



2023 - 2024

# Western Elementary

Student Handbook

## **Dear Students and Parents,**

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

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

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

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

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

### **LEXINGTON LOCAL SCHOOLS MISSION STATEMENT**

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

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

School hours for faculty are 8:20 a.m. to 3:40 p.m. and for students 8:50 a.m. to 3:20 p.m. Doors open at 8:20 a.m. Students not riding the bus should **not** arrive before 8:20 a.m.

### **OUTSIDE RECESS**

We will go outside for recess unless it is raining, or the wind chill is 20 or below. If the wind chill is 10-20 degrees, we will go out for 20 minutes. If recess is outside and there is snow on the ground, students may play in the snow if they bring the following items: hat, gloves or mittens, boots, snow pants, and a winter jacket. If students do not have these items they will be limited to the blacktop. We encourage all students to participate in outside recess, so it is important to make sure that students have proper attire for the current forecasted weather.

### **ADDRESS CHANGE**

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

## **SUPPLIES REQUIRED**

Students are expected to provide paper, pencils and other general supplies. A list of specific supplies required for use in the classroom will be sent home in their previous year's grade card, online and the first week of school. Be prepared for class. If you are unable to purchase supplies, please contact the office.

## **FREE AND REDUCED-PRICE LUNCH APPLICATIONS**

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

## **LUNCH**

1. Only one day's charge is permitted. (After that please see charge policy on website.)
2. Money for lunches may be placed on your child's account and we strongly encourage this.
3. Children may not trade food.
4. Children will remain reasonably quiet.
5. If a child packs a lunch, be sure their name is on the lunch box or paper bag.
6. No soda pop is permitted.

## **BREAKFAST**

Breakfast will be in each cafeteria from 8:30 am to 8:50 am each morning. The breakfast menu will consist of "grab and go" type items. **NO** breakfast will be served if we have a 2 hour delay. Please contact the Food Service Department at 419-884-2192 if you have any questions.

## **COMPUTER ACCEPTABLE USE POLICY**

As adopted by the Lexington Local School District, the District Acceptable Use Policy is available at ([www.lexington.k12.oh.us](http://www.lexington.k12.oh.us)). This will include an explanation of the policy, consequences of violations and an Internet Use Permission Form. The form must be signed by the parent and the student and returned to the teacher. No student will be granted internet access without the signed returned form on file.

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

**First Offense:** Student will be removed from the computer and will lose the use of any computer in the building for one day. Parents will be notified and given a copy of the inappropriate material. Additional disciplinary actions will be at the discretion of the principal.

**Second Offense:** Student will be removed from the computer and will lose the use of any computer in the building for the remainder of the nine-week grading period. Parents will be notified and given a copy of the inappropriate material. Additional disciplinary actions will be at the discretion of the principal.

**Third Offense:** Student will be removed from the computer and will lose the use of any computer in the building the remainder of the semester. Parents will be notified and given a copy of the inappropriate material. Additional disciplinary actions will be at the discretion of the principal.

## **WEB PAGE PERMISSION POLICY**

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

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

We are proud of our students' achievements and want to recognize and celebrate accomplishments.

## **CONCERNS/COMPLAINTS**

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

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

## **TELEPHONE**

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

## **TECHNOLOGY AND ELECTRONICS**

1. Students are not permitted to carry phones throughout the school day.
2. Students need to keep phones and all electronics devices, etc. in their book bags. Teachers will not monitor or store these devices for the students.
3. The school is not responsible for stolen or damaged devices. We will do everything to protect students' belongings, but responsibility essentially relies on the students themselves.
4. Cell phones are not to be used as communication devices during school. No calling or texting.
5. Electronic devices are not to be used for taking pictures or videos at any point in time without prior permission with teacher.

## **FINES/CARE OF SCHOOL PROPERTY**

1. Damaged or lost textbooks: If a textbook is lost or if damage exceeds normal use, the student will be charged for amount based on the replacement or repair cost.

2. Damage to school property/equipment: Students will be required to either clean, repair, or replace the damaged item.
3. Library charges: A schedule of charges for damaged, or lost books is available in the school library.

### **TRANSPORTATION**

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

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

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

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

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**LEXINGTON LOCAL SCHOOLS  
BUS PASS**

**Date** \_\_\_\_\_

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

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

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

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

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## **ARRIVAL AND DISMISSAL OF STUDENTS**

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

**Parent Drop-Off:** Students can be dropped off at the playground sidewalk by the blue gate and cone. Please, use the far west parking lot entrance. Remember to be courteous to other drivers and vigilant in watching out for the safety of our students by not parking in front of this drop-off location.

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

### **Pickup Line for Grades K – 1**

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

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

## **PROGRESS REPORTING and REPORT CARDS**

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

### **PROGRESS REPORTS**

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

## **IDENTIFYING CHILDREN WITH DISABILITIES**

The Lexington Local School District is participating in an effort to identify, locate, evaluate and appropriately serve all individuals with disabilities birth through age 21. A variety of services are available for preschool and school age children to age 21 who have one or more handicapping and/or learning disabilities. If you know of a diagnosed handicapped child who is not receiving services, please contact the Special Education Coordinator at 419-884-1111.

## **AMERICANS WITH DISABILITIES ACT**

Lexington Local School District shall make reasonable accommodation(s) for a disabled person to be able to participate in and benefit from school services and programs. For assistance, contact Mr. Jeremy Secrist, 103 Clever Lane, Lexington, OH 44904: 419-884-1111.

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

## **GRADING SYSTEM/SCALE**

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

<b>Percentage</b>	<b>1st Grade Letter Code</b>
100-97	S+ Consistent/Strong
96-93	
92-90	
89-87	
86-83	S Satisfactory Progress
82-80	
79-77	
76-73	
72-70	S- Below Satisfactory
69-67	
66-60	N Below Grade Level

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

## **PROMOTION/PLACEMENT/RETENTION**

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

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

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

**Retention** - Student repeats current grade

## **CONFERENCES**

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

**INFORMAL CONFERENCES** - Informal conferences are urged whenever needed at the parent or teacher's request. These may be held before or after school or during a teacher's planning period. These must be prearranged with the individual teacher.

## **LOST AND FOUND**

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

A lost and found box is located in the entryway to the building. If you find an article in the building or on school grounds, bring it to the office. If you have lost something, notify the office. Place your name on all personal property. The school is not responsible for items lost. Items not claimed within a reasonable time will be disposed of (Goodwill/Associated Charities).

## **FIRE, TORNADO AND SAFETY DRILLS**

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

## **INSURANCE**

Student accident insurance is available to all pupils at a nominal charge. The accident policy affords coverage during school hours. Prepaid mailer forms are available to each student upon request. The filing of claims is the responsibility of the parent or guardian. Claim forms are available in the office.

## **ABSENCE**

Students absent from school shall bring a written excuse. Absence is recorded on attendance reports and maintained with the elementary office. Students arriving late (tardy, doctor or dentist appointment, missed bus, etc.) should stop at the office and report to the secretary. If a student comes in late due to a bus being late, they are NOT considered TARDY, otherwise, they are tardy. It is the student's responsibility to contact the teacher regarding work that has been missed. If a student misses school due to a doctor's appointment, please supply the school with a written excuse from the doctor's office.

Students may be referred to Juvenile Court at 30 consecutive unexcused hours, 38 unexcused hours, in a month or 65 unexcused hours in a school year. Official charges may be filed at 30 consecutive unexcused hours, 42 unexcused hours in a month or 72 unexcused hours in a school year. A half-day is equal to 3.04 hours; a whole day equals 6.08 hours.

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



1. If a student is ill and is going to be out for several days, mention this when you call and you will not need to call each day.
2. Regular attendance is important to a child's success in school. The compulsory attendance in Ohio (O.R.C. 3321.04) states that parents are responsible for seeing that their son/daughter attend school regularly. The Ohio Revised Code 3321.01 lists the following reasons for which an absence will be excused.
  - a. Personal illness or family illness.
  - b. Death of a family member or relative.
  - c. Quarantine for contagious disease.
  - d. Acts of God.
  - e. Observance of religious holiday.
  - f. Emergency or circumstances which the principal approves one week in advance.

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

Absence due to work/travel/vacation and must be pre-arranged with the approval of the principal. The student's attendance and academic standing must be acceptable, and all work must be made up.

### **TARDINESS/EARLY OUT**

Multiple unexcused tardiness or unexcused early dismissals may result in disciplinary action.

### **STUDENT ILLNESS**

Do not send your child to school if he or she is ill. Staying home to get the proper rest, nutrition, and parental care is for your child's benefit as well as for the benefit of the other children in the school who may be unnecessarily exposed to a contagious illness.

The following are examples of when a student should remain home:

- A temperature greater than or equal to 100 degrees Fahrenheit.
- Other symptoms interfering with learning or participation, such as abdominal pain, earache, sore throat, itchy, painful eyes, light-sensitivity, or drainage from the eyes requiring frequent wiping.
- Repetitive coughing or wheezing, rapid or difficult breathing.
- Episodes of vomiting or diarrhea in the past 24 hours.

If your child becomes ill during the school day, the school nurse will contact you to pick up your child. If parent or guardian is unavailable, contacts listed on the emergency medical form will be notified to arrange pick up for the student. To return to school, your child must be without symptoms for 24 hours and fever-free without fever-reducing medications for at least 24 hours.

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

Students who are absent are required to make up work missed and are responsible to ask the teacher for missed assignments immediately upon return to school. If absent one day, you have two days to make up the work; absent for two days, three days to make up work, etc.

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

### **LEAVING SCHOOL EARLY**

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

1. Parents should write a note stating the student's name, destination, reason for leaving, and total time you will be away from school. If any other than the custodial parent is to pick up a student, we ask that you send a DATED note stating this. This person will need to show a picture I.D. when picking up your child. Otherwise, we will be unable to release your child and they will have to go home on the bus as usual. Please emergency phone calls only. If you must fax a note for early release or pickup, please call the school to make sure we received the fax. Fax number is 419-884-6154. We **DO NOT** accept an email request.
2. Give the note to your homeroom teacher in the morning and it will be turned in to the office.
3. Parents should report to the office to sign out a student, the student will be called to the office.

### **DRESS CODE REGULATION**

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

#### **Standards**

1. In general, dress and grooming should be appropriate to the place, age, and hour and in all aspects of the school setting.
2. Specifically:
  - a. Footwear must be worn and should be of a style that will not endanger the safety of the individual and will protect their feet from injury.
  - b. Clothing cannot display profane/obscene language, gestures, pictures, hate signs, and advertisement of drugs, alcohol, or tobacco.
  - c. Students are not allowed to wear bare midriffs and see through clothing.
  - d. Skirts or shorts must be reasonable length and should not be a distraction or be offensive.
  - e. Shorts of tasteful length may be worn during the months of the year that we have warmer weather.
  - f. The principal shall determine if there is a question of inappropriate attire.
  - g. Hats, sweatbands, hoods, and sunglasses may not be worn in the school building.

### **WITHDRAWAL OF STUDENTS**

Parents should notify the office one-week prior to the student's last day of school. Student transcript records will be released upon the following conditions:

1. Student returns all books checked out.
2. All school fees/fines/lunches are paid in full.
3. Current grades are documented by teachers.

4. A record request form is received from the receiving school or completed with parental signature prior to the student leaving.

## **VOLUNTEERS**

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

## **EMERGENCY SCHOOL CLOSING/DELAYS**

In the event of emergency situations or inclement weather, school may be closed or delayed. Notification of such events will be announced via the Lexington web site, [www.lexington.k12.oh.us](http://www.lexington.k12.oh.us), TV station WMFD(local cable station channel 15), and [richlandsource.com](http://richlandsource.com).

Cancellations and delays will be reported to the media. Parents can also sign up for the districts Remind. Go to *Parents and Students* on our home page, proceed to *Remind* and follow the specific directions.

## **VISITORS**

Parents and other visitors are required to report to the office, sign-in and pick up a visitor pass. This is required by State Law (O.R.C. 2917.221) and is for every student's protection. All the outside doors to the school are locked between the hours of 8:50 a.m. and 3:30 p.m. You must use the doors at the main entrance. If volunteering is reinstated, we ask that you do not bring other children along when you are helping.

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

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

## **HEALTH NURSE SERVICES**

Student health and safety are important to all Lexington staff members. While parents have the basic responsibility for the health of their children, the district's nursing director and building school nurses work to assist families and health care providers in promoting and maintaining the well-being of all students. The goal of the school nurse is to assist students in attaining their optimum physical and emotional health, so they are able to achieve academic success. The school nurses of Lexington Local Schools work toward this goal by providing:

- Vision and hearing screenings and referrals
- Immunization records maintained
- Health counseling and education
- First aid and safety

- Provide basic healthcare to students in case of injury or acute illness in a clinic setting
- Communicable disease control
- Develop health plans for students with chronic illnesses and disabilities

To assist school nurses in achieving this goal, parents and guardians are encouraged to share information with school nurses regarding student health history, serious illness or accidents, mental health issues, and additional screenings a student may need.

## **ALLERGIES**

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students is a primary focus for the administration and staff. To raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies.

### **These include:**

- Notifying the school nurse of **ANY** allergy to food, drug, insects, etc., that your child may have.
- Providing the school nurse with medication/doctor’s orders/emergency care plan/parent permission form.
- Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere.
- Notifying the classroom teacher about your child’s allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

## **MEDICATION AT SCHOOL**

To comply with Section 3313.713 of the Ohio Revised code, regarding the administration of medication at school, a parent and physician must complete the appropriate permission form “Request to Permit Administration of Medication at School”. This applies to all medication – routine scheduled medications and emergency medications (ex. epi-pen or inhaler). This form must be completed prior to the administering of medication by school personnel. These forms are available in the office and should be picked up prior to taking the student to the doctor’s office.

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

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

**CHILD’S NAME**

**NAME OF MEDICATION**

**STRENGTH OF MEDICATION**

**DOSAGE FOR THIS CHILD**

**PHYSICIAN’S NAME**

**DATE PRESCRIBED**

**For the safety of your child, and all students, do not send medications to school with your child. Medications must be brought to school by a responsible adult. It is illegal to send medication on the school bus with a student.**

### **EMERGENCY MEDICAL AUTHORIZATION**

Parents are required by law (O.R.C. 3313.712) to have an E.M.A. form on file at the school office. Changes in contact persons or physicians should be reported immediately to the school office.

### **KNIVES, MATCHES AND TOYS**

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

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

### **DISCIPLINE/STUDENT RESPONSIBILITY**

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

### **STUDENT CONDUCT CODE**

Students attend our school under the direction of state law and with full benefits of constitutional rights as citizens. This code, published in conformity with (O.C.R. 3313.661) specifies the school's expectations and is posted in each classroom. Students have a right to reasonable treatment from school employees, and fellow classmates. The school, in turn, has a right to expect reasonable behavior from students. Violation of any rule may result in disciplinary action including lunch reflection, in-school detention, after-school detention, suspension from school, and/or expulsion. The Student Conduct Code applies to students in all buildings within the Lexington Local School District, but some listed violations are not applicable to students of all ages.

### **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.

## **Positive Behavior Interventions and Supports (PBIS)**

Eastern Elementary 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 "Major" and "Minor" infractions.

### **Major Violations of the Student Conduct Code:**

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, 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 and/or having someone call the school to excuse oneself or another student from school/class 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 comply with administrators regarding a search of property, vehicles and/or person.
31. Failure to serve other discipline, detentions, Friday Schools, ISD assignments, ...
32. Repeated violations of the Cell Phone/Headphone Policy.
33. Repeated violations of the school dress code.
34. Other just causes which cause a disruption of the educational process.

35. Continued repetition of misconduct.

**Minor Violations of the Student Conduct Code:**

*Be Responsible*

- Defiant Behavior (Refusal to Do Work, Follow a Reasonable Request, Complete an Assigned Consequence, Etc.)
- Disruptive Behavior (Out of Seat, Interrupting, Calling Out, Etc)
- Misuse of Technology
- Other Violations Not Listed

*Be Respectful*

- Disrespectful Behavior (Inappropriate Tone, Attitude, Comments, Etc.)
- Aggressive Behavior (Hitting, Yelling, Pushing, Running, Etc.)
- Misuse of Property
- Cheating (Assignment)
- Other Violations Not Listed

*Be Ready*

- Preparedness
- Dress Code
- Tardy to School
- Other Violations Not Listed

**THREATENING/VIOLENT BEHAVIOR POLICY/BULLYING**

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

**EMERGENCY REMOVAL**

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

**FIELD TRIP INFORMATION**

The teachers plan extended field trips for students. The purpose of these trips is to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. Participation in these trips is a privilege students earn by exhibiting responsible and cooperative behavior throughout the

school year. Students may be denied the privilege to participate in these trips due to chronic behavior problems and/or lack of academic effort. The teachers and administration make decisions regarding participation. Children are not allowed to go home with their parent unless there is a note written and prior approval has been arranged.

### **GUIDANCE AND COUNSELING**

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

### **ASSEMBLIES**

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

### **TITLE IX REGULATIONS COMPLIANCE**

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

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

Mr. Kevin Young, Assistant Superintendent  
103 Clever Lane  
Lexington, Ohio 44904  
419-884-2132 ext. 1902  
[young.kevin@lexington.k12.oh.us](mailto:young.kevin@lexington.k12.oh.us)

Mrs. Julie Borchers, Special Education Director  
103 Clever Lane  
Lexington, Ohio 44904  
419-884-1111 ext. 1922  
[borchers.julie@lexington.k12.oh.us](mailto:borchers.julie@lexington.k12.oh.us)