

## **POLICY PAGES:**

### **ATTENDANCE POLICIES: ABSENCES FROM SCHOOL**

Regular attendance is vital to a student's success in school. A student who is absent may miss direct instruction which cannot be made up even though written work may be completed.

Excused absences include but are not limited to illness, medical/dental appointments, quarantine issued by the county or city health officer, death in the immediate family. Absences that do not fall under EDC 48205 are considered unexcused. Teachers are not required to provide homework, extend deadlines, or allow make-up work for students with unexcused absences.

**STUDENT PICK UP: To minimize classroom disruptions, parents must call the attendance office at least one hour ahead of time or drop off a note to the attendance office, before picking up a child during the school day.**

### **ATTENDANCE POLICIES: TARDY POLICY**

Students must be in the room at the sound of the tardy bell. 1<sup>st</sup> offense is a warning; 2<sup>nd</sup> offense is a half-hour intervention; 3<sup>rd</sup> offense is an hour intervention; 4<sup>th</sup> offense is a Wednesday Work Study.

**A student with more than four offences is considered habitually tardy and therefore referred to administration for possible placement on an attendance contract.**

Oversleeping, missing the bus and traffic, etc. are not excused tardies.

Students who arrive to school after 8:15 a.m. must sign in at the attendance office.

### **ATTENDANCE POLICIES: TRUANCY**

According to the Education Code of the State of California 48260, any pupil who is absent from school without a valid excuse, or tardy in excess of 30 minutes on each of more than three days in one school year, is truant and shall be reported to the administration. Students who are truant are assigned an intervention or Wednesday Work Study. The following are considered trancies:

- Being absent from school without the knowledge and consent of the parent.
- Being absent from school without a valid excuse.
- Leaving the school grounds during the day without permission.
- Staying out of class without permission.

- **When a student is absent, parents are required to call the attendance office (714) 220-4057 on the day of the absence before 9:30 a.m.**

If the absence is not verified by telephone, the student is to bring a note, signed by a parent, which includes the date(s) of the absence, reason for the absence, student's name, and grade. Absences will be considered unexcused if they have not been cleared within three school days.

### **ACADEMIC HONESTY AND CHEATING POLICY:**

At Lexington Junior High School, we value academic integrity and honesty; therefore, we enforce a strict academic honesty and cheating policy.

**The following rules apply:**

- **Cheating** by copying from others, providing work for others, allowing others to copy, tampering with teacher materials, having or using notes, formulas, or other information in a programmable calculator or other programmable electronic device is not permitted. Students who violate this rule may receive a failing grade on the assignment, referral to administration and an after-school intervention. Second offenses may result in the above discipline and may include an entire grade going down, referral to administration, Wednesday Work Study and a parent meeting for the grading period.
- **Plagiarism** by copying or using another person's work and submitting it as your own or acting as a provider of a paper or papers for others is not allowed. This includes the use of AI such as Chat GPT or other programs as your own work. Students who violate this rule may receive a failing grade on the assignment, referral to administration and an after-school intervention. Second offenses may result in the above discipline and may include an entire grade going down, referral to administration, Wednesday Work Study and a parent meeting for the grading period.

### **BEHAVIOR EXPECTATIONS:**

The following standards of behavior are designed to provide Lexington Junior High School students with a safe, secure, and orderly educational environment. All guidelines apply during the time students are on campus, walking to and from school, and during any extracurricular activity including, but not limited to, field trips, night performances, and dances.

### GENERAL EXPECTATIONS:

Responsible behavior is expected in the classroom, MPR, gym, and outside area.

- Respect people and property.
- Refrain from using profanity at any time.
- Walk at all times while on campus.
- Avoid disruptive behavior when classes are in session.
- **NO** gum on school grounds.
- Keep the campus clean and healthy by not littering or spitting.
- Keep noise to a minimum.
- A pass is required to be outside of class during class time.
- No horseplay such as pushing, shoving, and throwing items.
- Absolutely no tackle games or "play fighting."
  - **Keep hands, feet, and objects to yourself.**
  - No defacing of school property or other people
  - **Basketballs, footballs, soccer** and other athletic balls and/or equipment must be stored and secured inside a backpack or other bag while on campus. Baseballs are not allowed on campus. A student may secure placement of the ball and/or athletic equipment before school in his/her PE locker or with a willing teacher or coach. There will be no balls allowed, bouncing or holding, during passing periods, before or after school or in hallways and classrooms. Usage of balls and/or athletic equipment may be used during lunch on the appropriate court or field area. (i.e. Basketballs used on basketball courts, tennis balls used on tennis courts and soccer balls on the field area.) **DEFIANCE TO THIS POLICY WILL BE SUBJECT TO THE PROGRESSIVE DISCIPLINE POLICY.**

### LUNCH EXPECTATIONS:

Spending time with other students during lunch is a privilege. If lunchtime standards are not followed, this privilege may be taken away.

- Students are individually responsible for keeping their eating area clean.
- All food is to be eaten within the lunch areas. Food is not allowed on the blacktop, Media Center or Gym.
- Trash is to be placed in trash containers and not thrown at any time.
- Stay in designated areas (defined by administrators) during lunch.
- **DUE TO SAFETY CONCERNS, THE SCHOOL WILL NOT ACCEPT FOOD FROM DELIVERY SERVICES. PARENTS CAN ONLY DROP OFF ITEMS IN THE MAIN OFFICE WITH A VALID ID.**

### CLASSROOM EXPECTATIONS:

Rules of the classroom are to be followed at all times. It is the student's responsibility to understand each of their teacher's classroom behavioral expectations.

- It is the student's responsibility to come to school physically and mentally ready to learn.
- Student Chromebooks / personal devices should be fully charged and brought daily.
- All students are expected to be at school and to be in class on time.
- Students are expected to follow the directions of school personnel at all times.
- No one is allowed to hinder the teacher from teaching or students from learning.
- It is expected that all students will be considerate of others and keep their hands, feet, and objects to themselves.
- All students are expected to know the school rules and adhere to them at all times.

The primary goal of school is to provide the best environment for learning. In order for you to reach your individual maximum potential, socially and academically, we believe standards must be visible, realistic, and supportive of the overall goal of the school, which is education.

### BINDER REMINDER/PLANNER:

Binder Reminder/Planner is recommended to be in your notebook and brought to school each day. If lost or damaged, the cost for replacement of the Binder Reminder is \$3.00 and can be purchased from the Main Office before or after school.

### BICYCLES, SKATEBOARDS and SCOOTERS:

You are welcome to ride bicycles, skateboards, ebikes, and scooters to school if you follow the standards outlined below.

- All students are expected to wear bicycle helmets to and from school.
- **Students must stay on the designated bike paths. Bicycles, skateboards and scooters must not be brought onto campus.**
- Each must be put inside the bicycle racks and locked individually.
- Bicycle racks are off limits except when parking and picking up bikes, skateboards, ebikes and scooters.
- **Students who wish to ride an e-bike to school, must complete the safety course presentation, quiz, and signed contract to be allowed to park their e-bike on campus.**

### **BIRTHDAYS/MARQUEE:**

Please do not bring flowers or balloons for your students and/or friends. These are a distraction in the classroom and should not be brought to school. If you would like to acknowledge your child's birthday on our marquee for a day, with 24-hour notice and \$10.00 we will display your birthday greeting for one day. Please login to your online account to purchase.

### **CAMPUS CLEANLINESS:**

The school is our shared environment. Our school's reputation in the neighborhood and with visitors is largely determined by our campus appearance. **All students are expected to help keep the campus clean.** While eating lunch, students must stay within the lunch areas and deposit all trash in the proper cans. No bottle flipping or throwing of any objects. All students should promote a clean campus helping to encourage students to pick up their trash.

### **CELL PHONE POLICY:**

All cell phones must be turned off and must not be visible during school hours. **Students may not use their cell phones upon arrival onto campus and until leaving campus at the end of the day.** Cell phones cannot be used during Intervention, lunch or in any after school classes. If the student uses a cell phone for any reason during the restricted time, the following consequences apply:

The cell phone will be confiscated from the student.

- 1<sup>st</sup> offense: Warning – phone will be returned end of the day.
- \*2<sup>nd</sup> offense: 30 minute intervention will be assigned.
- \*3<sup>rd</sup> offense: 60 minute intervention will be assigned.
- \*4<sup>th</sup> offense and more may result in a contract with administration

\*The cell phone will be returned **only** to the **parent/guardian** of the student after school. Cell phones confiscated three or more times will result in a Wednesday Work Study. Confiscated phones will be labeled with the student's name and kept in the main office until the parent takes possession. **There will be no exceptions to this policy.**

### **AUHS district cell phone policy [BP8601](#),**

*Students shall be permitted to have, in their possession, an electronic signaling device on campus during the school day,*

*while attending school-sponsored activities, or while under the supervision and control of a school district employee. Devices are not to be used at junior high schools.*

### **CLOSED CAMPUS:**

Lexington Junior High School is a closed campus, and students may not leave the campus. Students may leave the campus if they are signed out by a parent or an adult designated by a parent or legal guardian. ALL visitors must be cleared by the main or attendance office to be on the school grounds during school hours.

### **DANCE CONTRACT:**

When attending a Lexington Junior High School dance, the student will agree to act in accordance with the rules and regulations of the school. If the rules and regulations are broken during the dance, the student will be asked to leave without a refund and proper discipline will be assigned by administration.

Dance passes can be purchased online.

Individual dance tickets can be purchased online and at the ASB window. Students who misplace their ID cards need to purchase one in the library for \$5.00.

To make the dance appropriate for school and comfortable for everyone, the following dance rules and regulations will be in effect.

- Lexington students may not invite outside guests to the dance.
- ID cards are required to enter the dance.
- No moshing, slam dancing, or "freak" dancing will be permitted.
- No body contact at all.
- No kissing, holding hands, or hugging.
- No fighting or arguing.
- No throwing or breaking items during the dance.
- Backpacks cannot be picked up until the student leaves.
- Cell phones are not allowed on in the dance floor area.
- Students who have detention may come to the dance late by an escort.
- **If students want to leave the dance early they must have a note from their parents.**
- Dances start at 2:30 p.m. and end at 4:00 p.m. Parents should pick up their children immediately afterwards. The main office phones will not be available.

#### **DISCIPLINE: After School Intervention**

- **Tuesdays and Wednesdays: 2:30pm – 3:30pm (30 / 60 minutes)**
- Students should have both an ID card and intervention slip.
- Students must come prepared and bring homework and materials, pen or pencil and work quietly on homework the entire time. Students will need to read if they do not have homework.
- Verbal and nonverbal communication with others is not permitted.
- Students will NOT be admitted if they are late.
- Rule violation will result in removal from after school intervention.
- 30 minute intervention may be served 2:30pm – 3:00pm
- 60 minute intervention may be served 2:30pm – 3:30pm

Parent notification is **required** for students to serve 30/60 minute interventions.

- A No-Show for a 30-minute intervention will result in a 60-minute intervention.
- A No-Show for a 60-minute intervention will result in a one-and-a-half-hour Wednesday Work Study.

After **10** interventions, a student will be placed on a behavioral contract and further interventions are automatically doubled, a referral is written and a Wednesday Work/Study, or suspension may be imposed. Once a student reaches the 10<sup>th</sup> intervention mark, or receives a suspension, extra- curricular activities will be taken away by administration.

#### **DISCIPLINE: Lunch Intervention (if assigned)**

- Students will be able to eat either school provided or lunch from home
- Students must come prepared and bring homework and materials, pen or pencil and work quietly on homework the entire time. Students will need to read if they do not have homework.
- Verbal and nonverbal communication with others is not permitted.
- Rule violation may result in removal from Lunch intervention with additional consequences

#### **DISCIPLINE; WEDNESDAY WORK STUDY**

- 2:30 – 4:00 p.m. each Wednesday
- Homework or reading material is required.

#### **DISCIPLINE; PROGRESSIVE DISCIPLINE**

In keeping with the goal of maintaining an academically focused school in which every student has an opportunity to learn, Lexington Junior High School has developed a Progressive Discipline Policy which is consistent with the Anaheim Union High School District's Policy of Progressive Discipline.

Our goal is to put in place consequences which successfully modify negative behavior patterns. Therefore, the following consequences are in place for rule violations:

- Warnings
- Intervention 30 minutes, teacher will contact parent
- Intervention 60 minutes, teacher will contact parent
- Intervention 90 minutes (Wednesday Work/Study), admin/teacher will contact parent
- Behavior Contract
- Class Suspension
- Community Service
- Restorative Discipline
- Alternative to Suspension
- Off Campus Suspension

#### **DISCIPLINE: SUSPENSION**

- Students are not allowed on campus or at school-sponsored events.
- Parents are to request homework through the attendance office.

#### **DRESS CODE:**

**The following rules apply:**

##### **Tops:**

- All tops must have a sleeve which covers the shoulder completely.
- No straps or cleavage can be exposed.
- No strapless or low-cut tops.

##### **Bottoms:**

- Pants must fit at the waist and crotch.
- The bottom of shorts should be below (longer than) the extended arm with clenched fist.
- Skirts must be no shorter than 3" from the top of the knee.
- Tights may only be worn under clothing that meets the dress code requirements.

### **Shoes:**

- Must have an enclosed toe and strap covering the heel.
- No crocs, slippers, sandals or flip flops.

### **General**

- Mid – section must be covered at all times i.e.: raising hands, sitting, bending, etc.
- Rips on jeans must be below hand length with rips kept to a minimum. (see admin for questions)
- Undergarments may never be visible.

In addition, the following are **not** permitted on campus or at any school-sponsored event:

Dress, grooming or accessories which:

- Are unsafe, dangerous or a health hazard
- Display offensive or obscene symbols, signs, slogans or words, degrading any cultural, religious or ethnic values
- Contain language or symbols oriented toward sex, drugs, alcohol, tobacco, violence, or weapon.
- Displays or contains gang, tagger, crew, and/or clique symbols, colors, slogans, signs that are representative of gangs.
- Pajamas
- Sunglasses
- Belt buckles with initials
- Hats, caps, sweatshirt hoods, bandanas, scarves (unless required for religious reasons), or any other head coverings. Only School approved or plain hats / caps may be worn outside, but never in the classroom.)
- Wallet chains, spiked bracelets, collars, excessive metal on belts.

**A 30 minute after school intervention will be issued on 2<sup>nd</sup> dress code violation and the Progressive Discipline Policy will be followed thereafter. The dress code will be fully and fairly enforced. \*\*NOTE: after 2<sup>nd</sup> Dress Code Violation, only a Parent can pick up clothes.**

### **DRUGS, ALCOHOL AND TOBACCO**

In keeping with the policies of the Anaheim Union High School District as set forth by the Board of Trustees, Lexington Junior High School will enforce the rules and laws regarding drugs, alcohol and tobacco.

**Illegal substances include:** Alcohol, tobacco, tobacco products (vape, E-cigarettes & vape oils), marijuana, amphetamine, prescription medication, over-the-counter medication (Advil, Tylenol, cold medicine, etc.), other controlled substances and drug paraphernalia.

The following rules apply:

- Bringing illegal substances to school or holding them for someone may result in a 5-day suspension, transfer to another school, and arrested.
- Giving or selling illegal substances, in any amount, to someone else may result in expulsion from the school district and arrest.
- Being under the influence of an illegal substance while at school or a school sponsored event may result in a 5-day suspension, transfer to another school and arrested.

Students who are under a doctor's care and required prescription medication throughout the day must give all medicine, as well as a physician's note, to the school health technician. The school health technician will secure and dispense all medication per doctor's orders.

### **ELECTRONIC DEVICES:**

IPADS, headphones/earbuds, cameras, and other electronic devices including cell phones are **not** to be visible on campus unless being used for academic purposes with teacher permission. eReaders are permitted but the school is **NOT** responsible for the safety or security of these devices. **AUHSD electronic signaling devices policy [BP8601](#),**

\* These items are disruptive and are among the most lost, stolen, and broken items belonging to students.

**Lexington personnel will NOT Investigate the theft of these items. The Anaheim Union High School District will NOT reimburse for any lost or stolen electronic devices even if they are confiscated.**

If a student uses an electronic device while on campus, **progressive discipline will apply:**

- The electronic device will be confiscated from the student.
- A 60 minute after school intervention will be assigned.
- The electronic device will be returned **only** to the **parent/guardian** of the student.



### **CHROMEBOOKS:**

*Students are responsible in safe keeping their school issued Chromebooks and bringing them fully charged to school daily.* Please follow the following process if the Chromebooks is damaged or lost:

- Students fill out a request form at: [tech.auhsd.us](http://tech.auhsd.us).
- Click on the large, white '?' in the blue circle.
- The student will need to sign in with their AUHSD account to submit the form.

If the device has a defect not due to damage (water or physical), the TST will exchange the device for the student. If the device is damaged, the TST will levy a fee in the student's Aeries profile and exchange the device for the student.

Insurance: Parents/students will have 30-days from the start of school to purchase insurance for \$30. Insurance covers non-warranty related issues, only one claim per year. Insurance does not cover lost/stolen devices. Insurance payment is made online through the Community Webstore via <https://lexington.auhsd.us/> or in person. Insurance may only be purchased once per year per device type. Students that start midyear will have a 30 day window from day of admittance.

### **THERE WILL BE NO EXCEPTIONS TO THIS POLICY**

#### **CONTACTING STUDENTS**

If you need to contact your student during school hours, you may leave a message in the office at 714-220-4201. Except for emergencies, the student's name will be placed on our message board and they may pick up their messages during the passing period or during lunch.

#### **FAMILIARITY:**

Students must refrain from prolong familiar contact at school, such as kissing, hugging, etc. Parents will be notified in cases where students violate this rule.

#### **FIELD TRIP POLICY**

Per Board Policy - The Board of Trustees recognizes that field trips supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. The Board encourages field trips to reinforce and increase learning opportunities and to enhance district programs. School-sponsored trips shall be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or cocurricular activities. In the

event of an elective field trip (i.e. not listed specifically in accordance with the board policy) the faculty will be given the opportunity to block a student from attending a field trip either if said student's current grade is below average (D, F) or if citizenship is unacceptable.

#### **P.E./Intramural Sports: the P.E. department will also follow the district's policy that a student must hold a 2.0 GPA in order to participate in intramural sports and travel with the teams.**

This is based upon the previous quarter/semester grade. A list will be sent around to the teachers including students who will be attending games during the school day. *If a student will not be attending the game due to grades, (D, F), they will be notified by the teacher or the coach.*

#### **FORGOTTEN/MISSING MATERIALS**

It is the student's responsibility to remember all books, lunches, PE clothes and assignments and not to ask parents to bring missing supplies to school. However, if the parent insists on leaving these items for their student, a Personal Property Delivery Form must be completed and attached to the items to be picked up. The student's name will be written on the large board located in the quad. It is the student's responsibility to periodically check this board during passing periods for their name. **There will be no interruption of classroom instruction to deliver missing or forgotten items.**

\*See Lunches

#### **HARASSMENT/BULLYING**

All students should be treated with respect and feel comfortable attending school. Any harassment which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive learning environment will not be tolerated. The harassment of others based upon sexual, religious, racial, or other themes will not be tolerated. Verbal or physical bullying, calling others names which put them down, using words which insult another person, touching others in an unacceptable manner, and making comments of a sexual nature are considered harassment. In addition, participating in harassment or bullying through the use of technology (telephone, text messaging, online text, or cyber bullying) will not be tolerated, and will result in referral to an administrator. If, at any time, you feel uncomfortable in dealing with other students or adults, you are responsible to report concerns

to a teacher or administrator, who will assist you with your concerns.

### **HOMEWORK BUDDIES**

Directions: Ask one or two friends from each class if you may call or email them when you need to know about the homework assignment because of absence from school or when you have questions about the homework. Be sure to keep phone numbers/email confidential.

### **HOMEWORK REQUESTS:**

Students are given the opportunity to make up school work missed because of excused absences. Full credit is given if the work is returned promptly to the teacher. Parents may make a request for homework on the student's third day of absence by calling the attendance office before 9:30 a.m. (714) 220-4057.

If a student is absent for fewer than three days, the student should keep up with assignments by calling a "Homework Buddy" or checking teachers' eKadence page for homework [lexington.auhsd.us](http://lexington.auhsd.us).

Teachers' eKadence pages are good resources for this. **It is the responsibility of the student to get make-up work from the teachers upon returning to school.**

### **ID CARDS**

**Students MUST carry their student identification cards with them at all times.**

Student Identification Cards will be provided to every student during registration. Students who do not receive their ID card during registration will be responsible for getting their ID card as soon as possible.

A student ID card authorizes a student to be on campus and **every** student must have their student ID card in their possession at all times while on campus. Students **will not** be permitted into after school intervention and dances without their school ID card. Students using a lunch account must also use their ID card. **A replacement ID card is available at a cost to the student of \$5.00.**

### **INJURY/ILLNESS**

If any injury or illness occurs after a student arrives at school, he/she is to report to the teacher and then to the health office. Please update new work phone, and cell numbers. In an emergency, we cannot contact parents without correct phone numbers on emergency cards.

### **LOCKERS / PE LOCKER ROOM**

**The locker room has to remain a safe space for students to dress out for PE class and activities.** Students will be assigned a locker for physical education. During this time, unsafe behaviors which include the following, but not limited to, will not be tolerated.

- Cell phone violations
- Throwing water
- Theft of personal property
- Throwing items in the locker room

Consequences for PE / Locker room violations could include removal from locker room use, and /or progressive disciplinary action as outlined in the Student Expectations Policies. Clothes and valuables are to be secured in this locker during the P.E. class. It is the student's responsibility to ensure all personal items and valuables are safely locked and **NOT LEFT IN THEIR BACKPACKS DURING THE P.E. PERIOD.** The school is **not** responsible for lost/stolen items

### **LOST AND FOUND**

Each year a large number of items are turned into the office. If they are marked with a student's name, the office returns them. If there is no identification, they are placed into a lost and found container outside the main office. At the end of each quarter, unclaimed items are donated to a charitable organization.

### **LUNCHES**

All lunches brought to school must arrive 15 minutes before lunch begins. Students will **not** be paged for this purpose. **These lunches will be made available for students to pick up outside the main office.**

### **MEDIA CENTER**

Each AUHSD Library is a place to study, read, research, learn, create, and collaborate on school-related assignments. Students are welcome to use the library for these stated purposes before and after school, as well as during lunch (when scheduling permits). AUHSD Libraries are considered an extension of the classroom. Therefore, students are expected to adhere to all campus and district rules. To ensure the welfare and comfort of everyone, and to support a variety of learning activities, students are expected to be respectful of others by talking at a non-distracting level. To safeguard equipment,

food, gum, and drinks (including water) need to be consumed before entering the Library. Any and all electronic devices are also not allowed in the Library. When classes are in session, passes that have been signed by a teacher are required.

### **Library Computer Use**

The same AUHSD Computer-Use Regulations apply to the library. "The use of Anaheim Union High School District's technology is a privilege which may be revoked at any time.... Any attempt to gain access to inappropriate or controversial materials shall be grounds for revocation of access to district technology and may result in other disciplinary action." Refer to the Acceptable Use Policy for more information.

**Printing Charges:** \$.10/page for black and white text.

### **Library Circulation Guidelines**

AUHSD Library resources are available for everyone. The following rules are in place to encourage students to return reading material in a timely manner and in good condition. Library fines and fees exist only to ensure that library materials will remain available for all readers throughout the year.

- All students need their ID to check out reading materials from their campus library.
- Students may check out a maximum number of three items at a time for two weeks.
- The due date will be communicated to the student at the time of check out.
- Students are responsible for returning or renewing library materials on or before the indicated due date.
- Unless an item has been reserved by someone else, most library materials may be renewed twice (i.e., two additional rental periods).
- Special arrangements to extend rental periods or renewals must be made with the Library Media Technician prior to the due date.
- Library materials that are returned late will accrue overdue fines of 10 cents (each) per day.
- Students who have accrued overdue fines totaling more than \$5.00 risk having their borrowing privileges suspended until the balance has been paid or rectified.
- Per school policy, all library fines must be paid or rectified at the end of the year.
- Collected library overdue or damaged fines are used to purchase new library materials.

### **AUHSD Library Lost/Damaged Material Guidelines**

AUHSD Library resources are available for everyone. The following rules are in place to encourage students to return reading material in a timely manner and in good condition. Library fines and fees exist only to ensure that library materials will remain available for all readers throughout the year.

### **Lost/Damaged Library Materials**

- Library material that is not returned after two months past the due date will automatically be set to lost.
- Library material will be treated with care and returned in the same condition it was in at the time of check out.
- The maximum charge for lost or damaged library material is its replacement value.
- In lieu of paying to replace lost material, any replacement copy must be new, not used.

### **Library Hours**

Monday, Wednesday-Friday: 7:15 am to 3:30 pm  
Late start Thursday: 8:15 am to 3:30 pm

### **MEDICATION**

Medication should be taken at home with parent supervision whenever possible. Prescriptive and non-prescriptive medication may be taken at school only under supervision of school personnel. Parents must deliver medication to the health office in the original container.

**Under California Law, a medication form which includes dosage instructions must be completed by the parent and the physician before medication can be administered at school.** These forms are available in the health office or on the website under – Parents/Health Info/Forms.

### **PARENT INVOLVEMENT/COMMUNICATION:**

Several parent organizations and committees, such as PTA, School Site Council and Band Boosters provide valuable volunteer time, financial support and advice for the overall improvement of our school. School effectiveness is positively impacted by frequent parent participation. Meetings are published regularly in newsletters, school web pages and the auto dialer system.

Class visitation is a courtesy extended to parents upon requests. Such visits are approved by the Assistant Principal in advance. This will assist in providing minimal interruption to the instructional program. To ensure the safety of our students, all



visitors are required to check in through the main office **before** proceeding to a classroom.

When contacting a teacher please state your student's full name, period, and purpose of the contact

Teachers, counselors, administration communicate with parents about student progress in a variety of ways. These include telephone calls, notes, emails, and progress reports. In addition, parents are encouraged to inform school personnel about significant changes in the home environment that may affect the student's school performance.

**PERSONAL PROPERTY:**

Students are discouraged from bringing to school any personal property which is not directly related to your instructional program. Further, students should not bring personal items such as watches, jewelry, or clothing which are fragile, expensive or possible obstructions to the instructional program. The school will not be responsible for any student's personal property which is lost, stolen, or damaged. Laser pointers are not appropriate for school and should not be brought to school. Failure to adhere to this policy will result in confiscation of the items and/or further disciplinary action.

**PRINCIPAL' S HONOR ROLL:**

3.5 GPA or higher with no N's or U's in Citizenship. The Principal's Honor Roll students are celebrated in various ways during the year.

**SELLING ITEMS AT SCHOOL:**

The selling of candy, food, or any kind of item or property by any student or group not authorized by the administration is **not** permitted on school grounds, or at any school-sponsored event.

**WEAPONS AND DANGEROUS OBJECTS:**

It is our intent to make Lexington Junior High School a safe place for everyone. Our policies are those of the Anaheim Union High School District as set forth by the Board of Trustees. We will enforce the rules and laws regarding weapons and dangerous items at school.

**Weapons include:** Real or fake knives of any shape or size, real or fake guns, and any other dangerous objects (lasers, poppers, fireworks, etc.).

**The following rules apply:**

Bringing or possessing weapons (real or "look-alike") or dangerous objects at school may result in a FIVE (5) day suspension, transfer to another school, arrest and possible expulsion from the district.

**I HAVE READ AND UNDERSTAND THESE POLICY PAGES:**

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STUDENT NAME AND ID NUMBER

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STUDENT SIGNATURE