

# **LHS STUDENT HANDBOOK (Abbreviated\*)**

**\*For a more thorough listing of District wide policies and procedures, please see the District Student, Parent, & Activities Handbook**

**“One of America’s greatest strengths is its diversity. People come here from all over the world, bringing new energy and new dreams. Each person has a story to tell, and every story enriches and invigorates us.”**

## **– Mission of Lexington Public Schools –**

At LPS, our mission is to develop capable and responsible lifelong learners...with the cooperation of family, school, and community, students will be prepared for the global challenges of the future. In order to develop capable, responsible, lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community — law enforcement, social services, medical services and private business — need to cooperate fully.

## **Academics (Evaluating and Communicating Student Progress)**

Students will be evaluated weekly in all classes and their progress recorded. Parents are welcome to meet with teachers to review student progress at any time. This includes students who may be having difficulty with their schoolwork, as well as those who have shown to be doing excellent work in relationship to their ability. Parents of students who are in need of extra help should make appointments to meet with their child’s teachers. Parent/Teacher Conferences will be held at least twice per school year. At this time, parents will be given a chance to visit with their son or daughter’s teachers to discuss their academic progress. However, parents are urged to meet with their child’s teachers anytime the need arises. Parents are welcome to ask for weekly communication if needed.

## **Academic Distinction**

Recognition for academic distinction requires a student to successfully complete all requirements for graduation, attain a minimum 3.70 grade point average at the end of seven (7) semesters of coursework, and earn the following credits. Students who receive an “F” in any class are ineligible for academic distinction.

- **English:** 40 (must include intensive reading and writing experiences)
- **Mathematics:** 40 (must include Algebra I and II, Geometry and an Algebra-based course)
- **Science:** 40 (must include 20 credits selected from Biology, Chemistry, Physics and Physical Sciences)
- **Social Studies:** 30 (must include 5 hours of Am. Gov’t)
- **Foreign Language:** 20 (in one language)

### **Accountability List**

1. An "Accountability List" will be published every Friday, before 1:30 p.m. Teachers are required to update all grades before 8:00 a.m. Friday.
2. "Failing" are those whose present SEMESTER grade average is below 70%.
3. A student failing two or more subjects for two or more consecutive weeks is considered ineligible.
4. Starting Monday after the list is published, a student is ineligible until failing less than two classes.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extra curricular activities under the jurisdiction of Lexington High School.
8. Failure to make up assignments because of a school event shall result in the teacher calling the parent to inform them that their student shall be in after school to make up the work. Make-up time can be served the next day. It is the student's responsibility to acquire and complete all course work prior to participating in the school activity.
9. As soon as the student is no longer failing two classes, he/she will immediately become eligible.
10. Teachers should inform parents when they feel a student is either not working up to his/her ability, as well as when the student is exhibiting academic, activity, social, and behavioral progress. This action should always be documented in the teacher's Parent-Teacher Communication Log.

### **Attendance Policy (Policy 5001 – Compulsory Attendance and Excessive Absenteeism)**

**Required Attendance** - Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

**Attendance Officer** - Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student attends school. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Absences\***

1. Students are expected to attend every class, every day.
2. High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney.
3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer

school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

4. Students in grades preK-12 whose residence ceases, or when other evidence exists that they will no longer attend the school district, will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.

5. Interventions to Reduce Absenteeism

- 1<sup>st</sup>-4<sup>th</sup> absences: The parent/guardian will be contacted.
- 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
- An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
- The county attorney will be contacted by an administrator or hearing officer after the 20<sup>th</sup> cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.

6. \*Absences caused by the following circumstances shall not be counted against a student:

- a) a) when a licensed healthcare provider, including a school nurse, has confirmed in writing, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible. The documentation from the provider must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.
- b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
- c) student attendance at a school-sponsored activity;
- d) student has been suspended or expelled from school by the school district; and
- e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

7. Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please refer to the individual teacher's class syllabus for late/makeup work procedure. See student/parent handbooks for additional information on making up assignments.

**Artificial Intelligence (Policy 6038-Artificial Intelligence)**

Artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

When properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to

complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
  - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
  - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
  - c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating/plagiarism and/or academic misconduct, and consequences will follow in alignment with those laid out in this handbook.

#### **Bell Schedule – 3 Lunches**

Period 0	7:10 - 7:56am
Period 1	8:00 - 8:45am
<b>"Grab &amp; Go" Breakfast</b>	8:45 – 8:51 am
<b>Period 2 (FOL/FOCUS)</b>	<b>8:52- 9:39 am</b>
Period 3	9:43 - 10:28 am
Period 4	10:32 - 11:17 am
<b>Period 5 (Lunch A Group)</b>	<b>11:21 - 11:51am (Lunch) 11:55-12:58 (Class)</b>
<b>Period 5 (Lunch B Group)</b>	<b>11:21am–11:51am (Class) / 11:55-12:25pm (Lunch) 12:29-12:58 (Class)</b>

<b>Period 5 (Lunch C Group)</b>	<b>11:21-12:24 (Class) – 12:28 – 12:58 pm (Lunch)</b>
Period 6	1:02 – 1:47 pm
Period 7	1:51 - 2:36 pm
Period 8	2:40 - 3:25pm
<b>COURSE CREDITS</b> –Semester BLOCK classes = 10 credits. Yearlong BLOCK classes = 20 credits.	
<b>STAFF DUTY DAILY EXPECTATIONS</b> – “Regular Schedule” Teachers are on duty from 7:45am - 3:45pm (no change from last year). CTE “0 Period BLOCK” Teachers (Skills Armory) will be on duty from 7:00am - 3:45pm (this includes duty-free 2 <sup>nd</sup> Period - Focus Period). All other “0 PERIOD” Teachers in the high school building will be on duty from 7:00am - 3:00pm.	

### **Bullying (Policy 5054)**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behaviors(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous online “Submit a Tip” platform to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

School district staff will instigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

### **Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
  2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
  3. Students are to use proper manners.
  4. There will be no throwing of food or other items.
  5. Students should treat lunch personnel with respect.
  6. No electronic devices (iPads, gaming devices, etc.) should be used at tables while eating/drinking during lunch.
  7. Students who violate the above rules will be disciplined.
  8. Only 6 chairs to the round tables and 4 chairs to the high top tables. Chairs need to be pushed in.
- Payment for Meals - Students are encouraged to pay for meals several weeks in advance.

### **Campus School Building Climate**

The Lexington High School community includes students, staff, parents, and the greater community outside our building. It is an inviting place, founded on the following building blocks:

Security: Everyone feels safe.

Respect: People value themselves and each other.

Belonging: Everyone is accepted and feels connected to the school and its mission.

Mission: Everyone has goals and believes they are achievable.

Success: Everyone is successful every day.

Responsibility: Everyone is expected to learn and to support others in learning.

Note: Students, staff, parents, and citizens will develop the climate of our school community. As part of this climate, community members and parents are encouraged to observe and to participate in our school programs. The following tools are important to creating a school climate that is open and inviting:

1. Open Communication is encouraged between staff and parents in a spirit of cooperation and partnership. This includes home visits, letters, telephone calls and/or other forms of contact with the parents and/or guardians by the Focus Period and Foundations of Leadership (FOL) teachers. This communication will also include home/school dialogue about attendance, academic performance and school planning.
2. Focus and FOL classes are guided by teachers who advocate for and assist students in assuming responsibility for their educational goals, including transcripts, college applications and career interests.

### **Cell Phone and Other Electronic Device Policy (Policy 6025)**

No electronic devices, text watches (any device capable of texting), earbuds, headphones, cell phones, MP3, laser lights, personal computers, etc. are allowed for student use during the school day. Such devices may be used if they are necessary for a class assignment and should only be used in the classroom in these rare, special cases. LHS is not responsible for lost/stolen personal electronic devices brought onto school property. Students are prohibited from using cellular phones or other electronic devices while at school, except as defined in this policy. An "electronic device" includes cell phones, smart watches, earbuds, headphones, laser lights, personal computers, iPods, and any other device capable of texting and/or storing and communicating data by electronic means. Students may use cell phones and/or other electronic devices on the school sidewalks and in the school common areas before and after school as long they do not create a distraction or a disruption. By bringing cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when determined that such a search is reasonable or necessary. Students may not have cell phones or electronic devices while they are in locker rooms, classrooms or restrooms. Students may use specific electronic devices in classrooms with the express permission of a school administrator. Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature or anything else that is prohibited by the student handbook in electronic or any other form on a computer, cell phone or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as noted in the student handbook. Students may not use cell phones or electronic communication devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle. Students may listen to iPods and other mp-3 players with the permission of the driver or other adult sponsor. Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone. Students who violate this policy will have their cells or electronic devices confiscated immediately. The administration will return confiscated devices to the parent/guardian of the offending student after meeting with the parent/guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. Students will turn off their cell phones before 8:00 a.m. and adhere to the "no use" policy until the end of the school day. Students whose cell phones or earbud/headphones are seen or heard by teachers, support staff, or principals during school

time (8:00am–3:25pm) will be in violation of the LHS' Cell Phone and Earbud/Headphone Policies. Students whose cell phones or earbuds/headphones are confiscated may lose their right to privacy. When a cell phone or earbud/headphone infraction has occurred, the teacher will complete an online LHS Cell Phone Violation Form and forward to Administration after the 3<sup>rd</sup> offense. Phones will also be forwarded to Administration after the 3<sup>rd</sup> Offense.

Cell Phone Accountability:

- ✓ 1<sup>st</sup> - 3<sup>rd</sup> Offenses – Detention with Teacher (Teacher confiscates phone – phone returned after detention has been served). Teachers should also log each offense on the “Cell Phone Violation” Google Sheet
  - ✓ 4<sup>th</sup> and Succeeding Offenses - Detention in the Administration Office (Phone will be turned over to the PARENT after the detention has been served)
  - ✓ Failure to give the item to a staff member, when asked, will result in further disciplinary action such as ISS or OSS.
  - ✓ Additional information about cell phones is provided in board policy
- Earbud/Headphone Accountability:
- ✓ 1<sup>st</sup> - 3<sup>rd</sup> Offenses – Detention with Teacher (Teacher confiscates items – items returned after detention has been served). Teachers should also log each offense on the “Earbud/Headphone Violation” Google Sheet
  - ✓ 4<sup>th</sup> and Succeeding Offenses - Detention in the Administration Office (Earbuds/Headphones will be turned over to the PARENT after the detention has been served)
  - ✓ Failure to give the item to a staff member, when asked, will result in further disciplinary action such as ISS or OSS.
  - ✓ Additional information about earbuds/headphones is provided in board policy

The use of a personal electronic device during class time requires permission from a staff member. Students will not be allowed to use personal computers/laptops during the school day. In case of an emergency please contact the LHS office at (308) 324-4691 and information will be passed to the student.

Parents are asked not to contact students using cell phones during school hours. Students being interviewed by administration related to possible misconduct or inappropriate behavior may be asked to give their cell phone or other like electronic device to administration until the investigation is complete.

### **Change of Status (Residence, Telephone Number, Withdrawal, or Drop Out)**

Students who change their address or telephone number should report this fact to the office immediately. Those who choose to move to another city or transfer to another school must obtain a withdrawal form from the office. The form must be signed by each of the student's teachers, counselor, librarian and an office designee. All textbooks, computer and other materials belonging to the school must be checked in before a student will be given a transfer slip for admission to the new school. Student records will be sent to the student's new school upon request of the principal at the school the student will be attending. If a student leaves the school without officially dropping, it will be more difficult to reenter either Lexington High School or another school, as requests for transcripts from other schools may be denied until the student has officially dropped.

### **Class Rank**

Class rank will be determined by the order of academic grade point averages for students in each class. The “percentage grades” received in courses will be averaged by points each semester to determine the cumulative grade point average of each student. The cumulative grade point averages in each class will be ranked, and the student with the highest grade point average will be ranked number one. Grade Point Average (GPA) is determined by four years of high school academic work. All courses will be included in the grade point average. Students who transfer into the school district will have their grades evaluated on the district's grading system.

### **Closed Campus (Policy 5032)**

Once students have entered school grounds they must remain on school grounds. Our lunch break is closed. Students are not allowed to leave the school building during the school day unless permission is granted through the office. Exceptions to the rule: special classroom assignments and use of the front (west) patio and yard (grass area) immediately west of the front entry to the building for recreation and leisure during lunch period. The patio area is defined as the concrete area directly in front of, and north, of the west doors). Students may not go around the corner out of view of the high school office – this includes the parking lot. **If a student wishes to leave campus for lunch, he/she must be personally checked out of school by a parent/guardian at the main office.** The parking lot (including any/all cars parked therein, as well as all cars parked in the off-street parking areas are off limits to all students. The “permit to leave the building or the aforementioned campus” can be obtained at the main office.

### **College Credit and High School GPA Calculations**

Books and materials will be paid for by the Lexington School District for Dual Credit classes offered regularly through Lexington High School. Tuition and fees for these classes are the responsibility of the high school student. The grades for these dual credit classes appear on the student's high school transcript and are calculated into the student's GPA.

Students may also enroll in college courses outside of the dual credit classes offered through LHS. The student is responsible for the tuition, fees, materials, and books for these classes. Because colleges vary in their grading scales and instructor teaching credentials, these non-dual college classes will not appear on the student's transcript and their grade will not be calculated in their GPA. Administration approval is needed if a class is needed for graduation purposes.

### **College Visits**

The counseling office will schedule formal group college visitations for various grade levels and classes. Students are allowed two (2) excused individual college visits (see attendance policy). Students are also encouraged to take advantage of college visitations during the summer.

### **Counseling and Guidance**

The school employs personnel who have been specially trained to work with students as they make academic and personal decisions. Counselors will devote time to students who ask for help. Space is provided for private and confidential discussion about any subject the student wishes to address. Before making an appointment with a counselor during class time, it is the responsibility of the student to receive permission (in writing) from both the counselor and the classroom teacher at least 24 hours prior to the appointment in order to make a plan for making up missed assignments. It is recommended that Focus Period be used whenever possible in these cases. Emergencies will take precedence over other regulations.

### **Curricular and Co-Curricular Activities**

The teacher, coach, or advisor will publish a list of students who will miss school for school-sponsored activities. The list will be distributed to teachers, administrators and the school secretary at least two (2) school days in advance of the activity. The administration office will communicate with activities' coaches and sponsors by posting daily absences in the teachers' e-mail or PowerSchool program. Coaches will be expected to enforce the policy regarding practice and performance. If a teacher requests, students will be responsible for securing the teacher's approval for the absence. A student not following this procedure will be regarded as truant.

### **Dating Violence**

Please see **District Student, Parent, and Activities Handbook**.

### **Detentions**

Teachers are required by law to maintain a suitable learning environment and students are responsible to respect the rights of their fellow classmates. Positive discipline will be used to correct inappropriate behavior



in school and during school activities. Violation of school rules (i.e. disruptive behavior, failure to cooperate with school personnel, etc.) could result in detention time — either before (7:15-7:45am) or after school (3:30-4:00pm). Detentions issued by classroom teachers should not exceed 30 minutes; however, 30 minutes will be added each time a student goes 24 hours without serving the assigned detention. Faculty members who assign a student detention are responsible for supervising the detention. If the student accumulates two hours of detention time, the student will be referred to the office. In-school suspension (ISS), out-of-school suspension (OSS), and expulsion are also options for repeated rule violations.

### **Discrimination and Harassment (Policies 4001, 5026)**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, sex, or any other unlawful discrimination or harassment should contact Student Services Director and Section 504 Coordinator Angie Kovarik by phone at 308.324.1209; by email at [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org); by mail at Lexington Public Schools, 300 S. Washington St., Lexington, NE 68850; or in person at the District Administrative Office Building, 300 S. Washington St. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report. Please see the District Student, Parent, & Activities Handbook for the District's Title IX policy and grievance procedures.

### **Dress Code (Policy 5031)**

Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, bandannas, and hoods worn over the head during the school day
4. Bare feet and footwear determined to be inappropriate by the building principal
5. Short-shorts and biker shorts
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
10. Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Pants and shorts worn below the waist so as to expose undergarments
13. Pants that drag on the floor
14. Chains hanging or attached to pants or shorts
15. Coats during school hours unless the student has permission from the principal
16. Clothing with tears or holes that expose flesh above the thighs or underclothes

17. Face coverings. District administrators may require the wearing of face coverings to limit the spread of COVID-19.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change with parent permission. A detention or suspension may be given to make up the time away from class/school. Repeated dress code violations may result in more severe consequences.

#### **Driving and Parking Personal Vehicles (Policy 5033)**

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

#### **Excessive Absences and Grading - The following will be the procedure on how to give grades to students who have missed more than 10 days:**

1. Any student who has a failing percentage and has exceeded the number of absences will receive an F for the class.
2. Any student who has exceeded the number of absences for the semester but has remained in the class and has a passing grade at the end of the semester will receive NC (No Credit).
3. Any student removed from a class for excessive absences will receive a failing grade (F).

#### **Fire Drills**

Throughout the school year we will have several fire drills. Students will receive instructions from their respective teachers as to where he/she should proceed in the event of a fire drill. After alarm has sounded, the following general regulations apply:

1. Windows should be secured before leaving room.
2. Teacher should turn off lights/close door.
3. Everyone should move toward the nearest exit in silence and continue moving to designated areas outside the building.

#### **Flagrant Violation of Respect and Responsibility**

Limits shall be set on activities that are flagrant violations of respect and responsibility toward people and property that we expect of the members in our school community. The flagrant violations outlined below, as well as any other acts that jeopardize the health, safety, and educational progress of any/all Lexington High School students and/or staff while:

(1) on school property, (2) being transported in vehicles dispatched by the school district, or (3) while attending any school-sponsored or school-related activities (on or off school property), will be cause for the consequences outlined below. In such cases, a student may be removed from class, expelled, moved to our Alternative Education Program (AE), etc.

- (1) Students selling, giving, or exchanging alcohol, tobacco, controlled substances, or "look-alikes."
- (2) Possession or use of a weapon or possession of fireworks: Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (3) Physical Violence and Intimidation: Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. Causing or attempting to cause physical injury to a school employee or to any student. (Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other

person shall not constitute a violation of this subdivision). Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student. Sexual assault as defined in section 79-4, 180. In accordance with Nebraska School Law 79-4, 204, Section 42, all fights and physical assaults that occur at LHS will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights.

- (4) Damaging or Stealing Property: Willfully causing or attempting to cause substantial damage to private or school property of substantial value, or repeated damage or theft involving private or school property of small value. Students should be responsible for their actions directed toward other individuals and property. Students are expected to show respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District. Tampering with report cards, passes, or any other school records is considered a severe offense.
- (5) Harassment based on gender, ethnicity, group membership, race, religion, or ability will not be tolerated.
- (6) Public Indecency: As defined in section 28-806, except that this sub-division shall apply only to students at least twelve years of age but less than nineteen years of age.
- (7) Engagements in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; a repeated violation of any rules and standards validly established pursuant to section 79-4.176 if such violations constitute a substantial interference with school purposes. (Laws 1976; 1983; 1988.)

### **Focus Period (Destination: Graduation Homeroom)**

Each day, students will have a homeroom with a diverse group of students and a teacher-advisor. Under most circumstances, students will keep the same homeroom during their years at Lexington High School. This structure is provided to promote personal support, guidance and communication with individual students and their families. Discussions and activities in homeroom will focus on the building blocks of the invitational foundation of our school.

### **Fundraising Activities**

Students will be permitted to solicit funds for and to contribute to school-approved projects that are consistent with educational programs offered by the school or within the community. The Activities Director has the authority to approve any/all drives or campaigns for funds. There shall be no solicitation of funds from students on school premises except when the solicitation is an approved activity. There shall be no solicitation of students on school premises by sales persons or agents while school is in session.

### **Gang Wear**

Display of anything that suggests, implies, or is associated with gangs will not be tolerated. This includes hand signs, words, graphics, headgear, tattoos, clothing, graffiti notebooks, lockers, books, or any other item suggestive of gangs, including the "gang," and names/symbols of specific gangs.

### **General Building Care**

Each student will pay for any unnecessary and/or deliberate or defacing damage to school equipment or property caused by the student. Tables and desktops are not chairs. No one is to sit or stand on the desks or tables. Violators will be subject to disciplinary action and/or compensation for damages.

### **Gifts**

Due to disruptions of office procedure, educational process and equity, gifts shall not be delivered to the office for students. This includes - but is not limited to - flowers, balloons, cakes and candy.

### **Grades**

The following letter grades and numerical calculations will be used at Lexington High School.

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Computer Grade</u>	<u>Honors Grade</u>
A+	98-100	4.33	5.33
A	93-97	4.0	5.0
B+	90-92	3.33	4.33

B	85-89	3.0	4.0
C+	82-84	2.33	2.33
C	77-81	2.0	2.0
D+	74-76	1.33	1.33
D	70-73	1.0	1.0
F	Below 70	0	0

**Grading Procedures** - Grades for classes will be maintained on Power Grade. Prior principal approval must be obtained for "Incompletes" and "NC" (no credit) grades. No student can "fail" a class without prior parental contact by the teacher of that class, informing the parent of the student's status. Students who miss school for any reason will be required to make-up tests, quizzes, assignments or activities for the classes they miss. Students who miss class for school-related activities will not be required to make up "missed time" unless the missed time is an integral part of the assignment. They will, however, be required to make up course work prior to the date of the school activity. It is the student's responsibility to acquire and complete all course work prior to participating in the school activity.

**Incomplete and Failing Grades** - ALL INCOMPLETE grades must be completed within two weeks of the end of each quarter unless circumstances necessitate a longer period of time. The teachers and the individual student, with approval of the principal, will arrange this extended time. If the incomplete is not made up by the specified time, the teacher will finalize the student's grades.

### **Graduation - Commencement Ceremony and Early Graduation (Policy 6006)**

#### **Commencement Ceremony**

The district shall conduct a commencement ceremony for students who have met all graduation requirements at the end of the school year, including students graduating as juniors or mid-term seniors. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct. Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) by 3:25 PM on the last school day for seniors will be allowed to participate in the commencement ceremony. Students are additionally required to adhere to the district attendance policy their final semester. Students who exceed on permitted absences in any class needed for graduation, or even for those not needed for graduation, during their final semester or alter the graduation cap or gown worn at graduation will not participate in the commencement ceremony; only school-issued accessories will be allowed to be worn with the cap and gown.

#### **Early Graduation**

Students are generally required to attend four years of high school (eight semesters of coursework) to be eligible to receive a diploma from the school district. The following sections address rare and extraordinary circumstances that may necessitate a student graduating early.

#### **Early Graduation - Junior Year (after six semesters of coursework)**

To be considered for "Early Graduation" from high school at the conclusion of the junior year, the student and his/her parents or guardian are required to complete and submit to the principal a "Request to Graduate Early" form by December 1 of the junior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following rare and extraordinary circumstances:

1. A serious illness or medical condition exists that makes attending school the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. The student will "age out" meaning he or she will turn age 22 before his/her senior year. Verification of the student's age via birth certificate or other valid identification is required.

3. Other extraordinary circumstances, as approved by the principal, that make attending the senior year impossible or impracticable. These situations are expected to be rare and extraordinary. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstance to the principal.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

#### ***Early Graduation – Mid-Term Senior Year (after seven semesters of coursework)***

To be considered for “Early Graduation” from high school after the first semester of the senior year (mid-term; minimum of 7 semesters completed), the student and his/her parents or guardian are required to complete and submit to the principal a “Request to Graduate Early” form by December 1 of the senior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following circumstances:

1. A serious illness or medical condition exists that makes attending school the second semester of the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. Other extraordinary circumstances, as approved by the principal, that make attending the second semester of the senior year impossible or impracticable. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstances to the principal.
3. If a mid-term senior has not met either of the prior two criteria but has satisfied all graduation course requirements, he or she may graduate early by showing evidence of reading and writing competency via the successful completion of a senior-level English course or other evidence of literary mastery (including, but not limited to college readiness standards through ACT, MAP, or other approved assessments). Mid-term seniors who do not meet this standard will be required to enroll in at least one English, Reading, Speech, or other literacy competency course in their final (8<sup>th</sup>) semester of coursework. Mid-term seniors who have completed the course requirements for graduation, but have not met the literacy competency standard may choose to complete an approved school-to-community work-study course in conjunction with their required literacy coursework until either the *Lexington High School Literacy Standard* has been met or the student’s 8<sup>th</sup> semester has been successfully completed.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

**“Early Graduation” Activity/Event Inclusions** - All students who meet the aforementioned “Early Graduation” eligibility requirements will be allowed to participate in the current year’s spring commencement exercises and apply for scholarships for which they are eligible.

**“Early Graduation” Activity/Event Exclusions** - “Early Graduates” are not eligible to compete in senior class rankings, be considered for academic distinction, graduate with honors, speak at commencement, take part in the Senior Walk, be eligible for the Destination: Graduation Academic Team senior laptop competition, or participate in any other activity or honor considered exclusive to seniors. Only seniors who are in their 4<sup>th</sup> year of coursework (have completed at least seven semesters of coursework) may attend the Senior Tribute and Senior Honors Night events.

#### **Graduation Requirements (Policy 6005)**

Graduation Requirements - Class of 2023 – 220 Total Credits Required  
English - 40 credits

Mathematics - 30 credits  
Science - 30 credits  
Social Studies - 30 including 5 American Government credits  
Health/ Physical Education - 10 credits  
Foundations of Leadership\* - 10 credits  
Electives - 70 credits\*\*

\* Foundations of Leadership is required for freshmen. Students who transfer to LHS after 9<sup>th</sup> Grade are not required to take FOL. \*\* The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL course.

#### Graduation Requirements - Beginning with the Class of 2024 – 225 Total Credits Required

English - 40 credits  
Mathematics - 30 credits  
Science - 30 credits  
Social Studies - 35 credits including 5 American Government and 5 Economics/Financial Literacy credits  
Health/ Physical Education - 10 credits  
Foundations of Leadership\* - 10 credits  
Electives - 70 credits\*\*

\* Foundations of Leadership is required for 9th graders. Students who transfer to LHS after 9<sup>th</sup> Grade are not required to take FOL. \*\* The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL course.

#### Homeless Children and Youth

Please see **District Student, Parent, and Activities Handbook**.

#### Honors Course Content

Students will be placed using the previous years teacher recommendation and MAP scores. The course content of Honors courses will be broader in scope, greater in depth and more intellectually rigorous than that typically found in other classes. Honors courses will stress analytical skills and higher order thinking in addition to the mastery of basic skills, and will typically take five hours in out-of-class preparation per week. It is recommended that students maintain an 85 (B) percent average or above. Students with a grade of 84% (C) or below will not receive honors points and may be reassigned to another class.

#### Honors Placement

Students may enroll in any Honors Class for which they've met the prerequisites and in which there is space. Students must also meet two of the following requirements for acceptance in an Honors Class:

1. Previous year teacher recommendation
2. MAP Assessment

#### Honor Roll Requirements

1. Minimum semester 3.5 GPA
2. A's and B's only
3. Must be in regular education classes, regardless of the level or cohort
4. Students must have been enrolled at LHS a full semester
5. Students can be enrolled in Co-taught classes and Pre-Algebra and Applied Science
6. Students in these classes will not be included:
  - Life Skills classes
  - Students enrolled in one or more DLP classes
  - Students enrolled in ELL and ECT classes

### **Inappropriate Display of Affection**

At LHS we are a community of learners. Everyone respects and values the members of the school community as individuals with unique qualities and gifts. We are preparing to enter the world of higher education and work. The following parameters should guide us in our behavior at school, on school grounds (including parking lots and outside areas) and at school activities:

1. Kissing, groping, molesting, lap sitting, or touching private parts is inappropriate.
2. Touching (excluding private parts)—for example, a pat on the back, linked hands (with both hands visible), nonromantic hugs, or an occasional arm around the shoulder while conversing, encouraging, showing solidarity or support is appropriate.
3. Dances are social events. Partners can hold each other in romantic, non-provocative embraces.
4. Visible, open handholding is permissible.
5. No act should take away any portion of a person's dignity, but rather add to it.

### **Interfering With the Education of Others**

Interfering with the education of others is defined as students who engage in disruptive, disrespectful, or insubordinate behavior. Any school employee may send or bring a student to the principal's office in order to maintain effective discipline in the classroom, halls, at a school activity, or on school grounds.

### **Insubordination (Repeated Refusal To Follow Class Rules)**

A teacher may send a student to the office that has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with other students in the class. No later than the third class day after the day in which the student is removed from the class, the principal shall attempt to schedule a conference that includes the principal or the principal's designee, a parent/guardian of the student, the teacher and the student. Following the conference, the principal shall exercise - but not be limited to - any of the following actions:

1. Suspension (via in-school or out-of-school suspension) of the student for a period consistent with local policy, not to exceed five school days;
2. Place the student in an out-of-class program, (alternative education);
3. Place the student back in class with restrictions and/or consequences.

Note: Non-compliance by student or parent to attend the meeting – after attempts have been made to require student and parent attendance at the aforementioned meeting, failure of a student/parent to attend the meeting will force the school to make a decision without a formal meeting.

### **Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services**

Please see **District Student, Parent, and Activities Handbook**.

### **Lockers and Hall Traffic**

No students will be allowed in the hallways during class time. Under special circumstances, students in the halls during class time must have a pass that shows their destination and the classroom from which they came. Students must use only the lockers assigned to them. Lockers are subject to inspection at anytime by school administrators. Students will be held accountable for all contents in their assigned lockers at all times.

### **Lunch**

A hot school lunch is provided for each student. Free/reduced-price lunches are available by applying through the office. Menus are posted both daily and monthly on the school's website. Some students may wish to bring a lunch instead of buying one. No students will be allowed to bring food or drink on the school grounds unless the food or drink is for their school lunch and is brought in by 2<sup>nd</sup> period. Students will not be allowed to order fast food by delivery during the lunch break. All lunches are to be served and eaten in the cafeteria. Parents who bring food for their students must bring the food to the office to be distributed to students by office personnel. After a student has eaten his/her meal, the grass area west of Door #15 may be used for relaxation/recreation. During the lunch period, bells will ring that indicate the start of each lunch period. A bell will not sound to indicate the end of each lunch shift. Students are responsible for returning on time to their

5<sup>th</sup> hour class from lunch. The State School Food Service Staff program regulation forbids any competitive food or beverage service to be in operation ½ hour before and after school hours. Therefore, the vending machines are inoperable during this time. The same regulation forbids the sale of food or beverage items by other school organizations during the lunch hour. Students are to remain in the assigned areas during their scheduled lunch period. The library is not a place for students to go who choose not to eat lunch.

### **Masks**

Mask requirement: Students may be directed by administration to wear cloth or multi-layer disposable face masks, or another approved face covering to help prevent the spread of COVID-19 in school. Students are expected to bring and wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin tightly. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by administration. Failure to wear a face mask will result in disciplinary consequences as follows: **1st offense: warning and directive to wear the mask at all times -- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.**

### **Medication**

When a student must take medication during school hours, the medicine should be brought to and left in the nurse's office. Students must give the medication to the school nurse in the morning upon arrival to school. A signed and dated permission form that includes information regarding the medication date, time, and amount must be provided for the school nurse before medication can be given. Purpose and dosage directions of the medicine (in the original container from the pharmacy with the directions intact) must be provided. The permission form is available in the nurse's office.

### **Notifying the School**

If a student must be absent, the school urges parents to contact the school on the morning of an absence for an illness and before a planned absence (i.e. funeral, doctor's appointment, etc.). This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain make-up work. If a phone call is impossible, students are asked to bring a note upon returning to school, signed by a parent or guardian that states the time, date and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he/she will only be allowed to do so through the office and with the consent of his/her parent(s), via note or phone call. **The number the caller is calling from must match the number currently listed in PowerSchool or the student will not be allowed to leave.** If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office. **All notes (i.e. parent, doctor, etc.) should be forwarded to the administration office within seven (7) days after returning from the absence.**

### **Nurse**

A school nurse is employed by the Lexington High School and is "on duty" daily at the high school to assist with illnesses, school injuries and health education. A health record card is on file for each student in the nurse's office. Students are requested to keep this card up to date by reporting to the nurse any booster shots or other pertinent health information. All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Lexington public schools are not liable for injuries to pupils and will not pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.

### **Posters and Signs**

Areas are provided in which students can display signs that are positive in supporting individuals, educational goals and school climate. Thumbtacks may be used to fasten posters to bulletin boards. An LHS administrator must approve any/all posters and signs before they can be displayed in the school building.



### **Pregnant or Parenting Students**

Please see **District Student, Parent, and Activities Handbook**.

### **Reporting Child Abuse and Neglect**

Please see **District Student, Parent, and Activities Handbook**.

### **Schedule Changes**

Should a schedule or a class not meet a student's needs, he/she may be allowed to arrange for a change of schedule during the designated days set up by the counseling department each semester. To initiate this process, the student should begin by discussing his/her problems or concerns with his/her homeroom advisor who may refer the student to the guidance office. Each of the following criteria must be satisfied before a schedule change is implemented:

1. The requested change is consistent with the student's four-year educational plan.
2. The change is recommended/approved by the homeroom teacher.
3. Changes made in the schedule at the end of the semester may be made with the permission of the principal, the parent, and the counselor.

### **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. Supervision by LPS personnel is not guaranteed either before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

### **School Library Collections**

Please see **District Student, Parent, and Activities Handbook**.

### **School Meal Program Charges**

Please see **District Student, Parent, and Activities Handbook**.

### **School Wellness Policy**

Please see **District Student, Parent, and Activities Handbook**.

### **School-Issued Lanyards**

In order to maintain the safety and security of all students and staff, LHS has established a mandatory "Student I.D. Card and Lanyard Policy." All students are required to wear their I.D. card on a school-approved lanyard at ALL times while in the school building and on all school property. Lanyards will be scanned upon entry to the building. It is the student's responsibility to ensure that they have their I.D. cards visible at all times. Students who forget or lose their lanyards will be required to purchase a replacement (**Temporary Sticker \$1.00 - ID Card - \$5.00 - Lanyard String \$1.00 - Sleeve - \$2.00**). Attendance and an I.D./lanyard check WILL take place at the BEGINNING of 1<sup>st</sup> period each day. Students who do not have their I.D. cards/lanyards will face the following consequences:

Consequences –

- ✓ 1<sup>st</sup> and 2<sup>nd</sup> Offenses – Warning
- ✓ 3<sup>rd</sup> Offense – 30-minute after-school detention
- ✓ 4<sup>th</sup> Offense – 60-minute after-school detention
- ✓ 5<sup>th</sup> Offense – 1 day of ISS (parent notification)
- ✓ 6<sup>th</sup> Offense – 2 days of ISS
- ✓ 7<sup>th</sup> Offense – Parent meeting (ISS until Parent Meeting) (Note: Sticker from the office; Monday–RED, Tuesday–PINK, Wednesday–GREEN, Thursday–YELLOW, Friday–ORANGE)

### **School Library**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that has accumulated on a book checked out to him/her. If a book is lost and not found by the end of the semester, the student must pay for the replacement cost of the book plus processing fees. Students must also pay for any damage they cause to library books.

### **Security of Student Property**

Students participating in physical education and/or athletics may deposit their valuables with the coaches for safekeeping. The school and its staff will not be responsible for lost, stolen, or any student's property, which has not been entrusted to a school personnel.

### **Snacks**

No open containers of drinks are to be brought into the classrooms and hallways after 8 AM other than water. Consumption of pop, candy, or snacks in classes will be at the discretion of the principal, only after receiving special permission on special occasions. No food or drink may be consumed in the hallways at any time. These items are restricted to the cafeteria before school begins each day.

### **Sniffer Dogs**

Please see **District Student, Parent, and Activities Handbook**.

### **Student Conduct (Alcohol, Tobacco, and Drug Violations)**

Lexington High School intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco and other drug use is illegal and interferes with both effective learning and a healthy development of the student, Lexington Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. Because of the extensive use and abuse of alcohol, tobacco, and other drugs and their continuous promotion in society, the Lexington Public Schools shall provide drug education units that are age-appropriate at all grade levels. These units are necessary to prepare students for decision-making against drug and alcohol use and the physiological, psychological and sociological aspects of drug use, misuse and abuse. Illegal drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, dispensing of look-alike drugs, controlled substances, tobacco, or alcoholic liquor. If the administration has reason to believe that a student has consumed alcohol at a school activity, or on school premises, or at a time previous to entering school premises or activity, such that there would be ascertainable blood alcohol content - and upon request from school personnel - that student shall submit to a breathalyzer exam. Refusal of a student to submit to the Breathalyzer exam could be considered "Failure to Cooperate with School Personnel," which could lead to suspension. Any school employee who believes a student at school has a controlled substance without a prescription for it; tobacco, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, the administrator shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property, and person. Any item discovered in the search that is unlawful or constitutes a violation of a school rule will be confiscated. Those items that are unlawful to possess shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

**Student Fees**

Please see **District Student, Parent, and Activities Handbook**.

**Student Government (Policy 5041)**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of student government will be administered by the superintendent or designee.

**Student Internet and Computer Access**

Please see **District Student, Parent, and Activities Handbook**.

**Student Records**

Please see **District Student, Parent, and Activities Handbook**.

**Tardiness**

1. First Period Tardy – Everything before 8:10am is a “tardy”; anything after 8:10 am will be considered an “absence” and will not be admitted to their 1<sup>st</sup> period class. (Exception: special circumstances deemed “unavoidable” by the administration). Students who are tardy 1<sup>st</sup> period should go directly to class after signing in at the office. Students tardy to 1<sup>st</sup> period will be assigned an office detention that same day. After 8:00 am, students must get a pass from the office to be admitted to class.
  - ✓ 1<sup>st</sup> Offense – Verbal Warning
  - ✓ 2<sup>nd</sup> Offense - 30-Minute Office Detention After School That Same Day (or 7am the next morning)
  - ✓ 3<sup>rd</sup> - 5<sup>th</sup> Offenses – Admin Referral to Administration (office assigns detention & contacts parent)
  - ✓ 6<sup>th</sup> And Succeeding Offenses – Admin referral – student will not be admitted to class without a parental/guardian presence at the school – parent/guardian must bring student to the office and meet with an administrator/or designee before the student will be admitted class. If the parent/guardian does not show up at the time of the tardy, an administrator/or designee will schedule a meeting with the parent/guardian. The student will not be admitted to 1<sup>st</sup> Period the following day and will be assigned to ISS until the meeting takes place.
2. Periods 2-8 – Teachers will assign/supervise detentions for students who are tardy to their classes.
  - ✓ 1<sup>st</sup> Offense – Verbal Warning By The Teacher
  - ✓ 2<sup>nd</sup> Offense – 30-Minute Detention With Teacher
  - ✓ 3<sup>rd</sup> - 5<sup>th</sup> Offenses – 30-Min. Detention With Teacher -- teacher will also contact the student's counselor who will make contact with both the student and parent the same day of the infraction.
  - ✓ 6<sup>th</sup> and Succeeding Offenses – Admin Referral (AP will meet with parent)

**Telephone Calls**

Students will not be called to the telephone during class time except in the case of an emergency. Messages will be taken and delivered to students. All phone calls will be limited to three minutes. The school telephone is primarily for school business and should not be used for personal calls. No long distance calls, regardless of its urgency, is to be made from the office telephone at any time without the specific approval of the office. Use of the free local telephone by students during class periods will be approved for emergency situations. The building principal - or his designee - will either grant/deny permission before a call is placed. No students will place or receive phone calls from classrooms unless there is an emergency. Students should be directed to the nurse's office for non-emergency type medical issues. Students should not answer phone calls to classrooms – the classroom teacher should handle this.

**Threat Assessment and Response**

Please see **District Student, Parent, and Activities Handbook**.

## **Title IX Policy and Grievance Procedures**

Please see **District Student, Parent, and Activities Handbook**.

### **Tornado Drills**

Tornado drills will be held periodically during the year. The alarm for a tornado drill will be given by an announcement over the intercom. Students will go directly to the designated area, get down on their knees, bend down and put their hands over their heads.

### **Transfer Students**

Students transferring from other school districts must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district. Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

**Grade Placement and Academic Credits of Transfer Students (Policy 6009)** - Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement. The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public or private school experience and transcript
- Standardized achievement test data
  - Criterion-referenced test data
  - Final examination test data
  - Diagnostic test data

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district. Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

### **Transportation**

Transportation to and from school is the responsibility of the individual student. High School students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation.
2. The driveway in front (west) of the school is one way.
3. Maximum speed limit on school property is ten miles per hour. Careless or reckless driving can result in suspension and/or law enforcement intervention.
4. A parking area for student vehicles is located on the east side of the football stadium. The parking lots north of the building and east of the crosswalk include "permit parking" for LHS staff members. Other restricted areas include the islands in the student parking lot and the driveway on the south side of the building. Those who park in restricted areas will be subject to disciplinary consequences.

5. Do not loiter in the parking lot before or after school.
6. A bicycle rack is located directly in front of the building or on the south patio.
7. Everyone is reminded that a zone painted yellow means NO PARKING.

**Visitors** We welcome and urge visitation by parents. In order to ensure the safety and well being of our school community, all visitors must check into the high school office upon arrival in the building. A valid driver's license must be presented in order to gain access to the interior of the building (anywhere beyond the administration offices).

**Weapons Possession**

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun, the student must immediately turn the weapon in to the nearest teacher, counselor, school resource officer, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face consequences for weapon possession. If, however, the student continues to possess the weapon, to go on to further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion as defined in the Student Code of Conduct. In addition to the regulations outlined in the Student Code of Conduct, District Student/Parent Handbook, please also see the "Consequences For Disruptive Acts" chart included in this handbook.

# Notice To All Students

The items below are used as tools  
in some of your classes:

*exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class.*

Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.

Examples of some, but not all, unauthorized tools are shown below:



Examples of some, but not all, knives are shown below:



**STOP!**

***Leave Them In Class! Don't Bring Them!***

## CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences such as in-school suspension may be utilized at the discretion of the LHS or LMS administration. In some situations, the Extracurricular Policy may also be in force.

OFFENSE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
<b>Academic Misconduct (includes cheating, plagiarism, etc.)</b>	Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact
<b>Activities Misconduct (Includes Derogatory Comments to Participants; Unruly Behavior; Disrespect to Officials; Failure to Follow Rules or Requests, etc.)</b>	Warning, Detention, ISS, or S-OSS; Possible directive to leave event and/or ban from future activities; Parent Contact	Detention, ISS or S-OSS; Directive to leave event; Ban from future activities; Parent Contact	N/A
<b>Alcohol* (use and/or possession) [+ Extracurricular Policy Consequence]</b>	Minimum 5 days OSS or ***See below	***See below	***See below
<b>Arson***</b>	***See below		
<b>Assault</b>			
• Against a student*	Minimum of 5 days OSS and see below (*)	Long-term suspension or expulsion	Expulsion
• Against school staff*			
• Mutual consent/equal participation*	Expulsion	Expulsion	Expulsion
• Bullying, Threats, Harassment*	Minimum 5 days OSS	Long-term suspension or expulsion	Expulsion
	ISS or OSS	***See below	***See below
<b>Bomb Incident* (includes threat)</b>	***See below	***See below	N/A
<b>Bus/School Vehicle Violation (includes horseplay, failure to follow directions, littering, throwing objects out of the windows, etc.)</b>	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact	Suspension from bus service; Parent Contact
<b>Class Disturbance</b>	Consequences to be handled by the classroom teacher. Excessive disturbances will be reported to the administration.		
<b>Dress Code Violations</b>	Warning and Change Attire	Detention or ISS; Change Attire; Parent Contact	Detention, ISS or S-OSS; Change Attire; Parent Contact
<b>Disrespect/Insubordination</b>	ISS, OSS and/or reassignment	Min. 5-Day OSS and/or reassignment	***See below
<b>Drug Offenses* [includes actual/imitation controlled substance and paraphernalia]</b>			
• Possession/Use			
• Sale/Distribution	Min. 5 days OSS /***See below	***See below	***See below
	***See below	***See below	***See below
<b>Fire Alarms/Fire Extinguishers*</b>	5 days OSS and **See below		
<b>Fire Paraphernalia [Lighters, matches, etc.] Possession</b>	Confiscate; ISS	Confiscate and OSS 3-5 Days	Confiscate & ***See below
<b>Unauthorized Use</b>	OSS	OSS and Restitution	***See below

OFFENSE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
Academic Misconduct (includes cheating, plagiarism, etc.)	Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact	S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact
Fireworks* Possession	Minimum 5 days OSS	Confiscate and OSS 3-5 days	Confiscate & ***See below
Use	5 days OSS or ***See below	OSS and Restitution	***See below
Gang Involvement* (includes graffiti, notes, symbols, hand signs, colors, speech, etc.)	OSS for balance of the day; Minimum 5 days OSS 1-5 days OSS	Long-Term Suspension	Expulsion
Larceny/Theft** Less than \$50	1-5 Days OSS	***See below	***See below
Greater than \$50	5 Days OSS or ***See below	***See below	***See below
Littering on School Premises	Warning	Detention; Parent Contact	ISS; Parent Contact
Parking Violations	Vehicles parked in a teacher/visitor lot or illegally parked will be ticketed, booted, and/or towed at owner's expense.		
Public Display of Affection (P.D.A.)	Warning	Detention and Parent Contact	ISS and Parent Contact
Sex Offenses* (includes possession and/or distribution of sexually-related material (including via electronic devices "sexting," etc.))	***See below		
Tardiness, Truancy, and Unexcused Absences	*See "Attendance" section of LHS/ LMS Student Handbook		
Tobacco* (use and/or possession) – includes E-cigarettes	* Confiscate and 3 day OSS	* Confiscate and 4day OSS	* Confiscate and 5 day OSS
Trespassing* (non-students)	Warning and/or *Police notification	*Police notification; Charges requested	*Police notification; Charges requested
Vandalism** (Includes property loss/damage, graffiti, abuse of school property, etc.) Less than \$50	1-5 days OSS and restitution	***See below	***See below
Greater than \$50	5 days OSS and ***See below	***See below	***See below
Weapons/Firearms* Possession and/or Use	*See "Weapons/Firearms" section of Nebraska Student Discipline Act		



Any Other Felony Violations	OSS and/or ***See below
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**CLARIFICATIONS:**

1. Students under recommendation for expulsion will be suspended pending the expulsion decision.
  2. A parent conference may be necessary prior to a suspended student's return to school.
  3. Students suspended from school will be allowed to complete missed assignments, homework, and tests.
  4. Students suspended from school (OSS) are not allowed on any LPS property until the suspension is completed.
  5. Administration will deal with each infraction individually and determine the best, most appropriate action (this may deviate from the stated policy in special situations)
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**DEFINITIONS:**

- **ISS = In-School Suspension [Short term = 1 day; Long term = 3 days]**
  - **OSS = Out-of-School Suspension [S-OSS > Short term=1-5 days; L-OSS > Long term=6-19 days]**
  - **Expulsion = Suspension for more than 19 days to the end of the semester or up to one year.**
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**INDICATORS:**

- \* LAW ENFORCEMENT NOTIFICATION
  - \*\* LAW ENFORCEMENT NOTIFICATION AND RESTITUTION
  - \*\*\* LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT -
    - In accordance with state statutes
    - Could also include law enforcement notification and/or restitution
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# WAYS TO GET INVOLVED AT LHS

## **Fall Activities & Sports**

Cheerleading  
Cross Country  
Football  
Girl's Golf  
Softball  
Boy's Tennis  
Unified Bowling  
Volleyball

## **Winter Activities & Sports**

Cheerleading  
Basketball  
Bowling  
Liberty Belles  
Wrestling  
Powerlifting

## **Spring Activities & Sports**

Boy's Golf  
Girl's Tennis  
Soccer  
Track & Field

## **Year Round Activities**

Academic Decathlon  
Band  
Pops Choir  
Choir  
Circle of Friend E-Sports  
FCCLA  
Flag Corps  
FFA Game Club  
Interact  
Jazz Band  
L Club  
Majestic Volunteering  
Math Club  
Mock Trial  
Musical  
National Honor Society  
One Act  
Quill & Scroll  
Speech  
Skills U.S.A.  
Student Council  
Teammates  
Yearbook