

Lexington Middle School

Student Handbook

2017 – 2018



Vicky Alves, Principal

WELCOME TO LEXINGTON MIDDLE SCHOOL

It is with pride and pleasure that we welcome you to the Lexington Middle School. This parent/student handbook will explain to you the procedures, rules and guidelines necessary for the smooth operation of our school. We are looking forward to this school year and have made many plans so that you as a student will grow in your social and academic skills to become a functional citizen in society. The Board Policies and Regulations are available for review and reference at the R-V Board of Education building, on-line, and in the office of each school in the district.

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.

LEXINGTON R-V MISSION

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

LEXINGTON MIDDLE SCHOOL MISSION

LMS is committed to inspiring, educating, and empowering responsible citizens for a changing future.

Comment [j1]: verify that this is the correct mission statement for the district



In order to ensure a safe and caring environment, LMS staff, students, and patrons are expected to demonstrate the following:

RESPECT: demonstrate respect for self, others, and property

RESPONSIBILITY: demonstrate responsibility through planning, good decision making, and accountability for your actions

KINDNESS: demonstrate kindness to all living things

SAFETY: demonstrate safety by following the rules, reporting concerns, and stopping unsafe acts

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Comment [j2]: Expand to include more detail

DIRECTORY INFORMATION

Relay Mo. **1-800-735-2966**

“Directory information” will be released as deemed necessary by school officials. The school district designates the following items as Directory Information: Student’s name, parent’s name, address, phone number, date/place of birth, major field of study, participation in officially recognized activities and sports, weight/height of members of athletic teams, most recent school attendance and photograph. The district may disclose any of these items without prior written consent, unless notified to the contrary in writing by parent/guardian or eligible student.

Lexington R-V School District Website: www.lexington.k12.mo.us
 Facebook: <https://www.facebook.com/lexington.schools.3>
 Twitter: www.twitter.com/minutemenlms

- Board of Education: (660) 259 - 4369
 - Superintendent of Schools: Dr. Jeff Levy
- Leslie Bell Elementary School: (660) 259 - 4341
 - Principal: Kacie Pennington

- Counselor: Salena Smith
 - Nurse: Shanna Embry
- Lexington Middle School: (660) 259 - 4611
 - Principal: Vicky Alves
 - Counselor: Amanda Martinsen
 - Nurse: Pam Jordan
 - Lexington High School: (660) 259 - 4391
 - Principal: Dr. Jason Whitt
 - Counselor: Lisa Nevel
 - Athletic Director/ A+ Coordinator: Kyle Barkley
 - Nurse: Cynthia Riker
 - Lex La Ray Technical Center: (660) 259-2264
 - Director: Sarrah Dobson
 - Counselor: David Cavanah
 - School Based Outreach Worker: Nicky Bennett (660) 259 – 4391
 - Bus Barn: Randy Small (660) 259-3836

Comment [j3]: Insert name

Comment [j4]: Insert name

LMS “I will” Pledge

I will respect myself, others, and property with my words.

I will be responsible for my actions.

I will be kind, courteous, and helpful.

I will do my part to make LMS a safe place to learn.

LMS students are recognized for academic achievement, attendance, participation, and good character in school activities; all of which contribute to a well-developed citizen. As a PBIS school, LMS will provide monthly, quarterly, and annual recognition for those students.

Monthly Recognition Areas:

1. Attendance - absent less than 1 day per month
2. Behavior – meets all student code of conduct standards (no discipline referrals, buddy rooms, or reactive recovery) *Students who receive ISS or OSS are ineligible for participation in National Junior Honor Society.
3. RRKS - students demonstrating respect, responsibility, kindness, and who make LMS a safe place to learn

Quarterly Recognition Areas:

1. Academics - maintain a B or higher in all classes or show improvement in a class
2. Participation – participating in school clubs/organizations, school performances, or athletics
3. RRKS - students demonstrating respect, responsibility, kindness, and who make LMS a safe place to learn

Additional Recognition:

1. Semester Honor Roll
 - o A Honor Roll (all A's)
 - o B Honor Roll (all A's and B's)
2. National Junior Honor Society

Comment [J5]: Move right after PBIS in front of handbook

PBIS Matrix

Respect
Responsibility
Kindness
Safety

Hallway/Restroom	Commons/Lunch	Classroom	All Settings
<ul style="list-style-type: none"> Maintain appropriate language and noise level Maintain cleanliness by using trash containers 	<ul style="list-style-type: none"> Dispose of food properly Maintain appropriate noise level Respect others food and personal space No food out of cafeteria 	<ul style="list-style-type: none"> Listen while others are speaking Follow all directions of adults 	<ul style="list-style-type: none"> Follow handbook dress code Respect self, others, & property Treat others as you would like to be treated
<ul style="list-style-type: none"> Take most direct route to destination Be honest about your behavior and accept consequences 	<ul style="list-style-type: none"> Clean up trash and food Pay for all items and only for your own items No food out of the cafeteria 	<ul style="list-style-type: none"> Be on time Bring all necessary materials Be an active learner from bell to bell Leave electronics in designated areas Complete all assignments with honesty 	<ul style="list-style-type: none"> Represent your school in a positive way Keep all school grounds/areas clean Follow LMS technology policy
<ul style="list-style-type: none"> Use appropriate and positive language Greet visitors politely 	<ul style="list-style-type: none"> Wait for your turn in line Invite those that are alone to sit at your table 	<ul style="list-style-type: none"> Support and appreciate others' ideas Appreciate diversity amongst peers and staff 	<ul style="list-style-type: none"> Use appropriate, kind language Appreciate diversity amongst peers and staff
<ul style="list-style-type: none"> Have hall pass during class time Use only your assigned locker Keep traffic moving forward Walk on right side of hallway 	<ul style="list-style-type: none"> Clean up spills or notify custodians Push in chairs Keep hands & feet to self Stay seated at table 	<ul style="list-style-type: none"> Keep classroom clean Obey all classroom/handbook rules Maintain positive language and behavior 	<ul style="list-style-type: none"> Keep hands, feet, objects to self Obey all emergency/safety procedures Report any problems to an adult and/or fill out an incident report

HEALTH SERVICES

Students are to report to the office in the event of an illness or injury during the school day for proper evaluation, documentation, and parent notification by certified nursing staff.

Immunizations

Missouri School Law states that it is unlawful for a student to attend school unless he/she has been immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella (German Measles). This includes the tetanus/diphtheria booster, which is due ten years after the initial series is completed (kindergarten shots). Students born after January 1, 1990, must be immunized against Hepatitis B. All students entering the 7th grade MUST have had the Hepatitis B series immunization (3 doses). Any student in non-compliance is prohibited from enrolling in or attending school. Please inform the nurse of any immunizations your child receives during the school year.

Administering Medicines to Students

The school is NOT OBLIGATED to supply or administer medications to students. However, the Board recognizes that some students may require medication for chronic or short-term illnesses during the school day to enable them to remain in school and participate. To administer a prescription medication, the student's physician must provide the school with a written request that the medication be given during school hours. A medication permit stating the required information may be obtained from the school nurse.

The prescription label will be considered an equivalent of the physician's order for short-term medication. The parent/guardian must also provide a written request that the school district comply with the doctor's request to give the medication. **THE DISTRICT WILL NOT ADMINISTER THE FIRST DOSE OF MEDICATION TO A STUDENT.** The parent must supply the medication in a properly labeled container from the pharmacy with only the doses to be given at school and with instructions for any special need for storage. All medications MUST be delivered to school by an ADULT. Medications of any kind should never be brought to school by the student.

Self-administration of medication (inhaler, etc.) may be recommended by a physician for a student with chronic health conditions. See the school nurse for the requirements of this policy. At the end of the school year, medication should be picked up from the nurse by an ADULT. Medication will NOT be sent home with a student. (See Board Policy JHCD)

Administering Over-The-Counter Medication

A district Medication Permit must be completed and signed by the students' parent/guardian before administration of medication. A prescription is not required as long as one administers the specified over-the-counter medication according to the specific directions outlined on the manufacturer's label and pursuant to established district administrative procedures. These OTC medications are ibuprofen, Tylenol/acetaminophen and cough drops. The parent/guardian must provide a new unopened bottle or box to remain in the health office until it is no longer needed.

Fever

If your child has been sent home from school due to fever greater than 100°, please keep them home for at least 24 hours, (from the time they were sent home) after they are symptom free WITHOUT fever reducing medications.

At school we are cleaning desks and other items that students come in contact with. We use Lysol wipes and bleach water every night and during the day as teachers see fit. We are encouraging frequent hand washing and appropriate cough hygiene, into the bend of the elbow, not the hand. Good hand washing is the best defense against the spread of germs! The Lexington R-V School District will be following the Center for Disease Control (CDC) guidelines as follows:

The Centers for Disease Control and Prevention recommends that people with influenza-like illness remain at home except when necessary to seek required medical care. They should remain at home until they have been free of fever exceeding 100° F (37.8° C) for AT LEAST 24 hours without the use of fever-reducing medications.

Please respect our efforts to protect all children from contagions and to minimize the time out of school due to illness for all of our students. As always, please feel free to contact any of the school nurses with questions.

Head Lice

In keeping with the Lexington R-V School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school-wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at the time, the parent/guardian will again be called and reinstructed concerning treatment. The student may be excluded from school to allow for additional treatment. This process will continue until the student is free of head lice.
5. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
6. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
7. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice

or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

TRANSPORTATION

Bus:

Students who live a mile or more away from school are eligible to ride the bus to school at no charge and will need to contact the bus barn for services @ **660-259-3836**. Rules on any and all district owned or contracted buses must be obeyed at all times or riding privileges may be suspended or revoked.

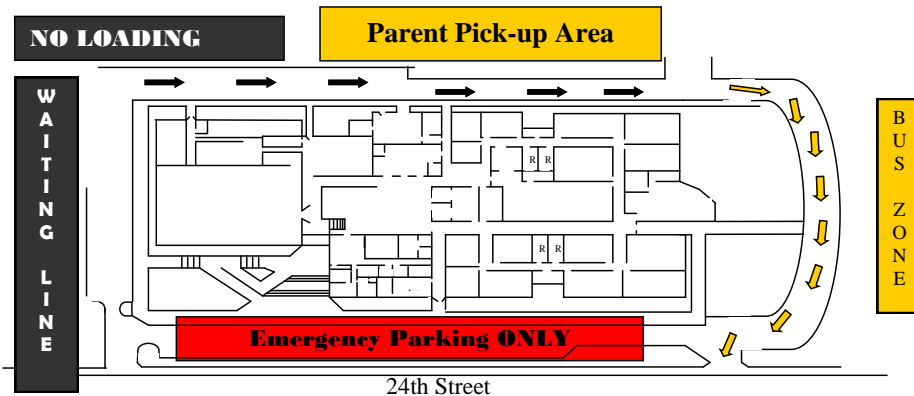
Bicycles/Other:

Skateboards, scooters, rollerblades, and/or Heely's are not to be used while at school for safety reasons. There will be a bike rack for students riding to school but it is the responsibility of each student to ensure their bike is secured as the district will not be responsible for personal property damage or theft.

Pick-up Procedures:

- All students will be released from school at 2:45
- Car riders are to be picked up on the west side of the building.
- Bus riders and walkers will exit through the north doors of the building.
- Students will not be allowed to exit the front doors until 2:55 to ensure all students are safely monitored while loading vehicles.

The following diagram depicts the areas for **SAFE** pick up of students after school:



See the school's daily schedule below. The district will not be responsible for supervising students outside the stated times. We encourage parents to not drop off or leave children at the school during unsupervised periods.

<u>DAILY SCHEDULE</u>	
<i>Library</i> 7:30-3:00	Before School Supervision
<i>School Hours</i> 7:41-2:45	7:30
BREAKFAST 7:15-7:41	<i>1ST Hour</i> 7:45-8:34 <i>2nd Hour</i> 8:38-9:27 <i>3rd Hour</i> 9:31-10:20 <i>4th Hour</i> 10:24-10:54 <i>5th Hour</i> 10:58-12:06 <i>6th Hour</i> 12:10-12:59 <i>7th Hour</i> 1:03-1:52 <i>8th Hour</i> 1:56- 2:45
LUNCH	After school supervision ends at 2:55 unless the student is in tutoring.
Shift 1 10:58-11:18	
Shift 2 11:22-11:42	
Shift 3 11:46-12:06	
5 th Grade 12:10-12:30	

SCHOOL BREAKFAST/LUNCH INFORMATION
FOOD SERVICES

Children need healthy meals in order to learn. The Lexington R-V School District offers healthy meals every school day. Your child(ren) may qualify for free or reduced price meals. All children in households getting Food Stamps, Temporary Assistance, or the Food Distribution Program on Indian Reservations can get free meals regardless of income. Also, your child(ren) can get free meals if your household income is within the free limits on the Federal Income Eligibility Guidelines. Foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Homeless, runaway and migrant children may be eligible. Please contact the school liaison at 259-4369 to see if you are eligible. **No charges will be accepted!**

Student Breakfast	Free
Adult Breakfast	\$2.50
Student Lunch.....	\$2.40
Adult Lunch	\$3.25

*ENERGY DRINKS and outside drinks will not be allowed during the school day for students.

AVAILABLE RESOURCES

George H. Green Media Center

The card catalog for the Lexington Middle School's Media Center is available in an electronic link on the Internet from our school's homepage, under Middle School Library Catalog. Students are responsible for all books, magazines, etc. that they check out, and it is the

student's responsibility to check the books/magazines in on time. Any student who loses or damages a book must pay a replacement cost for the item.

Lockers / Desks / Vehicles

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and are subject to periodic inspection **WITHOUT NOTICE**. The school principal or designee shall from time to time conduct random searches of school lockers. School administrators are also authorized to work with law enforcement officials to use trained dogs to search lockers and vehicles parked on school property.

Phone Usage

During school hours students may use the office phone only with written permission from an adult. Students will not be allowed to take phone calls during the school day. A message will be given to the student at a convenient time.

Textbooks

Basic textbooks, chrome books supplementary resources are supplied to students at the beginning of the school year. Each student is responsible for these resources until the end of the school year. Students will be subject to a replacement cost if books are lost or damaged.

ENTERING AND LEAVING LEXINGTON R-V SCHOOLS

Immediately upon entering school property, including the school buses, students are subject to all school rules. Students are not to leave the school property once they have arrived. If a student must check out, 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 case 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/or in at the school office no matter what time of day they are coming and/or leaving.
4. Refer to district policy JEDB.

VISITORS

On a daily basis, doors will promptly lock at 8:05 am and again at 3:05 pm. Visitors to the Lexington R-V School District must enter through the front door, check in at the office of their respective building and wear a visitors badge throughout their stay. All visitors must be approved by administration and/or office personnel.

ATTENDANCE POLICY

Comment [j6]: Info about the new buzzer system. Get from LBS??

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 of Schools or his/her designee. The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all necessary rules for organization and government in the district.

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 is defined as a guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18.

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.

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 principal or accumulates excessive unjustifiable absences, even with parental consent.

Comment [j7]: These don't match definitions found in the student code of conduct section on pgs. 23-24. Need continuity!

District Standards K-8

(Consequences for Violations)

Attendance in early grades is crucial to future academic development. In addition, attendance habits are formed in early grades, and potential attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will notify the teacher. The parent will be contacted by phone or in person.
2. When a student has accumulated 4 absences in any quarter, the principal or designee will send an attendance letter stating the student's attendance record and school district's attendance expectations.
3. When a student has accumulated 8 absences in any semester, the principal or designee will schedule an attendance hearing with the parent(s) and/or guardian(s). The purpose of the attendance hearing will be: to determine why the student is not attending school regularly, to examine the student's academic performance, to communicate district attendance expectations, to provide information about compulsory attendance laws and educational neglect, to elicit suggestions from family members about increasing the student's engagement with school, and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated 12 absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor. The district will determine whether the student may be retained or required to attend summer school as a condition of promotion to the next grade.

Students are expected to make up assignments from missed classes within the determined time period (See Homework Policy). Students who do not complete missed assignments in the required time may be required to attend tutoring outside of the regular school day.

Any conference may be waived by the principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

The school district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district may choose to do one or more of the following:

- Referral to the County Prosecutor's office
- Referral to the County Juvenile office

- Referral to the Children's Division (CD) of the Department of Social Services
- Retention of the student in current grade level, require summer school and/or require that the student make up seat time as a condition for promotion or credit recovery
- Restrict the student's attendance and/or participation in extra-curricular activities

Tardiness

Every minute counts in education. When a student arrives late, it often puts that student at a disadvantage because important instructions and announcements for the day will have been missed.

Students must be in an assigned classroom when the bell rings. Students who arrive late to school first period must get a tardy slip from the office. **Parent/Student must sign in when he/she is tardy. It is important for students to arrive to school on time. (See Tardy Policy)**

Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that an absence recorded as **unexcused** should have been recorded as **excused** or that the student has missed fewer days than the district's records show. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

ACADEMIC POLICY

SCHEDULING

Schedule Changes

All requests to change classes will be made to the school counselor and must include parent/guardian approval. Schedule changes must be made within 3 days of the beginning of each semester. **Schedule changes are not guaranteed.**

Band Courses

All band courses are one year courses. Students that enroll in a band course will not be allowed to transfer out during the year without approval from parents, counselor, and the band director.

EDUCATIONAL FIELD TRIPS

Students will have an opportunity throughout the year to learn beyond the walls of the middle school. **Parental approval must be in writing on the board approved form IICA-AF1; approval via phone calls will no longer be accepted.** LMS will provide an alternative educational opportunity for students not able to participate in field trips as deemed necessary by administration and/or parents.

MINUTEMEN TIME

Minutemen Time is a school-wide initiative that allows for the utilization of resources for students in need of academic and/or behavioral support. MT provides a system of interventions and resources which allows students to make significant progress. The main focus of this time is to utilize on-going data analysis to inform instructional interventions, flexible use of building personnel with students, as well as collaborative problem-solving among staff and parents to enhance all students' performance.

1. Criteria for Minutemen Time
 - a. Grade level content area teachers will determine when students need to be pulled for extra support, make up work, or some type of test/work completion.
 - b. Students will report to their assigned seminar teacher daily then rotate to their next teacher if needed. If there is not a need then those students will stay in the classroom and utilize the time PRODUCTIVELY.
 - c. Organizational meetings may take place during this time. However, academic needs supersede organizational meetings.

2. Expectation of Students During Minutemen Time
 - a. This is a regular part of our day.
 - b. **ALL** students must bring something to work on or read **EVERY DAY**.
 - c. Students are to stay in their assigned classroom unless given permission to leave by the teacher or principal. Tardies, absences, and truancy policy are still in effect during Minutemen Time.
 - d. This time is used for getting caught up on school work, tutoring/intervention, or enrichment.
 - e. Inappropriate behavior will NOT be tolerated.

3. Expectations of Teachers During Minutemen Time
 - a. **Teachers will be up and tutoring or monitoring student work.**
 - b. Exception: Students may be brought up once a week to review their grades with their teacher.

HOMWORK POLICY

Homework is an opportunity for students to demonstrate concepts independently without outside assistance and/or is the result of students not using their class time efficiently. If a student is struggling with concepts while attempting homework, we encourage the student to set up a tutoring appointment before or after school for additional help. Late or missed deadlines will result in reduced credit.

If a student is absent from school, missed work will be given upon his/her return. Homework resulting from absences must be completed and returned in the number of days equal to the days absent from school to receive full credit. Late work or missed deadlines will result in reduced credit. This policy includes absences missed due to ISS or OSS.

TUTORING

On the first day of each school week parents will receive an email if their child is on the D and F list. Students on the D and F list are required to stay Tuesday, Wednesday and Thursday from 3:00 to 4:00 PM to improve their grade. Parent phone calls to the office are needed to excuse a student from tutoring. If a student is not receiving a D or and F they are welcome to stay for extra assistance on Tuesday, Wednesday and Thursday. Tutoring will be offered and students should sign up for this in advance to discuss necessary help with their teacher if further assistance is needed. Two tutoring busses are provided for transportation home after tutoring. Forms to sign-up for the tutoring busses are located in the office. If your child cannot be picked-up on time, then it is advised you sign-up for the tutoring bus. More than 2 late pick-ups will result in a student being assigned to ride the tutoring bus.

GRADE REPORTS

Grade reports are issued at the end of each 9-week grading period. Progress reports will be available twice a quarter. We encourage you to check SIS on a weekly basis. The Honor Roll will be printed at the end of each semester. Parent/teacher conferences will be held as scheduled on the school calendar. The following system is used in reporting grades by subject matter on the report card. Teachers will use the standards based grading scale listed below.

STANDARDS BASED GRADING SCALE

4 points – 100%	2.75 points – 86%	1.75 points – 72%	.75 point – 63%
3.75 points – 98%	2.5 points – 83%	1.5 points – 69%	.5 point – 60%
3.5 points – 96%	2.25 points – 78%	1.25 points – 67%	.25 point – 55%
3.25 points – 94%	2 points – 75%	1 point – 65%	0 points – 50% or lower
3 points – 92%			

8th GRADE COMMEMORATION

At the conclusion of 8th grade, LMS celebrates the transition from middle school to high school in a commemoration ceremony. In order to participate in this distinguished event, 8th grade students must have met the promotion guidelines below and have all fines (library, food service, textbooks, uniforms, etc) paid in full.

PROMOTION OR RETENTION GUIDELINES

In order for students to be successful they may need additional assistance to prepare them for future academic challenges. The following guidelines will assist parents and educators in determining the best possible plan for academic success:

1. Students will have until the end of the school year to demonstrate achievement in each content area. Students failing to demonstrate adequate achievement will receive an “F” or failing grade in the class.
2. Students receiving an “F” in a 2nd semester core area (Math, ELA, Social Studies, or Science) will be required to complete additional academic support opportunities such as in-school study hall, before/after school tutoring, and/or summer school.
3. Students who demonstrate continuous difficulty in multiple subjects each semester will have their records reviewed to determine if retention is a possibility.
4. The parents of retention candidates will be contacted to come in for a conference.
5. Board of Education Policy I.K.E. states that the final decision regarding retention rests with the professional staff of the Lexington R-V School District.

**Lexington Middle School Chapter
Of the National Junior Honor Society**



ARTICLE VI: MEMBERSHIP

- Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members on completion of eighth grade. Alumni and honorary members have no voice or vote in chapter affairs.
- Section 3. The Faculty Council shall reserve the right to award honorary membership to students with disabilities in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- Section 4. Eligibility:
- Candidates eligible for selection to this chapter must be in the second semester of sixth grade or members of the seventh or eighth grade class.
 - To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Lexington Middle School.
 - Candidates eligible for election to the chapter shall have a minimum of four A's and three B's, up to a maximum of all A's, on their first semester grade report, and have no OSS infractions. This scholastic level of achievement shall be the required minimum for admission to candidacy. All students who can rise in scholarship and character to or above such a standard may be admitted to candidacy for selection to membership.
 - Upon meeting the grade level, attendance, and academic standard requirements, candidates shall then be considered based on their service, leadership, citizenship, and character.
- Section 5. An active National Junior Honor Society member who transfers to another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transferring members must meet the new chapter's standards within one semester in order to retain membership.
- Section 6. A description of the selection procedure shall be published on the school's website which is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Junior Honor Society.
- Section 7. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

For a copy of the Complete Bylaws please contact Mary Jo Cramer, Chair, 259-4611

ADOPTED: December 14, 2015

ACTIVITY POLICY (All School Sponsored Activities)

Attending: All students, staff, and patrons attending any school sponsored activities are expected to demonstrate high standards of conduct by:

- 1) refraining from the use of profanity
- 2) refraining from disrespectful remarks or chants directed at players, coaches, officials, or other fans
- 3) abiding by the Lexington R-V Board Policy prohibiting the use of tobacco products on school grounds
- 4) abiding by all student handbook policies

Participation: Participating in school sponsored activities requires students to:

- 1) Pay applicable participation fees.
- 2) Have a physical from a MSHSAA approved health professional along with a copy of proof of insurance if applicable
- 3) Have a signed commitment form agreeing to abide by Lexington R-V expectations
- 4) Maintain eligibility requirements (academic, attendance, and character) as stated in the proceeding pages

Academic Policy: No student shall participate in any school sponsored activity if he/she has a failing grade in more than one class. This policy shall affect the eligibility of all seventh and eighth grade students involved in sports.

Enforcement:

- 1) Three-week progress reports will be reviewed to determine continued eligibility. If a student is failing more than one subject, he/she will become ineligible until administrative approval.
- 2) Grades will be reviewed to determine eligibility for the proceeding school year. If a student failed more than one subject during the spring semester, he/she will be ineligible for the 1st midterm of the fall semester grading period. Completion of an approved summer school program may assist students in eligibility. Only core classes can be recovered.

Attendance Policy: Students must maintain **90%** hourly attendance to participate in any school sponsored activity.

Enforcement:

- 1) Students must have a minimum of 14 practices before the first athletic contest.
- 2) Students not in attendance **all day** will not be allowed to participate in a school sponsored activity. (In the event of unforeseen circumstances, absences may be excused by administration. **Parental requests for exception to policy must be made at least one day in advance.**)
- 3) Students must be in attendance **all day** on the Friday prior to a Saturday event.

- 4) Three unexcused absences will result in dismissal from the activity or group.
Coaches/Sponsors may excuse practices if deemed necessary.

Character Policy: Student participation in any activity or athletic program is a privilege. With it comes responsibilities to the school and the community.

Enforcement:

ISS – Students may not participate in school sponsored activities on days for which ISS has been assigned. Students may practice, but not compete or perform while serving ISS.

OSS - Students may not be on school grounds during OSS. Students may not attend a practice or a game while serving OSS. (e.g. if serving OSS on Friday, student may not attend any event until full day on Monday)

- 4th Day OSS – Suspended for 20% of the season's contests.
- 5th Day OSS – Removal from team.

After School Detentions - If a student is assigned an afternoon detention, the detention must be served before participating.

Tobacco/Alcohol Offenses –

1st offense – Suspended for 20% of season (To be finished in following season if suspension is not completed during the current season)

2nd offense – Suspended for 365 days

Drug Offenses - 1st offense – Suspended for 365 days

Activity Policy (Non-MSHSAA Sanctioned): LMS students may participate in various activities throughout the school year. Each sponsor will establish guidelines and conduct expectations to govern the eligibility and participation which is extra-curricular. Such activities which hold special requirements include:

- Science Olympiad
- Drama
- Student Council
- Student Ambassadors
- Ag Club

STUDENT CODE OF CONDUCT

BEHAVIOR INTERVENTION SUPPORT TEAM (BIST)

The BIST model has been adopted to help middle school grade students be successful in school and create a safe and productive learning environment. All classes will have a safe seat where students can go to refocus. LMS will also provide a buddy room and recovery room for students who need to leave the class in order to refocus. While in the recovery process, students will be responsible for taking ownership of his/her actions and develop a plan for success.

GOALS for the Recovery Process:

- 1) Gives opportunity for students and teachers to deescalate
- 2) Creates a safe environment without getting in trouble
- 3) Maintains order in the classroom
- 4) Offers opportunity for relationship building
- 5) Creates a positive environment for behavior change

Expectations for students directed to a safe seat, buddy room, or recovery room:

- 1) Go directly to the assigned location without deviation or comment
- 2) Follow the posted expectations and complete a think sheet
- 3) Students may be in a buddy room for only 1 day; if they have not processed, they will be sent to the recovery room the next day
- 4) Students may only be in the recovery room for 2 days; if a student has not processed with the teacher by the final bell on the second day, he/she will be given an office referral, which will result in ISS
- 5) Refusing to move to the recovery room will result in an office referral.
- 6) Removal from recovery room will result in ISS
- 7) Removal from ISS will result in OSS; ISS will still be completed upon the following day
- 8) Students in the 8th grade beginning 2nd Semester will not follow BIST – it will be an automatic office referral.

**All students 5th-8th grades serve ISS at the Lexington High School.



DRESS CODE GUIDELINES

Students will be expected to dress in a manner that will not be distracting or disruptive. Although the specifics listed below provide a guide, other clothing may be deemed inappropriate. The following guidelines are to advise students and parents of acceptable dress while at school or school sponsored events.

1. Messages on skin, clothing, jewelry, or personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or messages that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.
2. No head coverings and/or sunglasses inside the building during the school day (unless pre-approved).
3. Shirts must cover the shoulder; prohibited attire includes: halter-tops, tank tops, low-cut shirts, midriff tops or tops with spaghetti straps. When a student is standing, the shirt must touch the top of their pants and the arm holes cannot expose the torso.
4. Holes in clothing above the thumb-tip length, when arms are at the side are not allowed, including jeans.
5. No mesh shirts, unless they are fully lined, and no backless shirts.
6. No pajamas or house slippers
7. Shorts or skirts must be at thumb-tip length when arms are at the side of the student.
8. No wallet chains or other metal accessories, which could pose a safety threat
9. No backpacks allowed in the classroom once school has begun.
10. Undergarments must not be visible.
11. Clothing or appearance that sets an individual or group apart (gang-related) from the rest of the LMS student body is not permitted.
12. No face painting without prior permission

All clothing must be worn appropriately and if a student refuses to comply, he/she will remain in the office or be sent home.

CONDUCT VIOLATIONS

*Any Safe Schools Violation pursuant RSMo 160.261 will result in a report to the Missouri Department of Elementary and Secondary Schools and a referral to law enforcement.

ACADEMIC DISHONESTY - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics

First Offense: no credit, grade reduction, or replacement assignment

Subsequent Offense: No credit, grade reduction, course failure, or removal from extracurricular activities

***ARSON** - Starting or attempting to start a fire or causing or attempting to cause an explosion.

First offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion and restitution if appropriate

Subsequent Offense: 1-180 days out-of-school suspension or expulsion and restitution if appropriate.

***ASSAULT (see Board policy JG-R)** - Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury, physically injuring another person

First Offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion

AUTOMOBILE/VEHICLE MISUSE - Unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property

First Offense: Suspension or revocation of parking/driving privileges, detention, in-school suspension, 1-10 days out-of-school suspension

Subsequent Offense: Revocation of parking/driving privileges, detention, in-school suspension, 1-10 days out-of-school suspension

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. In addition, bus-riding privileges may be suspended or revoked.

DEFIANCE OF AUTHORITY - refusing to comply with an adult's directive

First Offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion

DISHONESTY - Any act of lying, verbal or written

- 1) Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics

First Offense: no credit, grade reduction, or replacement assignment

Subsequent Offense: No credit, grade reduction, course failure, or removal from extracurricular activities

- 2) Lying – knowingly misrepresenting the truth

- 3) Forgery - process of making, adapting, or imitating objects, statistics, or with the intent to deceive

First Offense: Nullification of forged document and Principal/student conference, detention, ISS or 1-10 days OSS

Subsequent Offense: Nullification of forged document and Principal/student conference, detention, ISS or 1-10 days OSS

DISRUPTIVE CONDUCT (see Board policy JG-R) - Any action that substantially disrupts classroom work, school activities, or school functions

First Offense: Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension

Subsequent Offense: Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension

DISRESPECTFUL SPEECH - Verbal, written, pictorial or symbolic language or gesture that is rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension

Subsequent Offense: Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension or expulsion

***DRUG/ALCOHOL (See Board policies JFCH and JHCD) -**

- 1) Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation
- 2) Possession of any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia; In attendance at a school event while under the influence of or after consuming controlled substances and/or illegal drugs

First Offense: In-school suspension or 1-180 days out-of-school suspension

Subsequent Offense: 1-180 days out-of-school suspension or expulsion

- 3) Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs

First Offense: 1-180 days out-of-school suspension or expulsion

Subsequent Offense: 1-180 days out-of-school suspension or expulsion

EXTORTION (see Board policy JG-R) - Threatening or intimidating any student for the purpose of obtaining money or anything of value

FAILURE TO MEET CONDITIONS OF SUSPENSION (see Board policy JG-R) - Coming within 1,000 feet of any public school in the district while on suspension for an offense defined by district policy as a serious violation of the district's discipline policy

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: Restitution and Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion

Subsequent Offense: Restitution and in-school suspension, 1-180 days out-of-school suspension or expulsion

FIGHTING - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action

First Offense: Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion

GAMBLING (see Board policy JG-R) - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost

***HARRASSMENT** - harassment against others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex

Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex.

Violations:

- 1) Aiding, abetting, inciting, compelling or coercing discrimination or harassment
- 2) 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

Subsequent Offense: 1-180 days out of school suspension or expulsion

- 3) Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics

First Offense: Students found to have violated the district's harassment policy will face immediate discipline. All harassment incidents will be reported to the compliance officer for further action.

COMPLIANCE OFFICER:

Superintendent or Designee
259-4369

- 4) Hazing (see Board policy JFCF): Any activity 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.

- 5) Sexual Language – use of unwelcome verbal, written, or symbolic language based on gender or of a sexual nature like sexual jokes or comments
First Offense: Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion
Subsequent Offense: In-school suspension, or 1-180 days out-of-school suspension or expulsion

- 6) Sexual/ unwelcome physical contact– based on a sexual nature
Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.
First Offense: In-school suspension, or 1-180 days out-of-school suspension or expulsion
Subsequent Offense: 1-180 days out-of-school suspension or expulsion
Sexually Explicit, Vulgar or Violent Material – possession or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.

This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation and Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension

Subsequent Offense: Confiscation and detention, in-school suspension, or 1-180 days out-of-school suspension

- 7) Retaliatory actions based on making complaints
First Offense: Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion
Subsequent Offense: In-school suspension, or 1-180 days out-of-school suspension or expulsion

INCENDIARY DEVICES - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff

First Offense: Confiscation, warning, Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension

Subsequent Offense: Confiscation, Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension

MISBEHAVIOR DURING ISS - third strike from ISS instructor

Any Offense: 1-10 days out-of-school suspension and/or repeat ISS day

MISBEHAVIOR FOR SUBSTITUTES -

Any Offense: Principal/student conference, restricted list, detention, in-school suspension, or 1-10 days out-of-school suspension

MISSED DETENTION - one-day of ISS and lunch detentions will be given during the school day. Detentions assigned by the office will be after school from 2:45-4:00.

Any Offense: Additional detention, in-school suspension, or out-of-school suspension

PUBLIC DISPLAY OF AFFECTION – Physical contact that is inappropriate for the school setting, including, but not limited to kissing, hugging and groping.

First Offense: Principal/student conference or detention or in-school suspension or 1-180 days out-of-school suspension and documentation in student's discipline record.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension or expulsion and documentation in student's discipline record.

***SEXUAL ACTIVITY – (see Board policy JG-R).**

Human Sexuality Curriculum

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases, the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.

6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction. The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

SKIPPING CLASS - students who fail to report to their class after attendance has been taken; knowingly reports to the wrong class; or students who are late 5 minutes or more to their assigned class

First Offense: Warning, principal/student conference, detention, in-school suspension

Subsequent Offense: Detention or in-school suspension

TARDY - students not in their assigned location when the bell rings and/or not prepared for class (i.e. sitting, no pencil or materials). Tardies are evaluated quarterly.

- 1st and 2nd unexcused tardy: Warning
- 3rd unexcused tardy: Lunch detention
- 4th-7th unexcused tardy: After school detention and a phone call home
- 8 or more tardies: student/parent conference with administrator

**Additional consequences could include ISS, OSS, or an alternative passing time schedule

TECHNOLOGY MISCONDUCT (See Board policies EHB and KKB and procedure EHB-AP) -

Cell Phone Policy

Cell phones are **TO BE TURNED OFF DURING SCHOOL HOURS 7:41-2:45**. They are not to be used, seen, or heard during the school day. When school dismisses at the end of the day, phones may be turned on.

- 1st offense: Warning and cell phone being confiscated, parent(s)/guardian(s) will be notified to pick up the cell phone from the office
- 2nd offense: lunch detention and the cell phone confiscated parent(s)/guardian(s) will be notified to pick up the cell phone
- 3rd or more offense: 1 or more days of ISS and the cell phone confiscated each day and held in the office and parent(s)/guardian(s) will be notified to pick up the cell phone

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

Electronic Devices Policy

- 1) Electronic games, electronic communication devices and music players are to be turned off during school hours, 7:41am to 2:45 pm. They are not to be used, seen, or heard during the day. *The school is not responsible for lost or stolen items.*

First Offense: Confiscated until parent or guardian can retrieve the device

Subsequent Offenses: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

- 2) Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device

First Offense: Restitution, Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion

***THEFT** - Theft, attempted theft or knowing possession of stolen property

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension

Subsequent Offense: Return of or restitution for property, 1-180 days out-of-school suspension or expulsion

***THREATS OR VERBAL ASSAULT** - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion

TOBACCO (see Board policy JG-R) -

- 1) Possession of any tobacco products on school grounds, bus or at any school activity

First Offense: Confiscation of tobacco product, Principal/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

- 2) Use of any tobacco products on school grounds, bus or at any school activity

First Offense: Confiscation of tobacco product, Principal/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

TRUANCY - Absence from school without the knowledge and consent of parents/guardian and/or the school and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/student conference, detention, 1-3 days in-school suspension

Subsequent Offense: detention, 3-10 days in-school suspension

UNAUTHORIZED ENTRY (see Board policy JG-R) - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion

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: Restitution, Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: Restitution, In-school suspension, 1-180 days out-of-school suspension or expulsion

***WEAPONS (see Board policy JFCJ)** - A weapon is defined to mean one or more of the following:

- A firearm as defined in 18 U.S.C. § 921
 - A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo
 - All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense
 - Any object designed to look like or imitate a device as described above
- 1) Possession or use of any instrument or device, other than those defined in 18 U.S.C. #921, 18 U.S.C. #930 9g) (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
Subsequent Offense: 1-180 days out-of-school suspension or expulsion
- 2) 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 (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent
Subsequent Offense: Expulsion

WELLNESS POLICY - No energy drinks, outside drinks, or non-bottled water are allowed in the classrooms during school hours 7:30-2:45

First Offense: Confiscation, Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: Confiscation, In-school suspension, 1-180 days out-of-school suspension, or expulsion

As a result of the new school meal standards established by the Healthy, Hunger-Free Kids Act of 2010 your child's school day continues to get healthier! Lexington R-V School District strives to meet and exceed national standards for school lunches and school breakfast. Our school meals will offer a variety of fruits, vegetables, and whole grain-rich foods; only fat-free or low-fat milk; USDA recommended portions designed for a child's age; and no trans fat and less saturated fat and sodium.

When students eat healthy foods, they perform better in school. Your child can learn good habits for life by making healthy food choices and getting proper exercise now.

You have the power to **Inspire** your children to build a healthy plate at school and home. What can you do? We invite you come and eat a school lunch with your child. What better way to encourage your child to try new things, than to see you doing it! We offer 2 choices of fruit and 2 choices of vegetables with their entree at every lunch. This is a wonderful way for every child to fill-up on a fruit or veggie they enjoy! Read the breakfast and lunch menu together and discuss the options and why some options may be healthier than others.

Improving the health and nutrition of children by providing nutritious meals in school is a top priority for Lexington School District. We will continue to make changes to comply with and exceed the recommendations of the U.S. Department of Agriculture. As we continue to role-model Healthy and Active Lifestyle choices, we encourage you to stay abreast of changes. Parents are always welcome at:

www.fns.usda.gov/healthierschoolday; www.schoolnutrition.org/parents;
www.letsmove.gov.

Together we can teach our children healthy habits that last forever!

NETWORK ACCEPTABLE USE POLICY

The Lexington R-V 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. 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 district 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:

- 1) **Personal responsibility:** As a representative of this school, the user will accept personal responsibility for reporting any misuse of the network to the appropriate individuals (supervising teacher, principal, 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 on the next page.
- 2) **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.
 - a. Use of the organization’s networks or computing resources must comply with rules appropriate to that network.
 - b. Transmission of any material in violation of any United States or other state laws is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c. Use of the network by commercial agencies with the intent of profiting is generally not acceptable.
 - d. Use of the network for product advertisement or political lobbying is prohibited.

- e. 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.
- 3) **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.
- 4) **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:
- a. Be polite. Do not send or encourage others to send abusive messages.
 - b. Use appropriate language. Never swear, use vulgarities, or any other illegal or unethical language. Illegal activities of any kind are strictly forbidden.
 - c. Do not reveal personal information over the network, or the personal information of others.
 - d. Disruptions. Do not use the network in any way that would disrupt use of the network by others.
 - e. 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.
- 5) **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.
- 6) **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 written permission of that person. All use of the system will be under the user's own account.
- 7) **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 loss of network services, disciplinary action and legal referral.

- 8) **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.
- 9) **Consequences of Violation:** Consequences for violation of this contract may include but are not limited to:
- a. Suspension from all or some network resources.
 - b. Revocation of some or all network resources.
 - c. In-School Suspension
 - d. Out-of-School Suspension
 - e. School Expulsion
 - f. 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 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.

NOTICE OF NONDISCRIMINATION

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions of 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, sex, age or disability in admission or access to, or treatment of employment in, its programs and activities. Any person having inquiries concerning Lexington R-V's compliance with the regulations implementing Title IX of the Education Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972, 504 of the Rehabilitation Act of 1973 Section (504), or Title II of the American with Disabilities Act of 1990 (ADA) is directed to contact the Director of Special Services at the following address: 100 South 13th Street, Lexington, MO 64067. Phone #: 660-259-4369 Fax #: 660-259-4992

GENERAL NOTICES

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.

4. 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.

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.

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.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and is in need of

special education even though they are advancing from grade to grade. The Lexington R-V District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with developmental delay.

The Lexington R-V School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

The Lexington R-V School District assures that personally identifiable information collected, used or maintained by the agency for the purposes of identification; evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendments to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Lexington R-V School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Board of Education from 8:00 a.m. to 4:00 p.m.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1st of each year. This information is treated as confidential and must include: name of the child/ parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Director of Special Services, phone: 660-259-4369, fax: 660-259-4992, 100 South 13th Street, Lexington, MO 64067.

PUBLIC LAW 107-110

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PUBLIC COMPLAINTS

The following steps will be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved. Employee’s direct supervisor shall be notified of the complaint.
2. Unsettled matters from (1) above or problems and questions concerning individual schools shall be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district shall be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

