

**EASTERN ELEMENTARY**  
**Lexington Local School District**

155 Castor Road  
Lexington, Ohio 44904  
(419) 884-3610  
Web Address: www.lexington.k12.oh.us

**Dear Student and Parent,**

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 Board of Education. Students and parents are encouraged to read it carefully.

Parents are an integral part of the educational process because their support, concern, and understanding are needed if the best is to be realized for the students to avail themselves in our academic program.

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.

We hope you enjoy your school year. If you should have any questions, please feel free to ask any of us for help and assistance.

**EASTERN ELEMENTARY**

***Mission Statement***

As a team and collective family, we will promote a safe and loving environment for all students. Respect, honesty, and fairness will prevail on a daily basis within each and every conversation and situation. Academically, we will increase the rigor of our teaching and base all decision-making around specific student data.

***Student Statement***

Together, at Eastern Elementary, we stand as builders of the future. We encourage our student to be respectful to themselves and others. Eastern’s caring community is helping us to become bully free. As a school, we are striving to be productive and honest citizens of the 21<sup>st</sup> Century. At Eastern Elementary, the students will attain their dreams because education is not received, it’s achieved!

**ARRIVAL AND DISMISSAL/SCHOOL HOURS**

School hours for faculty are 8:30 a.m. to 3:50 p.m. and for students 8:50 a.m. to 3:30 p.m. Doors open at **8:40 a.m.** Students not riding the bus should not arrive before 8:40 a.m. (same time buses arrive) as there is no one to supervise them. Homeroom is 8:50 to 9:00 a.m. Upon arrival, students should go directly to their homerooms.

**ADDRESS CHANGE**

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

**DAILY TIME SCHEDULE**

8:30	Teacher arrival/check-in
8:40	Buses begin to arrive; doors open for students
8:50	Tardy –Homeroom (Announcements, pledge, etc.)
8:50	<b>CLASSES BEGIN</b>
11:55-12:15	Grade 5 Lunch
12:15-12:40	Grade 5 Recess
11:50-12:15	Grade 4 Recess
12:15-12:35	Grade 4 Lunch
12:30-12:50	Grade 6 Lunch
12:45- 1:15	Grade 6 Recess
3:25	Announcements
3:30	Students dismissed – 1 <sup>st</sup> Wave
3:40	Students dismissed – 2 <sup>nd</sup> Wave
3:50	Teacher Check-out

**CHANGING CLASSES/TARDY TO CLASS**

Students in grades 4, 5, 6 are escorted to and from their special classes and are expected to be quiet and orderly.

**SUPPLIES REQUIRED**

Students are expected to be prepared with the necessary and required supplies on the first day of school. We ask that students use the supplies wisely and are prepared for each class.

**CAFETERIA: Lunch Procedures**

A **closed lunch period** will be observed with all students eating in the cafeteria whether the food is purchased there or brought from home. **No soda pop is permitted.**

Cafeteria business may be conducted in the kitchen between 8:50 am and 10:45 am or money can be placed on the child’s account via the Internet. **No lunch charge payments will be taken during the lunch hour.** Students packing their lunch may purchase milk daily. Any questions regarding the cafeteria should be directed to the Food Service Director at 419-884-2192.

**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 federal guidelines. Applications will be available in the office throughout the year.

**Cafeteria: Student Conduct**

Good table manners should be practiced at school as well as at home. The following rules will be enforced:

1. Follow the directions of the teacher/cafeteria monitor.
2. Walk and talk quietly in the hall, serving, line and cafeteria. Each student is encouraged to say YES, PLEASE, NO, and THANK YOU while being served.
3. Sit facing your table and eat only your food.
4. Keep your hands and feet to yourself.
5. There will be no throwing of food or paper.
6. Keep the table clean; return trays to window; return to seat and remain seated until dismissed.
7. Food is to remain in the cafeteria.
8. It is best to not bring “bought” food to your child during the lunch period.

## CONCERNS/COMPLAINTS

### Guidelines for Parents

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** or advisor most directly involved; 2) If the parties concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the building principal in an attempt to reach a solution; 3) Concerns about administrative actions may be addressed directly to the building principal.

### TELEPHONES

Plan so that the need for using the telephone can be kept to a minimum. The telephone in the office is used for school business. Students are only permitted to use the office phone for emergencies or to call home due to illness.

### TECHNOLOGY & ELECTRONICS

#### Rules & Expectations

1. Students do not have to turn phones or electronic devices into the office.
2. Students are not permitted to carry phones throughout the school day.
3. Students need to keep phones, iPods, Mp3 Players, iPads, Kindles, etc...in their book bags. Teachers will not monitor or store devices for students.
4. The school is not responsible for stolen or damaged devices. We will do everything to protect student belongings, but responsibility essentially relies on the students themselves.
5. Possible Opportunities for students to utilize devices:
  - a. 1<sup>st</sup> and 2<sup>nd</sup> Wave
  - b. Study Hall
  - c. Class Time
    - i. Reading Books
    - ii. Presentations
    - iii. Teacher-Led Activities
6. Teachers will communicate with students when they may access their devices. 2<sup>nd</sup> & 4<sup>th</sup> Weeks of the month, students are allowed to use their devices during 1<sup>st</sup> and 2<sup>nd</sup> Waves.
7. Cell Phones are not to be used as communication devices. **NO TEXTING OR CALLS** are allowed.
8. Electronic Devices are not to be used for taking pictures at any point in time, without prior permission from a teacher.

## CONSEQUENCES

Student who are unable to follow the expected guidelines and protocols relating to electronics and technology, will face consequences for their actions.

Consequences may include:

1. Lunch Detention
2. After-School Detention Thursday School
3. Call Home/Parent Meeting
4. Loss of Privileges

### TELEPHONES

Plan so that the need for using the telephone can be kept to a minimum. The telephone in the office is used for school business. Students are only permitted to use the office phone for emergencies or to call home due to illness.

### TEXTBOOKS

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

### PROGRESS REPORTING/REPORTCARDS

#### Progress Reports (Grade Cards)

Grades 4, 5, 6 will receive a standard grade card and grades by Friday following the end of the of the grading period. Report cards will not be issued until all fees and fines have been paid.

Student progress and grades are available through an online grading program via the Internet. Parents will be provided with parent access information at the beginning of each school year.

### INTERIM REPORTS

Interim reports for all students will be sent home halfway through each grading period.

### 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.

### GRADING SCALE

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

93-100	A
83-92	B
71-82	C
61-70	D
Below 61	F

## **HOMEWORK**

The main value of homework is the experience it gives the student to work independently to reinforce his/her skills on work already explained in class. Lessons are prepared carefully with the skills needed by the individual student in mind.

When students return to class they should have assigned work completely finished. When a long-range assignment/project is given, students should work on it each day. Parents can help by providing a quiet place to study, set time to study, and provide encouragement. If your child seems "swamped" with homework, check to see how long ago it was assigned. Perhaps a bit of procrastination is involved. Our teachers are fair and try to be very reasonable concerning homework.

## **HOMEWORK POLICY**

Eastern has Homework Policies per each grade-level. Students are given "freebies" and then, after missing assignments, homework detentions are given with the goal in mind of completing the assignment and understanding the content.

## **RESPONSIBILITY OF THE LEARNER**

One of the items that needs emphasized is the responsibility of the learner. Each learner has a responsibility to know his/her assignment, come prepared to class, and be assertive enough to ask when something is not understood. Often we hear students say, "I don't know my grade." Each student should be responsible for knowing his/her grade when papers, quizzes, and tests are returned. This is the responsibility of the learner. Although our teachers have responsibilities to you at interim report time, it is ultimately your responsibility to take charge of your learning. You'll be a better student, but most importantly, you'll be a better learner. Learning must be your goal. Seek it for its sake alone and you'll be successful. Have a great year!

## **LOST AND FOUND**

A Lost and Found Department is located in the principal's office and near the cafeteria. If you find an article in the building or on the 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/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 given to each student. The filing of claims is the responsibility of the student and parent. Claim forms are available in the office

## **ACTIVITY PERIOD/PLAYGROUND**

Each student will be able to relax and exercise during an activity period either before lunch or after lunch each day. Personnel are on duty for supervision. Students violating student conduct rules or school rules will receive Detention In-School, After-School Detentions, In-School Suspensions or Out-of-School Suspension.

## **ATTENDANCE**

### **Illness/Excuses**

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

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

## **UNEXCUSED ABSENCES/TRUANCY**

Students who are absent for discipline reasons, absent with/without parent knowledge for other than those stipulated above, are not permitted to make up work missed during the period of absence. **When two unexcused absences occur, charges may be filed with the court.**

## **PRE-EXCUSED ABSENCE – VACATION**

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

## **TARDINESS**

Students arriving late to school must register in the office.

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

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

## REPORTING ABSENCES

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

## MAKE-UP WORK POLICY FOR ILLNESS

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

## LEAVING SCHOOL EARLY/PICKING UP STUDENTS DURING SCHOOL HOURS

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

1. Parent should write and sign a note stating the student's name, destination, reason for leaving, and total time you will be away from school. If anyone other than the natural or custodial parent is to pick up the student, we ask that you send a DATED note stating this. 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.**
2. Give the note to your homeroom teacher to attach to the Daily Attendance Sheet which is sent to the office.
3. Students should report to the office at the time you are to leave and wait for your parent to sign you out.

## BICYCLE RIDERS

All bikes are to be parked in the racks at the back of the building. Once you arrive at school, park your bike and it is not to be moved until dismissal time.

## PHYSICAL EDUCATION

It is a state mandate that all students take physical education. We expect students to dress for activity. Proper dress shall consist of tennis shoes and clothing which permits activity and does not restrict the student's movement.

1. If a student is injured or ill, a note from home will excuse him/her from active participation for that day; however, he/she will be required to participate in class in an inactive capacity (e.g. scorekeeper, referee, worksheets).
2. If a doctor's excuse requests that a student not dress, appropriate class-related written material will be assigned to determine the student's participation grade.
3. At the beginning of the year students are given detailed regulations concerning physical education. The regulations outline our dress policy, classroom procedures, grading system and excuses. Parents should review these regulations with students and encourage them to participate fully.

## DRESS CODE REGULATION

There appears to be a definite relationship between good dress habits, good work habits and proper school behavior. Any type of attire which attracts undue attention to the wearer and thus causes a disturbance in school, is in bad taste and not acceptable. In general, dress and grooming should be appropriate to the place, age, hours and in harmony with current style.

The following are specific guidelines:

1. Footwear must be worn at all times and should be of a style that will not endanger the safety of the individual. No Flip-Flops, open-toe, or backless shoes.
2. Student should not wear clothes that are torn, have holes in them or are soiled to school.
3. Clothing cannot display inappropriate language or pictures, hate signs or advertisements.
4. See-through clothing, tank tops, bare midriffs, muscle shirts and tank tops are unacceptable.
5. Pants are expected to be worn at the waist. Baggy pants are to be belted and worn at the waist level, also.
6. Hats, sweatbands and sunglasses may not be worn in the school building.
7. A clean, neat appearance (hair cleaned and groomed) is desired. Make-Up should be minimal and not distracting in nature. No face paint, hair paint or stickers except on days designated by the office.
8. Shorts are permitted until October 31 and after April 1 of the school year. They should be of the dress type and of reasonable length as to not be distracting or offensive. (Types of shorts not acceptable are gym shorts, cutoffs(unhemmed), sweatpants, "short" shorts and bicycle shorts.)

### **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 an amount based on the replacement or repair cost.
  2. Damage to school property/equipment: Students will be required to either clean, repair, or replace the damaged item.
  3. Library Charges: A schedule of charges for damaged, or lost books is available in the school library.
- \* Grade cards or student records will not be released until "Fines" have been paid.

### **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/forwarded upon the following conditions:

- 1) Student obtains a withdrawal/transfer form and has each teacher sign it, 2) Student returns all books checked out, 3) All school fees/fines/lunches are paid in full, 4) Current grades documented by teachers, and 5) A record request form is received from the receiving school.

### **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 office clerical aide. Volunteer time is minimal. Your time and service are appreciated. If you are interested in helping, please contact your son/daughter's homeroom/subject 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. Notifications of such events will be announced via the Lexington web site, [www.lexington.k12.oh.us](http://www.lexington.k12.oh.us), [Mansfield News-Journal](http://MansfieldNews-Journal.com), [www.mansfieldnewsjournal.com](http://www.mansfieldnewsjournal.com), TV station WMFD, (local cable channel 15), and various radio stations WNCO (Ashland) - 101.3 FM, WVNO - 106 FM, WYHT, 105.3 FM and WMAN (Mansfield) - 1400 AM. Cancellations and delays will be reported to the media between 5:45-6:00 A.M. Please do not call the school. There is also a text and email alert system that one can sign up for via the Lexington web site, [www.lexington.k12.oh.us](http://www.lexington.k12.oh.us) to receive text or email alerts regarding school closings and other emergency information.

### **LIBRARY**

The school library is the hub of the school's academia. The librarian is available to help students with their assignments, projects, and basic study skills. A variety of books, magazines, and reference materials are available. An orientation conducted by the librarian will help students use the library more efficiently.

### **Procedures/Rules**

1. A pass is required by your teacher.
2. Circulation limit - Two books and four magazines may be checked out at one time for a two week limit.
3. All material must be signed out at the desk.
4. Come prepared to work.
5. Talk quietly.
6. Clean up your workspace when finished.
7. Eating and chewing gum are prohibited.
8. Books not returned at the end of the grading period must be paid for or the grade card will be withheld.
9. Damaged or lost library books must be paid for at replacement cost.

### **VISITORS**

All doors will be locked during school hours. Entry to the building can be gained by reporting to the main office door where visitors will be "buzzed" in. Parents and other visitors are then to report to the office, sign-in, and pick up a visitor badge. This is required by the State Law (O.R.C. 2917.221) and is for every student's protection. Parents are welcome to visit their son/daughter's class at any time after the first month of school as long as they have made arrangements with the teacher and the visit does not exceed one hour. We ask that you do not bring other children along when you visit the class. Visitors from other schools cannot be accommodated.

### **GUIDANCE AND COUNSELING**

Lexington has two elementary guidance counselors who service all the elementary students in the Lexington Local School District. They are available for individual and small group sessions. One of our counselors is available at Eastern Mon-Wed-Thurs-Fri.

### **STUDENT COUNCIL**

The Student Council at Eastern is comprised of representatives from the homerooms. They are involved in charitable projects at the holidays, plan Fun Days for the student body, and serve as a forum for student concerns. The Student Council meets monthly and the guidance counselor serves as the advisor.

### **DIRECTORY INFORMATION**

According to the Ohio Revised Code 3319.321 (B1) the following is considered directory information: student's name, parents' names, address, date of birth, and class grade. If requested, this information will be made available to the public unless the recipient is engaged in profit making activities.

### **COMMUNICABLE DISEASES**

Please notify the school if your son/daughter is absent with a communicable disease. Your cooperation will help keep us informed and aware of what symptoms to look for to prevent any spreading of the disease.

## **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, alimony 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 or decree that makes the custodial modifications. The custodial parent has been assigned the responsibility to report the court action to the school district.

## **HEALTH NURSE SERVICES**

The school nurse makes regular visits to each school to keep records up to date and provide our students with the following services: 1) Vision and hearing tests, 2) Scoliosis Instruction and screening for grade six, 3) Head lice assistance, 4) Immunization records maintenance (O.R.C. 3313.670), 5) Individualized emergency plan for maintenance and 6) Puberty talks. The school nurse serves as a resource person for medical problems, and may act as a referral source when needed. The school nurse may assist with case management of students when necessary.

## **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.

## **MEDICATION/DISPENSING OF**

All medication will be kept in and dispensed from the office. Proper forms must be completed by the doctor and parent, according to state law (O.R.C. 3313.713) and Board policy and must be on file in the school office. No non-prescription medicine (including Tylenol and aspirin) will be accepted for administration unless accompanied by a form signed by parent with directions. Students must also provide their own medication.

## **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 next appropriate grade

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

Retention -- Student repeats current grade-level

## **DISCIPLINE/STUDENT RESPONSIBILITY**

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

## **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 detention in-school, after-school detention, in-school suspension, suspension from school, expulsion.

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

1. Disruption of school (disobeying class or school-wide rules)
2. Damage of school or private property
3. Fighting, hitting and unauthorized touching (felony – O.R.C. 2923.122)
4. Possession of dangerous weapons and instruments
5. Possession of narcotics, alcoholic beverages or drugs
6. Possession of tobacco
7. Insubordination
8. Bullying, frightening, degrading, or disgraceful acts; Profanity

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 causes both 1.) 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.

\*\*See the entire Harassment, Intimidation and Bullying Policy on p. 10\*\*

9. Truancy
10. Tardiness
11. Theft
12. Repeated minor violations
13. Violation of law (false fire alarms, false security alarms, bomb threats, hazing, sexual harassment)
14. Forgery
15. Violation of school bus rules
16. Extreme behavior, inappropriate sexual behavior
17. Misuse of vehicles

### Consequences

Violation of the Student Conduct Code adopted by the Board of Education may result in automatic restitution, Detention, After-School Detention, In-School Suspension or Out-of-School Suspension. For the purpose of administering discipline, violations have been divided into three levels. Students will know what to expect when they have violated school rules and regulations.

Note that repeated violations of lower offenses may result in discipline from a higher level. Understand that every possible situation cannot be covered in a discipline code: In such cases, the judgment of the school administrator will prevail.

In an attempt to curb student misbehavior, a level demerit system of discipline will be administered. Points of demerit are as follows:

<b>Lunch Detention</b>	1 Demerit
<b>Thursday School</b>	2 Demerits
<b>Suspension</b>	3 Demerits

Every 4<sup>th</sup> Lunch Detention will result in a Thursday School.

### Levels of Demerit

#### Level I

Student has accumulated 0-10 points  
All privileges extended

#### Level II

Student has accumulated 11-20 points  
Special privileges such as assemblies, hall passes, recess may be removed.  
Lunch detention for 1 week

#### Level III

Student has accumulated 25 or more points  
All privileges denied. End of the year activities.

### Inappropriate Behaviors (Level 1 Misconduct)

1. Class tardies.
2. Repeated failing to complete assignments and refusal to attend study hall at noon.
3. Abusive language to students (threats, bullying, profanity).
4. Violations of dress code.
5. Cheating, lying, forged notes/excuses.
6. Possession of novelty items, food, and chewing gum.
7. Possession of a knife (no malicious intent).
8. Other classroom or school-wide rules.

These behaviors will result in detention in-school, after-school detention or restitution.

### Inappropriate Behaviors (Level II Misconduct)

1. Repeated violation of Level I offenses.
2. Truancy (class cuts, leaving school).
3. Public display of affection (embracing/kissing).
4. Minor vandalism.
5. Insubordination.

These behaviors will result in the students being assigned detention after-school.

### Inappropriate Behaviors (Level III Misconduct)

1. Possession/use of tobacco.
2. Fighting.
3. Malicious vandalism.
4. Theft, possession, sale of stolen property.
5. Physical or verbal assault of school employees.
6. Possession, use of, sale or furnishing of unauthorized substances or drugs.
7. Possession of weapon.
8. Refusal to submit to prescribed punishment.
9. Possession of fireworks.
10. Repeated violations of Level II and III offenses.

These behaviors will result in an in-school suspension / out-of-school suspension of one to ten days. Students are not given credit for work completed while serving a suspension out of school. Repeated violations of the student conduct code may result in referral to the Juvenile Court System or expulsion from school.

### Plagiarism

When you copy directly the written words of another individual without stating your source, you are guilty of plagiarism and cheating. Any student who plagiarizes an assignment will be disciplined. The discipline could range from loss of credit for the assignment to the loss of credit for the course (if repeated).

### DISCIPLINE: SCHOOLWIDE PLAN

The discipline code is designed to establish an atmosphere throughout the school in which students will feel safe, secure, and happy in order to allow effective learning to occur. In an effort to accomplish this goal, we have developed a Schoolwide Assertive Discipline Plan. The plan specifies the rules that cover the behaviors expected from our students. The plan also states that students who break the rules will receive negative consequences, and students who follow the rules will receive positive rewards. This plan is posted and discussed with the students.

### CLASSROOM RULES

1. Follows directions.
2. Raise your hand.
3. Be prepared for class.
4. Use appropriate language.
5. Use hands, feet, body and other objects appropriately.

## **RULES FOR ALL AREAS OF THE SCHOOL**

The following is expected behavior and conduct of students:

1. Enter a classroom or an assembly quietly and orderly.
2. Be courteous and respectful to all adults and fellow classmates in our school.
3. Walk quietly while in the building; use a hall pass.
4. Obey classroom, cafeteria, and playground rules.
5. Hands and feet are to be kept to oneself. Fighting, pushing, and pulling are unacceptable.
6. Use proper language: Name calling, loud, rude, or obscene language is unacceptable.
7. Nothing is to be thrown in or out of the building.
8. Hats are not to be worn in the building.
9. Eating candy and chewing gum are not permitted at school.
10. Use the restrooms properly (no loitering).
11. Be respectful of school property and the property of classmates.
12. Open and close doors carefully.
13. Knives, matches, fireworks, lighters, squirt guns, toys, extra money, etc. are not permitted at school. If discovered, items will be held in the office and parents will be notified and asked to come and pick these items up.

Violations of general school-wide rules outside the classroom can be handled by the teacher or taken to the office.

### **COMPUTER ACCEPTABLE USE POLICY**

As adopted by the Lexington Local School District, at the beginning of each school year, each student will receive a copy of the District Acceptable Use Policy. This will include an explanation of the policy, consequences of violations and an Internet-use permission form. The form must be signed by the parent *and* student, and returned to the homeroom 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 in the following manner:

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

Written parental permission is needed prior to having your child's picture appear on a web page. A permission form is sent home at the beginning of the year for your signature and permission or denial. This form will be kept on record and will be valid until the student moves to another building or the parent (guardian) requests and submits a new form.

### **EMERGENCY REMOVAL FROM CLASS/ EXTRA-CURRICULAR ACTIVITIES**

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

### **BUS TRANSPORTATION AND STUDENT CONDUCT**

#### **Bus Assignment**

Bus students will ride only on assigned buses and are to get on and off at the assigned stop. The only exceptions to this are cases of emergency. The parent must put their request for deviation in writing to the bus driver. The following are not emergencies: music lessons, weekend parties, group projects, etc. Phone calls are discouraged in order to avoid communication confusion and in order to ensure the safety of your son/ daughter. The note should contain the following information: 1) date student is to ride a different bus; 2) the bus number and the name of the student they are going home with and that address; 3) reason for the request.

#### **Bus Rules & Regulations**

It is the goal of the Lexington Local School District to provide bus transportation as safe as possible. Student behavior at school and on the school bus is governed by the "Student Code of Conduct" (O.R.C. 3313.661). It is the responsibility of each student to comply with expected conduct of behavior. Bus drivers have a major responsibility while driving a school bus loaded with students. The following regulations have also been adopted for everyone's safety.



**Prior to loading (on the road and at school):**

1. Be on time (five (5) minutes before scheduled pickup) at the designated school bus stop – keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter. Avoid crowding or pushing.
4. Get signal from driver before crossing the highway; look both ways; walk quickly.
5. Students must respect the danger zone (10 feet around the bus).

**While on the bus:**

1. Be seated immediately upon entering the bus and remain in that seat until you depart from the bus.
2. Do not save seats on the bus. Boys and girls may sit together if necessary.
3. Keep hands and head inside the bus at all times after entering and until leaving the bus.
4. Assist in keeping the bus clean and sanitary at all times. (No eating, drinking or loitering.)
5. Refrain from loud talking, laughing or unnecessary confusion. This diverts the driver's attention and may result in a serious accident.
6. Damage to seats, etc., will be paid for by the offender.
7. Bus riders should never tamper with the bus or any of its equipment.
8. No fighting – keep your hands to yourself and feet out of the aisles – books, packages, coats and other objects must be kept out of aisles and on your lap.
9. Help look after the safety of small children.
10. Open windows only with the permission of the driver.
11. Do not throw anything out of the bus window.
12. Weapons, tobacco and alcohol are not permitted.
13. Bus riders are expected to be courteous to fellow pupils and the bus driver. (No profane language.)
14. **ABSOLUTE QUIET WHEN APPROACHING A RAIL ROAD CROSSING STOP.**
15. No pets or animals are to be on the bus.
16. Abide by driver's instructions for emergency procedures/drills.

**After leaving the bus:**

Walk 10 feet or 10 steps along the side of the road in front of the bus to a place where the driver can see you and you can see the driver's hand in the window. When the driver drops his hand, go to the center of the road. If no danger, proceed to the residence side of the roadway going to your designated place of safety. If the driver blows the horn, **immediately** look both ways for danger. If no danger, look back to the driver for further instructions.

**Extracurricular trips:**

1. The above rules and regulations will apply to any trip under school sponsorship.

2. Pupils shall respect the wishes of a competent chaperone appointed by the school.
3. A student must have a form signed one day in advance not to ride bus home from the event.

Any infractions of the above bus rules are violations of the State Law.

**CONSEQUENCES**

School bus transportation is a privilege. When a student's behavior on the bus is such that it puts the safety of others in jeopardy or when a student repeatedly violates bus rules, he/she may be suspended from riding the bus by the principal. Fighting is an automatic suspension from the bus. Violation of bus rules and regulations will result in a warning report.

**First violation:** Written notification to parents.

**Second violation:** The student will be suspended from riding the bus for up to 10 school days.

**Third violation:** The student will be suspended from riding the bus for an extended period of time as the situation warrants.

A copy of each Bus Rule Violation Report will be sent to parent(s) with the student, for parent(s) to sign. The student is not permitted to ride any bus until the Discipline Report has been returned to the driver with parent(s) signature.

**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 right to participate in these trips due to suspensions, chronic behavior problems and/or lack of academic efforts. Decisions regarding participation are made by the teachers and administrators.

**ASSEMBLIES**

Programs are planned during the year to provide students with both entertainment and cultural experiences. On the day of an assembly, directions are given to all students about seating and behavior. Courteous and undivided attention of the audience is expected. Misbehavior will result in denial of assembly privileges.

**MUSIC PERFORMANCE GROUPS**

Band, strings, and choir are all performance groups. This means that children in these groups are expected to attend their group's after-school performance. Performance attendance will be part of their grade.

## **TRANSITIONS & ORIENTATIONS**

We have some transition programs to help students and parents move from the third to fourth grade, fourth to fifth grade, and sixth to seventh grade. The following is a brief summary of these activities.

### **Third Grade to Fourth Grade**

1. A letter is sent home to all third grade parents explaining the bus trip and visit to Eastern Elementary on an afternoon in May.
2. Students visit each fourth grade class and tour the entire school
3. Since the guidance counselor is shared between the buildings, he is familiar with individual students.
4. The first day of school, each teacher conducts an orientation program.

### **Fourth Grade to Fifth Grade**

1. A letter is sent to all fourth grade parents explaining the orientation to fifth grade.
2. The counselor meets with all fourth grade students to discuss course schedules, academic activities, and testing program.
3. If parents request an individual conference, one is scheduled through the office.

### **Sixth Grade to Seventh Grade**

1. A sixth grade parent meeting is held at the Junior High School in the spring to discuss seventh grade courses and planning for the student's Junior High School years.
2. Junior High School guidance counselor visits Eastern Elementary to talk with students about seventh grade schedules.
3. The Junior High School student council members visit Eastern to discuss new responsibilities, opportunities and their experiences.

## **IDENTIFYING CHILDREN WITH DISABILITIES**

The Lexington Local School District is participating in an effort to identify, locate 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 Mr. David Roberts, at 419-884-2765.

## **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. Mike Ziegelhofer, at 419-884-2132.

The Lexington Local School District provides equal opportunities for all children to achieve their potential through the District curriculum and associated programs and activities regardless of race, color, creed, handicap,

religion, sex, ancestry, national origin, or social/economic background.

## **TITLE IX REGULATIONS COMPLIANCE**

The Board of Education of the Lexington Local School District, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of sex under federally assisted programs and activities, has established a grievance procedure whereby a complaint related to violation, interpretation or application of Title IX Rules and Regulations may be quickly and smoothly resolved. Students are eligible to participate in this grievance procedure by addressing the complaint in writing to the Title IX Compliance Coordinator; Mr. Mike Ziegelhofer, Superintendent; 103 Clever Lane, Lexington, OH 44904

## **HARASSMENT, INTIMIDATION, BULLYING**

### **Introduction**

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event and at the times, and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving student shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrator;
- B. The parents or guardian of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- D. School administrators shall investigate and document any written or oral reports;

E. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

### **1. Definition of Harassment, Intimidation, or Bullying**

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

A. Any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both:

1. Causes mental or physical harm to the other student; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or

B. Violence within a dating relationship

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

### **2. Conduct Constituting Harassment, Intimidation, or Bullying**

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication

technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:

1. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
2. Sending abusive or threatening instant messages;
3. Using camera phones to take embarrassing photographs of students and posting them online;
4. Using Web sites to circulate gossip and rumors to other students;
5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
6. Violence within a dating relationship.

### **3. Complaint Process**

A. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall

be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation or bullying and help eliminate harassment, intimidation or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, bullying.”

#### **4. Confidentiality**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

#### **5. Investigation**

A. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board’s interest in a prompt and fair investigation.

B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

#### **6. Post-Investigation Procedures**

A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant’s parents.

A copy of the report shall be sent to the Superintendent or his/her designee.

B. A finding of no harassment, intimidation or bullying or inconclusive evidence shall end the investigation.

C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

#### **7. Retaliation is Prohibited**

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited.

Therefore, filing of a complaint or otherwise reporting harassment, intimidation or bullying will not reflect upon the student’s status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

#### **8. Remedial Actions**

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

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of “harassment, intimidation, or bullying” as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

#### **9. Non-Disciplinary Interventions**

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

#### **10. Disciplinary Interventions**

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

### **11. Strategies for Protecting Victims**

A. Supervise and discipline offending students fairly and consistently;

B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;

C. Maintain contact with parents and guardians of all involved parties;

D. Provide counseling for the victim if assessed that it is needed;

E. Informs school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassment, intimidation and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;

F. Check with the victim to ensure that there has been no further incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

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

A. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;

B. Planned professional development programs addressing bully/targeted individuals' problems:

C. Data collection to document bully/victim problems to determine the nature and scope of the problem;

D. Use of peers to help ameliorate the plight of victims and include them in group activities;

E. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);

F. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;

G. An attitude that promotes communication, friendship, assertiveness skills, and character education;

H. Modeling by staff of positive, respectful, and supportive behavior towards students;

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or

K. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

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

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

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

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

