



# 2017-2018 Student Handbook

***Empowering Students  
to build a  
Successful Career***

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# Faculty and Staff

## Administration

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## Secretarial Support Staff

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## Support Staff and Services

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## Instructional and Staff Programs

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Mr. Adam Boyd	Building Trades	ext 213	aboyd@lexington.k12.mo.us
Mr. Nathan Day	Industrial Welding	ext 215	nday@lexington.k12.mo.us
Mr. John Harden	Collision Repair	ext 220	jharden@lexington.k12.mo.us
Ms. Susan Johnson	Culinary Arts	ext 218	sjohnson@lexington.k12.mo.us
Ms. Monika Masuda	Computer Maintenance	ext 214	mmasuda@lexington.k12.mo.us
Ms. Monica Pickett	Health Occupations I	ext 212	mpickett@lexington.k12.mo.us
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## Off Site Instructional and Staff Programs

### Early Childhood Center (660)259-2192

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### Health Science Annex (660) 259-2688

Ms. Paige Pence	Financial Aid Administrator/ Adult Education Supervisor	ext 2002	ppence@lexington.k12.mo.us
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Ms. Tracy Lock	PN Coordinator/Instructor	ext 2003	tlock@lexington.k12.mo.us
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## **SCHOOL CALENDAR**

### **2017 ~ 2018**

Unfortunately, the nine sending schools calendars do not always coincide. **Students from all sending schools are expected to attend the Lex La-Ray during the scheduled time; dates of breaks are listed below.** All nine schools are required for their students to attend a set number of days during the school year. If the sending school does not have school and the Lex La-Ray is in session, the sending school, in almost all cases, will provide a bus to Technical Center. On days that the Lex La-Ray is not in session, and the sending school is, students are exempt from the half of the day they normally attend Lex La-Ray. If you have any questions concerning this Lex La-Ray attendance policy or calendar, please contact us at (660) 259-2264.

#### **August**

15 Orientation 6:00 (AM Schools) 6:30 (PM Schools)  
17 First Day of School

#### **September**

4 No School – Labor Day  
22 Early Dismissal – No PM Classes  
25 No School – Teacher In-Service

#### **October**

16 No School – Teacher In-Service  
25 Parent Teacher Conf 4:00-8:00  
26 Parent Teacher Conf 4:00-6:00  
    Combined Advisory Mtg – Institutional 5:30, Programs 6:00  
27 No School

#### **November**

6 No School – Teacher In-Service  
22-24 NO SCHOOL - Thanksgiving Break

#### **December**

4 No School – Teacher In-Service  
Dec 21-Jan 2 No School - Christmas Break

#### **January**

2 No School – Teacher Work Day  
15 No School – Martin Luther King Day  
29 No School – Teacher In-Service

#### **February**

16 No School – Teacher In-Service  
19 No School – Presidents' Day  
22 Open House 6:00-8:00

#### **March**

7 Parent Teacher Conf 4:00-8:00  
8 Parent Teacher Conf 4:00-6:00  
9 No School  
12 No School – Teacher In-Service  
March 28-April 2 No School – Spring Break

#### **April**

2 No School – Spring Break  
30 No School – Teacher In-Service/Work Day

#### **May**

17 Last Day of School – No PM Classes  
18 Teacher Work Day  
20 Teacher Work Day

**\*\*\*Sending School breaks may not coincide with the scheduled breaks at Lex La-Ray. Students are expected to attend classes at the Technical Center, even if there is not class at their High School, if a bus is sent. PLEASE SEE ATTENDANCE POLICY ON PAGES 9-12.**

## **Lexington R-V School District's Mission:**

Together the Lexington R-V School District will reach, teach, and challenge all students everyday to be college and career ready.

## **Lexington R-V School District's Goals:**

1. Improve Student Performance and Enable Students to Meet Their Personal, Academic, Social and Career Goals.
2. Employ Highly Qualified Staff Which Will Lead, Instruct, and Work in the District to Achieve the District's Vision, Mission and Goals.
3. Provide, Maintain, and/or Construct Facilities that Promote and Enhance a Safe and Quality Educational Environment in Support of the District's Vision, Mission, and Goals.
4. Provide and Maintain Appropriate Support Services that will Promote and Enhance a Safe and Quality Educational Environment that Supports the District's Vision, Mission, and Goals.
5. Provide and Maintain Appropriate Technology Resources and Infrastructure that will Promote and Enhance a Safe and Quality Educational Environment that Supports the District's Vision, Mission, and Goals.
6. Promote, Facilitate, and Enhance Student, Parent, and Community Involvement.
7. Provide, Support, and Promote consistent efficient Governance, Leadership and Representation that operates effectively which benefits all Students, Staff, and Patrons of the District.

# Welcome to Lex La-Ray Technical Center

It is with great pleasure we take this opportunity to welcome you to Lex La-Ray Technical Center. We look forward to providing you with the technical skills that will enable you to get a head start toward career success.

Technology continues to develop at a rapid pace. In today's global economy, future employees must have a combination of highly developed skills, good work habits, and a cooperative attitude with a willingness to adapt to change. The Lex La-Ray Technical Center will help you develop the skills and attitudes to enhance your job skills and/or post-secondary education plans.

For the start of our 41st year, the Lex La-Ray Technical Center has been providing students with job and leadership skills needed for success. Our students have built on the skills acquired in their career/technical program and have been successful throughout the state and nation. We are proud of our strong tradition of producing successful graduates and look forward to another year of providing quality instruction to each individual student.

The staff at the Lex La-Ray Technical Center is here to help you and realizes that our success depends upon your success. Please let us know how we can be of assistance. Again, welcome and have a great year!

Sarra Morgan  
Lex La-Ray Director

**LEX LA-RAY Mission Statement:** Empowering students to build a successful career.

**LEX LA-RAY Vision:**

- All Students will receive Communication Arts and Math instruction through Embedded Credit in addition to technical skills.
- All Students will be prepared to enter the work force and/or post-secondary education
- Lex La-Ray Technical Center will provide a positive environment which enhances student performance

**Technical Centers That Work Key Practices:**

- High Expectations - Motivate more students to meet higher standards by integrating high expectations into classroom practices and providing frequent feedback.
- Program of Study - Require each student to complete an upgraded academic core and a concentration.
- Academic Studies - Teach more students the essential concepts of the college-preparatory curriculum by encouraging them to apply academic content and skills to real-world problems and projects.
- Career/technical studies - Provide more students access to intellectually challenging career/technical studies in high-demand fields that emphasize the higher-level academic and problem-solving skills needed in the workplace and in further education.
- Work-Based Learning - Enable students and their parents to choose from programs that integrate challenging Technical Center studies and work-based learning and are planned by educators, employers and students.
- Teachers Working Together - Provide cross-disciplinary teams of teachers time and support to work together to help students succeed in challenging academic and career/technical studies.
- Students Actively Engaged - Engage students in academic and career/technical classrooms in rigorous and challenging proficient-level assignments using research-based instructional strategies and technology.
- Guidance - Involve students and their parents in a guidance and advisement system that develops positive relationships and ensures completion of an accelerated program of study with an academic or career/technical concentration.
- Extra Help - Provide a structured system of extra help to assist students in completing accelerated programs of study with high-level academic and technical content.
- Culture of continuous improvement - Use data continually to improve school culture, organization, management, curriculum and instruction to advance student learning.

**ACCREDITATION**

All Lex La-Ray programs are approved by the Missouri Department of Elementary and Secondary Education. In addition, the Technical Center is accredited with The Council of Occupational Education.

**PROGRAM REQUIREMENTS**

Most programs at the Lex La-Ray Technical Center are two-year, 1050-hour programs.

**STUDENT RESPONSIBILITIES**

This school is different from any school you have attended before. The classes will be conducted differently, and the atmosphere of the school will be entirely different. Because our main purpose is to provide you with the skills, attitudes and knowledge required to enter your chosen field of work, we will try to simulate the working world. We want you to feel that, to a certain extent, you are actually working. Therefore, grooming, action, and dress must be in good taste at times. There will be enough classroom work and theory given so you will feel comfortable while working in the lab or shop.

**TUITION**

Your home school is paying tuition for the time you spend at the Technical Center. For this reason, we feel that your high school should be informed of your progress at the Technical Center, including attendance, discipline or special honors.

**VISITORS**

Individuals or groups are welcome to tour the Lex La-Ray Technical Center facilities. Parents are especially encouraged to observe our programs in action, if schedules so allow. Arrangements for visits or tours should be made in advance by contacting the Director at the

Technical Center. Visitors to the Lex La-Ray Technical Center MUST enter through the front door, check in at the office, and wear a visitors badge throughout their stay. All visitors must be approved by administration.

**ENTERING AND LEAVING SCHOOL**

Immediately upon entering school property, including school buses, students are subject to all school rules. Students are not to leave school property once they have arrived, and are not to check out of school unless absolutely necessary. If it is necessary, the following guidelines MUST be followed before a student can leave:

1. A parent/guardian or individual listed on the student's permission to release form must come in to the school office and sign the student out.
2. In cases of dual or shared custody, the school will release a student to either parent unless the school has a valid court order directing otherwise. Parents are responsible for providing court documents to the school.
3. Students must sign out and in at the school office no matter what time of day they are coming in or leaving.
4. If a student feels ill they **must** come to the office, **and the office will make parent contact** before a student will be allowed to check out.

Students who come or leave without signing in or out will be disciplined under the STUDENT CODE OF CONDUCT as a truancy violation. First offense will result in one-day of ISS.

**SCHEDULE**

AM Session (Hardin, Higginsville, Lexington, Norborne, Odessa) 8:00 am – 10:41 am  
 PM Session (Concordia, Lexington, Orrick, Richmond, Santa Fe, Wellington) 12:00 pm – 2:41 pm  
 Staff contract hours are 7:40 am – 3:00 pm

**BREAK SCHEDULE**

8:40-8:50	Automotive Technology	12:40-12:50	Automotive Technology
8:50-9:00	Collision Repair Technology	12:50-1:00	Collision Repair Technology
9:00-9:10	Computer Maint. & Networking	1:00-1:10	Computer Maint. & Networking
9:10-9:20	Industrial Welding	1:10-1:20	Industrial Welding
9:20-9:30	Health Occupations 1	1:20-1:30	Health Occupations 1
9:30-9:40	Health Occupations 2	1:30-1:40	Health Occupations 2
9:40-9:50	Building Trades	1:40-1:50	Building Trades
9:50-10:00	Culinary Arts	1:50-2:00	Culinary Arts

**LEX LA-RAY GRADING SCALE (By Percentages)**

A = 100 - 95                      A- = 94 – 90                      B+ = 89 – 87                      B = 86 – 83  
 B- = 82 – 80                      C+ = 79 – 77                      C = 76 – 73                      C- = 72 – 70  
 D+ = 69 - 67                      D = 66 – 63                      D- = 62 – 60                      F = 59 - 0

**GRADE PERIODS**

Student progress will be reported to sending schools at midterm and at the end of the quarter grading period. Grades are cumulative throughout the semester. If parents have questions concerning their student's progress, they are welcome to contact the teacher at school. Parent/teacher conferences will be held as scheduled on the school calendar.

**Each program at Lex La-Ray follows a Daily Participation Scoring Rubric for 20 points. Students can earn points in the following areas: Attendance -5, Respectful -5, On Task – 5, Professional – 5.**

**DUAL ENROLLMENT**

Through cooperative agreements with the Metropolitan Community Colleges, Linn State Technical College, Pinnacle Career Institute and State Fair Community College students may receive an advanced start in college for Technical Center training.

These **Articulation Agreements** provide a smooth transition from Technical Center programs to college. This eliminates duplication of instruction when entering college and allows completion of college programs in less than regular time and at less expense! Students interested in receiving articulated credits must maintain a "B" average in their Technical Center courses and must meet program prerequisites established by participating colleges.

The Technical Center currently has a **Dual Credit Enrollment Agreements** in Early Childhood Professions. This means a student enrolled in one of these classes at Lex La-Ray may receive college credit at one of the participating Colleges. Students must meet guidelines established by colleges to be eligible for dual credit. *For more information, please see the counselor.*

### **STUDENT ORGANIZATIONS**

At Lex La-Ray, we are committed to developing future leaders for our country and its workforce. Therefore, we strongly support the following student organizations and their excellent leadership opportunities.

**SKILLS USA** - is the student organization available to all areas of the school, which offer instruction in the following trades; Collision Repair , Automotive Technology, Building Trades/Cabinet Making, Computer Maintenance and Networking, Industrial Welding and Culinary Arts.

**HOSA** – Future Health Professional – is the student organization for students entering the healthcare field. Students enrolled in Health Occupations are eligible to join.

**FCCLA** - is a student organization for young men and women in family and consumer sciences education through grade 12. This organization is available to students enrolled in the Early Childhood Professions program.

**NATIONAL TECHNICAL HONOR SOCIETY** - recognizes high school students who have achieved success in both their classes at Lex La-Ray and at their home schools. Students become eligible after the completion of their first semester of study.

### **INTERNSHIP PROGRAMS**

The basic goal of Lex La-Ray is to prepare individuals for career success through the development of marketable knowledge, skills and attitudes. Our internship program is an excellent way to accomplish this goal.

Through a cooperative internship agreement, students may be placed in a community work setting prior to the completion of the school year for part of or all of the second semester. The primary purpose of this arrangement is to allow the student who already possesses extensive skill training to use those skills in an employment setting.

Students can expand and enrich training through additional employment activities. The internship program can smooth the transition from school to the labor market and provide a valuable opportunity to acquire experience while still having the support of the Technical Center staff.

Students wishing to participate in an internship must meet established selection criteria and apply through their instructors at least one (1) month before they plan to begin working. Internship application packets are available in the office.

### **CERTIFICATES AND PASSPORTS**

Lex La-Ray was one of the first schools in Missouri to implement the "Passport System". When you complete your program under the specified guidelines, you will receive a leather-bound portfolio containing the necessary credentials to become successfully employed. The portfolio will contain your resume, a letter from the Director of the Technical Center attesting to your qualifications, and a certificate of completion for your program area. The portfolio also contains some extra inserts for your high school diploma, transcript, grade cards, and any other awards you may have received.

To qualify for a passport, you must complete your entire program and maintain at least a 90% grade average in your Tech Center coursework; while missing no more than 10 days per year. You may not earn ISS or OSS from Lex La-Ray nor miss school for OSS earned at your sending high school. Passports are awarded at sending school award ceremonies held each spring. Students not qualifying for a Passport may qualify for a Certificate of Completion.

Students who meet requirements for their specific career-technical program will receive certificates of completion. Requirements:

1. 94% attendance averaged over the two years.
2. A C- average for the year or years.

Students who attend one year of a two-year program and meet the above attendance and grade requirements will receive a one-year certificate.

To qualify for an honor certificate you must meet all requirements for the certificate and make nothing less than an A- in any of the program semesters. First year seniors in a two-year program may qualify for an honors certificate but not a passport.

### **SCHOLARSHIPS**

Each year Lex La-Ray recommends students to receive scholarships based on the following criteria:

1. Excellence in acquiring the knowledge, skills and attitudes taught in the Technical Center program.
2. Potential for success in chosen occupation.
3. Completion of the scholarship application process.

Technical Center counselors and instructors will keep students informed of the application procedures and deadlines for these scholarships.

### **LEX LA-RAY SCHOLARSHIPS**

Students who have completed training on a secondary level at Lex La-Ray who wish to acquire advanced skills on a post-secondary basis at Lex La-Ray Technical Center are eligible for a \$500 scholarship, which may be applied to their post-secondary tuition expenses. Instructor's recommendation is required.



**BUS REGULATIONS**

For students from sending schools, conduct on the bus ride to and from the Technical Center is monitored by your sending school. Please report any concerns to your high school principal.

**STUDENT TRANSPORTATION**

**Under no circumstances are you to drive to the Technical Center without obtaining prior permission from your Principal and the Technical Center Director. Violators of this rule will be subject to suspension.**

When the sending school furnishes transportation, follow these guidelines:

If you miss the bus, you have (2) two options:

1. Go to your home high school and check in at the office. Arrangements will be made for you to stay at your home high school or drive to the Technical Center.
2. Have a parent or guardian (not a friend or student) drive you to the Technical Center. You must have your parent or guardian check you into the office upon arrival at the Technical Center.

If you must drive to the Technical Center due to a school related activity, you should request a driving permit from your instructor **at least** two days prior to the day you intend to drive. This permit must be signed by your instructor, the Technical Center director, your home school principal, and your parent or guardian. One copy of the driving permit should be left in your home school office and the other copy brought to the Technical Center office upon arrival the day of driving. You will be issued a parking permit, which must be displayed in your car immediately, (on your rear-view mirror). When you are allowed to drive your own car, the following rules will be observed:

1. When you drive your car to school, park it in designated areas only and leave it until you are released from class.
2. Do not allow other students to drive your car.
3. Drive in the vicinity of the school only when necessary during the day. Do not cruise around the school grounds before or after school hours.
4. **NO PASSENGERS** will be allowed to ride in cars without prior approval.
5. Students will park in those areas designated by the Director. Students driving or riding to/from the Technical Center without following procedures will be disciplined in the following manner:
  - 1st occurrence - loss of driving privilege for the semester and a detention at the student's home school.
  - 2nd occurrence - 2 days ISS at the student's home school
  - 3rd occurrence - 2 days OSS from the student's home School and the Technical Center
  - 4th occurrence - Removal from Lex La-Ray Technical Center program

**PERMISSION SLIP**

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

DRIVING       RIDING

FIELD TRIP

Reason for driving/riding \_\_\_\_\_

Field Trip Date(s) \_\_\_\_\_

\_\_\_\_\_

Destination (s) \_\_\_\_\_

\_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Riding with \_\_\_\_\_

Cost to Student (if applicable) \_\_\_\_\_

Date Issued \_\_\_\_\_ Date Driving \_\_\_\_\_

*I hereby give permission for my son/daughter to participate in the above-mentioned school-related student trip.*

\_\_\_\_\_  
*Instructor's Signature*

*In the event of an accident or sudden illness while on the school-related student trip. I authorize school personnel to take whatever action is deemed necessary in their judgment for the health of said child including, but not limited to, authorizing medical treatment.*

\_\_\_\_\_  
*Technical Center Director's Signature*

\_\_\_\_\_  
*Sending School Principal's Signature*

\_\_\_\_\_  
*Parent/Guardian's Signature*      \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian's Signature*

*YELLOW COPY - to Office of Principal at Home School*

*WHITE COPY - Return to Technical Center Office*

## **STUDENT BILLS**

All student bills or fines levied will follow the student throughout their attendance and enrollment at Lexington R-V. Students cannot participate in a school-sponsored activity, graduation ceremonies, have records transferred, or receive grade cards until all money owed is paid.

## **ILLNESS**

**If a child becomes ill during the school day they must first come to the office then the parent will be notified.** If the parents cannot be reached, the emergency number on your child's registration card will be called. Each parent should make sure that a local emergency number is listed (if at all possible) and that these numbers are kept up-to-date.

## **ADMINISTERING MEDICINES TO STUDENTS**

Lex La-Ray Technical Center does not administer medication to students.

## **ATTENDANCE POLICY**

### **STUDENT ABSENCES AND EXCUSES**

Regular and punctual patterns of attendance will be expected of each student enrolled in Lex La-Ray Technical Center. Students should strive to maintain a good attendance record, because good attendance is one of the most often mentioned characteristics of a good employee.

In compliance with Missouri School Law, Section 167.031, all children, ages 7-17, residing in the Lexington R-V School District shall attend school on a regular basis unless otherwise excused by the superintendent or designee. Generally, a student who is 12 or older and has unexcused absences is considered to be truant. Younger children are educational neglect cases. Missouri statutes make it a misdemeanor punishable by up to 15 days in jail and a fine of up to \$300 for knowingly failing to see that the child attends school. With the belief that good attendance is important and directly related to academic achievement, the following rules and regulations have been established to encourage good school attendance.

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

#### **Definitions:**

*Attendance* – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy* – A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity. (If less than 20 minutes late.)

*Truancy* – A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building Director or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Attendance is recorded on a program period basis. A student shall be allowed no more than five (5) absences per semester, excused or unexcused, except as set forth in the section titles "Excused and Unexcused Absences." On the sixth (6) absence, the student will be denied credit for that class pending the outcome of the appeals process. The student will be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. The student will begin the "appeal process" at the end of the semester that credit may be denied. The official attendance record will be kept in the Technical Center office.

When a student has missed three days, unexcused, in any class in a semester, a letter will be mailed from the Technical Center office. The purpose of the letter is to inform the parent about the absences and the impact these absences may have on the student's status. This letter will also serve as notification that when a student misses six (6) days in any one class the student will be subject to "**denial of credit**". Students and parents may request a copy of the student's attendance report by contacting the Technical Center office.

At the time of the sixth (6) unexcused/undocumented absence in a class, notification of "**denial of credit**" in that class will be sent by mail to the parent by the Technical Center office.

#### **Appeal Process**

If the student or parents feel that justifiable or extraordinary circumstance has contributed to reaching the five (5) day limit, the student and parents may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Technical Center office within ten (10) days of notification. The review by the Attendance Review Committee shall be held within a reasonable time after the appeal request is made. If no request form is received by the end of the semester, then the "**credit is denied**".

The Attendance Review committee will consist of an administrator, a counselor, and two teachers. In reviewing the "**denial of credit**", the Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the five days allowed. The committee will consider all relevant information including:

- The appeal form was submitted to the office by the specified due date
- The student has supplied reasons for each absence with appropriate documentation, and
- All class work has been completed at a minimum level of 60% and all class objectives have been met.

There are three possible outcomes from an appeal to the Attendance Review Committee:

- Denial of credit
- Credit is awarded
- The student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

The “*credit denied*” outcome from the Attendance Review Committee will be sent to the parents by certified mail. All other outcomes will be mailed to the parents, non-certified.

Upon receipt of the outcome of the appeal, the student and his/her parents may contact the Attendance Review Committee for a personal appeal review. It is mandatory that both student and parent be in attendance at this appeal review. When the committee upholds the “*denial of credit*” based on excessive absences; the student and parent may request a hearing before the Board of Education. Parties who desire to appeal the decision of the Attendance Review Committee must notify the Director or superintendent within ten (10) days of the decision. Failure to make a timely request for a Board hearing will result in the loss of credit as affirmed by the Attendance Review Committee. Procedures for a Board hearing shall be the same as provided for any student disciplinary matter.

### **Excused and Unexcused Absences**

Except as indicated below, all absences count towards the five (5) day limit per semester. An unexcused absence will mean that the student cannot get credit for the class work missed during the absence and may receive additional consequences. Absence from all or part of a class without authorization from a parent is classified as a class skip and will be dealt with by administration as truancy.

The following excused absences (with proper documentation submitted within five {5} school days) **will not count** toward the five (5) day per semester limit:

- Hospitalization
- History of chronic health problems
- School suspensions
- Counselor and office appointments
- Mandatory court dates
- Dental/orthodontist appointments
- Doctor’s appointments
- Missouri driver’s test
- College placement tests
- 1 college visit per year for juniors
- 3 college visits per year for seniors
- Death in the immediate family (parents, children, grandparents, siblings)
- Religious observances
- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

**All other absences and any absences for which required documentation is not provided, within five (5) school days are unexcused.**

### **Arriving/Leaving Campus During the School Day**

Once students arrive on campus they may not leave unless they have obtained approval from a parent and the Director prior to leaving. They must sign out at the Technical Center office. When it is necessary to leave the school campus during the school day, the student must first “checkout” with the Technical Center office. At that time, the student will be required to present written or oral permission from a parent in order to “sign out” to leave the building. When returning to school the student must “sign in” with the Technical Center office. Because of the obvious safety and responsibility risks, students who fail to “sign out” or “sign in” will receive a three (3) day in-school suspension.

### **How to Excuse an Absence**

The best way to have an absence excused is for a parent to call the Technical Center office (660-259-2264) on the day of the absence prior to 9:00 am. Written documentation excusing the absence should accompany the student upon his/her return to school. Because of the obvious safety and responsibility risk, any student forging a parent’s name to an excuse note or using a fake phone call or other misrepresentation to have an authorized excused absence will receive three (3) to one hundred and eighty (180) days in or out of school suspension.

### **Additional Attendance Information:**

- 1) The parent should call the school to report absenteeism by 9:00 AM.
- 2) Make-Up Work - Students are solely responsible for getting their assignments. Teachers are not responsible for telling a student about their make-up work, unless asked. Teachers may assign alternative assignments for any excused absence.
- 3) Absences due to students representing their High Schools, as approved by sending school administration, for school sponsored/sanctioned activities, will not count toward absences; however, students must have all class assignments completed upon returning from the activity.
- 4) For long-term absences, the parent will make special arrangements for the make-up work, which might include students being assigned to Homebound Instruction.
- 5) Students are not to be excused from one class to make-up work in another class.
- 6) Students will be allowed the same amount of days missed to make-up work. One day of absence is equal to one day of make-up work, if not completed within that time, work will not be accepted.
- 7) Student participants absent on the day of an activity or the day prior to a weekend/holiday may **NOT** participate or attend that activity/function without prior administrative approval.
- 8) Any student who is absent (unexcused) for 10 consecutive school days will be dropped from LEX LA-RAY.

- 9) A reward system for excellent attendance will be used to promote a positive attitude toward school attendance.

### **TARDINESS**

Students are expected to be in the classroom and ready to begin work when the tardy bell sounds.

- Any student arriving after 8:00 a.m./12:00 p.m. (12:10 p.m. LHS) must report to the office for an admit slip.
- Any student late 20 minutes or more for a ½-day program, on 3 occasions, will be counted absent.
- If a student is detained in the office or by another instructor, the student must obtain a pass from the person who detained them.
- All tardies will be unexcused unless the student has verification from a staff member.
- Students having excessive tardies (more than 3 for a class) may be required to make up seat time, or receive disciplinary actions., (detentions, ISS, etc.) Students may lose the privilege to participate in school related activities, including field trips.

### **MAKE UP TIME**

Any student tending toward habitual tardiness and/or absenteeism will be required to make up time lost. Attendance checks will be conducted on a regular basis. Time lost due to absences can be made up on designated days. It is the student's responsibility to make arrangements to make up time. Students must sign up for a make up time session in the main office at least twenty-four hours in advance. Students signing up for make up time are responsible for getting work from their teachers. Individuals reporting without program work will not be allowed to serve make up time or will be assigned other work. Sleeping, talking, and non-productive activities are not allowed and will result in dismissal. Make up time may not be used to earn a perfect attendance award.

### **ATTENDANCE INCENTIVES**

In accordance with our commitment to teach strong work habits, attendance becomes a top priority at Lex La-Ray. Employers must have someone they can depend on to do their jobs every day. A student's attendance record is an indicator of both personal commitment to learning and of dependability in the present and future. To encourage outstanding achievement in attendance, Lex La-Ray offers the following incentive system:

- Students with perfect attendance will be rewarded quarterly, and are recognized at award assemblies.
- Each semester, students with perfect attendance will receive a free gift from the program in which they are enrolled. The gift will be an item related to the student's field of training, or in some cases a gift certificate to apply toward the purchase of a tool or piece of equipment.
- All students with perfect attendance for the year will receive special recognition and may participate in the end of the year perfect attendance activity.

### **DISCIPLINE POLICY**

Development of good discipline is one of the most important goals of education. Discipline of misconduct, not specifically listed in the regulations, could warrant discipline up to and including expulsion following provision of all due process procedures. Discipline is the development of self-control, character, and proper consideration for other people. The objective of the Student Code of Conduct is to establish rules with regard to the conduct of all students at Lex La-Ray Technical Center. The rules have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students. The Missouri Safe Schools Act mandates that discipline records will be forwarded to the succeeding school when a student transfers from LEX LA-RAY. Policy JG.

### **IN SCHOOL SUSPENSION (ISS)**

A student may be assigned to ISS consequently for actions and/or behavior that is deemed unnecessary or inappropriate for school. ISS provides students with an opportunity to explore alternatives to unacceptable behavior in a restrictive environment by being removed from the regular school setting on each assigned day. Students will serve ISS at their sending high schools and are expected to complete all assigned program work. The number of times or days a student may be assigned ISS is unlimited. If a student is removed from ISS due to behavioral reasons, he/she will serve another full day of ISS.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-school suspension is the removal of a student from the regular school environment. The suspension could be short term (1-10 days) or long term (more than 10 days). Any student whose conduct is prejudicial to good order and discipline or which tends to impair the morale or good conduct of the students may be suspended by the Director or assistant Director for up to 10 days, and referred to the Superintendent of Schools with a recommendation for Long Suspension or Expulsion from school. Parents will be notified of the suspension before the student will be allowed to leave the building, except in extreme situations. Students under suspension will be expected to make up work missed and will receive 50% credit. In addition, they are not allowed to be on or around the school campus unless permission is obtained through the Director's office. This also pertains to any extracurricular activities sponsored by the school, at home or away. Readmission to school will be made by the Director after a parental conference has occurred.

### **STUDENT EXPULSION**

Action taken to permanently deprive a student of the privilege of attending school will be considered expulsion. Only the Board of Education has the authority to expel a student from school. If a student consistently refuses to conform to school policies/regulations, the Director may recommend to the Superintendent of Schools that the student should be expelled from school. The Superintendent will in turn notify the Board if he/she is in agreement with the proposal. The Board will then set a date for the hearing.

### **RIGHT OF APPEAL**

Students and parents do have the right of appeal regarding decisions made in discipline issues. This appeal must be made in writing and directed to the Superintendent of Schools. Parents and teachers are to be aware that the next level of authority to which the appeal is made may decrease or increase the consequences, as they deem necessary.

### **SCHOOL DRESS POLICY**

Students will dress in a manner that will not be distracting or disruptive to the educational environment. Teachers and administrators will determine whether a student's dress or appearance is distracting or disruptive to the educational process. All dress must be appropriate,

promote good health and safety, and enhance a positive school environment. The following guidelines are to advise students and parents of acceptable dress while at school:

- 1) Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or violent acts, or that which reflects adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.
- 2) All clothing must be worn appropriately. Clothing or appearance that sets an individual or group apart (gang-related) from the rest of the LEX LA-RAY student body is not permitted.
- 3) Specific items that are prohibited are hats and/or head coverings, wallet chains, chains that connect piercings, chains that connect from one part of the clothing to another part of the clothing, and soft-soled house slippers.
- 4) No tops with spaghetti straps (two inches width required), halter tops, see-through tops, low cut tops, sleeveless shirts with loose-fitting arms, or midriff tops (no bare midriffs). When student is standing, the shirt must touch the top of the jeans, slacks, shorts or skirt.
- 5) No mesh shirts unless they are fully lined. No undergarments of any kind may be visible.
- 6) Shorts and skirts must be appropriate length (fingertip). Holes in clothing above the fingertips are not allowed.
- 7) Any clothing that is determined to be too revealing or is determined to be harassment is also prohibited.

Students are expected to change into suitable clothes while working in some classes. This clothing shall be laundered frequently. The instructor will inform students what constitutes suitable attire for your training program. Student dress and appearance guidelines are based on accepted standards in the field in which the students are training to enter. In most areas, the apparel is a very important part of a student's safety. Hats may be worn at the discretion of the instructor, but **ONLY** in shops/labs. Failure to adhere to policies may result in loss of lab time or possible removal from the program.

Should a student refuse to comply with the policies, the student will call their parent/guardian; then they will remain in the office until the parent/guardian brings in alternative clothing or the student decides to change.

### **CELL PHONE POLICY**

Cell phones are to be used only during break and in the classroom for educational purposes with instructor permission.

- 1<sup>st</sup> offense: Teacher Warning
- 2<sup>nd</sup> offense: Phone will be confiscated and turned over to the LLR Director for parent to pick up.
- 3<sup>rd</sup> or more offense: Phone will be confiscated and student will receive ISS

If student refuses to turn over their cell phone, the parent(s)/guardian(s) will be called and student **will be sent home OSS** and student will be required to complete the consequence pertaining to the discipline incident.

### **ELECTRONIC DEVICES POLICY**

Handheld video games (Nintendo DS, etc.), radios, CD players, MP3 players, and other electronic entertainment mediums are to be used with teacher discretion.

- 1<sup>st</sup> offense: Electronic device being confiscated and parent(s)/guardian(s) will be notified to pick up the electrical device.
- 2<sup>nd</sup> offense: 1 day ISS and the electronic device confiscated.

### **STUDENT CODE OF CONDUCT**

Your conduct is not expected to be a problem, as all of you are selected based on your interest and ability to pursue a Career and Technical Education. If a problem should occur, consequences will be administered based on the Lexington R-V Student Code of Conduct. The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. (Offense is defined as a referral to the building administrator or designee.) However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the Director, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school buses or at a school activity whether on or off school property.

\*Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

- I. **Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.
  - *First Offense:* 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.\*
  - *Subsequent Offense:* Expulsion, notification to law enforcement officials, and documentation in student's discipline record.\*
- II. **Assault:** Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
  - *First Offense:* In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.\*
  - *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.\*Attempting to kill or cause serious physical injury to another, killing or causing serious physical injury to another.
  - *First Offense:* Expulsion, notification to law enforcement officials, and documentation in student's discipline record.\*
- III. **Automobile/Vehicle Misuse:** Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Building Directors shall establish rules and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property.
  - Students are not to move or be in automobiles/vehicles during the school day without permission from school officials.
  - Failure to follow these rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.

- IV. **Bullying:** (see Board Policy JFCF) Repeated and systematic intimidation, harassment and attacks on a student or multiple students. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.
- *First Offense:* Detention, in-school suspension, or 1-180 days out-of-school suspension.
  - *Second Offense:* 1-180 days out-of-school suspension or expulsion.
- V. **Bus Misconduct:** Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school.
- Bus-riding privileges may be suspended or revoked.
- VI. **Disparaging or Demeaning Language:** Use of words or actions, verbal, written, pictorial or symbolic meant to harass or injure another person, i.e., threats of violence or defamation of a person's race, religion, gender, ethnic origin, appearance, or family members. Constitutionally protected speech will not be punished.
- *First Offense:* Director/Student conference, in-school suspension, or 1-180 days out-of-school suspension, detention, or Saturday school.
  - *Subsequent Offense:* Detention, In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*
- VII. **Disrespectful Conduct or Speech:** Verbal, written or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.
- *First Offense:* Director/Student conference, in-school suspension, or 1-10 days out-of-school suspension, detentions, or Saturday school.
  - *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*
- VIII. **Disruptive Speech or Conduct:** Conduct or verbal, written, pictorial or symbolic language, which materially and substantially disrupts classroom work, school activities, or school functions.
- *First Offense:* Director/Student conference, in-school suspension, 1-10 days out-of-school suspension, detention, or Saturday school.
  - *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*
- IX. **Drug/Alcohol** (see Board policies JFCH and JHCD).  
Possession of or attendance while under the influence of or soon after consuming any over-the-counter (OTC) drug, unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.
- *First Offense:* 1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.\*
  - *Subsequent Offense:* 1-180 days of out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.\*
- Sale, purchase or distribution of any OTC drug, prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.
- *First Offense:* 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.\*
- X. **Extortion:** Threatening or intimidating any student for the purpose of obtaining money or anything of value.
- *First Offense:* Director/Student conference, in-school suspension, 1-10 days out-of-school suspension, detention, or Saturday school.
  - *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.\*
- XI. **False Alarms:** Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.
- *First Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*
  - *Subsequent Offense:* 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.\*
- XII. **Fighting:** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- *First Offense:* Director/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.\*
  - *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*
- XIII. **Hazing:** (see Board policy JFCF) Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.
- *First Offense:* Detention, in-school suspension, or 1-180 days out-of-school suspension.
  - *Second Offense:* 1-180 days out-of-school suspension or expulsion.
- XIV. **Public Display of Affection:** Physical contact which is inappropriate for the school setting, including, but not limited to, kissing and groping.
- *First Offense:* Director/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.\*
  - *Subsequent Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*
- XV. **Sexual Harassment** (see Board policy AC and regulation AC-R) All terms of harassment should be reported to a school official. Use of verbal, written, or symbolic language that is sexually harassing.
- *First Offense:* Director/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*

- *Subsequent Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*
- Physical contact that is sexually harassing.
- *First Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.\*
  - *Subsequent Offense*: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.\*
- XVI. **Theft**: Attempted theft or knowledgeable possession of stolen property. This includes lying, cheating, and plagiarism.
- *First Offense*: In-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.\*
  - *Subsequent Offense*: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.\*
- XVII. **Tobacco**
- Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be only be possessed in accordance with district policy JHCD.
- *First Offense*: Confiscation of tobacco product. Director/student conference, detention, or in-school suspension.
  - *Subsequent Offense*: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
- Use of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be only be possessed in accordance with district policy JHCD.
- *First Offense*: Confiscation of tobacco product. Director/student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
  - *Subsequent Offense*: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.
- XVIII. **Truancy**: Absence from school without the knowledge and consent of parents/guardians and/or the school and/or the school administration; excessive absences, even with the consent of parents/guardians.
- *First Offense*: Director/Student conference or 1-3 days in-school suspension.
  - *Subsequent Offense*: 3-10 days in-school suspension, possible 1- 180 days out-of-school suspension, or expulsion.
- XIX. **Vandalism** (see Board policy ECA): Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.
- *First Offense*: In-school suspension, 1-180 days out-of-school suspension, detention, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.\*
  - *Subsequent Offense*: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.\*
- XX. **Weapons** (see Board policy JFCJ) Possession or use of any instrument or device, other than those defined in 18 U.S.C. #921, 18 U.S.C., #930 (g) (2) or #571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
- *First Offense*: In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record.\*
  - *Subsequent Offense*: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials and documentation in student's discipline record.\*
- Possession or use of a firearm as defined in 18 U.S.C. #921 or any instrument or device defined in # 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. #930 (g) (2).
- *First Offense*: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials and documentation in student's discipline record.\*
- XXI. **Missed Detention**: In-school suspension or out-of-school suspension. Must be served before a student is allowed to attend school related activities including Prom and the Graduation Ceremonies.
- XXII. **Violation(s) while in Detention**: ISS
- XXIII. **Misbehavior During ISS**: Out-of-school suspension, 1-10 days for each offense, additional days.
- XXIV. **Cheating/Plagiarism**: Copying or stealing someone else's words or ideas and claiming or presenting them as if they were your own.
- *First Offense*: automatic zero (0) on the assignment or test for all people involved. Documented on a discipline referral form. Student will be notified, due process given, and a copy if necessary will be mailed home.
  - *Subsequent Offense*: Automatic zero (0) plus an "F" for the semester for all people involved and dismissal from the class. Documented on a discipline referral form. Student will be notified, due process given, and a copy will be mailed home.
- XXV. **Textbooks**: All basic texts, supplies and materials are loaned to students for their use during the school year. The price of textbooks is very high with the average cost at approximately \$25.00 to \$95.00. Therefore, it is important that the students keep their books clean and handle them carefully. Students will be assessed a fine if any markings or writing causes damage to the book, and will be responsible for the full price of the book(s) or other materials if they are not turned in at the end of the year. **Please advise your teacher of any change in the condition of your book(s), or if they are lost or stolen.** The condition of a textbook will be established and agreed upon in writing by the teacher and the student upon receipt. Students are required to enter their name and school year at the time they are issued the textbook.

### **WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, will be prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon will be defined as any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person; or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930. Toy, "look alike," or imitation weapons are included in this policy. Violators of this policy will be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school. In accordance with federal law, any student who brings or possesses a weapon (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

### **NETWORK ACCEPTABLE USE POLICY**

The Lexington R-V School District provides students and staff with a service called "the network." The network is a computer service, which includes the use of computers, servers, and the Internet.

Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. However, some of the network's systems may contain offensive material. Even though it is impossible to have control over all the information on the network, the district has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience.

The privilege of using the network is conditional upon following these guidelines and rules. Please read this document carefully. When signed by the user and guardian (if necessary) it becomes a legally binding contract.

*Terms and conditions of the contract:*

- I. **Personal responsibility:** As a representative of this school, the user will accept personal responsibility for their reporting any misuse of the network to the appropriate individuals (supervising teacher, Director, and/or technology director). Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.
- II. **Acceptable Use:** The use of an assigned account must be in support of education and research and with the educational goals and objectives of the Lexington R-V School District. The user is personally responsible for this provision at all times when using the network.
  - Use of the organization's networks or computing resources must comply with rules appropriate to that network.
  - Transmission of any material in violation of any United States or other state law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
  - Use of the network by commercial agencies with the intent of profiting is generally not acceptable.
  - Use of the network for product advertisement or political lobbying is prohibited.
  - The user understands that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that he or she can be prosecuted for violating those laws.
- III. **Privileges:** The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district has the right to decide what uses are appropriate and their decisions are final. The staff or faculty of Lexington R-V School District may request at any time that the system administrator deny, revoke, or suspend specific user accounts. The district also reserves the right to periodically monitor individual use.
- IV. **Network Etiquette and Privacy:** The user is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:
  - Be polite. Do not send or encourage others to send abusive messages.
  - Use appropriate language. Never swear, use vulgarities, or any other illegal or unethical language. Illegal activities of any kind are strictly forbidden.
  - Privacy. Do not reveal your own personal information or personal information of others over the network.
  - Disruptions. Do not use the network in any way that would disrupt use of the network by others.
  - Network protection. Do not use questionable diskettes or software not licensed by the district on any district computer. Use caution when using e-mail to avoid potential problems.
- V. **Services:** The Lexington R-V School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lexington R-V School District will not be responsible for any damages suffered while on the network. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or human errors and omissions. Use of any information acquired from the network is at the user's own risk. Lexington R-V School District specifically disclaims any responsibility for the accuracy of information obtained through its services.
- VI. **Security:** Security on any computer system is a high priority because there are so many users. If the user identifies a problem with security on the network, he or she will notify the appropriate people at once. The user will never demonstrate the problem to other users. The user will never reveal or use another's account without the written permission of that person. All use of the system will be under the user's own account.
- VII. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, tampering with system files, and entering into areas of the network, which is considered off-limits. Any violation will result in the loss of network services, disciplinary action, and legal referral.
- VIII. **Updating:** The network may occasionally require new registration and account information from the user to continue service. The user must notify the system administrator of any changes in the user's account information.
- IX. **Consequences of Violations:** Consequences of violations of this contract may include, but are not limited to:
  1. Suspension from all or some network resources;
  2. Revocation of some or all network resources;
  3. In-School Suspension;
  4. Out-of-School Suspension;
  5. School Expulsion;
  6. Legal action and prosecution by law enforcement authorities.

*The district has the right to restrict or terminate network access to any or all users at any time and for any reason. The district further has the right to monitor network activity in any form that it sees fit in order to maintain the integrity of the network.*

### **STUDENT ALCOHOL/DRUG ABUSE**

The Lexington R-V School District acknowledges the fact that possession and/or use of illicit drugs is wrong and harmful. Therefore, the use, sale, transfer, possession of, or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, or off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. For the purpose of this policy, a controlled substance will include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo. **All medications** prescribed by an authorized prescriber, as well as all non-prescription medications, will be cleared with the school nurse or respective Director or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of any district. The school administration or teachers have the right to conduct searches, which are reasonable in scope, on persons



reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Searches will be conducted in accordance with Board policy JFG.

Any student, who after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy will be subject to disciplinary action up to and including suspension, expulsion, or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances will be turned over to the local law enforcement agency. Students with disabilities who violate this policy will be disciplined in accordance with policy JGE. Such students with disabilities who knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance while at school or at a school function may be placed in an appropriate interim alternative educational setting for the same amount of time that students without disabilities would be subject to discipline but for not more than 45 calendar days. Controlled substances and illegal drugs are defined as substances identified under schedules I, II, III, IV or V in section 202c of the Controlled Substances Act, but do not include substances that are legally possessed or used under authority of the Controlled Substances Act or any other federal law. The district, pursuant to the requirement of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, will provide age-appropriate, developmentally-based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12. Such programs will (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use; and (c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The district will provide information about drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy.

## **STUDENT DRUG TESTING POLICY – HEALTH OCCUPATIONS**

### **Statement of Purpose and Intent**

As stated in Board Policy JFCH, the Board of Education of the Lexington R-V School District ("the District") is concerned with the health, welfare and safety of its students. Therefore, the District prohibits the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances on any district property, in any district-owned vehicle or in any other district-approved vehicles used to transport students to and from school or district activities. Students found to be involved in any of these activities are subject to disciplinary action.

Educational programming for Health Occupations students at the District requires collaboration between the District and clinical agencies. Education of many of these students cannot be completed without a quality clinical education component, generally referred to as a clinical rotation. The District shares an obligation with the contracted clinical facility to protect the facility's patients to the extent reasonably possible from harm due to students who are under the influence of illegal drugs while in the clinical facility. District contracted clinical facilities require the District to obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation, and additional testing based upon reasonable suspicion.

The District wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, it is the policy of the District that students enrolling in the Health Occupations Program submit to drug testing. This policy only authorizes drug testing of students who voluntarily choose to enroll in the Health Occupations Program.

### **Definitions**

*Consent Form* – Parent/Guardian Drug Testing Consent Form adopted by the District's administration.

*Drug Use Test* – Scientifically substantiated method to test for the presence of illegal drugs in a person's urine.

*Illegal Drugs* – The synthetic or generic equivalent or derivative drugs that are illegal under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. The school reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

*Medical Review Officer* – A third-party healthcare professional who reviews student medications and makes a final determination on non-negative test results.

*Negative Test Result* – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

*Non-negative Test Result* – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

*Positive Test Result* – When referring to a drug test administered under this policy, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

## **Persons to be Tested**

Any student who is enrolled in any Health Occupations course that requires a clinical rotation at a contracted clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and annually thereafter. Students enrolled in the Health Occupations program will also be subject to reasonable suspicion testing as set forth below.

## **Reasonable Suspicion Testing**

The District is authorized to require any student to submit to a drug use test if the District has "reasonable suspicion" that the student is using or is under the influence of illegal drugs while:

- On contracted clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from contracted clinical facilities for clinical rotations or for such other purposes as are part of the Health Occupations Program.

Reasonable suspicion may be established by the following (not an exhaustive list):

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of illegal drugs.
- The student possesses drug paraphernalia, alcohol, marijuana or any controlled substance.
- Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of illegal drugs.

A student's refusal to submit to the drug use test will be treated as a refusal to consent to drug testing, and the student will be refused access to the contracted clinical facilities, and will, therefore, be unable to complete the required clinical experience.

## **Consent to Drug Testing**

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the District, and will be maintained in the student permanent record.

Students who decline to consent to drug testing will be refused access to the contracted clinical facilities, and will be unable to complete the required clinical experience.

## **Confidentiality**

All records related to the student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from school. Test results will only be released to the student, his/her parents/guardians, approved school officials, or such other person as is authorized to receive such results. If the student has a non-negative test, the administration will not use or reveal a non-negative test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his or her personal effects. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required to be disclosed by law.

## **Procedure**

Students will

1. Need a list of all medications they are currently taking.
2. Fill out drug screen paper with medications listed.
3. Go back with an approved nurse to complete screen in private.
4. Empty pockets.
5. Sign sticker for top of urine container.
6. Provide urine sample understanding that the toilet may not be flushed or hands washed until the specimen is given to the nurse.
7. Watch nurse seal specimen.
8. Flush toilet and wash hands.
9. Await results of screen.

## **Consequences**

A student with a confirmed positive test result will be ineligible to participate in the required clinical rotation, and will be dismissed from the Health Occupations Program. Additionally, a student who refuses to be tested for drugs will similarly be ineligible to participate in the required clinical rotation, and will be dismissed from the Health Occupations Program.

## **Drug Counseling and Assistance**

As such, drug counseling and assistance programs may be sought by the parents of any student who has a positive test result under this policy. Parents may request access to drug counseling programs provided by the district. If requested by the parents, assistance in obtaining additional help for the student will be provided by the school counselors. Any costs for assistance or enrollment into any drug counseling sessions will be exclusively the responsibility of the student or parent/guardian.

## **Student Discipline Policy**

The Student Drug Testing Policy does not limit or otherwise affect Board policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy.

## **LOST AND FOUND**

Articles found should be taken to the office.

## **STUDENT GRIEVANCE PROCEDURE**

Students who have complaints or concerns regarding discrimination should handle their grievance in the following manner:

Level I - File complaint with the Director of the Technical Center.

Level II- Appeal to Lexington R-V Compliance Coordinator.

Level III - Appeal to Lexington R-V Superintendent of Schools

Level IV - Appeal to Lexington R-V School Board, through the Superintendent of Schools. If the concern or complaint is not resolved at any one level, the student may take it to the next level. (See Lexington R-V Board of Education Polices AC and AC-R)

## **COUNCIL ON OCCUPATIONAL EDUCATION**

For cases where a grievance is not settled at the institutional level, students may contact the institutional accreditor, COE, at the location listed below:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Lexington R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, age, sex, or disability in admission or access to, or treatment of employment in its programs and activities. Any person having inquiries concerning Lexington R-V School District's compliance with the regulations implementing Title VI, of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Director of Special Services at 100 S. 13th Street, Lexington, MO, 64067, 816-259-4369. The Director of Special Services has been designated by Lexington School District to coordinate the district's efforts to comply with regulations implementing Title VI, Title IX, Section 504, and the ADA.

# **BOARD ADOPTED POLICY AND CURRENT ADMINISTRATIVE PROCEDURES**

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Lexington R-V School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lexington R-V School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lexington R-V School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Lexington R-V School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, 2014. Lexington R-V School District has designated the following information as directory information:

<b>-Student's name</b>	<b>-Participation in officially recognized activities and sports</b>
<b>-Address</b>	<b>-Weight and height of members of athletic teams</b>
<b>-Telephone listing</b>	<b>-Degrees, honors, and awards received</b>
<b>-Electronic mail address</b>	<b>-The most recent educational agency or institution attended</b>
<b>-Photograph</b>	
<b>-Date and place of birth</b>	
<b>-Major field of study</b>	
<b>-Dates of attendance</b>	
<b>-Grade level</b>	

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or

other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Programs for Students With Disabilities**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

#### **General**

Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately.

All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligations under this policy and the law.

Unless the parents of the child have initially consented in writing to the district's offer to provide special education and related services, the district cannot, and will have no obligation to, provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive the protections of the IDEA.

#### **Students Eligible for Special Education Services under the IDEA**

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

#### **Students Placed in Private Schools by Their Parents**

In general, the Lexington R-V School District has no obligation to provide a free, appropriate public education (FAPE) or special education and related services to any student enrolled in a private school by his or her parents. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

Parents of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

#### **Evaluation and Identification**

The special education director will develop and implement procedures governing the evaluation of students to determine their eligibility for special education services in accordance with the law and state and local plans. Further, the Board authorizes the special education director to use a discrepancy model, including the use of professional judgment or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD).

#### **Independent Evaluations**

An Independent Educational Evaluation (IEE) will be provided as required by the IDEA. Applicable procedures, evaluator criteria and cost guidelines governing the IEE process are available through the district's special services office. The Board delegates the authority to make changes to these procedures, evaluator criteria and cost guidelines to the superintendent or designee. These items will adhere to rules published in the State and Local Plans for Compliance with Part B of the IDEA.

#### **Extended School Year**

Extended school year (ESY) services may be necessary to provide a child with a disability a free and appropriate public education pursuant to law. The individualized education program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day/term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside of the classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of curriculum that need continuous attention.
8. Ability of the student's parents to provide educational structure.
9. Particular curricular or vocational needs of the student.

The length, nature and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than six (6) weeks prior to the end of the regular school term.

#### **Mediation**

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the process coordinator is authorized to perform his or her duties under this section.

#### **Resolution**

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the process coordinator is authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

#### **Children Three (3) to Five (5) Years of Age**

When identifying children three (3) to five (5) years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD.

#### **Accommodation of Students with Disabilities Including Those Not Eligible for Special Education Services under the IDEA**

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

#### **Federal Programs**

##### **Complaint Resolution Procedure For No Child Left Behind Programs**

This complaint resolution procedure applies to all program administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be

in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: (KL) Problems or questions concerning individual schools shall be presented in writing to the principal of the school. Unsettled matters or problems and questions concerning the school district shall be presented in writing to the superintendent. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Any one wishing more information about this procedure or how complaints are resolved may contact the Lexington R-V School District at 660-259-4369 or Department personnel.

### **Assessment Program**

The district will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district toward established goals.
5. *Adequate Yearly Progress* – To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left behind Act.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

## **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

## **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

## **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

## **Accountability Report Cards – Public Information**

The district will abide by the Missouri Sunshine Law when making records available to the public. In particular, the following information will be available to the public at the district's administrative offices:

1. Information on the methods and materials used to teach reading in kindergarten through fourth grade in terms understandable to a layperson.
2. The number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment. The information shall be presented in a way that does not permit personal identification of any student or educational personnel.
3. Information on eligibility for free and reduced-price school meals.
4. All human sexuality curriculum materials. Parents will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program.
5. Information on procedures for filing a harassment or discrimination complaint will be posted in all buildings in addition to being available in the district office.
6. Information regarding schools identified for improvement, corrective action, restructuring or as persistently dangerous under federal law and an explanation of any options that parents have as a result, including public school choice and supplemental educational services.

The following information will be available to the public at the district's administrative offices as well as by the other methods specified:

1. All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.
2. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.
3. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:



- ▶ Publish one (1) public notice in local newspapers that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
  - ▶ Air one (1) public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
  - ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages three to twenty-one.
  - ▶ Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
5. The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO **HealthNet** for Kids (**MHK**). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the **MHK** program is available, if household income is within eligibility standards.

### **Asbestos**

The Lexington R-V School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

### **PPRA**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

### **Emergency Drills**

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

### **District Emergency Plans**

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

### **Searches By School Personnel**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy. Students who park vehicles on school property waive any expectation of privacy they have in the vehicle.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

## **School Resource Officers**

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

## **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

## **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

## **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

## **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

## **AUDIO AND VISUAL RECORDING**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

### **Definitions**

*Visual Recording* – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

*Audio Recording* – Registering sounds on tape, digitally or by other mechanical or electronic means.

*Outside Entity* – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Lexington R-V School District or individuals authorized to act for the district.

### **Recording by Outside Entities**

The Lexington R-V School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Lexington R-V School District Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

### **Recording by District Personnel**

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

### **Recording by Students**

The Lexington R-V School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

### **Recording of Meetings**

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

### **Staff Conduct**

Staff members are expected to maintain courteous and professional relationships with students at all times. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.