



# Lexington High School Student Handbook 2019-20

Lexington High School provides an opportunity for students to grow into being successful young adults while working hard and being an active participant. We want our students to understand the importance of respect and responsibility, so that they can become productive community members. We also strive to ensure that our students are prepared with the necessary skills to be successful in college, the military, or the workforce. This handbook serves as a guide for our students. Students are encouraged to review and refer to the policies and procedures outlined in this handbook. Students are also encouraged to ask any faculty or staff member questions or concerns relative to information in this handbook.

**Dr. Jason Whitt**

High School Principal

**Mr. Kyle Barkley**

Assistant Principal/A. D.

**Mrs. Lisa Nevels**

High School Counselor/ A+ Coordinator

**Address**

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**SCHOOL COLORS -- RED & BLUE**

**SCHOOL MASCOT-- MINUTEMEN**

**DISTRICT MISSION STATEMENT**

To reach, teach and challenge all students, every day, in a safe and caring environment...together.

**LHS MISSION STATEMENT**

Lexington High School is committed to preparing students to find success.

## **ACADEMIC WEEK**

Academic Week was started during the 2017-18 school year. It is a week long celebration honoring students that have maintained a 3.66 GPA for 3 consecutive semesters. Each day of the week, students are celebrated at a special function. The kick off is the Monday night banquet. At the banquet students are individually recognized and receive either a Letter, pin, certificate or plaque. The banquet is a mandatory attendance event. If students do not attend the banquet they are not allowed to attend the other events. If a student is absent from school that day an approved note is required to excuse the absence. That note can be a doctor's note, funeral notice, college visit slip, or legal documentation stating why the student was not in attendance. The administration reserves the right to make the final determination on excusals. Character (Referrals and character) will be considered when the final determination for Academic Week will be made. The high school principal will be the sole determiner of whether character is acceptable or not. Students who do not meet the factor will be allowed a parent meeting with the principal.

## **ATTENDANCE POLICY OVERVIEW**

- An absence for any reason will be counted as an absence (per DESE guidelines).
- **NO** distinction will be made to determine if the absence was excused or unexcused, however there is a distinction between verified (V) and un-verified (A). Verified (V) absences will have a note from Doctor, Court, etc. Parent notes will not be counted.
- Students will be required to maintain a 90% attendance rate, with the exception of verified absences. Disciplinary actions could follow if a student does not maintain this rate. This will be determined by the LHS principal.
- Students who miss twenty (20) consecutive calendar days will be dropped from enrollment.

<b>Steps</b>	<b>Outcome</b>
4 <sup>th</sup> Absence	• Call, Email or Letter to parent.
6 <sup>th</sup> Absence	• Call, Email or Letter to parent.
7 <sup>th</sup> Absence	• Call or Certified Letter sent to parent.
8 <sup>th</sup> Absence	• Contact District Social Worker • Call to Juvenile Office or Division of Family Services. • Possible Referral to Prosecuting Attorney Truancy Court.

**Missouri State Law requires all children between 7 and 17 years of age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term.** Parents, guardians or other persons having legal custody of a student may obtain a court order requiring the student to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. Once enrolled in the district, the district expects the student to attend regularly, and for the student's parent or guardian or other adult having charge, control or custody of the student, to communicate regularly and honestly with the district regarding the student's absences. Because the Lexington R-V School District Board of Education and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law.

## **AUTOMOBILE REGULATIONS**

Prior to utilizing school parking students will be required to register their vehicle with the High School office and purchase a parking pass for \$4.00 This pass must be displayed on the rear view mirror at all times while parked on campus. Failure to register vehicles and purchase a parking pass will result in will result in disciplinary actions which may include a warning, detention, or loss of parking privileges. Driving a car on school grounds is a privilege and good driving habits should be followed at all times. Loss of driving privileges may happen if rules and good driving habits are not followed. The speed limit on school property is 10 MPH. Students are not to drive in front of the building; this is a drop-off/pick-up zone. After students have parked their cars, they are to come into the building immediately and are not to return to their cars until they leave school. Students are not to be in their cars during school hours. Students moving to or from the Tech Center must go directly between buildings. Stopping at their cars is prohibited. Students in violation will be disciplined according to the Student Code of Conduct which could include ISS and/or loss of driving/parking privileges on school property. Students traveling between schools during the school day (A+ Tutors and Teacher Assistants) must enter through the front doors of the High School.

## **BILLS**

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

## **BUS REGULATIONS**

1. Students who live one mile or more from the High School are eligible to ride at no charge.
2. The driver is in charge of the students on the bus.
3. Students must board the bus at their school building of attendance or at their home.
4. A student refusing to cooperate and who creates disturbances will be denied the privilege of riding the bus.
5. Student Discipline Policy will be enforced pertaining to any incidents on the bus or at the bus stop.

## **CELL PHONES & PERSONAL ELECTRONIC DEVICES**

Cell phones must be on silent during regular school hours. Students needing to make/receive phone calls during the school day should use the office phone. Students may only use cell phones during passing times and at lunch unless specifically allowed to do so by a teacher. **Students may not use cell phones or any other electronic device during instructional time unless allowed to do so. If a teacher has classroom rules that prohibit the use of these items, the student must follow the rule. If in violation, the phone or electronic device will be confiscated and taken to the administrative office to be claimed by the student or parent at the end of the school day. Anytime a student is sent to the office all electronic devices must be turned off and turned in to the person working in the office. Further disciplinary action may be taken for repeat offenses. This procedure may be modified at any time by the administration in order to meet the needs of Lexington High School.**

## **COLLEGE VISITS**

- Each senior is allowed three (3) college visits during their senior year if they are above the 90% attendance requirement and no failing grades.

- Each junior is allowed two (2) college visits during their junior year if they are above the 90% attendance requirement and no failing grades.

The visits will be considered a verified absence (Career Education) as long as they follow these guidelines:

1. Must provide a written or typed note within three days of the visit. The note is to be signed by the student and parents and will include the date of the scheduled visit, the name of college/university, and the reason for the visit.
2. Complete a form initiated by all the student's teachers, and signed by administration for approval before going on the college visit.
3. Must provide a signature and written statement from the college/university representative that verifies the student visited their school. The statement must include the name of the college/university, date of the visit and the reason for the visit.

It is possible that extenuating circumstances could arise which might compel a student to make more than two (2) or three (3) college visits. Should this occur, the student and his parents/guardians will request that the student be granted an exception to the three visit rule. The principal maintains discretion regarding the granting of additional college visit days. Students are asked to refrain from scheduling college visits during December and May.

### **CUM LAUDE**

In the interest of encouraging and recognizing outstanding academic achievement, LHS has implemented the cum Laude system with the following weighted GPA requirements:

<b>Summa cum Laude</b> 3.80 or higher	<b>Magna cum Laude</b> 3.66 to 3.79	<b>cum Laude</b> 3.33 to 3.65
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Class rank will still be maintained but not announced at graduation. A student transferring from another school must complete the last four (4) semesters at Lexington High School to qualify for any cum Laude recognition. Honored students will receive medals worn around the neck on a ribbon at the graduation ceremony: Gold for Summa cum Laude, silver for Magna cum Laude and bronze for cum Laude. Honored students will be recognized at graduation by having their names read as they stand. In addition, students with a weighted GPA of 4.0 or above will be named.

### **DAILY SCHEDULE**

1 <sup>st</sup> Hour: 7:45 – 8:34	5 <sup>th</sup> Hour: 10:58 – 12:06 (Lunch)	
2 <sup>nd</sup> Hour: 8:38 – 9:27	• 1 <sup>st</sup> Lunch Shift: 10:58 – 11:18	6 <sup>th</sup> Hour: 12:10 – 12:59
3 <sup>rd</sup> Hour: 9:31 – 10:20	• 2 <sup>nd</sup> Lunch Shift: 11:22 – 11:42	7 <sup>th</sup> Hour: 1:03 – 1:52
4 <sup>th</sup> Hour: 10:24 – 10:54 (Seminar)	• 3 <sup>rd</sup> Lunch Shift: 11:46 – 12:06	8 <sup>th</sup> Hour: 1:56 – 2:45

### **DANCE POLICY**

All students must be in good standing in the areas of discipline and citizenship, have a 90% attendance rate, and have their student bills paid in order to attend school-sponsored dances. Guests to Lexington High School dances:

1. Must be in high school or under 21 years old.
2. If from another school, that student must receive approval to attend the LHS dance from their administration and Lexington Administration. (Form provided in HS principal's office and MUST be completed by guest before the dance.)
3. Must be signed up prior to the dance.
4. Guests will be asked to show proof of age with proper ID.
5. Candidates for Royalty must not have any discipline referrals for the school year.

### **DETENTIONS**

Detentions assigned by the office will be after school from 2:50 - 3:50 pm on Tuesdays and Thursdays. Students are to bring study materials or something to read. The discipline for a missed detention is one-day of ISS. Lunch detentions may also be given during the school day.

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

### **DISCIPLINE POLICY**

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

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. 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:	In-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. Contact Law Enforcement.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate. Contact Law Enforcement.

**ASSAULT**

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

- 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. Contact Law Enforcement.
Subsequent Offense:	Expulsion. Contact Law Enforcement.

**AUTOMOBILE/VEHICLE MISUSE** – Un-courteous 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. Vehicle towed at student expense.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension. Vehicle towed at student expense.

**BULLYING AND CYBERBULLYING** (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. Contact Law Enforcement.

**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.

**CELL PHONE MISUSE**

Students may use cell phones before and after school, during passing periods, and at lunch. Classrooms will be designated as a No Cell Phone Zone.

First Offense:	1 <sup>st</sup> offense: The cell phone will be confiscated and parent(s)/guardian(s) will be notified. <i>Students are to pick up their cell phone in the office and a 60 minute after school detention will be issued.</i>
Second Offense:	2 <sup>nd</sup> offense: The cell phone will be confiscated and parent(s)/guardian(s) will be notified to pick it up and one day ISS.
Third Offense:	3 <sup>rd</sup> or more offense: The cell phone will be confiscated and parent(s)/guardian(s) will be notified to pick it up and two days ISS.
<b>NOTE:</b>	If student refuses to turn over their cell phone, the parent(s)/guardian(s) will be called and student will be sent home OSS and student will be required to complete one day of ISS when they return.

**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	Nullification of forged document. Detention, in-school suspension, or 1-180 days



Offense:	out-of-school suspension.
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**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. Contact Law Enforcement.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Contact Law Enforcement.

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 202(c) 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.

1. 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 202(c) 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.

**ELECTRONIC DEVICES MISUSE**

Handheld video games (Nintendo DS, etc.), radios, CD players, MP3 players, and other electronic entertainment mediums are to be used with prior administrative or designee approval.

First Offense:	Electronic device being confiscated and parent(s)/guardian(s) will be notified to pick up the electrical device.
Subsequent Offense:	1 day ISS and the electronic device confiscated.

**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. Contact Law Enforcement.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement.

**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, 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. Contact Law Enforcement.

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

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. Contact Law Enforcement.
Subsequent	1-180 days out-of-school suspension or expulsion. Contact Law Enforcement.

Offense:	
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**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. Contact Law Enforcement.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Contact Law Enforcement.

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

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

**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:	Principal/Student conference, 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-
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	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 (In School or Out of School) 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:	

## **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.

## **DRESS CODE**

Students will dress in a manner that will not be distracting or disruptive to the educational environment. Teachers and administrators will determine whether a student's dress or appearance is distracting or disruptive to the educational process. All dress must be appropriate, promote good health and safety, and enhance a positive school environment. The following guidelines are to advise students and parents of acceptable dress while at school:

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

Should a student refuse to comply with the policies, the student will call their parent/guardian; then they will be assigned to the ISS room until the parent/guardian brings in alternative clothing or the student decides to change. Chronic offenses will result in Detention, In-school Suspension or further disciplinary actions.

**This policy may not address all of the potential problems. In closing, School Administration will have final judgment on all dress code matters. These decisions are made so that Lexington High School is able to keep a safe and non-disruptive learning environment.**



## **DROP/ADD POLICY**

Students will be allowed the opportunity to meet with the counselor or principal prior to school starting, to change their schedules. Schedule changes will be allowed for **three days after the beginning of the semester**.

## **DUAL ENROLLMENT**

Selected courses will be offered for high school and college credit through an articulation agreement with Colleges and Universities. Students must have a 3.0 GPA and 95% attendance rate in order to qualify to enroll in dual credit courses.

*For more information, please see the counselor or principal.*

## **END OF COURSE -STATEWIDE ASSESSMENTS**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

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

## **ENTERING AND LEAVING SCHOOL**

The school day will run from 7:45 am – 2:45 pm, Monday – Friday. Supervision will run from 7:25 am – 3:00 pm, Monday – Friday. The district will not be responsible for supervising students outside of the stated times. Parents are NOT to drop off or leave children at the school during unsupervised periods. Immediately upon entering school property, including school buses, students are subject to all school rules. Students are not to leave school property once they have arrived, and are not to check out of school unless absolutely necessary. If it is necessary, the following guidelines MUST be followed before a student can leave:

1. A parent/guardian or individual listed on the student's permission to release form must come in to the school office and sign the student out.
2. In cases of dual or shared custody, the school will release a student to either parent unless the school has a valid court order directing otherwise. Parents are responsible for providing court documents to the school.
3. Students must sign out and in at the school office no matter what time of day they are coming in or leaving.
4. If a student feels ill they **must** meet with a school nurse, **and the nurse will make parent contact** before LHS will allow a student to check out.
5. Students who come or leave without signing in or out will be disciplined under the STUDENT CODE OF CONDUCT as a truancy violation.

## **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.

## **FERPA RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's education records within 45 days after the day the Lexington R-V School District receives a request for access.
2. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
5. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
7. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lexington R-V School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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.

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.

### **Fever**

When determining whether the exclusion of a child with fever is needed, a number of issues will be evaluated: recorded temperature (elevated body of temperature 100°F or higher); is the elevated body temperature accompanied by behavior changes, headache, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or if the child is unable to participate in routine activities. Body temperature will be determined by a variety of assessment devices: Ear, Oral, Axillary and/or Temporal. Because of the range of available devices and varied temperature norms, Lexington School District will use 100°F as our determinate factor.

If your child has been sent home from school due to fever greater than 100°F, please keep them home for at least 24 hours, (from the time they were sent home) after they are symptom free

WITHOUT fever reducing medications. We encourage frequent hand washing and appropriate cough hygiene, into the bend of the elbow, not the hand. Good hand washing is the best defense against the spread of germs!

The Lexington R-V School District will be following the Center for Disease Control (CDC) guidelines as follows: The Centers for Disease Control and Prevention recommends that people with influenza-like illness remain at home except when necessary to seek required medical care. They should remain at home until they have been free of fever exceeding 100° F (37.8° C) for AT LEAST 24 hours without the use of fever-reducing medications.

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

### **FIELD TRIP POLICY**

A tentative list of students who are going on a field trip must be submitted to all appropriate teachers at approximately two weeks prior to the field trip taking place. A teacher, with administrator approval, may have a student removed from the list if he/she:

- is currently having difficulty academically in a class.
- has been absent more than a reasonable amount of days.
- has been a chronic discipline problem

### **FOOD SERVICE**

#### **Breakfast**

Free

#### **Lunch Prices**

Student: \$2.60

Reduced: \$0.40

### **FREE AND REDUCED MEALS**

Children need healthy meals to learn. The Lexington R-V School District offers healthy meals every school day. Your child(ren) may qualify for free or reduced price meals. All children in households getting Food Stamps, Temporary Assistance, or the Food Distribution Program on Indian Reservations can get free 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.

### **GRADE PERIODS**

Student progress will be reported at mid-term and end of the quarter grading period. Grades are cumulative throughout the semester. Semester grades are the only grades placed on a student's permanent record. Mid-term and semester grade cards will be mailed home. If parents have questions concerning their student's progress they are welcome to contact the teacher. Parent/teacher conferences will be held as scheduled on the school calendar. For convenience, parents are encouraged to use the S.I.S. Parent Portal to see student grades electronically.

### **GRADING SCALE (By Percentages)**

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

### **GRADUATION REQUIREMENTS**

English – 4 credits	Math – 3 credits	Science – 3 credits	Social Studies – 3 credits
Fine Arts – 1 credit	Practical Arts – 1 credit	Physical Education – 1 credit	Health – ½ credit
Personal Finance – ½ credit	Speech – ½ credit	Electives – 8.5 credits Highly suggest taking Computer Apps – ½ credit	
<b>Total Credits - 26</b>	<i>Please see Educational Planning Guide for more information regarding graduation requirements.</i>		

### **GRADUATION CEREMONY**

Students who do not meet all graduation requirements cannot walk at graduation.

### **HOMEWORK-**

Homework can only count toward 10% of a student's grade in a class. Formative and Cumulative Assessments should make up the majority of the grade. From time to time a project or class work will also be counted toward students grades. Teachers will assess which percentages are needed in their respective classrooms with approval by the principal.

### **HONOR ROLL**

There are four classifications for the honor roll and they are based on a student's GPA in all their high school classes for the grading period.

The classifications are:

A Honor Roll: 4.0 or above GPA	A- Honor Roll: 3.66 – 3.99 GPA
B+ Honor Roll: 3.33 – 3.65 GPA	B Honor Roll: 3.00 – 3.32 GPA

A student cannot have any D or F grades and be eligible for the honor roll.

### **ILLNESS**

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

### **IMMUNIZATIONS**

Missouri School Law states it is unlawful for a student to attend school unless the student has been immunized against diphtheria, tetanus, pertussis, polio, rubeola (measles), mumps, and rubella (German measles), meningitis, hepatitis B and varicella(chicken pox). Any student in noncompliance, who does not provide approved exemption, is prohibited from enrolling in or attending school. Please inform the School Nurse of any immunizations your child receives during the school year. The Board of Education Policies and Regulations are available for review and reference at the Board of Education Building and in the office of each attendance center. For assistance with accessibility to our school facilities, programs and activities please call the school office at 259-4391. For communication auxiliary aid and services, please contact the High School office at 259-4391 or the Board of Education office at 259-4369. The Lexington School District uses Relay, Mo. 1-800-735-2966 (TDD).

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

A student may be assigned to ISS consequently for actions and/or behavior that is deemed unnecessary or inappropriate for school. ISS provides students with an opportunity to explore alternatives to unacceptable behavior in a restrictive environment by being removed from the regular school setting from 7:45 AM to 2:45 PM on each assigned day. A full time staff member supervises the ISS room, class assignments are provided and students are expected to complete all schoolwork. The number of times or days a student may be assigned ISS is unlimited. If a student is removed from ISS due to behavioral reasons, he/she will be sent home OSS and may serve another full day of ISS.

### **ISUCCEED**

iSucceed is a reward/intervention program started during the 2017-18 school year to encourage students to improve their academic status and behaviors during intervention. They maintain this privilege as long as they maintain their status. At any time a student's status can be taken for poor behavior or not living up to expectations academically. Additionally students may lose their status for not following school expectations (an example would be excessive tardies).

In addition students will:

1. Maintain all grades at C- or higher for the term.
2. Maintain 90% hourly attendance (any absences over that must be verified through doctor note or other documentation).

All of these indicators may be modified to best fit the needs of Lexington High School students, faculty and administration. Final determination will be made by LHS principal.

### **MAKE-UP WORK POLICY**

- 1) **Make-Up Work:** Students are solely responsible for getting their missed assignments. Teachers are not responsible for telling a student about their make-up work, unless asked. Teachers may assign alternative assignments for any absence. No make-up work will be given for truancies.
- 2) Students are not to be dismissed from one class to make-up work in another class.
- 3) Students will be allowed the same amount of days missed to make-up work. One day of absence is equal to one day of make-up work, if not completed within that time, work may not be accepted.

### **MEDICATION TO STUDENTS-ADMINISTERING**

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. All medications must be accompanied by a written administration request from the parent/guardian. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school designee have keys. 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

Students shall be provided privacy when receiving medications. 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. 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.

Disposal of medications will go through the following process:

- Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
- The record of the drug count shall be maintained in a log or on the student's medication record.
- Any count discrepancies shall be reported to the school nurse for further investigation.
- 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.
- Expiration dates on all medications will be checked on a routine basis.
- Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
- When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
- The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.
- All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

Over the counter medication will only be distributed through the following procedures: A district Medication Permit must be completed and signed by the students' parent/guardian before administration of medication. A prescription is not required as long as one administers the specified over-the-counter medication according to the specific directions outlined on the manufacturer's label and pursuant to established district administrative procedures. These OTC medications are ibuprofen, Tylenol/acetaminophen and cough drops. The parent/guardian must provide a new unopened bottle or box to remain in the health office until it is no longer needed. Students may not possess prescription medicine or over-the-counter medicine at school, on school property, or at school events. A physician for a student with a chronic health condition may recommend self-administration of medication. See the school nurse for the requirements of this policy. Policy JHCD.

### **NATIONAL HONOR SOCIETY**

The election of members into the LHS Chapter of National Honor Society is by a faculty council, appointed by the Principal, of five voting members and the chapter sponsor, who has no vote. Candidates shall have spent at least one year in Lexington High School and shall be members of the sophomore, junior, or senior class. All students who can rise in scholarship to or above a cumulative B+ shall be eligible to candidacy for election to membership. Their eligibility shall then be considered on their Service, Leadership, and Character. Members must then maintain the standards that were the basis for their membership into the chapter. A National Honor Society member who transfers from another school and provides a letter from the former Principal or Chapter Advisor shall automatically be accepted as a member in this chapter and shall have one semester to meet this chapter's membership standards.

### **NETWORK ACCEPTABLE USE POLICY**

The Lexington R-V School District provides students and staff with a service called "the network." The network is a computer service which includes the use of computers, servers, and the Internet. Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. However, some of the network's systems may contain offensive material. Even though it is impossible to have control over all the information on the network, the district has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience.

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

*Terms and conditions of the contract:*

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



**VII. Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, tampering with system files, and entering into areas of the network which is considered off-limits. Any violation will result in the loss of network services, disciplinary action, and legal referral.

**VII. Updating:** The network may occasionally require new registration and account information from the user to continue service. The user must notify the system administrator of any changes in the user's account information.

**IX. Consequences of Violations:** Consequences of violations of this contract may include, but are not limited to:

1. Suspension from all or some network resources;
2. Revocation of some or all network resources;
3. In-School Suspension;
4. Out-of-School Suspension;
5. School Expulsion;

6. Legal action and prosecution by law enforcement authorities.

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

### **NOTICE OF NONDISCRIMINATION**

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

### **OPEN LUNCH**

There are times throughout the year where students are rewarded with an "Open Lunch". Open Lunch is a privilege, not a right. The student must present their ORIGINAL *iSucceed* card or whatever ticket they have earned to go. Students should not be checked out during an Open Lunch. If a student is checked out without documentation (Doctor's note, court documentation, and Drivers license examination, funeral) during this time period, they will be counted as truant and can receive disciplinary action. If instances of abuse take place, Lexington High School may remove Open Lunch privileges for one, some or all students. All campus and school rules apply while you are on open lunch. We ask that students take pride in their community while they are on Open Lunch. Remember this is a privilege for you.

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

Out-of-school suspension is the removal of a student from the regular school environment. The suspension could be short term (1-10 days) or long term (more than 10 days). Any student whose conduct is prejudicial to good order and discipline or which tends to impair the morale or good conduct of the students may be suspended by the principal or assistant principal for up to 10 days, and referred to the Superintendent of Schools with a recommendation for Long Suspension or Expulsion from school. Parents will be notified of the suspension before the student will be

allowed to leave the building, except in extreme situations. Students under suspension will be expected to make up work missed and will receive 70% credit. In addition, they are not allowed to be on or around the school campus unless permission is obtained through the principal's office. This also pertains to any extracurricular activities sponsored by the school, at home or away. **Readmission to school will be made by the principal after a parental conference has occurred.**

### **PROM POLICY**

Attending Prom is a privilege for LHS juniors and seniors. LHS freshmen and sophomores may attend Prom if invited by an LHS junior or senior. A student must have a 90% attendance rate during the school year to be eligible to attend. If a student transfers to LHS during their junior or senior year they must have an attendance rate of 90% while attending LHS. The guidelines for the dance policy also apply to prom.

Students are expected to wear formal attire. Formal prom attire may be classified as a tuxedo or dress suit, including a tie or bow tie, a dress shirt, which may include a vest or cummerbund, and dress shoes.

### **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. 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.

*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.

### **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.

### **SEMINAR**

- Seminar time is a school-wide initiative that allows for the utilization of resources for students in need of academic and/or behavioral support. Seminar provides a system of interventions and resources which allows students to make significant progress whether they are at-risk for failure or are gifted and talented students not meeting their full potential. The main benefit of Seminar is to utilize on-going data analysis to inform instructional interventions, flexible use of building personnel with students, as well as collaborative problem-solving among staff and parents to enhance all students' performance.
- Students participating in the A+ program may use this time to tutor and gain tutoring hours.

### **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.

- 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.
- 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.

### **SPECIAL EDUCATION- STUDENTS WITH DISABILITIES**

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

**GENERAL:** Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately. All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC. The district will notify all parents and students of its obligations under this policy and the law. Unless the parents of the child have initially consented in writing to the district's offer to provide special education and related services, the district cannot, and will have no obligation to, provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive the protections of the IDEA. 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.

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.

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).

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 (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.

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.

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.

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.

### **STUDENT CODE OF CONDUCT**

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.

### **STUDENT HANDBOOK**

All students must use the school provided electronically. If a printed copy is needed, please request one in the high school office.

### **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:

2. 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.
3. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
4. 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.

### **Tardy**

A student is tardy if the student arrives to class after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity. (If less than 20 minutes late). Students must be in an assigned classroom when the bell rings. A student who arrives late to school must immediately report to the high school office.

- 1<sup>st</sup> – 4<sup>th</sup> tardy: Warning, Conference with principal or designee.
- 5<sup>th</sup> - 7<sup>th</sup> tardy: 60 minute after school detention
- 8<sup>th</sup> and more tardies: ISS and/or Saturday Detention

### **TECHNICAL CENTER CLASSES**

Lexington High School students have the option of taking classes at the Lex La-Ray Technical Center which is directly southeast of the High School. Students are not eligible to take 3-hour career education courses until their junior and senior years.

*Please see Educational Planning Guide for more information regarding Career Education courses.*

### **TRUANCY**

Students will be considered truant if absent from school/class without the knowledge of parents/guardians or school administration with approval.

### **VISITORS**

Visitors to the Lexington High School **MUST** enter through the front door, check in at the office with photo identification, and wear a visitors badge throughout their stay. At the end of the visit you should report back to the office and check out. All visitors must be approved by administration.

### **WEIGHTED COURSES**

A grade weighting system will be implemented for the computation of honor roll and class rank. Weighted classes will count as shown below in computation of cumulative and semester grade point averages. Students will be expected to do a significant amount of work outside of the classroom. See the Course Description Guide for a list of weighted classes.

<u>Letter Grade</u>	<u>Percentage</u>	<u>Regular Grade Points</u>	<u>Weighted Grade Points</u>
A	100-95	4.00	4.33
A-	94-90	3.66	4.00
B+	89-87	3.33	3.66
B	86-83	3.00	3.33
B-	82-80	2.66	3.00
C+	79-77	2.33	2.66
C	76-73	2.00	2.33
C-	72-70	1.66	2.00
D+	69-67	1.33	1.33
D	66-63	1.00	1.00
D-	62-60	0.66	0.66
F	59 and below	0	0

Each graduating class's opportunity to take weighted courses will be reviewed annually. The grade point requirements may be adjusted based upon the availability of weighted classes in the curriculum.