

# Leslie Bell Elementary...

where everybody is a somebody!



## Student Handbook 2018-2019

Welcome to Leslie Bell Elementary

Everyone at Leslie Bell Elementary is looking forward to the 2018-2019 school year and the opportunity to work with students and parents of the Lexington R-V School District. In elementary school we have the opportunity to build a strong foundation and create within our students the love of learning. We're excited about having the opportunity to work with your children and encourage you to take an active involvement in your child's education through participation in varied activities and frequent contact with your child's teacher. Since it is essential to have a smooth beginning, this handbook will acquaint you with some of the school district's policies and procedures. Certainly there is some information that is not covered in this handbook, so you are encouraged to contact the school whenever you have any questions or concerns. You will receive a district calendar containing additional information.

**Leslie Bell Pledge**

I will be worthy of trust  
I will be respectful and responsible  
Doing what I must  
I will always act with fairness  
I will show that I care  
I will be a good citizen,  
and always do my share.

Leslie Bell Elementary School  
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Lexington, Missouri 64067  
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Ms. Tina Townsend, Principal  
[ttwonsend@lexington.k12.mo.us](mailto:ttwonsend@lexington.k12.mo.us)

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### **Lexington R-V School District Mission**

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

### **Leslie Bell Elementary Mission**

Together we will empower students to be lifelong learners through a strong, positive learning environment.

### **Leslie Bell Commitments**

We promise to guide students in setting and monitoring goals to encourage and achieve high expectations.

We promise to collaborate with all stakeholders to ensure every child's needs are met.

We promise to use research-based instruction to actively engage all students.

We promise to reflect on all accomplishments, big and small, through recognition and celebrations.

### **School Day**

**8:00 am - 3:00 pm**

**(Leslie Bell staff are on duty from 7:40 am-3:15 pm)**

**--It is important that students are not at school during unsupervised times--**

**Arrival**— Students attending the Before School Minutemen Discovery Zone program **must be enrolled**. Those students will be allowed in the building at 6:30 when the supervisor is on duty. **Parents are expected to sign their child in upon arrival**. For more information about the Before School Minutemen Discovery Zone program contact the Leslie Bell office.

**STUDENTS ENTERING THE BUILDING PRIOR TO 7:45 MUST EAT BREAKFAST. Students who are not eating breakfast will not need to arrive until 7:45 and head straight to their classroom.**

**Students that are not enrolled in the Before School Minutemen Discovery Zone program may arrive at school at 7:45 am.** Teachers will not be on duty until 7:40 am. **Breakfast will be served from 7:35 am-7:50 am.** Students who arrive to class after 8:00 am will be counted tardy. Students may enter their classrooms beginning at 7:45 am to prepare for the school day that will begin at 8:00 am when the tardy bell rings.

**Bus Riders**—Buses will drop students off on the north side of the school beginning at 7:35.

**Car Riders**—Car riders may drop students off on the south side of the school beginning at 7:35 am. Parents are expected to stay in their car and not park in the south driveway. Cars should not interfere with bus traffic.

**Walkers/Bike Riders**—Students are expected to stay on the sidewalk as they arrive to school. If a student is riding a bike, he/she is expected to walk the bike to the bike rack, located on the north east side of the building. It is highly encouraged that the bike be locked during the school day. Leslie Bell Elementary/Lexington R-V School District is not responsible for stolen bicycles.

**Dismissal**—School will be dismissed at 3:00 pm. At the beginning of the school year, an After School Dismissal procedure letter will be sent home for you to indicate how your child is to get home after school (bus, car, walk etc.) **IF AT ANY TIME THIS PROCEDURE IS CHANGED IN ANY WAY, THE PARENT MUST CONTACT THE OFFICE WITH THE SPECIFIC CHANGE. IF THE SCHOOL IS NOT NOTIFIED, WE WILL PROCEED WITH THE INSTRUCTIONS INDICATED ON THE AFTER SCHOOL DISMISSAL LETTER.** The office must be notified by 2:15 pm of any changes. When students leave before 2:55 pm it will count against their attendance.

Bus Riders—Students riding the bus will be dismissed at 3:00pm. **ONLY BUSES ARE ALLOWED INTO THE DRIVEWAY AREA BETWEEN 2:45pm-3:05 pm.** There should not be any cars using the driveway area while the buses are picking up students.

Car Riders—Car riders will be dismissed at 3:00 pm and can be picked up at the south entrance of the school located at the corner of 20<sup>th</sup> & Monroe Street. This is the only location to pick up students by car. Cars should line up along the north side of Monroe Street. Cars will not be allowed to enter the car rider line from 20<sup>th</sup> Street. The Leslie Bell pick-up card must be on the rearview mirror to indicate which student(s) are being picked up and at that time the student(s) will be called from the school to load in the car. **We request that you do not get out of your vehicle for any reason and that you do not arrive to line up before 2:30pm. There will be a Buckle Up zone that you may pull up to make sure your child is buckled up before pulling away from the curb. This zone will not be a parking zone.**

Walkers—Students who are not car riders or bus riders will be considered walkers and will be dismissed at 3:00pm. Walkers are only to leave the building through the main front doors by the office or from the back doors by the 2<sup>nd</sup> grade classrooms. Students are to use the designated crossing areas at both exits. Each location is supervised by school personnel. **STUDENTS CROSSING 20<sup>TH</sup> STREET MUST USE THE DESIGNATED CROSSWALK IN FRONT OF THE SCHOOL.** If you plan to walk your child home, please know that no one is allowed in the building until 3:00pm. Parking in the alley across 20<sup>th</sup> Street is discouraged because of the safety concern with students walking through the alley to get home. No vehicles are to be parked in the Leslie Bell driveway between 2:30pm-3:10pm. Please do not bring dogs onto school property.

**Reminder—Parents and all other motorists should always stop at the designated lines at the crosswalk when the stoplight is flashing and/or the stop sign is in the street.**

### Safe School Routes

Students may ride their bicycles, skateboards, rollerblade skates and scooters to school on the safe routes. Students are expected to follow safety procedures and guidelines established for the safe route to school. Any student that chooses not to follow the safe route procedures and guidelines will not be allowed to ride the previously named sources of transportation. Bicycles, skateboards, rollerblades, skates and scooters will not be ridden on school grounds, but should be walked until they get to the sidewalk or street. Please be sure your child locks his/her bike to prevent theft. Also, tennis shoes with built-in rollers may be worn at school, but the wheels must not be out during school hours. There will be no roller skating in the hallways. Backpacks with wheels are to be carried while in the school building.

### Attendance

#### (District Standard-Board policy JED-API)

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later 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 parent by phone or in person.
2. When a student has accumulated 4 absences, the principal or designee will send an attendance letter stating the student's attendance and school district's attendance expectations.
3. When a student has accumulated 8 absences 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 in a semester or 16 absences in a school year 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) at 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.

Students are expected to make up assignments from missed classes within the determined time period. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day. Students that are absent five or more consecutive days will complete assignments during tutoring as determined by classroom teacher.

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.

### **Tardiness**

The school day begins with the bell ringing at 8:00am. **STUDENTS WHO ARRIVE TO SCHOOL LATE MUST REPORT TO THE OFFICE WITH AN ADULT** so they are not counted absent for the entire day. **Parents must sign their child(ren) in when he/she is tardy. DO NOT DROP YOUR CHILD OFF AT THE DOOR. It is important for students to arrive to school on time.** Parents will be notified after the 3<sup>rd</sup> tardy and after the 6<sup>th</sup> tardy a letter will be sent to the parents and the district social worker. The school day begins at 8:00 am. When a student arrives late, they are missing valuable instruction. Every minute counts in education.

### **School Safety**

In order to ensure the safety of our students, ALL visitors arriving between 7:30am and 3:00pm must report to the office upon entering the building. All visitors are to use the main entrance doors. North driveway doors will be locked. All other doors will be kept locked for security purposes. Visitors are required to sign in at the office and be given permission to move throughout the building. All visitors are expected to wear a visitor's tag.

### **Bus Eligibility**

Students living .7 of a mile or more from Leslie Bell, are eligible to ride the bus to and from school each day. Students will be assigned to a particular bus and **will not be allowed to ride another bus without advance approval from the director of transportation, Alonzo Hannon.** Mr. Hannon may be contacted at the bus lot or at 660-259-3331. **Students will not be allowed to ride a bus with other students after school, if they are not bus riders.** Bus passes must be picked up from the bus lot before transportation will begin. Students are expected to follow the rules on the bus. Repeated violations of rules may result in suspension of bus riding privileges. **(See Board Policies EEA and EEAB)**

### **Visitation**

Parents are encouraged to volunteer for their child's teacher and/or eat lunch with their child. However, spontaneous "drop-by" visits are not allowed, as this can be very disruptive to the classroom learning environment. If you would like to visit your child's classroom, please make arrangements with the teacher or principal so a suitable time may be arranged. Student items (homework, lunch, shoes, projects, etc.) that are brought in during school hours should be left in the office and the office personnel will see that those items get to your child. Upon arrival at school, all visitors must report to the office to check in and get a visitor's sticker. Out-of-school children are not allowed to visit students or their classrooms during school hours. If you plan to eat a school lunch with your child, we ask that you send a note with your child or call the school office on the morning you plan to eat to ensure a meal can be ordered for you. Visitors may sit with their child at the guests' lunch table. Visitors are not to buy extras for any child other than their own. Only the student with a guest will be allowed to sit at the guests' lunch table; all other students will eat at their assigned lunch table. When the child's class leaves the lunchroom, we ask that the special visitor return to the office and check out unless previous arrangements have been made with the teacher or principal.

### **Emergency Contact Information**

One of the greatest problems schools may have during the day is trying to locate parents in the event of an emergency. The main reason this problem occurs is because parents/guardians forget to notify the school office when changes are made to cell phones numbers, home addresses, home phone numbers, work places, work phone numbers, and phone numbers for other

authorized individuals listed as emergency contacts. The importance of maintaining updated information cannot be overemphasized. **Medical personnel will not treat children without their parents' consent and in the event of an emergency we must be able to reach parents. IT IS ESSENTIAL THAT YOU PROVIDE THE SCHOOL OFFICE WITH AN EMERGENCY PHONE NUMBER IN THE EVENT THAT WE WOULD NEED TO GET IN TOUCH WITH YOU IMMEDIATELY. This could be the phone number of a relative or a friend. PLEASE MAKE SURE THAT YOU UPDATE YOUR CHILD'S ENROLLMENT CARD WITH ALL PHONE NUMBERS, ADDRESSES, AND NAMES OF PEOPLE WHO HAVE YOUR PERMISSION TO PICK UP YOUR CHILD FROM SCHOOL AS THE INFORMATION CHANGES.**

If a parent needs information about their child's performance shared with an outside source, the parent must sign a release **of information form** before a teacher and/or staff member at Leslie Bell will be able to communicate with an outside source.

### **Check-Out Procedures**

**Only parents of students or those indicated in the proper place on the enrollment card will be allowed to check out children, unless prior arrangements have been made by the parent with the office.** This may be done by a note or phone call that can be verified by the office. The person responsible for checking out the student(s) must sign a check out sheet and present proper identification before students will be allowed to leave the building. **It is important to know that the birth certificate is the legal document that will be used to identify the parent(s) that have legal rights for a student unless there is a court document that states something different. It is the parent's responsibility to provide the legal document to the school.** Daily attendance is very important and if your child is checked out before the dismissal time it will count against their attendance. The Leslie Bell office must be notified of any changes to a child's dismissal procedure by 2:15pm.

### **School Cancellations/Early Dismissals**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent/guardian's responsibility to monitor news reports via television and radio stations. The following local radio stations will announce any school closures or early dismissals. KMZU (Carrollton) 100.7 FM/1430 AM, KMMO (Marshall) 102.9FM/1300 AM. In addition, the following Kansas City radio stations will also be notified: WDAF 610 AM, KCUR 89.3 FM, KMBZ 980 AM, Metro Traffic, and the following television stations: WDAF TV 4, KCTV 5, KMBC TV 9, and KSHB TV 41 will also make school closings and early dismissal announcements. Any decisions regarding school closings for our district will be made by 6:00am so that the announcement can be placed on the air as soon as possible. We know that canceling school or dismissing early can inconvenience some people, however, we try to base our decision on what is best for our students. Our students safety is our number one priority.

### **Breakfast & Lunch Program**

A school breakfast and school lunch program is provided to students. Breakfast begins at 7:35 am and ends at 7:50 am.

#### Prices

Breakfast—No charge

Student Lunch--\$2.50

Reduced Student Lunch--\$.40

Adult Lunch--\$3.35

**Applications for free/reduced meals will be given to all parents at the time of enrollment or may be obtained at the school office. Anytime there is a change of income in your household, please notify the school so that a new application can be sent home.**

If your child brings a sack lunch to school, please make sure you provide a drink from home or that they have money to buy milk or water at school. Milk is considered an "extra" and can not be purchased unless they have money in their lunch account. **PLEASE DO NOT SEND POP/SODA with your child for lunch.**

We will again use a computerized lunch card program. Each family purchasing breakfasts and/or lunches will be given lunch envelopes to send money to school. Please complete the information requested on the front of the envelope and send one envelope per family to school at the beginning of each week. We strongly encourage you to pay weekly or monthly. You will receive a printed "balance" notice when your child's balance is \$5.00 or less. Notices will be sent home on Tuesday and

Friday of each week. There will be NO charges for breakfast and/or lunch. Your child must have money on their meal account. Students that do not have money on their accounts must bring a lunch from home.

We encourage and welcome parents and relatives to come and eat lunch with their child. Please notify the school office or your child's teacher prior to coming so that an accurate lunch count may be given to the kitchen staff. Visitors will need to pay before eating with their student. Visitors may sit with their child at the guests' lunch table. Siblings cannot be pulled out of their class to eat with brothers or sisters. Visitors may not purchase extras for any student other than their own.

### **School Meal Standards**

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 continue to 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. 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 up to date on any changes. Parents are always welcome at: [www.fns.usda.gov/healthierschoolday](http://www.fns.usda.gov/healthierschoolday); [www.schoolnutrition.org/parents](http://www.schoolnutrition.org/parents); [www.letsmove.gov](http://www.letsmove.gov).

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

### **Crisis Intervention Plan**

The Lexington R-V School District has a Crisis Intervention plan to help school district administrators and faculty deal effectively with crisis that could interfere with the normal daily operation of school. The plan outlines and describes the district's guidelines for responding to most crises. All teachers and staff have had in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available to concerned parties upon request in the school office and at the board building.

### **Safety Drills**

Every precaution is taken to ensure the safety and security of your child during normal school hours. Periodic safety drills are executed to make certain, students learn proper safety procedures and adhere to all safety guidelines.

### **Firearms/Weapons**

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school provided transportation vehicle or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. (Refer to policy KK) Possession of weapons by students is governed by (policy JFCJ and regulation JG-R). **Pocket knives are never allowed and are a serious consequence under the Safe School's Act.**

### **Vandalism**

The district will seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Lexington R-V School District.

The building administrator shall be authorized to sign a complaint, press charges and pursue civil action against perpetrators of vandalism to school property. Restitution for the damages caused will be sought from such persons and, in the case of minors, from the parents/guardians under the laws of this state. Students found guilty of willfully defacing or injuring any school property shall pay for the damages caused thereby and may be suspended or expelled as provided by law.

### **Student Appearance/Dress Code**

Students are expected to keep themselves well groomed and neatly dressed at all times. Hats are not to be worn in the building (except on special occasions). Shirts cut open at the sides, with “spaghetti” straps, or showing bare midriffs or backs as well as spandex shorts are not acceptable. Any item with obscene or questionable language or that advertises drugs or alcohol is naturally not allowed. In short, any item that may distract students from the learning process is not allowed. Flip Flops create a safety hazard for outdoor activity zones or PE; therefore students are encouraged not to wear them to school. Students not wearing tennis shoes may be asked to sit out. Students are not allowed to go without proper footwear in the building. Please make an effort to see that your child comes to school dressed appropriately. Students are highly discouraged to come to school with temporary tattoos, face painting, fake fingernails, or painted hair—NOT EVEN ON SPECIAL HOLIDAYS OR “DRESS UP” DAYS. Clothing and/or accessories that are distracting for the child and/or other students will not be permitted.

### **Health Office**

The school nurse is on duty at Leslie Bell School at all times throughout the school day. The district RN school nurse coordinator is “on call” for emergencies.

### **Administering Medicines to Students (Refer to Board Policy JHCD—Medication)**

### **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 will be excluded from school only to the minimum extent necessary for treatment.

1. Schools will not perform routine schoolwide 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 discovers head lice on a student, the parent/guardian of that student will be notified, and other students who reside with the affected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning appropriate treatments that can be purchased to eliminate head lice and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. The student may return to the classroom immediately after initial Tx by school nurse or parent/guardian.
5. 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 that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five calendar days of the initial identification.
7. The school nurse will keep accurate and confidential records of students infected with head lice.

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

### **PROGRESS REPORTS/Conferences**

**1<sup>ST</sup> and 3<sup>RD</sup> quarter reports will be given to parents at Parent-Teacher Conferences. Students will bring home progress reports at midyear and end of year. At Leslie Bell the teachers strive to have 100% parent attendance at 1<sup>ST</sup> and 3<sup>RD</sup> quarter Parent-Teacher Conferences. It is important that parents meet with the teacher to discuss a student's progress.**

The grading system at Leslie Bell School is:

Kindergarten-4<sup>th</sup> Grades:

- 3-Consistently meets grade level expectations.
- 2-Progressing toward grade level expectations with much assistance.
- 1-Not yet demonstrating grade level expectations.
- N/A-Not yet assessed.

State law requires that all 4<sup>th</sup> grade students who are reading below a 3<sup>rd</sup> grade reading level according to the district's reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained.

### **AFTER SCHOOL TUTORING**

After school tutoring is available for students meeting requirements. Tutoring is Tuesday, Wednesday, and Thursday each week until 4:10pm. Attendance is necessary for success of the program. It is not intended to be used to complete homework unless otherwise indicated by the classroom teacher and/or tutoring teacher.

### **CLASSROOM PLACEMENT**

Classroom placement of students is based on academic, behavior, and social needs of the students. The grade level teams, PST team, and principal divide the students in preparation for the next school year. We do not take teacher requests.

### **PST (Problem Solving Team)**

The Problem Solving Team meets occasionally to help the classroom teachers with student concerns. The team, along with the classroom teacher collects data, develops interventions, and monitor progress in order to meet the needs of children at Leslie Bell. The Leslie Bell Problem Solving Team is made up of the Building Administrator, Classroom teacher, Counselor, Title 1 teachers, and Special Education teacher. Parents are encouraged to be an active part of the Problem Solving Team.

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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.

### **CRITERIA FOR COMPULSORY AND RECOMMENDED SUMMER SCHOOL ATTENDANCE**

Attendance at summer school, whether compulsory or recommended, will be determined by three factors: Attendance rate, Performance on end-of-year assessments (“At Risk” or “Some Risk”), and the grade equivalency indicated on the most recent Reading Inventory (SRI) scores.

For the purposes of this policy “successful completion” of summer school will be defined as: Ninety (90) percent attendance rate AND satisfactory academic performance as determined by the summer school administrator.

### **PTO (Parent Teacher Organization)**

The Leslie Bell PTO actively supports the school’s instructional program and enhances community-school relations. Our PTO coordinates the book fair, provides assemblies, assigns room parents, assists with parties, helps subsidize field trips, and purchases playground equipment and supplemental supplies for the school from the profits derived from student-fundraisers. All parents are encouraged to join PTO and attend their meetings.

### **FIELD TRIPS**

Field trips are invaluable teaching aids. They provide direct experiences for learning and are an extension of what is being taught in the classrooms. A signed permission slip is required for all field trips and a fee may be collected for specific field trips. Good school behavior is required to be eligible to attend. The principal will make the final decision about those eligible to attend the field trip. Parents or adults who attend field trips at the teacher’s requests are not allowed to bring young children or any other guests with them on the field trips. Parents or other adults attending field trips must follow the guidance of the teachers. You are there to help supervise students. Students are not to be left unattended for any reason. Only the parents that have been asked to help supervise students on the field trip will be allowed to attend. Students must ride the bus to and from the field trip location. Any other transportation arrangements must be made and approved by the principal before the day of the field trip. Parents attending the field trip should not smoke and/or use cell phones while they are with the class. There will be NO purchasing of items on the field trip. Parents should not take pictures of any student other than their own nor post pictures on social media without the permission from the other student’s parent.

### **CLASSROOM PARTIES / BIRTHDAY CELEBRATION**

We will have classroom parties in the fall and spring for our elementary students. PTO-sponsored Homeroom parents are invited to assist the classroom teachers in the preparation of each party. The exact dates of each party will be on the district’s school calendar. Parties for any other occasions must have advanced approval of the principal. All school holiday parties are to be from 1:30 pm-2:30 pm. If you attend and help with the parties, we ask that you park in the parking lot and that you please try to leave by 2:30pm to help eliminate any traffic problems that may occur during dismissal. All treats for parties, including birthday treats must meet the wellness policy expectations. Parents attending the classroom parties are asked not to use cell phones in the classrooms. Parents should not take pictures of any student other than their own nor post pictures on social media without the permission of the other student’s parent.

### **BALLOON / FLOWER DELIVERIES**

Any deliveries will be kept in the office until the end of the school day – no exceptions. However, balloon and flower deliveries at school present problems; therefore we encourage that deliveries NOT be sent to students at school – **NO MATTER WHAT THE OCCASION MIGHT BE**. **No deliveries will be allowed on the bus.**

### **Outdoor Activity Zones**

All students are expected to join classmates on the playground daily for outdoor activities. Outdoor activities will be canceled only during inclement weather or if the temperature is below 20 degrees. Activity zones may be outside unless the wind chill is below 20 degrees. Please dress your child appropriately for the weather with coats, hats, gloves, etc. Students

are expected to wear tennis shoes, no flip flops. If your child has a health problem and needs to stay indoors, a note from your doctor will be honored. The doctor's note should state the problems and specific length of time the child is to remain indoors.

### **Toys**

Students should not bring toys to school. **(NO TYPE OF TRADING CARDS OF ANY KIND ALLOWED)** Students should not bring toys for "Show & Tell". Toys and trading cards will be confiscated by the teacher or principal and will only be returned to parents or designated adult.

### **Textbooks and Library Books**

Leslie Bell offers a multi-media library to our students. The library is open at 8:00am and remains open until 3:00pm for student use. Books may be checked out for a period of one week, and may be renewed as needed. Students are reminded at each weekly library session if they have overdue books. Individual notices are delivered to students to remind them of overdue books, at least once each quarter. Students who have overdue books can be denied further materials until the books are returned. If a parent pays for a lost book and the book is located and in good condition, it may be returned for a full refund, prior to May 15<sup>th</sup> of the current school year. No refunds will be made after May 15<sup>th</sup>.

### **Technology Usage**

#### **(Board Policy EHB-AP, KKB)**

The Lexington R-V School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself and expected benefit of the district technology program. (Refer to policy EHB-AP and KKB)

### **User Identification and Network Security**

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors.

Use of the district's technology resources is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

### **User Agreement and Privacy**

Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents in his or her *User Agreement* to interception of or access to all communications accessed, sent, received or stored using district technology.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Closed Forum**

The district's technology resources are not a public forum for expressions of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district's webpage may include the district's address, telephone number and e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Students Users**

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

### **Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students, or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor student technology use. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

### **Violations of Technology Usage Policies and Procedures**

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Damages**

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources:

- 65695432. Applying for a user ID under false pretenses is prohibited.
- 65695433. Using another person's user ID and/or password is prohibited.
- 65695434. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- 65695435. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
- 65695436. Mass consumption of technology resources that inhibits use by others is prohibited.
- 65695437. Unless authorized by the district, non-educational Internet usage is prohibited.
- 65695438. Use of district technology for soliciting, advertising, fundraising, commercial purposed or for financial gain is prohibited, unless authorized by the district.
- 65695439. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- 65695440. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- 65695441. Accessing, viewing or disseminating information using district resources, including e-mail of Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

65695442. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
65695443. Access, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation of discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
65695444. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
65695445. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
65695446. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
65695447. At no time will district technology or software be removed from the district premises, unless authorized by the district.
65695448. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
65695449. All damages incurred due to the misuse of the district's technology will be charges to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

### **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

65695660. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
65695661. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
65695662. The unauthorized copying of system files is prohibited.
65695663. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
65695664. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
65695665. The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

### **Online Safety – Disclosure, Use and Dissemination of Personal Information**

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.

2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

### **Exceptions and Waivers**

See Board Policies EHB and EHB-R in Board Policies and Regulations.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources.

Access does not include endorsement of content or the accuracy of the information obtained.

### **Code of Conduct**

It is the goal of the Lexington R-V School District to teach young people of our community those basic educational skills required in a rapidly changing world as well as those skills required of a citizen in a participating democracy. It is the expectation of the Board of Education that each student exhibit behavior on a day-to-day basis which is harmonious and congruent with this goal. It shall be the duty of each student to (1) study and learn under the direction of the teaching staff and the administration; (2) behave in a manner which promotes positive social interactions; and (3) follow the rules as set forth by the Board of Education, the administration and the classroom teacher. It is the duty of the teacher to maintain an orderly classroom environment and this policy authorizes the teacher and school administrator to take steps as outlined to maintain an orderly school environment. (See Board policies JG and JG-R)

### **LBS Behavior Expectations**

The Leslie Bell staff will provide safe classrooms, develop personal relationships with ALL students, and partner with parents in this important process. When a problem arises, the teacher will help the student identify the problem in a caring, kind manner. A safe place in the classroom or the Recovery Room will be provided so the student is able to take ownership of his/her behavior and develop a plan on how to avoid this problem in the future. The plan may include an apology, a contract for improvement, a "target behavior" chart (behaviors the student needs to work on), or a number of other creative solutions. We encourage parents to discuss the plan with their child and keep in touch with the teacher...talk about how you feel the plan is working. This process opens up dialogue between teacher and student, teachers and parent, and parent and child. This partnership assists students in becoming responsible and successful problem solvers.

Steps involved in B.I.S.T. –

1. Teacher and student conference
2. Safe Seat (separate seat in classroom)
3. Buddy Room (neighboring classroom with supports in place)
4. Recovery Room (seat in a supervised room where students are guided to develop plans or methods of being responsible for their actions)
5. Office
6. Parent Phone Call

## **STUDENT DISCIPLINE**

### **(Board Policy JG-R)**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

#### Reporting to Law Enforcement

It is the policy of the Lexington R-V School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

#### Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

#### Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

#### Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

#### Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**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 for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, 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. Restitution if appropriate.

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

#### Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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.

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district 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 district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

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

**Bullying and Cyber bullying (see Board policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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.

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise 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: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/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.

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202I of the Controlled Substances Act.

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

Subsequent Offense: 11-180 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 defined as substances identified under schedules I, II, III, IV or V in section 202I of the Controlled Substances Act.

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

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also “Threats or Verbal Assault”)** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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.

**Fighting (see also, “Assault”)** – 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, or 1-180 days out-of-school suspension.

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

**Gambling** – 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. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

## **Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. 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; or pushing or fighting based on protected characteristics.

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.

**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 district-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

**Incendiary Devices or Fireworks** – 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; possessing or using fireworks.

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

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

**Misbehavior During In-School Suspension** – Out-of-school suspension, 1-10 days for each offense, additional days, Saturday School.

**Missed Detention** – In-school suspension, Saturday School, possible out-of-school suspension, additional detention.

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

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

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

**Saturday School/Detention Violation** – In-school suspension or out-of-school suspension for each offense.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess 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. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

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

**Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)**

1. 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, or in-school suspension.

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

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

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

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

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

**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**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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 or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry** – 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 district, 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)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

**LEXINGTON R-V SCHOOL DISTRICT PUBLIC NOTICE  
(Board Policy JO-AP)**

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 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 amendment 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 1<sup>st</sup> 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 the public school, please contact the Director of Special Services, phone: (660) 259-4369, fax: (660) 259-4992, 100 So. 13<sup>th</sup> Street, Lexington, Mo. 64067.

### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

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

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

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

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

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

### **Protection of Pupil Rights Amendment (PPRA) (Board Policy JHDA)**

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

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

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

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

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

#### **Notice of Nondiscrimination (MSBA AC-AF1)**

The Lexington R-V School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Lexington R-V School District is an equal opportunity employer.

The Lexington R-V School District intends to make a genuine effort to afford students, parents, staff, employment applicants, and patrons' accessibility to all buildings, programs and activities. Please call the Board of Education, 660-259-4369 to request information and/or assistance.

**For more information relating to the Leslie Bell Elementary handbook refer to the Lexington R-V School District website: [www.lexington.k12.mo.us](http://www.lexington.k12.mo.us)**

### **Board Adopted Policies and Current Administration Procedures**

Board Policy IGBA—Special Education and Related Services

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.

### **Board Policy IGBH, IGBCA, IGBCB—Students who are English Language Learners, Homeless, and Migrant**

#### **English Language Learners**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

#### **Homeless**

The Lexington R-V School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law

and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

If the homeless student's school of origin and temporary housing are located in the Lexington R-V School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two (2) different school districts, the districts will equally share the responsibility and costs for transporting the student.

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA).

#### Migrant

The Board of Education of the Lexington R-V School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive

services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

### **Board Policy KL, KL-AP—Complaint Resolution Procedure For No Child Left Behind Programs**

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

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

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

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

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

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

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

### **Board Policy GBL—Notice of Professional Qualifications**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

## **Board Policy II—Assessment Plans**

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

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

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

### **District Assessment Plan**

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

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

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

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

### **Reading Assessment**

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

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

### **English Proficiency Assessments**

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

### **Statewide Assessments**

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

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

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

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

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

### **National Assessment of Educational Progress**

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

### **Procedure KB-AP—Accountability Report Cards**

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.

#### Procedure—Free and Reduced Lunch Eligibility Guidelines

Children need healthy meals to learn. The Lexington R-V School District offers healthy meals every school day. Breakfast costs \$1.60, lunch costs \$2.15. . 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 meal 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 Child may be eligible. Please contact the school liaison at 259-4369 to see if you are eligible.

#### Procedure EBAB-API—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.

## **Board Policy EBC—Emergency Plans**

### **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.

## **Board Policy IGAEB—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.

### **Board Policy JHCD—Medications**

The Lexington R-V School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's educational services. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe or asthma-related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

### **Possession and Self-Administration of Medications**

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition.

However, permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons.

### ***Students with IEPs or Section 504 Plans***

Students may possess and self-administer medications in accordance with the student's IEP or Section 504 plan.

### ***Students with Chronic Health Conditions***

Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

### **Board Policy JFG—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.

#### **Board Policy JHCD and Form JHCD-AF—Medication Administration**

1. All medications must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:
  - ▶ Student's name.
  - ▶ Prescriber's name.
  - ▶ Pharmacy.
  - ▶ Prescription number.
  - ▶ Name of the medication.
  - ▶ Dosage.
  - ▶ Date and time administered.
  - ▶ Reasons for *not* giving medications as prescribed (e.g., vomiting, spills, refusal).
  - ▶ Name and signature of person who actually administered the medication.
5. Students shall be provided privacy when receiving medications.
6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
7. If the district maintains epinephrine premeasured auto-injection devices, a list of students whose parents/guardians indicate that they cannot receive epinephrine will be kept with the devices.

### **Handling and Disposal of Medications**

1. Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
2. The record of the drug count shall be maintained in a log or on the student's medication record.
3. Any count discrepancies shall be reported to the school nurse for further investigation.
4. Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.
5. Expiration dates on all medications will be checked on a routine basis.
6. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
8. The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.
9. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

### **Board Policy EHB-AP and KKB—Electronic Communication Devices**

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

#### **Definitions**

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

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

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

### **Recording by Outside Entities**

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

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

### **Recording by District Personnel**

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

### **Recording by Students**

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

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

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

### **Board Policy GBH—Electronic Communication Between Staff Members and Students**

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.

