

Parent Pickup

Bus # _____

Walker/Biker

Parent Signature

Parent Signature

Parent Signature



2017-2018 Student Handbook

Principal: Linda Caprarotta

Assistant Principal: Jason Peters

Assistant Principal: Leta Dietz

16351 Summerlin Road
Fort Myers, FL 33908

Phone: (239) 454-6130

Fax: (239) 489-3419

www.lxm.leeschools.net

THE SCHOOL DISTRICT OF LEE COUNTY

Vision: To be a world-class system

Mission: To ensure that each student reaches
his/her highest potential.

LEXINGTON MIDDLE SCHOOL MISSION STATEMENT

Lexington Middle School will provide each student the opportunity to develop the educational skills, knowledge, attitude and character to become compassionate, lifelong learners with an intercultural understanding and respect in order to make a positive impact in the community and the world.

Table of Contents

INTERNATIONAL BACCALAURETE PROGRAMME.....	7
THE IB LEARNER PROFILE	7
INTRODUCTION	8
AFTER SCHOOL TUTORING PROGRAM	8
ANNOUNCEMENTS	8
ASSEMBLIES.....	8
ATTENDANCE	9
BEFORE SCHOOL PROGRAM	9
BICYCLES.....	9
BUSES.....	9
BUS RULES.....	10
BUS CHANGES	10
CAFETERIA	10
CELL PHONES/ELECTRONIC DEVICES.....	10
CHANGE OF ADDRESS	10
CHROMEBOOKS.....	11
CLINIC.....	11
CLUBS.....	11
DRESS AND APPEARANCE	11
EMERGENCY DRILLS.....	11
FOCUS.....	11
GRADING SYSTEM AND REPORT CARDS.....	11
REPORT CARD DATES	12
GUIDANCE AND COUNSELING SERVICES.....	12
HOMEWORK	12
PARENTLINK.....	12
PLEDGE OF ALLEGIANCE.....	12
INTRAMURAL SPORTS	12
LEAVING SCHOOL.....	13
LOST AND FOUND	13
LYNX CARD	13
MONEY AND OTHER VALUABLES.....	13
MEDIA CENTER	13
MEDICATION	13
PARENT CONFERENCES.....	13
PHYSICAL EDUCATION/HEALTH.....	14
PROHIBITED ITEMS	14
RESPECT FOR EQUIPMENT AND FACILITIES.....	14
SMOKING NOT ALLOWED	14
STUDENT ACTIVITIES	14
TEXTBOOKS	14
THE LYNX LETTER.....	15
THE USE OF TELEPHONE	15
TIME SCHEDULE	15
VISITORS.....	15
WITHDRAWALS AND TRANSFERS.....	15
STANDARDIZED DRESS CODE.....	16

Lexington Middle (LYNX Card)

Name: _____

Grade _____

Quarter: **1** Daytime Phone # _____

ID# _____

Teacher: 1	Teacher: 2	Teacher: 3	Teacher: 4	Teacher: 5		Offenses
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	UT	Unauthorized Tardy
Offense: _____	Offense: _____	Offense: _____	Offense: _____	Offense: _____	CG	Candy/gum
Warning	Warning	Parent Signature: _____	1 Period Team Timeout	Parent Contact by Teacher	MH	Misbehavior Halls
				PC LM Mailed	ED	Electronic Device
Note				Note	UA	Unauthorized area
Teacher: 6	Teacher: 7	Teacher: 8	Teacher: 9	Teacher: 10	MC	Misbehavior Classroom
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	DC	Dress Code
Offense: _____	Offense: _____	Offense: _____	Offense: _____	Offense: _____	OT	Other – please write in reason
Parent Contacted by Teacher	2 Lunch Detentions	Parent Contacted by Teacher & 2 Lunch Detentions	Parent Contacted by Administrator & 2 Lunch Detentions	Teacher writes a Referral-Sends student to Admin. & Student is grounded from all in- school and after-school activities for the rest of the quarter and the following quarter.		
PC LM Mailed	Dates: _____ _____	Dates: _____ PC LM Mailed	Dates: _____ PC LM Mailed			
Note		Note	Note			

* Level II offenses may immediately result in a referral. ** Students who lose their agenda/card will automatically receive five (5) additional steps from their original box. *** A discipline referral for insubordination may be written after the third time for the same offense.

Lexington Middle (LYNX Card)

Name: _____

Grade _____

Quarter: **2** Daytime Phone # _____

ID# _____

Teacher: ¹	Teacher: ²	Teacher: ³	Teacher: ⁴	Teacher ⁵		Offenses
Date:	Date:	Date:	Date:	Date:	UT	Unauthorized Tardy
Offense: _____	Offense: _____	Offense: _____	Offense: _____	Offense: _____	CG	Candy/gum
Warning	Warning	Parent Signature: _____	1 Period Team Timeout	Parent Contact by Teacher	MH	Misbehavior Halls
				PC LM Mailed	ED	Electronic Device
				Note	UA	Unauthorized area
Teacher: ⁶	Teacher: ⁷	Teacher: ⁸	Teacher: ⁹	Teacher: ¹⁰	MC	Misbehavior Classroom
Date:	Date:	Date:	Date:	Date:	DC	Dress Code
Offense: _____	Offense: _____	Offense: _____	Offense: _____	Offense: _____	OT	Other – please write in reason
Parent Contacted by Teacher	2 Lunch Detentions	Parent Contacted by Teacher & 2 Lunch Detentions	Parent Contacted by Administrator & 2 Lunch Detentions	Teacher writes a Referral-Sends student to Admin. & Student is grounded from all in-school and after-school activities for the rest of the quarter and the following quarter.		
PC LM Mailed	Dates: _____ _____	Dates: _____	Dates: _____			
Note		PC LM Mailed	PC LM Mailed			
		Note	Note			

* Level II offenses may immediately result in a referral. ** Students who lose their agenda/card will automatically receive five (5) additional steps from their original box. *** A discipline referral for insubordination may be written after the third time for the same offense.

Lexington Middle (LYNX Card)

Name: _____

Grade _____

Quarter: **3** Daytime Phone # _____

ID# _____

					Offenses	
Teacher: ¹	Teacher: ²	Teacher: ³	Teacher: ⁴	Teacher ⁵		
Date:	Date:	Date:	Date:	Date:	UT	Unauthorized Tardy
Offense: _____	Offense: _____	Offense: _____	Offense: _____	Offense: _____	CG	Candy/gum
Warning	Warning	Parent Signature: _____	1 Period Team Timeout	Parent Contact by Teacher	MH	Misbehavior Halls
				PC LM Mailed	ED	Electronic Device
				Note		
Teacher: ⁶	Teacher: ⁷	Teacher: ⁸	Teacher: ⁹	Teacher: ¹⁰	UA	Unauthorized area
Date:	Date:	Date:	Date:	Date:	MC	Misbehavior Classroom
Offense: _____	Offense: _____	Offense: _____	Offense: _____	Offense: _____	DC	Dress Code
Parent Contacted by Teacher	2 Lunch Detentions	Parent Contacted by Teacher & 2 Lunch Detentions	Parent Contacted by Administrator & 2 Lunch Detentions	Teacher writes a Referral-Sends student to Admin. & Student is grounded from all in- school and after-school activities for the rest of the quarter and the following quarter.	OT	Other – please write in reason
PC LM Mailed	Dates: _____ _____	Dates: _____ PC LM Mailed	Dates: _____ PC LM Mailed			
Note		Note	Note			

* Level II offenses may immediately result in a referral. ** Students who lose their agenda/card will automatically receive five (5) additional steps from their original box. *** A discipline referral for insubordination may be written after the third time for the same offense.

Lexington Middle (LYNX Card)

Name: _____

Grade _____

Quarter: 4 Daytime Phone # _____

ID# _____

Teacher: 1	Teacher: 2	Teacher: 3	Teacher: 4	Teacher: 5		Offenses
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	UT	Unauthorized Tardy
Offense: _____	Offense: _____	Offense: _____	Offense: _____	Offense: _____	CG	Candy/gum
Warning	Warning	Parent Signature: _____	1 Period Team Timeout	Parent Contact by Teacher	MH	Misbehavior Halls
				PC LM Mailed	ED	Electronic Device
				Note	UA	Unauthorized area
Teacher: 6	Teacher: 7	Teacher: 8	Teacher: 9	Teacher: 10	MC	Misbehavior Classroom
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	DC	Dress Code
Offense: _____	Offense: _____	Offense: _____	Offense: _____	Offense: _____	OT	Other – please write in reason
Parent Contacted by Teacher	2 Lunch Detentions	Parent Contacted by Teacher & 2 Lunch Detentions	Parent Contacted by Administrator & 2 Lunch Detentions	Teacher writes a Referral-Sends student to Admin. & Student is grounded from all in- school and after-school activities for the rest of the quarter and the following quarter.		
PC LM Mailed	Dates: _____ _____	Dates: _____ PC LM Mailed	Dates: _____ PC LM Mailed			
Note		Note	Note			

* Level II offenses may immediately result in a referral. ** Students who lose their agenda/card will automatically receive five (5) additional steps from their original box. *** A discipline referral for insubordination may be written after the third time for the same offense.

INTERNATIONAL BACCALAURETE PROGRAMME

Lexington Middle School is an International Baccalaureate Middle Years Programme (MYP) authorized school. This program provides a framework of academic challenge. It allows students to embrace and understand the connections between traditional subjects and the real world by becoming critical and reflective thinkers. The MYP is regulated by the International Baccalaureate Organization. All teachers have been trained on the philosophy of the IB Middle Years Programme. Our distinguished course of study features integrated literature, cultural, scientific, and math studies from around the world. Foreign language courses and community service projects are interwoven components of the MYP. Please visit www.ibo.org for more information about our program.



THE IB LEARNER PROFILE

©International Baccalaureate Organization 2006

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. As IB learners we strive to be:

- **Inquirers** – We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- **Knowledgeable** – We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- **Thinkers** – We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- **Communicators** – We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- **Principled** – We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- **Open-minded** – We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- **Caring** – We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
- **Risk-takers** – We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- **Balanced** – We understand the importance of balancing different aspects of our lives-intellectual, physical, and emotional-to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

- **Reflective** – We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.



INTRODUCTION

The policies and procedures contained in this agenda handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, as well as become an integral part of it. Your success in middle school is important and the school will do everything possible to help. Remember, however, that your success in school is directly related to your effort.

AFTER SCHOOL TUTORING PROGRAM

Based on funding and availability, this program begins midyear pending budget approval. This is an opportunity for your child to stay after school to complete their homework assignments in math, reading, and other subjects with the help of a certified teacher. FSA prep and credit retrieval may also be offered. The program runs from 4:00 to 5:25 p.m. two days per week. Bus transportation is provided to a limited number of stops. All students must be picked up from school no later than 5:25 p.m.

ANNOUNCEMENTS

Announcements at Lexington Middle School are given twice daily, morning and afternoon, over the school's public address system or the school-wide television network. Announcements will include the Pledge of Allegiance and a moment of silence. During announcements all students are expected to remain quiet and attentive. Students wishing to have announcements read must submit them in writing to the administration the day before they are to be read. Afternoon announcements are made five minutes before dismissal and often contain important information. Other announcements may be made as needed throughout the school day; however, every attempt will be made to prevent disruption of regularly scheduled class activities.

ASSEMBLIES

Assemblies are held during the year for the benefit of the student body. Attentive and courteous behavior is expected. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. All students should give the speakers and/or performers their undivided attention. Appropriate gestures of appreciation should be in the form of applause. Rudeness, inattentive or other disruptive behavior is unacceptable and will be subject to disciplinary action. Attendance at assemblies is a privilege and may be prohibited due to discipline infractions.

ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons explained below. The parent or guardian is expected to contact the school by phone on the day of the absence and provide the student with a written excuse upon returning. The following is a list of the only legal excuses for absence from school:

1. Personal illness - The school may require a certificate from a doctor for prolonged illness.
2. Illness in the family
3. Death of a close relative
4. Observance of a religious holiday

ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE. Students with 19 or more absences may be retained. Students who arrive to school after 9:45 a.m. are considered tardy and should report to the front office for the appropriate admission pass.

Steps to follow when absent:

1. Have parent or guardian phone the school and inform the office of your absence before 9:45 a.m. on the day of the absence.
2. Have parent or guardian write a note giving your name, date, date of absence, reason for absence and his/her signature.
3. Present your note to your homeroom teacher.
4. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up work is completed).
5. If absence is due to work, travel, or some other reason, a parent or guardian should notify the school prior to the absence.

BEFORE SCHOOL PROGRAM

LXMS offers a fee-based before school program called the Early Lynx Program. Informational brochures and registration forms are available in the school office. The Early Lynx Program is from 7 to 9:00 a.m. on student school days. The cost is a \$10 registration fee and \$4 per day.

BICYCLES

Bicycles must be walked on all sidewalks within the campus at all times, never ridden through the parking lots. Bicycles must be parked in the racks provided and students are to provide and use locks on their bicycles. The school is not responsible for lost or damaged bicycles. Students who ride their bicycles in an unsafe manner or who interfere or impede the safe flow of traffic - including school buses - can be denied the privilege of riding their bicycles to school.

ALL bicycles must have brakes for street use. ALL bicycle riders must wear helmets. Bike privileges will be denied for not wearing a helmet. No exceptions!

BUSES

It is a privilege to ride the bus to and from school. Your bus driver has your safety in mind and has established rules necessary to ensure safety. These rules are posted at the front of the bus. Students who do not adhere to the rules may be referred to the office by the driver. If you receive a referral, the following procedures will be applied in most cases.

First Referral: Written warning and parent contact
Subsequent Referrals: Bus suspensions

BUS RULES

1. The driver is in full charge of the bus and all students. Students must obey the driver at all times.
2. Stand off the roadway while waiting for the bus.
3. Stay in your assigned seat at all times while the bus is moving.
4. Keep arms and head inside: do not throw things from the bus.
5. Walk 10 feet in front of the bus. Wait for the driver's signal before crossing the road.
6. Unnecessary conversation with the driver is dangerous. Remain quiet.
7. Absolute silence is required at all railroad crossings.
8. No eating, drinking, alcohol or tobacco products permitted on the bus.
9. Students must be at their stop on time. The bus cannot wait for those who are late.
10. Students may not have any electronics including cell phones out on the bus.*

*Specific rules are up to the driver's discretion.

BUS CHANGES

Students are assigned to their bus by the School District according to their home address. We cannot assign a separate seat on two different buses. Students may not change buses without permission from the administration. This permission is not usually granted unless it is for **emergency supervision reasons**. If students are in such a situation, they should bring a note from their parent/guardian with a phone number where they can be reached. The student needs to know the bus number and stop they are requesting. The student should bring the note to the office at the start of the school day. Requests made at the end of the day cannot be honored.

CAFETERIA

In order to get the most from their school day, all students should begin the day with a good, free breakfast. All school students are encouraged to continue their day with a nutritious, free lunch in our cafeteria. Additional items such as juice and pizza are available for purchase. Our students are expected to behave and respect the rights of others by demonstrating good manners. Students are expected to clean their own tables and appropriately dispose of their trash. Candy is not allowed. Bottled and canned drinks must be in a lunch box and consumed only in the cafeteria. **Food purchased outside the cafeteria must be for your student only and consumed with your student.** Glass bottles are prohibited. All students are to remain in the cafeteria during their 25 minute lunch period.

CELL PHONES/ELECTRONIC DEVICES

The use of cell phones/electronic devices is prohibited unless use is approved by a teacher for learning purposes only. If a student brings a phone to school it is to be kept turned off, in their backpack and should not be seen. If a student has their cell phone/electronic device out and using it for a non-educational activity, a Lynx card could be signed. After three offenses, a discipline referral will be written and the school will follow the District Code of Conduct. The school is not responsible for a lost or stolen electronics.

CHANGE OF ADDRESS

Inform the Registrar if you have a change of address, home telephone number or work location by submitting a utility bill or lease agreement. This information will help facilitate communication between home and school and allow immediate contact in case of an emergency. Bus passes will not be issued until a utility bill or lease agreement is submitted.

CHROMEBOOKS

Chromebooks are laptop computers that students take to and from school. They are used to access online textbooks, Google classrooms, and many other educational tools. Chromebooks are a powerful learning tool, and with this power comes responsibility. The District reserves the right to monitor or access the contents of its computers if it suspects or is advised of possible breaches of security, harassment, or other violations of policies, rules, regulations, directives, law, or evidence exists which demonstrates to the school or District that its computers may contain information, data, or other intellectual property that belongs to another person. Students have no expectation of privacy of content stored on or accessed through District Equipment. Students are responsible to attend school with their Chromebook fully charged and ready for school.

CLINIC

The school nurse and/or clinic assistant provide temporary care for injuries and illness. If a student is ill, parents are requested to keep their child at home, as we are not equipped to keep sick or injured students for extended periods of time. All students are required to be tested for hearing and scoliosis. Special forms are required for the distribution of medication at school. Students are required to submit a completed Student Emergency and Health Information form within the first seven days of school.

CLUBS

Lexington Middle offers a variety of clubs. Clubs are designed to offer students time to meet with staff and other club members in order to fulfill the mission of the club. Clubs may meet before school from 8:45-9:15 or after school from 4:05-5:25. Clubs include National Junior Honor Society, Student Council, Book Battle, Technology Student Association, Fellowship of Christian Athletes, Math Club, Intramurals, etc.

DRESS AND APPEARANCE

Students are required to maintain a clean and neat appearance at all times. We believe the way a student dresses often determines the way he or she behaves. Lexington Middle School has a Standardized Dress Code. Students who are inappropriately attired will be required to correct the situation - possibilities include changing clothes, being picked up by parents, or wearing clothing provided by the school. Consequences assigned will be based on the middle school discipline plan.

EMERGENCY DRILLS

Emergency drills are required and will be held at regular intervals. These drills are necessary to ensure student and staff safety in the event of a real emergency. Orderly, quiet behavior is essential during all drills. Maps for all evacuations are posted in each classroom. Students should review these maps and procedures periodically.

FOCUS

Focus is a real-time grading system that the School District of Lee County uses to enter assignments and keep attendance by period. Parents and students have access to a Focus portal which can be used to monitor grading, assignments and attendance. The website can be found at: focus.leeschools.net

GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The School Board adopted grading scale is:

A	-	90 - 100	Excellent
B	-	80 - 89	Good
C	-	70 - 79	Average
D	-	60 - 69	Poor
F	-	0 - 59	Failure
I			Incomplete

Report cards are issued every nine weeks. The computerized progress report indicates an academic grade and instructor's comment(s) for each subject in which the student is enrolled. Attendance is also reported on this form. To further facilitate communication between the school and parents, an interim grade report is issued twice during each grading period.

REPORT CARD DATES INTERIM DATES

Quarter 1	<u>Mailed after October 16, 2017</u>	Quarter 1	<u>August 30 & September 20</u>
Quarter 2	<u>Mailed after December 21, 2017</u>	Quarter 2	<u>November 8 & November 29</u>
Quarter 3	<u>Mailed after March 16, 2018</u>	Quarter 3	<u>January 31 & February 28</u>
Quarter 4	<u>Mailed after May 30, 2018</u>	Quarter 4	<u>April 4 & May 2</u>

GUIDANCE AND COUNSELING SERVICES

The Lexington Guidance Department is available to help you concerning a variety of situations including test score information, problems in classes and problems at home. A student may make an appointment to see his/her counselor by stopping by the front office and filling out a request form.

HOMEWORK

Homework is considered to be an important part of learning. Students are encouraged to set aside time on a daily basis for study and practice at home. Good study habits will enhance your academic progress and success and will help to improve your grades.

PARENTLINK

The district-wide Parentlink system is available to all parents. It has been implemented to improve student achievement and attendance by facilitating parental involvement with student grades and attendance. Log onto <http://parentlink.leeschools.net/> and directions will be given on how to access this information. The school sends automated phone messages and emails via Parentlink on a regular basis.

PLEDGE OF ALLEGIANCE

Current law requires each school to post a notice in a prominent place to inform students they have the right to not participate in the morning pledge. The bill clarifies that the student's right to not participate includes not standing or placing the right hand over his or her heart. The bill also requires the notice be published in the student handbook rather than posted at each school.

INTRAMURAL SPORTS

Lexington Middle offers a variety of intramural sports. These sports are played throughout the year. In order to qualify for being a member of one of these teams, a student must have a 2.0 grade point average for the quarter prior to the sport season, may not be on the grounded list, and may not turn age 16 prior to the last day of school. All students/parents must fill out an Intramural form before the student participates in Intramurals. Not all student athletes who try out for the team will make the team. Intramural sports include basketball, soccer, track, cross country, tennis, golf and volleyball.

LEAVING SCHOOL

The school will only accept phone calls for change of transportation until 3:15 pm. If you are leaving school for an extended period of time, please let the school know in advance through written communication. Students who need to leave prior to dismissal must be signed out by 3:30 by an adult with a photo ID who is on their emergency card.

LOST AND FOUND

The Lost and Found is located in the Front Office/Clinic. Please extend the same courtesy that you would expect by turning lost items into the office. Each year there are many items that are never claimed. If you lose something, please check - it may be there! Items not claimed after 30 days will be donated to charity.

LYNX CARD

Each child has a Lynx Card for each quarter. These cards are used for minor discipline infractions and located on the child's Chromebook through castle.leeschools.net. Each card has 10 boxes with the consequences listed. If your child receives 10 minor discipline infractions, they will be grounded from extracurricular activities (pep rallies, sporting events, dress up days) for the current quarter and the following quarter. If a student has a Lynx Card with all 10 steps signed, then all minor discipline will result in a referral.

MONEY AND OTHER VALUABLES

Large sums of money or other valuables should not be brought to school. However, if it becomes necessary to bring such, the money or item should be left in the main office. NEVER LEAVE VALUABLE POSSESSIONS UNATTENDED. (The school is not responsible for lost or missing items.)

MEDIA CENTER

Lexington Middle offers a very well equipped media center containing many learning, supplemental and recreational materials in the form of books, magazines, and audio-visual materials. Use of the Media Center is a privilege, and a pass from your teacher is necessary if you want to use the center during school hours. Media center hours are 9:25 a.m. to 4:00 p.m. Students may check out a maximum of three books for a two week period. When you check out library books, it is your responsibility to take proper care of the books and see that they are returned on time. A student who has an overdue book will receive an overdue notice from the media center and will not be allowed to check out other books until the overdue book is returned or paid for if it has been lost. Classroom texts are also available for student check-out in the Media Center. Students are responsible for returning all books prior to the end of the school year and/ or withdrawing from the school.

MEDICATION

If a student must take medication, arrangements should be made with the attending physician so that the medication may be given at home before and after school hours. If this is not possible, the medication may be given at school, only if failure to take it could jeopardize the student's health. The Parent Permission for Medication form (MIS 398, available at school) must be completed. Medication must be brought to school, fully labeled, in the original container received from the pharmacist, and it must be kept in the clinic. If a doctor orders a non-prescription medication, such as aspirin or cough medicine, it will be necessary for the doctor to give the parents a written note to bring to the school. The container of non-prescription medication must be labeled with the student's name and directions concerning dosage. No over-the-counter medications (non-prescription) will be given without a written statement from the doctor. If any medication is needed, (including inhalers), for more than a two-week period, the Doctor's Permission for Medication Form (MIS 401) must also be completed.

PARENT CONFERENCES

Parent conferences will be scheduled through the guidance secretary. Please contact your child's teacher with concerns prior to setting up a conference. Student conferences will be limited based on teacher availability. To schedule a parent conference, please call 454-6130 to speak to the guidance secretary.

PHYSICAL EDUCATION/HEALTH

Physical Education/Health classes at Lexington Middle School offer students a chance to learn, understand, and appreciate the important aspects of physical fitness, learn lifelong skill activities and enjoy and develop an active lifestyle. Physical Education students may have a chance to experience the following activities: basketball, badminton, volleyball, track and field, soccer, softball, step aerobics, tennis, flag football, fitness, speed ball, golf, floor hockey, speed walking, and eclipse ball. For the sake of good health and comfort, students MUST dress out for Physical Education. The required attire for Physical Education is a white or gray athletic tee shirt, navy blue or black shorts (no jeans, jams or spandex), athletic shoes, (white sole only), and socks. Lexington shirts and shorts may be purchased from the P.E. department for \$10 for the shirt and \$10 for the shorts. Students may bring their own uniform clothes as well. There is a \$5 locker rental donation. If a student is to be excused from Physical Education, he/she must have a written excuse from home for that day. If the condition requires an excuse for more than three (3) days, a doctor's note is required.

PROHIBITED ITEMS

The Lee County District School Board specifically prohibits drugs, alcohol, tobacco, weapons, laser pens, collectible cards, electronic games or toys, caps, fireworks, aerosol spray cans, IPODS and any nuisance items which distract from the specific purpose of the school. In addition, toy guns or knives are not allowed. Violators of this policy are subject to severe disciplinary measures. Specially trained animals may be used on school property, including, but not limited to, storage areas, lockers and parking lots to detect the presence of prohibited or illegally possessed substances or objects.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is encouraged to assume responsibility for the care of school property. Accidental damage may be paid for by the student. Willful or malicious damage must be repaired or replaced at the student's expense. In addition, appropriate disciplinary action will be taken when necessary.

SMOKING NOT ALLOWED

The Lee County District School Board specifically prohibits the use of tobacco, by students and/or adults, in any form in the school building and on campus. The use of E-Cigarettes and Vapors are not permitted in the buildings or on campus. Smoking is prohibited within 1000 feet of school property.

STUDENT ACTIVITIES

Throughout the school year we will have a variety of activities, including intramurals, dances, fairs, club events, etc. Although these activities may be off campus, all school rules apply. Students must be in good standing in order to participate. Supervision of students will end at the specified ending time of the event. Parents are expected to pick up their children on time. Students who are not picked up at scheduled times will be excluded from future activities. Lost books or unpaid fines may result in loss of privileges.

TEXTBOOKS

Basic hardbound texts and paperback books are provided by the state and district for loan to the students. Check your text thoroughly when you receive it so that you can report any damage. Otherwise, you will be responsible for damage or loss of textbooks assigned to you. Textbooks are assigned to students in some classes, but not in others. Students have the opportunity to check out books in those classes where they have not been individually assigned. All textbooks should be covered for their protection.

THE LYNX LETTER

In order to increase communication between the school and community, a newsletter will be posted to the Lexington website regularly. The Lynx Letter will include articles such as Honor Roll, awards, recognition in academics, art, music, and sports; as well as a calendar of upcoming events.

THE USE OF TELEPHONE

Telephones at the school are reserved for school business. Parents may reach the school at 454-6130. Telephone calls will not be put through to staff members who are supervising students except in case of an emergency. Staff members do not have voicemail, but check for messages during their planning periods through the main office and will return telephone calls at the earliest convenience. Students may use the phone in the main office before school, during lunch, and after school for academic reasons only.

TIME SCHEDULE

School hours for students are 9:25 a.m. to 4:00 p.m. Students are not to be in or around the building before 9:25 a.m. (unless the student is in the Early Lynx Program) or after 4:00 p.m. without prior approval of the administration or under supervision of a teacher.

VISITORS

All visitors must have a photo I.D., must report to the main office to register and receive a visitor's pass. Failure to do so could result in trespassing charges.

WITHDRAWALS AND TRANSFERS

Withdrawals and transfers must be initiated by the parent through written communication. The guidance office is the starting point for this procedure. All records and debts must be cleared before leaving school.

STANDARDIZED DRESS CODE

The purpose of the dress code is to encourage students to focus on the learning process without distractions of unsuitable dress and grooming. Students shall maintain a clean, orderly appearance at all times. The School Board of Lee County defines the overall guidelines for the student dress code in Board Policy 5.24. It also gives the individual schools the authority to establish additional regulations. The responsibility for the personal appearance of the student rests with the parent or guardian. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the administration and staff at Lexington Middle School.

STUDENTS ARE EXPECTED TO COME DRESSED FOR SUCCESS IN AN EDUCATIONAL SETTING.

Pants/Bottoms—Pants must be solid colors or plaids. If designed with belt loops, belts must be worn at all times. Pants/Bottoms must fit appropriately, not too loose or too tight, and **must be worn at the waist**. Pajama style, sports pants, sweatpants, stretch pants, leggings/jeggings, drawstring pants are prohibited.

Shorts/Skorts—Must be worn at the knee. No athletic shorts. If designed with belt loops, belts must be worn at all times. Must fit appropriately, not too loose or too tight, and **must be worn at the waist**.

Capri pants—Must fit appropriately, not too loose or too tight.

Dresses/Skirts—Must be worn at the knee. They must fit appropriately, not too loose or too tight. All dresses must have sleeves. No slits above the knee.

Tops/Shirts—**Must be tucked in at all times**. Must be an oxford or polo style with a collar, sleeves and buttons. Must be buttoned appropriately. Solid, striped or plaid are acceptable. Logos must be no larger than a half dollar. Tank tops may not be showing.

Footwear—Sneakers are acceptable. No flip flops, slippers, sport sandals or open back shoes.

Cold Weather Wear—Jackets, sweatshirts and sweaters must zip or button down the front with a dress code shirt underneath and tucked in. No pullover sweatshirts, jackets, sweaters are permitted and these items cannot be tied around the waist.

*Clothing may not be torn, frayed or altered from its original style.

- Shoes must be worn at all times.
- Apparel shall be adequate in length and coverage. All undergarments must be completely covered.
- Shirts will be appropriately fastened and length must extend past the waist level.
- Any articles of clothing or jewelry that could cause injury, includes but not limited to...belt chains, wallet chains, bracelets, rings, chokers, any spiked item, studded item or medallions are prohibited.
- Apparel, emblems, insignias, badges or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
- Apparel or symbols which may be gang-related may not be displayed on a student or any item belonging to a student.
- Adornments which are attached (pierced) to exposed body parts other than the ears are prohibited. Earrings are permitted. Any other item is prohibited, *including mouth adornments*.
- Hair must be of a natural color. Distractive hair coloring or hair style is prohibited (including shaved designs in hair and eyebrows).
- Hats, caps, headgear, bandanas, hoods, sweatbands or sunglasses are prohibited. There may be certain exceptions for medical conditions and/or physical education classes being held outside. The administration will determine these exceptions.
- Clothing that is see through, tight or form-fitting is prohibited.

The administration reserves the right to make changes based on changing fashions or trends.