. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color or markings, labeling, packaging, distribution or price. Any unmarked or unlabeled substance represented to be a controlled substance.

Prescribed Assessment Program(s) - The counseling program(s) the school deems necessary to complete as a result of a code of conduct violation.

Drugs - This includes but is not limited to any drug, illegal drug, marijuana, inhalants, steroids, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes as look-a-like substances.

Mood-Altering Chemicals - This includes but is not limited to narcotics, depressants, stimulants, hallucinogens, and look-a-likes.

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

School Days - Days school is in session.

LEXINGTON LOCAL SCHOOLS

ATHLETIC CODE

I. PHILOSOPHY

A well-disciplined athlete is a quality athlete. A quality athlete produces a quality athletic program. The Lexington Athletic Department believes its task is to help develop quality young men and women through a quality program. We believe that an athletic training program, including rules, education, and counseling, plays an important role in the development of a quality athlete and program.

II. OBJECTIVES

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

III. PROCEDURES

1. Any student involved in the Lexington Local School's athletic program shall be subject to the following code of conduct for their entire high school career, year round, both in season and out of season.
2. The code will come into force once signed by the student and parent(s)/guardian(s) and will remain in effect until graduation or withdrawal from Lexington Schools. Signing the code is a requirement for participation in any school-sponsored athletic activity.
3. A student involved in the Lexington Local School's athletic program shall not:
 - a. use, possess, or distribute alcohol, illicit drugs, tobacco, vapes, juuls, or any smoking alternative in any form.
 - b. performs acts which by their nature violate the sense of propriety and decency of the community or the standards or policies of this school district
 - c. violate the code of student conduct contained in the student handbook
 - d. violates any federal, state or local criminal law
4. Any student not in attendance one half day of school (as defined by school policy) the day of practice or contest shall not be eligible to participate in that activity. Any exception must have the approval of a school administrator.

5. These training rules are minimum standards. Each coach may have additional training rules, provided they are established prior to beginning of his/her sport, are approved by the athletic director, and are distributed to team members.

IV. CODE OF CONDUCT

The following code of conduct is to be in effect from the date of signing through the athlete's graduation and is to be followed by all students (grades 9-12) participating in athletic activity, in any capacity. (Additional team/activity rules may be developed by each individual coach/advisor with the approval of the athletic director).

V. TYPES OF VIOLATIONS

1. Type I - Possession, use, or purchase of; and/or conspiring to possess, use or purchase any alcoholic beverage, tobacco, vapes, juuls, or any other smoking alternative, drugs, mood altering substances (other than those prescribed by a physician) or look-a-like drugs or mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely PROHIBITED. The odor of alcohol or other illegal substances on a student's breath or on his/her person when substantiated by a school employee and/or a law enforcement official is considered a violation.
2. Type II - Sale or distribution of any alcoholic beverage, tobacco, vapes, juuls or other smoking alternative, drugs, any other mood altering substances or look-a-like drugs or other mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely PROHIBITED.
3. Type III - Students shall not be convicted or adjudicated delinquent of crimes against any individual or property and/or perform acts which, by their nature, violate the sense of propriety and decency of the school community or community in general. Such acts may include, but are not limited to acts deemed to be of a malicious intent to cause harm, damage, discomfort, intimidation, inconvenience, or as otherwise appraised inappropriate by the principal. Such acts may include, but are not limited to, verbal or written harassment, threats, intimidation or vandalism to person or property, etc.

VI. APPLICATION

1. Type I Violation - FIRST OFFENSE

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parent(s)/guardian(s), a school administrator, and any other school personnel selected by the athletic director. If it is determined that a violation has occurred, the athletic director shall set the dates for the athlete's suspension. The student will be denied participation in 20% of the scheduled public performances to be served consecutively starting with the first contest after the student has been notified of his/her suspension. This includes the post season participation in the same season. The suspension excludes scrimmages, previews, and any similar contest that does not apply to the overall team record. Drug and alcohol offenders and their parent(s)/guardian(s) must complete the prescribed assessment program within a time period established by the principal. The student must also complete the prescribed follow-up counseling program and submit to random substance abuse testing for six months at the discretion of the high school principal or his designee. The parent(s)/guardian(s) are encouraged to participate in the entire process to the extent such participation is warranted. The student is also required to complete all

follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program. Failure to participate in and complete the prescribed assessment, counseling, and substance abuse testing will result in denied participation in any and all regular season and post season interscholastic contests until the prescribed programs are completed.

Type I Violation - SECOND OFFENSE

When a school administrator has reason to suspect that there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parent(s)/guardian(s), a school administrator, and any other school personnel selected by the athletic director. If it is determined that a second violation has occurred, the athletic director shall set the dates for the athlete's suspension. The student will be denied participation in any and all athletic activities for one calendar year from the time of the offense. The one-year denial of participation defined above may be reduced to 50% of scheduled season public performances including the post season. The suspension does not include any scrimmages, previews, and similar contests that are not applied to the overall team or individual record. If the student and his/her parent(s)/guardian(s) agree to participate in and complete the prescribed assessment and follow-up counseling sessions and submit to random substance abuse testing for one year at the discretion of the high school principal or designee.

Type I Violation - THIRD OFFENSE

When a school administrator has reason to suspect that there has been a third violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parent(s)/guardian(s), a school administrator, and any other school personnel selected by the athletic director. If it is determined that a third violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his/her high school career.

Type II Violation - FIRST OFFENSE

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), a school administrator, and any other school personnel selected by the athletic director. If it is determined that a violation has occurred, the student will be denied participation in any and all athletic activities for one calendar year from the date of the offense. The student will forfeit the right to all awards and/or recognition which may have been earned during the activity prior to the offense. At the end of the one-year denial the student may be reinstated provided the student and his/her parent(s)/guardian(s) have participated in and completed the prescribed assessment and counseling programs.

Type II Violation - SECOND OFFENSE

When a school administrator has reason to suspect that there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), a school administrator, and any other school personnel selected by the athletic director. If it is determined that a second violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his or her high school career.

Type III Violation- FIRST OFFENSE

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. This conference is to include the student, his/her parent(s)/guardian(s), the athletic director, assistant principal, or building administrator and any other school personnel as selected by the administration. He will also notify the appropriate law enforcement agencies if deemed appropriate. If it is determined that a violation has occurred, the student will be denied participation up to 20% of the scheduled regular season public performances including the post season, as determined by the high school administration. The suspension does not include any scrimmages, previews, and similar contests that are not applied to the overall team or individual record. The student and parent(s)/guardian(s) must complete any/all prescribed assessment program(s) within a time period established by the principal. The student must complete any/all prescribed follow-up counseling program(s), and the parent(s)/guardian(s) are encouraged to participate in the entire process to the extent such participation is warranted. The student is also required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program. Failure to participate in and complete the prescribed assessment and counseling programs will result in denied participation in any and all regular season and post season interscholastic contests until the prescribed programs are completed.

Type III Violation - SECOND OFFENSE

When a school administrator has reason to suspect that there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), a school administrator, and any other school personnel selected by the athletic director. If it is determined that a second violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his or her high school career.

APPLICATION NOTES:

- A violation of the athletic code of conduct may be substantiated by a school employee, law enforcement official, involved student's parent/guardian, or the student him/herself.
- A school administrator shall determine, in his/her discretion, if the reported behavior is a violation of the athletic code of conduct.
- Violations are cumulative from offense to offense through all four years of high school.
- If a student should be a participant in more than one sport in the same season in which the suspension is to be served, his/her suspension will be equally divided between the sports in which he/she is a participant.
- A student may only use a sport season to serve a suspension if that student is a participant in that sport from the first official day of practice, as set by the OHSAA, and completes the entire season through the

final contest and awards program in good standing as determined by the building principal, unless it is his/her final sports season.

- If a student violates the code of conduct after joining a sports team, he/she will be denied participation during the current season.
- The student must complete the affected season in good standing or the denial of participation will be carried over to the student's next sport season.
- If an offense occurs at the end of a season or activity, the remaining percentage of athletic performances in which the student/athlete has to sit out will be carried over into the next sport season.
- If the second offense occurs before the first offense penalty has been served or completed, then the second offense penalty takes the place of the first offense penalty.
- The student may practice and travel with the team or group during this denial of participation period, at the individual coach's discretion.
- When the odor of alcohol or other illegal substance on a student's breath or on his/her person is substantiated, the student, with parent consent, may take a drug/alcohol test to be determined by the school and administered by an agency selected by the school. This test must be taken immediately. If the result of the test indicates that the student's system was void of drugs/alcohol, the violation will be voided.
- If a student fails a school administered drug test, the parent may request an additional test be administered by a licensed drug testing agency selected by the school administration. This must be the same type of test as administered by the school and must be administered immediately. The parent shall be responsible for the cost of the independent test and the test results shall be submitted to school officials. In addition, a high school administrator can request an additional test if they deem necessary. The school assumes the responsibility for the cost of this test.
- A violation of the athletic code of conduct may be substantiated by self-incriminating statements, photos, videos or etc. that appears in a social network.

REFERRAL FOR HELP

A student or his/her parent(s)/guardian(s) may make a referral for help to a school official, if there is no prior knowledge of an offense involving a law enforcement officer or school personnel, without the participation penalty part of the code being placed into effect for the first offense only of a Type I or Type II violation. The student must still complete the prescribed assessment program, the follow up counseling program and submit to random substance abuse testing for 6 months when appropriate.

APPEAL PROCESS

Appeals must be made within three school days to the principal who will review the situation. An appeal of the decision of the principal may be made to the superintendent or designee. This must be done within three school days of notification of the principal's decision. The decision of the superintendent may be appealed to the Lexington Board of Education. This must be done within three school days of notification of the superintendent's decision.

DEFINITION OF TERMS

Entire School Year: The start of fall athletics/activities through the last day of classes and/or the completion of all spring athletics/activities.

Completion of a season: The first official day of practice, as set by the OHSAA, through the final competition and awards program.

Look-a-like: Any substance that is represented to be a controlled substance but is not a controlled substance. OR any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or markings, labeling, packaging, distribution or price. OR any unmarked or unlabeled substance represented to be a controlled substance.

Prescribed Assessment Program(s): The assessment program(s) the school deems necessary to complete as a result of a code of conduct violation.

Prescribed Counseling Program(s): The counseling program(s) the school deems necessary to complete as a result of a code of conduct violation.

Drugs: This includes but is not limited to any drug, illegal drugs, marijuana, inhalants, steroids, legal prescription and over the counter drugs used or possessed or distributed for unauthorized purposes as look-a-like substances.

Mood-altering Chemicals: This includes but is not limited to narcotics, depressants, stimulants, hallucinogens, and look-a-likes.

Public Performances: Any scheduled contest and/or activity in which the student would represent Lexington High School as a participant in any capacity (excluding practices, scrimmages, dress rehearsals, etc.).

School Days: Days school is in session

Two Weeks: Fourteen calendar days

WE HAVE READ AND UNDERSTAND THE LEXINGTON LOCAL SCHOOLS ATHLETIC CODE OF CONDUCT. AS PARENTS AND ATHLETE, WE AGREE TO ABIDE BY ITS TERMS AND CONDITIONS AND TO PARTICIPATE IN ITS PROGRAMS AS REQUIRED. WE FURTHER AGREE TO ABIDE BY ANY AMENDMENTS OR CHANGES TO THIS CODE IN THE FUTURE.

Student Signature _____

Parent Signature _____

Date _____

THIS DOCUMENT MUST BE SIGNED THROUGH FINALFORMS BY DATE ESTABLISHED BY THE COACH AS A CONDITION FOR PARTICIPATION.

Assessment Procedures for Lexington Athletic Code of Conduct

1. Contact one of the assessment providers given by the school or approved by the school.
2. The results of the assessment must be made available to school officials.
3. The student is required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY BYLAWS

As it pertains to the most current eligibility bylaws set forth by the Ohio High School Athletic Association, these bylaws can be found on the OHSAA website under the "Eligibility" tab at: ohsaa.org.

A. Boards of Education may modify the Bylaw of the OHSAA provided the modifications are more restrictive than the provisions within the OHSAA Bylaws.

LEXINGTON BOARD OF EDUCATION JUNIOR HIGH SCHOOL ELIGIBILITY POLICY

1. In order to be eligible in grades 7-8 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. The term "grading period" is defined as the school's Board-adopted calendar (e.g., six week, nine week, 12 week or semester) and does not mean an interim marking period. Furthermore, at the conclusion of the preceding grading period, the student must have received passing grades in a minimum of four (4) one-credit courses or the equivalent, each of which counts toward graduation. "Immediately preceding grading period" refers to the grading period of the school which immediately precedes the grading period in question.
2. A student declared ineligible may continue to practice with the team but may not participate in official contests.
3. The eligibility or ineligibility of a student continues until the start of the fifth school of the next grading period, at which time the grades from the immediately preceding grading period become effective. For the purpose of this bylaw, "school day includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks.
4. The scholarship bylaw will have no effect on the future status of incoming seventh graders as they will continue to be eligible the first grading period regardless of their previous academic performance in 6th grade.

General Information

Lockers

The lockers in our junior high school will be assigned to all students that would like to use one. The lockers have built in locks that remain open if not in use by another student. After being assigned a locker, students will secure items inside the locker using their own PIN code. The sharing of lockers or PIN codes between students is prohibited. The locker cannot be opened without their code or a key from an administrator.

Assemblies

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

Telephones

School telephones are for business purposes. Permission must be granted by the secretary, principal, or a teacher before a student may use the telephone. Cell phones are **NOT** to be used during the school day (see Cell Phone Policy).

Cars and Motorcycles

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

Minuteman Pride Award

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

Emergency Closing

In the event that school must be closed because of weather conditions, or other reasons, announcements will be made via text messaging - District and Junior High Alert and REMIND. Please sign up for cell phone text alerts on the home page of the District website. **Please do not call the school.**

Fees and Fines

Students are required to pay school fees which cover supplementary workbooks and laboratory fees. An itemized list of these fees with the total cost is printed on the student's schedule. Schedules may be picked up in August (date to be announced later) but fees must be paid at that time. Fees may also be paid online. No schedule will be given

out early unless school fees are paid. A student may wait until the first day of school to get his/her schedule, and then school fees will be collected a few days after school starts. Grade cards will be held at the end of each marking period if school fees, library fines, book fines or miscellaneous fees are not paid. All obligations must be met by the last day of school or grades will be withheld.

Fire Drills/Tornado Drills/Safety Drills

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

SAFE SCHOOLS POLICY

Students will be educated on safety protocols throughout the school year to best ensure the safety of all children and adults in the Lexington school community.

Advisory Period

Advisory Period is a daily scheduled period that students will be able to receive additional intervention and time for additional study and work. Opportunities for character development and attention to overall student wellbeing will also be provided. Students will be assigned a teacher/advisor and will report to that classroom each day. Students may attend other teacher's classroom for specific course intervention with permission from their advisor.

Lost and Found

The Lost and Found is located by the gym. Books, clothes, pens, etc. will be found there. Money, watches, rings and other valuables will be kept with the secretary or the principal. The items that are not claimed will be donated at the end of each semester.

Lunch Period

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing all litter in wastebaskets
- Returning all trays and utensils to the dishwashing area
- Use provided cleaning rag to wipe table and leave the floor around your place in a clean condition for others
- Lining up in an orderly fashion
 - o Line cutting is prohibited
 - o Giving money to another student to purchase a lunch to avoid the line is prohibited
- Students are restricted to the cafeteria during lunch. ALL other areas of the building and grounds are off limits. The only exception to this rule is the courtyard area and may only be used when deemed 'open' by the

administration. Students are expected to arrive in the cafeteria within the four-minute class change when their lunch period starts

- Students may only purchase food or drinks from the cafeteria during their assigned lunch times
- Students may not have food delivered from outside eating establishments to the school at any time
- Students who violate the cafeteria policies will be subject to disciplinary action
- A pass must be obtained from a classroom teacher to leave lunch or arrive late
- Students will not be permitted to leave the lunchroom without a pass
- No food or drink can be taken out of the designated eating areas
- The procuring of money from other students during the lunch hour is not permitted
 - o Students should make their financial arrangements before they go to lunch
 - o Should a financial need exist, students are encouraged to contact the cafeteria supervisor
 - o There are no provisions for students to charge their lunch. However, students/parents may pay ahead for the week or month.

Room Numbers

Rooms numbered in the 1200's will be found on the first floor.

Rooms numbered in the 2200's will be found on the second floor.

[Refer to school map and room numbering.]

School Property Care

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

Teachers' Work Area

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

Valuable Items

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

Visitors

1. Visitors must report to the office for an identification badge.
2. Parent visitors are welcome at school. Visits should be scheduled a day in advance.
3. Parents are to call the school and make an appointment for a conference.

4. No student visitors unless given permission by the principal one day in advance.
5. In general, students who attend an area school will not be permitted to visit during the school day.

Identifying Children with Disabilities

The Lexington Local School district is participating in an effort to identify, locate, evaluate and appropriately serve all individuals with disabilities, birth through age twenty-one. A variety of services are available for preschool and school age children age twenty-one who have one or more handicapping and/or learning disabilities. If you know of a diagnosed handicapped child who is not receiving services, please contact the Director of Special Education at 419-884-1111.

Americans with Disabilities Act:

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

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

Speech and Hearing

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

School Psychologist

The Lexington Schools are served by a full-time school psychologist. Contact the school counselor or the principal, if you feel there is a need for this service.

Anti-Hazing Policy

It is the policy of the Lexington Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Permission, consent, or assumption of risk by an individual subjected to hazing does **not** lessen the prohibition contained in the policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.

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

Harassment and Bullying

Introduction

Harassment, intimidation, and bullying of students in the school environment can substantially

interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored

activity that constitutes harassment, intimidation, or bullying involving students shall be strictly

prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal or other appropriate administrator.

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

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

- A. Students should report acts of bullying to teachers and school administrators;
- B. The parents or guardians of students should file written reports of suspected bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of bullying or receive student reports of bullying shall notify school administrators;

D. School administrators shall investigate and document any written report filed;

E. Language shall be included in student code for conduct concerning bullying;

F. School administrator shall notify both the parents of a student who commit any verified acts of bullying and parents of students against whom such acts were directed, to the extent permitted by O. R. C. 3329.321 and the Family Educational Rights and Privacy Act;

G. Each school within the district shall maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection;

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

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

Definition of Terms

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

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

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under Board policy,

however, does not restrict the right of the administration and of the board of Education to impose appropriate disciplinary consequences for student misconduct.

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

Ridicule, Humiliation, and/or intimidation: Bullying behavior is more than misconduct. Such behavior is marked by intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or action taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

Types of Conduct

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

Bullying includes:

1. Physical violence and/or attacks.
2. Verbal taunts, name calling, and put downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics.
3. Threats and intimidation (through words and/or gestures).
4. Exclusion from peer group.
5. Extortion or stealing of money and/or possessions.

Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber-bullying”), such as the following:

- 1) Posting slurs on web sites where students congregate on Web logs (personal online journals or diaries) – Parents, please be aware of what your child is posting on Facebook!
- 2) Sending abusive or threatening instant messages or texts.
- 3) Using camera Phones to take embarrassing photographs of students and posting them online.
- 4) Using websites to circulate gossip and rumors to other students.

Complaint Process

A. Publication of the Prohibition Against Bullying and Related Procedures

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

Intimidation, harassment, and bullying by any student in the Lexington Local School District is

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

A. Causes mental or physical harm for the other student.

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

B. Formal Complaints

Students and/or their parents or guardians may file reports of conduct they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including person(s) involved, time and place of the alleged conduct, the number of such incidents, the target of suspected bullying, and the names of any potential

student or staff witnesses. Such reports may be filed with any staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

C. Informal Complaints

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including person(s) involved, time and place of the conduct, number of people involved, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff or administrator shall be promptly forwarded to the building principal for review and action.

School Personnel Responsibilities and Intervention Strategies

A. Teacher and Other Staff

Teachers and other staff who witness acts of bullying, as defined above, shall promptly notify the building principal of the event observed, and shall promptly file a written report concerning the events witnessed. Teachers and other staff who receive student or parent reports of suspected bullying shall promptly notify the building principal of such report(s). If the report is a formal written complaint it shall be forwarded promptly to the building principal. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint, which shall be forwarded promptly to the building principal.

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

B. Administrator Responsibilities

1. Investigation

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

2. Remedial Actions

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

Bullying behavior can take many forms and can vary dramatically in how serious it is and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that raises to the level of “bullying” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the building principal. The following sets forth possible interventions for the building principals to enforce the Board’s prohibition against bullying.

a. Non-Disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. If a complaint arises out of the conflict between students or groups of students, peer mediation may be considered. Special care however is warranted in referring such cases to peer mediation. A power imbalance may make this process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

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

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

a. Respectful responses to bullying concerns raised by children, parents, or school personnel;

b. Planned professional development programs addressing bully/target individuals’ problems.

- c. Data collection to document problems to determine the nature and scope of the problem.
- d. Use of peers to help victims and include them in group activities.

SEXUAL HARASSMENT POLICY

The Board supports the principle of equal opportunity employment and equal educational opportunities. All persons associated with this school system including, but not limited to the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

The Board has developed complaint procedures which will be available to victims.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development or
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

The Grievance Officer: The Board will appoint the superintendent or the superintendent's designee as the sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out.

All individuals should be aware that the privacy of the charging party and privacy of the person accused of sexual harassment will be strictly protected.

PROCEDURE:

1. Any member of the school community who believes that he has been subjected to sexual harassment will report the incident(s) to the superintendent or the superintendent's designee
2. The superintendent or the superintendent's designee will attempt to resolve the problem in an informal manner through the following process:

- a. The superintendent or the superintendent's designee will confer with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts.
 - b. The superintendent or the superintendent's designee will then attempt to meet with the charged party in order to obtain his response to the complaint.
 - c. The superintendent or the superintendent's designee will hold many meetings with the parties as is necessary to gather facts.
 - d. On the basis of the superintendent or the superintendent's designee perception of the problem, he may:
 - 1) Attempt to resolve the matter informally through conciliation or
 - 2) Report the incident and transfer the record to the superintendent or his designee. Notify the parties by certified mail of his official action relative to the complaint.
3. After reviewing the record made by the superintendent or his designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken.
4. Students who violate the sexual harassment policy will be suspended according to the suspendable offense policy (see page 32).

All matters involving sexual harassment complaints will remain confidential.

LEGAL REFERENCES: _____ Civil Rights Act of 1964, Title VI

Civil Rights Act of 1964, Title VII, as amended by the Equal Employment Opportunity Act of 1972

Education Amendments of 1972, Title IX, Pub. L. No. 92-318 (1972)

Executive Order 11246, as amended by
Executive Order, 11375

Equal Pay Act, as amended by the Educational
Amendment of 1972

Immigration Reform and Control Act of 1986, Pub. L. No. 993-603 (1986)

Ohio CONST. art. L:ll

NOTES

