

LEXINGTON ELEMENTARY STUDENT HANDBOOK 2016-2017

Positive Attitude **R**espect **I**ntegrity **D**etermination **E**mpathy

Dear Parents and Students,

Welcome to Lexington Elementary School! We are looking forward to an exciting school year. Our staff is committed to providing each student with a rewarding and enriching educational experience. We want all students to feel successful and valued in our school. As partners in education, open communication and mutual respect between school and home will enable us to provide your child with the best education possible. Please take time to read this handbook thoroughly and discuss it with your child. Thank you.

Julie Malone, Principal

EDUCATIONAL PHILOSOPHY

At Lexington Elementary we appreciate the uniqueness of each child and work to meet all students' needs in a safe and caring environment. It is our sincere desire for every child to experience the joy of learning and to achieve his/her greatest potential. We provide opportunities for all students to grow academically, socially, and emotionally as they prepare to become responsible and productive citizens in society.

ARRIVAL AND DISMISSAL

Breakfast 7:30
Class Begins 8:00
Dismissal 2:56

Parents who bring children to school should let their children out near the building entrance. There is no one to watch your child before 7:30 a.m. Cars must not be parked in the school drive through at any time. If a parent needs to park his/her car, he/she should use the parking lot north of the elementary building.

Please notify the office in advance and/or advise the teacher if there is to be a change in the transportation of your child. If no notification is received, your child will follow his/her regular method of getting home.

ATTENDANCE AND MAKE-UP WORK

Students receive maximum benefits from school only through preparation and participation each day in all classes. Daily attendance, therefore, is expected of all students unless illness or family emergencies prevent it, and in such cases, it is the responsibility of the parents to notify the

school by telephone on the day of the absence or by **note** the day the student returns. According to a new ruling by the State Board of Education, each student has a limit of ten days missed per class each academic year for outside activities such as livestock shows, music events, athletic events, etc. Each student will be given an opportunity to make up all of the work missed if absence is excused. Each teacher will allow the number of days absent plus one to make up work missed. If an assignment or test is planned while the student is present, it is the responsibility of the student to have that work ready or to take that test on the first day returned to class.

VISITATION

Parents are always welcomed and encouraged to visit and get a better understanding of our school program. **Oklahoma State law requires that all parents and/or visitors check in with the office before going to the cafeteria or any classroom during the school day.** Patrons wishing to make classroom visitations are requested to contact the office at least 24 hours prior to the visit. No students from other schools, brothers, sisters, or other relatives are permitted to visit school unless accompanied by an adult and prior arrangement is made through the school office. This procedure is used to properly protect each and every child during the school day. We know that parents will feel more confident knowing that the school is taking every means to protect children from unauthorized removal, interruptions, etc. We trust and expect all parents will cooperate with this request. Visitors are not allowed on the playground nor is it acceptable for visitors to loiter outside the playground area or in the hallways.

DIVORCED / SEPARATED PARENTS

The divorced parent having custody may refuse to allow the non-custodial parent to see the child or check him/her out of school. The custodial parent must show a court certified copy of custody papers to school officials when requesting that the non-custodial parent not be allowed to visit or check the child out of school.

In the case of separation, either parent may check the child out of school, regardless of where the child is living.

The non-custodial parent may legally receive information concerning their child's attendance, conduct and grades.

Custody cases are civil matters and the police will be called if custody issues arise at school.

REPORTS TO PARENTS

Parents are provided with login information that gives them access to their child's grades. Parents are encouraged to check the gradebook frequently. Teachers communicate with parents weekly and often daily about their child's progress. Please feel free to contact your child's teacher if you need information. Parent Teacher Conferences are scheduled in October and

March of each school year. Appointments can be arranged for conferences at any time during the year.

GENERAL SUGGESTIONS TO PARENTS

1. Make sure your child knows how he/she goes home each day. Please reiterate to your child that he/she cannot make his/her own plans after school
2. Please do not send your child to school with any type of animal
3. Place names on all articles of outer clothing – coats, gloves, hats, caps, sweaters, raincoats, etc., and on lunchboxes
4. Please feel free to investigate our lost and found if your child loses or misplaces something
5. Instruct your child to never converse with a stranger and never get into a car with a stranger
6. Please make sure your child gets plenty of sleep each night in order for him/her to perform well in school
7. Please check your child's backpack daily for homework or notes from the teacher/school

DIRECTED ACTIVITY

When it is raining or extremely wet or the weather is severe, all elementary students will be kept indoors during activity/recess. At all other times these students will be expected to go outdoors during their activity period. Elementary students with chronic health problems or those recovering from a severe illness may be excused with a note from the parent stating the health problem and the length of time the child should be kept in. Notes merely asking us to let the child stay in will not be honored. If the child is staying in frequently, but in our judgment does not have a significant health problem, we may ask you to provide us with a doctor's statement.

CELL PHONES

Cell phones should remain in your child's backpack. Cell phones will be taken if they ring in class or if the teacher sees a student using the phone during class or school hours. Students may go to the office to retrieve phones at the end of the day for the first infraction. If the incident occurs a second time, a parent will need to come to the office to pick up the phone.

MEDICATIONS / ILLNESS

School policy requires that all prescribed and non-prescribed medications brought onto school grounds be taken to the office.

Any medication you wish your child to take must be in the original bottle. Parents are encouraged to give medication at home unless the physician requires that it be given during school hours. Any prescribed medication that is to be given during the school day must be accompanied by a medical consent form signed by the doctor.

It should be clearly understood that neither the principal nor the principal's designee is required to enter into the agreement to administer the said medication at school. Further, the principal or the designee, at his/her discretion, may, by written or verbal notice to the parent or other person or guardian having legal custody, withdraw such agreement at any time subsequent to the reaching of the agreement.

Children who are ill should be kept home. If they come to school, it can prolong their illness as well as expose others to the illness. Should your child become ill at school, you will be notified and arrangements will need to be made to pick up the child.

Sick children should not return to school until their temperature has remained normal for 24 hours.

IMMUNIZATION / CONTAGEOUS DISEASES

No child shall be admitted to the Lexington Public Schools without certification from a licensed physician or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations. Required immunizations include diphtheria, pertussis, tetanus, measles (rubveola), rubella, mumps, poliomyelitis, hepatitis A, and hepatitis B. Any student whose parents have signed a Certificate of Exemption may have to be excluded from school for the duration of any outbreak of communicable disease included on the immunization list for their own health and for the health of the other students in school.

To prevent an outbreak of communicable disease such as head lice, scabies, etc., children will periodically be checked at school by teachers. Your child will be sent home if suspected to be infested with a communicable disease. It will be the parents' responsibility to rid your child of any disease. You can protect our children from any such outbreak of any communicable disease by checking them at home periodically. Once an outbreak starts, it will spread rapidly. Please teach your child not to share any personal articles with their friends, including coats, hats, brushes, clothes, etc.

PARTIES

There will be no parties except those predetermined and sponsored by the administrator and teacher.

Birthday parties are not allowed due to the large number of students. No party invitations will be passed out at school. Flowers and balloons being sent to school are discouraged; however, if they are sent, the child will not receive them until after school.

CLUBS & ORGANIZATIONS

Gifted & Talented – Students identified at the elementary and secondary level as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services

Student Council – To promote student participation within the school and its community and to facilitate the exchange and dissemination of information between school personnel and student council members/officers

Tribal Council - To address the unique cultural needs of American Indian students.

Mrs. Fletcher, sponsor

DRESS AND APPEARANCE

Proper dress, grooming and cleanliness are an integral part of the education function. This dress code has been designed to present those associated with the Lexington school to their best advantage.

Grooming: Cleanliness of hair, body and clothing is required

Hair: Length of hair is left to the individual's discretion, but must be styled in a reasonably modest way so it will not cause distraction to others in the classroom.

Clothing: Styles in fashion generally accepted in the community as being in good taste and not distracting to others should be worn. Short shorts, halters, midriff blouses, tank tops and muscle shirts are not permitted in grades 2-5 and are not recommended in grades K-1. No patches on clothing are permitted if inappropriately placed. No caps or hats will be worn inside the buildings. Shirts designed to be worn inside trousers will be worn in this manner. Clothing with profane or repulsive words or pictures will not be permitted.

It is felt that this dress code allows each person to express his/her individuality within the bounds of good taste. Adherence to and cooperation with this code will enhance one's appearance and the school's image in the eyes of the community. Take pride in abiding by the code and seeing that it is enforced.

Please mark all outdoor-type clothing with your child's name. Occasionally coats and other items are lost and we are happy to return them when we know to whom they belong. Lost and found items are kept in the workroom. Students should not change clothes at school.

BAD WEATHER INFORMATION

When necessary to close Lexington Elementary School because of bad weather, the following TV and Radio stations will be notified:

TV Channel 4, 5 and 9

Radio – WKY, KOMA, KEBC, 99 and 103

ASBESTOS

To comply with Federal Rule 40 CER 763.93 (g) (4), Asbestos Hazard Emergency Response Act, Lexington Public Schools is hereby notifying all patrons, faculty and Students that the school district has been inspected and is in compliance. The Management Plan is on file in the administration office.

NON DISCRIMINATION

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment in the District on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

Inquiries or concerns regarding the District's implementation of Section 504 and other civil rights laws should be directed to Peg Fletcher, Federal Programs Director, 420 N.E. 4th Street, Lexington, Ok. 73051, (405) 527-7236. Inquires and complaints may also be directed to the United States Department of Education, Office for Civil Rights, Region 7, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, telephone (816) 268-0550; facsimile (816) 823-1404; TDD (877) 521-2172.

Civil Rights Policy and Complaint Procedures- Please see the policy page of the Lexington Public School Website.

STUDENT CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, procedures and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend on the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products by students
2. Using, consuming, processing or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by the state law

3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia
5. Using wireless telecommunication devices during school hours without prior approval of the principal
6. Possessing, using, transferring possession of or aiding, accompanying or assisting another student to use any type of weapon, which terms include but is not limited to: guns, rifles, pistols, shotguns, any device which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices; including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument and any facsimile weapon
7. Leaving school grounds or activities at unauthorized times without permission
8. Refusing to identify or falsely identifying one's self to District personnel
9. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers
10. Entering without authority into classrooms or other restricted school premises
11. Violating the District's policies, Administrative procedures, student handbook provisions, rules, practices or state law
12. Engaging in conduct which endangers or jeopardizes the safety of other persons
13. Harassing, hazing, threatening, intimidating, bullying or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property or insult or demean another in such a way as to disrupt or interfere with the District's educational mission
14. Using profanity, vulgar language or expressions, or obscene gestures
15. Committing acts of sexual harassment, as defined by District policy, or sexual assaults
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process
18. Showing disrespect , damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person and
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property and cheating
20. Being in possession of or using a laser pointing device in any manner other than for classroom presentation.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of the District shall be prohibited if such conduct or activity a) is a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or

emotional safety and well-being of other students, employees, or school property, or c) disrupts school operations.

In addition to disciplinary actions, the District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

Discipline: Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents or guardians, in-school detention, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges, in-school suspension, corporal punishment, and suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. The student's attitude
2. The seriousness of the offense
3. The effect of the offense on other students
4. Whether the offense is physically or mentally injurious to other people
5. Whether the incident is isolated or repeated behavior, and
6. Any other circumstances which may be appropriately considered.

Students with Disabilities: Students with disabilities as defined by the Individuals with Disabilities Education Act ("IDEA") shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act ("Section 504") or students who are "disabled" as defined by the Americans with Disabilities Act ("ADA") shall be subject to the same discipline policies and procedures as any other student. More information about Section 504 can be found on the policy page of the Lexington Public Schools Website

Corporal Punishment: The District recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the administrator or the administrator's designee, and only in the presence of a witness. Corporal punishment shall only be administered in the principal's office or another location where some degree of privacy exists. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the protection of property of another person or the District.

Suspension: an administrator may suspend a student when the student's behavior is in violation of the District's Student Conduct Policy, Administrative Procedures, or directives received from the school authorities and the behavior occurs while the student is:

- A. In attendance at school or any function authorized or sponsored by the District

- B. In transit to or from school or any function authorized or sponsored by the District
- C. On any property subject to the control and authority of the District; or
- D. Not on District property but the student's actions:
 1. Are a continuation of activity that was initiated under conditions A through C above
 2. Adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or District property, or
 3. Disrupt school operations

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and the opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with the notice of the alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth below.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm which may be for a period of one (1) year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Appeal of Suspension: A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is a suspension for more than ten (10) days. If the decision of the administrator is adverse to the student, the student shall be notified of the right to appeal the administrator's decision as follows:

1. A student may appeal an administrator's decision as to either a short-term suspension or a long-term suspension to a Suspension Appeal Committee by submitting a written request for an appeal to the administrator within two (2) days after the receipt of the administrator's decision. If a timely request for an appeal is not received, the administrator's decision is final.
2. Upon receiving a request for an appeal, the administrator shall appoint a Suspension Appeal Committee comprised of three certified employees and shall designate a chairperson for the Committee. No employee may serve on the Committee who was a witness to the student's conduct or who has the student in his/her class for the current school semester
3. A hearing shall be scheduled, and the student and/or the student's parent or guardian shall be notified in writing of the date, time and place of the hearing. The student may be represented by legal counsel at the hearing. The student must notify the administration in writing at least two (2) days in advance of the hearing if student is going to be

represented by legal counsel. The administrator who recommended the suspension shall attend the hearing and may be represented by legal counsel.

4. The Committee shall conduct an informal hearing as to the student's suspension which shall include a presentation by the administrator as to the student's conduct, the policy, rule or procedure violated by the student's conduct, and any evidence and/or witness that support the principal's decision to suspend the student. The student and/or the student's parents or guardians shall then be given the opportunity to respond to the testimony and evidence presented and to present any evidence and/or witnesses in support of the student's position.
5. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student and shall render a written decision as to the guilt or innocence of the student and the reasonableness of the terms of the suspension. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student or the student's parent or guardian and provided to the administrator.
6. With respect to a short-term suspension, the Committee's decision shall be final and unappealable.
7. With respect to a long-term suspension, the student may appeal the Committee's decision to the Board by submitting a written request for an appeal to the Superintendent or the Clerk of the Board within two (2) days after receipt of the Committee's decision.
8. The Board may conduct an appeal hearing and render a final decision or may appoint a hearing officer to conduct the hearing and render a final decision.
9. A hearing on a long-term suspension shall be scheduled and the student's parents or guardian shall be notified in writing of the date, time, and place of the hearing. If the hearing is to be conducted by the Board, the student's parents or guardians shall also be notified of the right to the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student or the student's parent or guardian shall also notify the Superintendent at least three (3) days prior to the hearing if the student is to be represented by legal counsel.
10. At the hearing, the administration will present its witnesses and evidence and the student shall have the right to cross-examine any witnesses. The Board or the hearing officer may also ask questions of any witnesses. The student will then have the opportunity to present witnesses and evidence, subject to cross-examination by the administration. Both parties may make closing statements.
11. If the Board conducts the hearing, the Board may then deliberate. If the hearing was conducted in an executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold, modify, or revoke the long-term suspension. The decision if the Board shall be final.
12. If a hearing officer conducts the hearing, the hearing officer shall conclude the hearing and render a decision to either, uphold, modify or revoke the long-term suspension after appropriate deliberation.
13. Pending an appeal hearing on a long-term suspension, the student may attend school subject to "in-house" restrictions. However, if the administrator who determined to suspend the student believes that the attendance of the student would be dangerous to

other students, teachers or school property or would substantially interfere with the educational process, the student may be prohibited from school pending the appeal hearing.

Effect of Suspension: Except as otherwise provided, a student who has been suspended shall not be allowed on District property. A student who is suspended for less than five (5) days shall not be allowed to make-up assignments and tests given during the suspension period and shall receive a zero for all work missed during the suspension. When a student is suspended from school for longer than five (5) days, the administration shall develop and provide to the student and/or the student's parents or guardian an education plan which includes assignments in core unit subjects that should be completed and returned to the school on a regular basis. However, the student shall not receive any credit for work performed during the suspension.

A student who is suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY REGULATION ANNUAL NOTIFICATION

1. Student's parents and eligible students have the right to inspect and review the student's educational records.
2. The Lexington School District will limit the disclosure of information contained in a student's education records except:
 - a. By the prior written consent of the student's parent or the eligible student
 - b. Under certain limited circumstances, as permitted by the Family Educational Rights and Privacy Act
3. A Student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter according to the parent or eligible student's request
4. Any person has the right to file a complaint with the U.S. Department of Education if the Lexington School District violates the Family Education Rights and Privacy Act
5. The Family Education Rights and Privacy Act policy is located at the Lexington High School principal's office, 801 E. Broadway, Lexington, OK 73051. Copies of the Family Educational Rights and Privacy Act policy may be obtained by contacting the principal's office.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

It shall be the policy of the Lexington Public Schools to provide all school programs in such a manner that there shall be no discrimination against students because of race, color, national origin, sex, religion or disability. The School District shall comply fully with the letter and the spirit of state and federal laws prohibiting discrimination.

