

LEXINGTON BULLDOGS

STUDENT HANDBOOK 2016-2017

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

BELL SCHEDULE-Middle School & High School

7:55 - 8:00 am	Passing
8:00 –8:45 am	1 st Period
8:45 – 8:50 am	Passing
8:50- 9:35 am	2 nd Period
9:35 – 9:40 am	Passing
9:40 – 10:25 am	3 rd Period
10:25 – 10:30 am	Passing
10:30 – 11:15 am HS	4 th Period
10:30 -- 11:25am MS	4 th Period
11:15 – 11:55 pm HS	Lunch
11:25 – 11:50 MS	Lunch
11:55 – 12:00 pm	Passing
12:00 – 12:45 pm	5 th Period
12:45 – 12:50 pm	Passing
12:50 – 1:35 pm	6 th Period
1:35 – 1:40 pm	Passing
1:40 – 2:25 pm	7 th Period
2:25 – 2:30 pm	Passing
2:30 – 3:15 pm	8 th Period

(revised 7-28-2015)

There will be a bell to dismiss class, and the bell to begin class. If students are not in their seat when the bell to start class rings, they will be counted as tardy.

LEAVING SCHOOL

Students that need to leave school during the school day must be signed out in the high school office.

VISITORS

All guests or visitors, including parents and former students, must report to the office of the principal upon their arrival. Parents and other interested adults are encouraged to visit, after first making an appointment with the building principal.

NON-EDUCATIONAL MATERIALS

Materials without educational merit are not to be brought to school unless so requested by a faculty member. Examples of these would be radios, stereos, gum, candy, soft drinks, other food items, water guns, card collections, super glue, laser pens, yo-yos, game boys, hoverboards/skateboards and other toys, etc.

Notes are also considered non-educational materials that may be confiscated, therefore, note writing, passing notes, and note reading is prohibited.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area

BACKPACKS AND BAGS

Backpacks, duffel bags, athletic bags, and/or similar bags may not be allowed in classrooms. Upon arrival to school, students will place backpacks, duffel bags, and/or similar bags in their locker where they will remain until the student leaves school for the day.

Upon arrival to school, athletic bags will be placed in the area designated by the principal and remain there until needed for athletics. The athletic bags will be returned to the designated area if the athletic period is other than the last period of the day.

GRADUATION REQUIREMENTS

To receive a diploma from Lexington High School, students must successfully complete the required units of credit set by the Oklahoma State Board of Education and the Lexington Board of Education. Those requirements are as follows:

English	4 units
Science	3 units (Biology, Chemistry, Physics, or any equivalent or higher course)
Mathematics	3 units (Algebra I, Algebra II, Geometry, Trigonometry, Calculus, Statistics, or any math course with content above Algebra I)
Social Studies	3 units (1 unit of American History, one-half unit of Oklahoma History, one-half unit of Government and 1 unit from History, Government, Geography, Economics or Civics)
Humanities/Art	1 unit
Electives	11 units
Total	26 units

And, all 10th grade students, and any 11th or 12th grade students who have not previously taken the state mandated assessments, must attempt all required state assessments. In addition, school administration shall assess all 12th grade students arriving from another state for compliance.

CLUBS AND ORGANIZATIONS

Academic Team	Teams compete in local, district, scholastic and/or academic competition. Ms. Loux Sponsor
FCCLA	To promote personal growth and leadership development through FACS Education. Ms. Romine Advisor.
FFA	To develop competent, aggressive, rural and agricultural leadership in Oklahoma. Mr. Smith Advisor.
Gifted and 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. Mrs. Hayes Sponsor
National Honor Society	To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Mr. Trejo Sponsor.
Spanish Club	To promote and educate students about the diverse Spanish speaking cultures. Ms. Easton Sponsor.
Student Council	To promote student participation within the school and its community and to facilitate the exchange and dissemination of

	information between schools' personnel and student council members/officers. Mrs. Johnson Sponsor
Tribal Council	To address the unique cultural needs of American Indian students. Ms. Fletcher Sponsor.
FCA	To see the world impacted for Jesus Christ through the influence of athletics and coaches. Mr. and Mrs. Sikes sponsors

PROM

The Lexington prom is for Lexington students in the 11th and 12th grades and their dates. Dates must be in the 9th grade or above. Dates will leave the prom when the student that brought them to the prom leaves. Only Lexington students in the 12th grade will attend the prom at no cost. Lexington students in the 11th grade and all dates of Lexington students who are not Lexington students in the 12th grade will require a ticket to attend the prom.

GRADUATION

To participate in graduation exercise students must have completed or be within one (1) credit of satisfying graduation requirements and have no financial obligation to the Lexington School District.

Students will wear the appropriate dress during graduation as described below:

Males – white shirt with tie, black slacks, black shoes, and appropriate clothing under graduation gown. No jeans will be allowed! Principal will determine what is appropriate.

Females – Collar on graduation gown, dark shoes and appropriate clothing under graduation gown. No jeans will be allowed! Principal will determine what is appropriate.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian of Lexington High School shall be selected according to the following two categories:

1. The student with the highest grade point average at the end of seven semesters of high school grades will be the Valedictorian and the person with the second highest grade point average will be the Salutatorian. If a grade of a B or B's become a factor in determining the Valedictorian or Salutatorian, the number of B's will be considered and not the actual grade point only.

Any Valedictorian or Salutatorian must have completed or be enrolled in and will complete the following College Bound Curricular Requirement:

- 4 units English – English I, English II, English III, and English IV
- 3 units Lab Science – Biology, Chemistry or other available lab sciences
- 4 units Mathematics – Algebra I, Geometry, Algebra II and Trigonometry

- 3 units Social Sciences – American History, Oklahoma History 1 semester, Government 1 semester, and 1 additional unit of any Social Science class.
- 2 units Spanish (computer science will not substitute)
 - * a unit is 2 semesters of a subject

Additional requirements for students who wish to be considered for Valedictorian or Salutatorian include: trigonometry, pre-calculus, and physics; or two college-level, core area concurrent classes.

ACT TEST DATES

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Fee Required</u>
Sept 10, 2016	Aug 7, 2016	Aug 8-19, 2016
Oct 22, 2016	Sept 16, 2016	Sept 17-30, 2016
Dec 10, 2016	Nov 4, 2016	Nov 5-18, 2016
Feb 11, 2017	Jan 13, 2017	Jan 14-20, 2017
April 8, 2017	March 3, 2017	March 4-17, 2017
June 10, 2017	May 5, 2017	May 6-19, 2017

ASSEMBLIES

At all times the student’s behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each person is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. If a student is removed from an assembly because of conduct, that student will not be allowed to attend any future assemblies during the school year unless directed to do so. No student having five or more discipline referrals will be allowed to attend any assembly unless directed to do so. Students will be dismissed for assemblies by an announcement over the public address system from the office.

ABSENTEE AND TARDY POLICY

ABSENCES: Absences in excess of ten (10) in a forty-five (45) minute class, between enrollment and Christmas break, or between Christmas break and the end of the school year will result in a failing grade (no credit) in that class. Every absence, excused or unexcused, that is not school related will count toward the total absences. If it becomes necessary to miss school for a doctor visit, dental work, funeral, driving test, and/or court date it is the responsibility of the

student and/or parent/guardian to provide documentation to the principal within one (1) week of the absence so that the principal can evaluate the circumstances of the absences. In the event of absenteeism and when homework is requested by the teachers, the assignments will be due when the student returns to school.

HOMEBOUND: The only exception to the above absentee rule will be students placed on homebound per doctor's orders. In the case of a student on homebound, a teacher will be sent to the student's home with the assignments and the student is not counted absent until released by the doctor to return to school.

TARDIES: A student will be considered tardy to class if he/she arrives any time after the tardy bell rings, up to during the first 15 minutes of the class period. If the student arrives during the second half of the class period has passed, the student is considered absent and the absentee policy is in effect. No tardy will be excused unless caused by the school. Unexcused tardies may result in disciplinary action at the discretion of the principal.

NOTIFICATION: It is the responsibility of the parent/guardian to call the school the day the student is absent. If no phone is available the parent/guardian shall send a note with the student upon returning to school. Failure to notify the school by 3 pm the following day will result in an unexcused absence and the student will take a zero (0) on any work that was missed and could result in disciplinary action at the discretion of the principal. Letters will be sent to the parent/guardian if a student accumulates five (5) absences in a forty-five (45) minute class per semester. In addition, the principal reserves the right to inform the District Attorney, Juvenile Services, DHS, Department of Transportation driver license bureau, and/or other agencies if and when a student accumulates 10, or more, absences.

DISCIPLINE POLICY

All students enrolled in Lexington Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and board of education while in attendance at school, at school-sponsored activities, or during transportation to or from school. In general, the authority of the school official includes control of student conduct off school grounds and outside the school hours when students are engaged in a school-sponsored activity. The authority of school officials is the same as if the activity took place on school property.

Since conduct and behavior have been shown to interfere with student learning and performance, any student who is found to be in violation of school rules and regulations or shows disrespect for any teacher and/or school property will be subject to disciplinary action. The discipline imposed will be based on the severity of the violation, the number of prior

violations, or at the discretion of the administrator. If the violation occurs at the end of the school year, the disciplinary action may be carried into the next year.

POSSIBLE, BUT NOT LIMITED TO, DISCIPLINARY ACTIONS:

- Student warning (verbal/written/conference)
- Refer to counselor
- Remove from the class/group/bus
- Parental conference
- Suspension from extracurricular activities
- Advise parents
- Confiscation of non-allowed items
- Parent shadowing child
- Noon, after-school or before-school detention
- In-school detention
- Saturday school
- Corporal punishment
- Referral to police or sheriff or district attorney
- Referral to social services
- Financial restitution
- Short or long term suspension
- Expulsion
- Other appropriate actions

When a student is suspended, after informing the student of the suspension, the building principal will also inform the student of his due process rights.

ISD – IN SCHOOL DETENTION

If you are assigned to ISD you do not have an option to attend. Any student failing to attend ISD will be suspended for the same number of days, up to double the number of days originally assigned ISD.

“D” HALL

If you are assigned “D” Hall, you do not have an option to attend. Any student failing to attend “D” Hall will be assigned an extra day of “D” Hall for the first missed day of “D” Hall, and if the student misses another day of “D” Hall, the student will be assigned to ***In School Detention***.

HARRASSMENT, INTIMIDATION, BULLYING

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 the school. 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:

Harassing, intimidating, bullying, hazing, threatening, or verbally abusing another person, including any electronic communication, gesture, written communication, 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.

Threatening behavior is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel, or school property.

Electronic communication is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to, a telephone, a cellular telephone, any wireless telecommunication device, or computer.

Threatening behavior by electronic communication, whether or not such communication originated at school or with school equipment, specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school, shall be prohibited.

POLICY ON SEXUAL HARASSMENT

State and federal law prohibits sexual harassment of employees and students in connection with their employment, or enrollment in the Lexington School District.

1. "Student" means any person who is enrolled in any program of the School District.
2. All students are strictly prohibited from engaging in any form of sexual harassment of any student.
3. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Code.
4. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any board member of the School District. It is preferred

that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the student, employee or applicant involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary for a full report and investigation of the matter.

DRUGS AND ALCOHOL ABUSE

Any student who sells, gives, possesses, uses, or is under the influence of alcoholic beverages, non-intoxicating beverages (as defined by law) or controlled dangerous substances on school property, including on buses, or at school sponsored events shall be (1) suspended from school and (2) reported to the appropriate law enforcement agencies for possible legal action.

DRUG TESTING

The Lexington School District, in an effort to protect the health and the safety of its students from illegal and/or performance-enhancing drug abuse, thereby setting an example for all other students of the Lexington School District, has adopted a policy for drug testing students participating in extra-curricular activities, such as interscholastic athletics, in grades 8, 9, 10, 11, and 12. Each student will be provided a copy of the "Student Activity Drug Testing Policy" and "Drug Policy Consent Form".

TOBACCO

The use and/or possession of tobacco or tobacco products is prohibited at school, on school vehicles or at any school sponsored activity or event. The first time a student violates the no-tobacco rule, the tobacco product and paraphernalia will be confiscated and the student's parent/guardian will be notified. The second and each subsequent time the student violates the no-tobacco rule, the tobacco product and paraphernalia will be confiscated, the student's parent/guardian will be notified, appropriate discipline will be administered, and the appropriate law enforcement agencies will be notified for possible legal action.

HALL

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is not permitted.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Text books are to be kept clean and handled carefully. Your name, grade and school should be written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

LOCKERS

Each student is responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse of tape, markers, etc. will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or the office. Students are cautioned not to keep money or other valuables in their lockers.

Students shall not have any reasonable expectation of privacy from school administrators or teachers regarding the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks and any other property within school facilities. Such property may be opened and examined by school officials at any time, and no reason shall be necessary for such search.

LOST AND FOUND

Articles found in and around the school should be turned into the main office where the owners may claim their property by identifying it.

STUDENT ELIGIBILITY

1. Passed at least five classes from previous semester that count toward graduation
2. Must be passing all classes during the current semester
3. Must maintain a 90% attendance record

CLASS TRIPS

Students will not be allowed to go on class trips longer than their class period if they have unsatisfactory grades or excessive absences in any other class.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student in the Athletic Director's office. Purchase of this program is optional. Only students playing ninth through twelfth grade football must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a release must be signed by a parent or guardian and kept on file in the office. The medication and medical paraphernalia must be kept in the office.

ELECTRONIC DEVICES

Using a cell phone/electronic device without permission during class hours is prohibited. At the teacher/principal's discretion, discipline may include detention, ISD, confiscation of the device, and relinquished rights to use any device during school hours. If a device is confiscated for a second time, a parent/guardian will be required to retrieve the device from school administration. Personal cell phones/electronic devices are available for students use before/after school hours, during lunch, and during passing periods.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If you should happen to damage something accidentally, you should report it to a teacher or the office immediately. **STUDENTS ARE NOT TO SIT ON TABLES OR TOPS OF DESKS.**

BUS REGULATIONS

Riding the bus is a privilege. Due to safety concerns, students may only ride their assigned bus to and from school and their designated stop. Lexington Public Schools will not allow students to ride home with other students.

CAFETERIA AND LUNCH HOUR

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in a neat, clean condition. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside the cafeteria. Students are not to go into any part of the Elementary building or junior high buildings other than the entry to the cafeteria.

LEAVING CAMPUS

Students in 6th, 7th, and 8th grades may NOT leave campus without being signed out by a parent/guardian. Once a student arrives on campus they are not allowed to leave at any time, this includes before school. Ninth grade students will be allowed to walk directly south of the high school to purchase lunch, going no further west than 6th street. Ninth graders will not be allowed to be in vehicles during lunch. Students in 10th, 11th and 12th grades may leave campus for lunch.

AIDS PREVENTION EDUCATION POLICY

Acquired Immune Deficiency Syndrome (AIDS) prevention will be taught to students in grades seven and ten. The medically accurate curriculum and materials are available for inspection by the parents or guardians at least one month prior to teaching AIDS prevention education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to the principal.

GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

A = Excellent B = Good C = Average
D = Poor F = Failure I = Incomplete

ZEROS AREN'T PERMITTED (ZAP)

In an effort to maintain academic accountability, students who accumulate three or more grades of zero will be assigned ZAP during lunch, 11:15-11:45 AM. Failure to attend and produce the appropriate classwork will result in the student being assigned ISD for an entire day.

Any student that scores proficient or advanced on state mandated, criterion-referenced tests administered pursuant to Section 243.3 of the School Laws of Oklahoma will have demonstrated mastery.

A grade of C will replace any lower grade which appears on the transcript in which the corresponding class/classes was/were taken. A score of advanced will raise the minimum grade of C to a B or a B to an A. In order for a student's grade to be changed to an A, the student must score at least 90% of the highest possible cut score on the respective test. In order for a

student's grade to be changed to a B, the student must score at least 80% of the highest possible cut score on the respective test. Grades being raised to A's or B's will be at the discretion of the high school principal and the high school counselor.

A grade of "incomplete" is given only in those cases when because of illness, emergency, or by pre-arrangement, the student has not been able to complete his assignments. An "incomplete" on the report card becomes an "F" four weeks from the date it is issued, unless work is completed. Make-up work is the complete responsibility of the student.

Students that will miss classes because of a school-excused absence shall turn in all work that will be due on the date of the absence prior to leaving on the school excused absence. STUDENTS LEAVING FOR A SCHOOL ACTIVITY WILL TURN IN ASSIGNMENTS DUE THAT DAY TO THE SPONSOR WHO WILL IN TURN PLACE THEM WITH THE LIST OF STUDENTS PARTICIPATING IN THE ACTIVITY. THE TURNED IN ASSIGNMENTS AND LIST OF PARTICIPATING STUDENTS WILL BE PLACED IN THE OFFICE PRIOR TO LEAVING FOR THE ACTIVITY. Tests, quizzes, or similar work will be completed prior to the school-excused absence or immediately upon returning to school after the school-excused absence, whichever is determined appropriate by the individual teacher. Students absent due to suspension will receive no credit for work due during the suspension. Students who are absent, except school activity absences, and absences due to suspension, will be allowed the number of days absent plus one (1) extra school day to make up the work assigned during the absence.

PROJECTS SUCH AS TERM PAPERS, RESEARCH PAPERS, SEMESTER PROJECTS, ETC THAT HAVE DEADLINES WILL BE DUE ON THE DAY POSTED. IF THE STUDENT IS ILL OR NOT IN SCHOOL ON THE DUE DATE, OTHER ARRANGEMENTS FOR TURNING THE ASSIGNMENT IN ON TIME MUST BE MADE. IF THIS IS IMPOSSIBLE, CONTACT THE SCHOOL AND ARRANGEMENTS MAY BE MADE FOR A SCHOOL OFFICIAL TO COME PICK IT UP FOR YOU ON THE DUE DATE.

An honor roll will be published at the end of each nine (9) week grading period. The Principal's Honor Roll requires a 3.0 grade average, with no grade below a "B". The Superintendent's Honor Roll requires a 4.0 grade average.

STUDENT APPEARANCE/DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. No pierced jewelry may be visible on the face or body with the exception of the ear lobes. Miniskirts or shorts that are considered indecent or offensive, tube tops,

halters, spaghetti strap shirts or other similar items of clothing will not be permitted. All clothing will be hemmed. Clothing that advertises tobacco, drug symbols, alcoholic beverages, or those with profane or repulsive words or pictures will not be permitted. Because of their destructive nature, no cleats or black-soled athletic shoes are to be worn. Sunglasses will be removed when entering a building. Hats and/or caps and bandannas will be removed when entering the building. No racer back shirts. Straps on ladies shirts must be at least 2 fingers wide. Shorts must be long enough that fingers do not touch skin when arms are held down at sides. Boys' shirts must have sleeves; no sleeveless shirts or tank tops will be allowed. The building principal will determine what is appropriate dress.

SCHEDULE CHANGES

Students will have three (3) school days at the beginning of each semester to change their schedules. All changes must be made through the counseling office by getting a drop/add slip and having it signed by the teacher whose class you wish to drop and the teacher whose class you wish to add.

NONDISCRIMINATION

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. Inquiries 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; (816) 268-0550; facsimile (816) 823-1404; TDD (877) 521-2172.

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.