

# Student Handbook 2019 – 2020

Vicky Alves, Principal

# WELCOME TO LEXINGTON MIDDLE SCHOOL

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

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

## LEXINGTON R-V MISSION

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

## LEXINGTON MIDDLE SCHOOL MISSION

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

In order to ensure a safe and caring environment, LMS staff, students, and patrons are expected to demonstrate the following: **ESPECT**: demonstrate respect for self, others, and property

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

**INDNESS**: demonstrate kindness to all living things

**AFETY**: demonstrate **TABLE** safety by **OF** following **CONTENTS** the rules, reporting concerns, and stopping unsafe acts

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

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

Lexington R-V School District Website: [www.lexington.k12.mo.us](http://www.lexington.k12.mo.us)

Facebook: [https://](https://www.facebook.com/homeoftheminutemen/notifications/)

[www.facebook.com/homeoftheminutemen/notifications/](https://www.facebook.com/homeoftheminutemen/notifications/)

- Board of Education: (660) 259 - 4369
  - Superintendent of Schools: Sarrah Morgan
  
- Leslie Bell Elementary School: (660) 259 - 4341
  - Principal: Tina Townsend
  - Counselor: Salena Smith
  - Nurse: Katie Lichte
  
- Lexington Middle School: (660) 259 - 4611
  - Principal: Vicky Alves ○
  - Counselor: Amanda Sherman ○

Nurse: Abi Trucke

- Lexington High School: (660) 259 - 4391
  - Principal: Dr. Jason Whitt
  - Counselor: Lisa Nevel
  - Athletic Director/ A+ Coordinator: Kyle Barkley
  - Nurse: Cynthia Riker
  
- Lex La Ray Technical Center: (660) 259 - 2264
  - Director: Amanda Finkeldei
  - Counselor: David Cavanah
  
- School Based Outreach Worker: Nicky Bennett (660) 259 - 4391
- Apple School Bus Company: Alonzo Hannon (660) 259 - 3331

## **LMS “I will” Pledge**

**Positive Behavior Intervention Support  
(PBIS) I will respect myself, others, and property  
with my words.**

**I will be responsible for my  
actions.**

**I will be kind, courteous, and  
helpful.**

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

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

#### Monthly Recognition Areas:

1. Students will receive a teacher's recommendation for a character quality each month that coincides with our RRKS pledge. RRKS: students demonstrating respect, responsibility, and kindness, while making LMS a safe place to learn
2. Behavior – meets all student code of conduct standards (no discipline referrals, buddy rooms, or reactive recovery) \*Students who receive ISS or OSS are ineligible for participation in National Junior Honor Society.

#### Quarterly Recognition Areas:

##### 1. Semester Honor Roll

- A Honor Roll (all A's)
- B Honor Roll (all A's and B's)
- 2. Participation – participating in school clubs/organizations, school performances, or athletics

#### Additional Recognition:

1. National Junior Honor Society
2. Student Council

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

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

Administering Medicines to Students The school is NOT OBLIGATED to supply or administer

medications to students. However, the Board recognizes that some students may require medication for chronic or short-term illnesses during the school day to enable them to remain in school and participate. To administer a prescription medication, the student's physician must provide the school with a written request that the medication be given during school hours. A medication permit stating the required information may be obtained from the school nurse.

The prescription label will be considered an equivalent of the physician's order for short-term medication. The parent/guardian must also provide a written request that the school district comply with the doctor's request to give the medication. **THE DISTRICT WILL NOT ADMINISTER THE FIRST DOSE OF MEDICATION TO A STUDENT.** The parent must supply

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the medication in a properly labeled container from the pharmacy with only the doses to be given at school and with instructions for any special need for storage. All medications **MUST** be delivered to school by an **ADULT**. Medications of any kind should never be brought to school by the student.

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

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

**Fever** 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.

Head Lice In keeping with the Lexington R-V School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school

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only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school-wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at the time, the parent/guardian will again be called and reinstructed concerning treatment. The student may be excluded from school to allow for additional treatment. This process will continue until the student is

free of head lice. 5. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits. 6. The school nurse will keep accurate and confidential records of students infected with head lice or nits. 7. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

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

## **TRANSPORTATION**

**Bus:** Students who live a mile or more away from school are eligible to ride the bus to school at no charge and will need to contact Apple School Bus Company for services @ **660-259-3331**. Rules on any and all district owned or contracted buses must be obeyed at all times or riding privileges may be suspended or revoked.

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

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### **Pick-up Procedures:**

- All students will be released from school at 2:45
- Car riders are to be picked up on the west side of the building.
- Bus riders and walkers will exit through the north doors of the building.
- Students will not be allowed to exit the front doors until 2:55 to ensure all students are safely monitored while loading vehicles.
- All students must be off school grounds by 3:00 p.m. unless they are participating in an after school activity.

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

## Parent Pick-up Area

Emergency Parking ONLY

**See the school's daily schedule below. The district will not be responsible for supervising students outside the stated times. Students should never be dropped off at the school during unsupervised periods.**

## DAILY SCHEDULE

Library 7:30-3:00 School Hours 7:41-2:45

**Before School Supervision 7:30**

**BREAKFAST 7:15-7:41**

*1<sup>ST</sup> Hour 7:45-8:34*

*• Second Chance Breakfast 2<sup>nd</sup> Hour 8:44-9:33 3<sup>rd</sup> Hour 9:36-10:25 4<sup>th</sup> Hour 10:28-10:58*

**LUNCH**

*5<sup>th</sup> Hour 11:01-12:09 Shift 1 11:01-11:21*

*• Fourth Lunch Shift classes Shift 2 11:25-11:45 6<sup>th</sup> Grade 11:46-12:09 5<sup>th</sup> Grade 12:13-12:33*

*will start 6<sup>th</sup> hour at 11:53 6<sup>th</sup> Hour 12:12-1:01 7<sup>th</sup> Hour 1:04-1:53 8<sup>th</sup> Hour 1:56- 2:45*

**After school supervision ends at 2:55 unless the student is in tutoring.**

B U S Z O N E

24th Street

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Center 555050 R<sub>es</sub> s 66 Art Ro

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## SCHOOL BREAKFAST/LUNCH INFORMATION FOOD SERVICES

Children need healthy meals in order to learn. The Lexington R-V School District offers healthy meals every school day. Your child(ren) may qualify for free or reduced price meals. All children in households getting Food Stamps, Temporary Assistance, or the Food Distribution Program on Indian Reservations can get free meals regardless of income. Also, your child(ren) can get free meals if your household income is within the free limits on the Federal Income Eligibility

Guidelines. Foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Homeless, runaway and migrant children may be eligible. Please contact the school liaison at 259-4369 to see if you are eligible. **No charges will be accepted!**

Breakfast .....	Free
Student Lunch .....	\$2.60
Reduced Pay .....	\$0.40
Adult Lunch .....	\$3.45

\*ENERGY DRINKS are not allowed in the building at any time. Consumption and distribution of energy drinks is prohibited. Student health and safety are our main concern and many of the ingredients found in these drinks are harmful to young people.

Outside drinks are allowed during lunch only. Bottled water is allowed in the classroom but must be kept away from electronics, books and papers.

### **AVAILABLE RESOURCES** George H. Green Media

Center The card catalog for the Lexington Middle School's Media Center is available in an electronic link on the Internet from our school's homepage, under Middle School Library Catalog. Students are responsible for all books, magazines, etc. that they check out, and it is the student's responsibility to check the books/magazines in on time. Any student who loses or damages a book must pay a replacement cost for the item.

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

Phone Usage Students may not use their cell phones to text or make a call during school hours without permission from an adult in the building. All cell phones must be turned off and stored in student lockers before first hour each day. If a cell phone is out, an adult will confiscate it. 1. For the first offense, the student's phone will be turned in to the office for the

remainder of the day. 2. For all other offenses, the student's phone will be turned in to the office daily by

the student before first hour and available to the student at the end of the day

after 2:45 p.m. 3. Teachers will notify parents for each infraction.

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Textbooks Basic textbooks and supplementary resources are supplied to students at the beginning of the school year. Each student is responsible for these resources until the end of the school year. Students will be subject to a replacement cost if these items are lost or damaged. Chromebooks will be used in classrooms and will be stored on carts. Students will NOT be allowed to take these out of the classroom or the building.

## **ENTERING AND LEAVING LEXINGTON R-V SCHOOLS**

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

1. A parent/guardian or individual listed on the student's permission to release form must come in to the school office and sign the student out. 2. In case of dual or shared custody, the school will release a student to either parent unless the school has a valid court order directing otherwise. Parents are responsible for providing court documents to the school. 3. Students must sign out and/or in at the school office no matter what time of day they are coming and/or leaving. 4. Students who are ill must first be examined by the nurse, and the nurse will contact parents if a child is too ill to remain at school. 5. Refer to district policy JEDB.

## **VISITORS**

Procedures for Entering and Exiting District Buildings:

1. All visitors will enter and exit the building through the front door. 2. Visitors will buzz the office, state their business, and ask for permission to enter. 3. Once granted entrance into the building, the visitor will immediately go to the front desk/office area and present their photo ID:
  - o Driver's License or another form of government issued photo-identification that includes the visitor's date of birth. 4. The secretary will run the ID through the Raptor Visitor Management System to sign the visitor into the building. 5. When the Raptor system grants access, the visitor will be permitted further entry into

the building. 6. The Raptor system will issue a visitor's badge that identifies the visitor, that date, and the purpose for his/her visit.

o The badge must be displayed and worn (outermost article of clothing) at all times while in the building. 7. Upon leaving the building, the visitor must return to the front desk/main office and hand in the badge and exit through the front doors. 8. The office will remove the visitor from the system.

\*The Raptor system will be utilized during the regular school day from 7:45 to 2:45.

On a daily basis, doors will promptly lock at 8:05 am and again at 3:05 pm. Students may enter and exit during this time without using the buzzer. All visitors must follow the above plan.

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## ATTENDANCE POLICY

In compliance with Missouri School Law, Section 167.031, all children, ages 7-17, residing in the Lexington R-V School District shall attend school on a regular basis unless otherwise excused by the Superintendent of Schools or his/her designee. The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. The Board further recognizes that:

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

school boards to make all necessary rules for organization and government in the district.

An absence for any reason will be counted as an absence. NO distinction will be made to determine if the absence was excused or unexcused. However, there is a distinction between verified (V) and unverified (A) absences. Verified (V) absences will have a note from a doctor, dentist, 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 LMS principal. Students who miss twenty (20) consecutive calendar days will be dropped from enrollment.

**Steps Outcome** 4<sup>th</sup> Absence • Letter sent home to parents/guardians  
7<sup>th</sup> Absence • Certified letter sent to parents/guardians  
• Attendance hearing with principal and district outreach worker  
8<sup>th</sup> or more Absences • Contact District Social Worker  
• Call to Juvenile Office or Division of Family Services  
• Possible Referral to Prosecuting Attorney for Truancy Court

**Definitions Attendance** – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district. **Parent** – A parent is defined as a guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18.

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**Tardy** – A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity. **Truancy** – A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent.

Students are expected to make up assignments from missed classes within the determined

time period (See Homework Policy). Students who do not complete missed assignments in the required time may be required to attend tutoring outside of the regular school day.

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

**Tardiness** 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 (after 20 minutes).

Students must be in an assigned classroom when the bell rings. Students who arrive late to school must immediately report to the middle school office, sign in and receive a pass to class.

**Steps Outcome** 1<sup>st</sup>-4<sup>th</sup> Tardy • Warning and or conference with the teacher. 5-7<sup>th</sup> Tardy • Student will serve a lunch or after school detention as assigned by the teacher. 8<sup>th</sup> Tardy • Student will serve additional detentions or a day of ISS for each additional tardy.

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



# POLICY

## **SCHEDULING** Schedule Changes All

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

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

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

## **MINUTEMEN TIME** Minutemen Time (Seminar)

is a school-wide initiative (every student participates) that allows for the utilization of resources for students in need of academic and/or behavioral support.

Extension/enrichment activities will be provided for students who are meeting or exceeding the current standards being taught in the classroom. Seminar provides a system of interventions and resources from teachers and staff members that allow students to make significant progress in core subject areas. **The main focus of this time is to enhance each student's social, emotional, and academic learning.**

### 1. Criteria for Minutemen Time

a. Grade level content area teachers/teams will determine when students need to be placed in an extra support class (academic or behavior) or an extension/enrichment class based off of performance in the classroom and testing data. b. Students will report to their assigned seminar teacher daily. This teacher may

change throughout the year based on a student's needs. c. Organizational (StuCo, NJHS, sports, etc.) meetings may take place during this

time. However, **academic needs supersede organizational meetings.**

## 2. Expectation of **Students** During Minutemen Time

a. This is a regular scheduled time of the school day. Attendance is NECESSARY for your student to be successful and make gains in the areas identified as needing intervention or extension/enrichment. Behavior expectations will remain the same. b. ALL students must bring the required work with them to Seminar EVERY DAY, no exceptions.

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c. Seminar time is used for intervention in student social, emotional, and academic core subject areas (ELA and Mathematics) and extension/enrichment activities. Your student will be placed in the area that the staff and administrator deem most helpful for your student based on data from testing and classroom observations. Mondays are set aside for guidance lessons, Tuesday through Thursday is core area remediation/enrichment, and Friday is set aside for celebrations, assemblies, organizational meetings, and celebrations. d. Inappropriate behavior will NOT be tolerated and will result in disciplinary action.

This is a regularly scheduled portion of the school day.

## 3. Classroom Expectations during Minutemen Time

a. Students will be placed with teachers/staff members based on the teacher/staff members strengths in the core subject area. Your student will have the opportunity to work with a teacher/staff member that is highly qualified to provide intervention and/or support in the core subject area. b. Teachers/staff members will have daily lesson plans/activities for the students in their classroom based off of the needs of the students placed with them. These lessons/activities will be taught on a daily basis. This is a scheduled block of time in our normal school day.

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

If a student is absent from school, it is the student's responsibility to pick up the missing work and to complete it. Homework resulting from absences must be completed and returned in the number of days equal to the days absent from school to receive full credit. Students will be given work in class each week for credit. They must complete it and turn it in by the teacher's assigned due date. Any work not submitted on the date due, must be turned in by the following Friday or the student will receive zero credit. This policy includes absences missed due to ISS or OSS.

**TUTORING** Tutoring will be offered after school from 3-4:00 p.m. to provide academic support in the core subject areas. Teachers will work with groups of students to improve their academic skills so students can successfully complete their classwork. Participating teachers will contact parents regarding the days and times they are available.

**GRADE REPORTS** Student progress in all subject areas will be reported at mid-term and end of the quarter grading periods. 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 sent home. If parents or guardians have questions concerning their student's progress, they are welcome to contact the teacher. Parent/teacher conferences will be held as scheduled on

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the school calendar. For convenience, parents are encouraged to use the S.I.S. Parent Portal to monitor student grades at their convenience.

### **Traditional Grading Scale (By Percentages)**

A + = 100 – 95 A- = 94 – 90

B+ = 89 – 87 B = 86 – 83 B- = 82 - 80

C+ = 79 – 77 C = 76 – 73 C- = 72 -70

D+ = 69 – 67 D = 66 – 63 D- = 62 - 60

F = 59 - 0

**STANDARDS BASED GRADING SCALE** Select classes will utilize SBG as their grading scale. Those particular teachers will alert parents/guardians and students of their grading practices before classwork begins.

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

**8<sup>th</sup> GRADE COMMEMORATION** At the conclusion of 8<sup>th</sup> grade, LMS celebrates the transition from middle school to high school in a commemoration ceremony. In order to participate in this distinguished event, 8<sup>th</sup> grade students must have met the promotion guidelines below and have all fines (library, food service, textbooks, uniforms, etc) paid in full. Any student who is failing a core subject will not qualify to participate in this ceremony.

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

1. Students will have until the end of the school year to demonstrate achievement in each

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

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

**ARTICLE VI: MEMBERSHIP** Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. Section 2. Membership in this chapter shall be known as active, honorary, and alumni.

Active members become alumni members on completion of eighth grade. Alumni and honorary members have no voice or vote in chapter affairs. Section 3. The Faculty Council shall reserve the right to award honorary membership to students with disabilities in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs. Section 4. Eligibility:

- a. Candidates eligible for selection to this chapter must be in the second semester of sixth grade or members of the seventh or eighth grade class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Lexington Middle School.
- c. Candidates eligible for election to the chapter shall have a minimum of four A's and three B's, up to a maximum of all A's, on their first semester grade report, and have no ISS or OSS infractions. This scholastic level of achievement shall be the required minimum for admission to candidacy. All students who can rise in scholarship and character to or above such a

standard may be admitted to candidacy for selection to membership. d. Upon meeting the grade level, attendance, and academic standard

requirements, candidates shall then be considered based on their service, leadership, citizenship, and character. Section 5. An active National Junior Honor Society member who transfers to another school

and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transferring members must meet the new chapter's standards within one semester in order to retain membership.

Section 6. A description of the selection procedure shall be published on the school's website which is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the National Junior Honor Society. Section 7. The National Council and the NASSP shall not review the judgment of the

Faculty Council regarding selection of individual members to local chapters.

For a copy of the Complete Bylaws please contact Misty Sims, Chair,  
259-4611 **ADOPTED:** December 14, 2015

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## STUDENT CODE OF CONDUCT

### **BEHAVIOR INTERVENTION SUPPORT TEAM (BIST)** The

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

GOALS for the Recovery Process:

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

relationship building 5) Creates a positive environment for behavior change

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

1) Go directly to the assigned location without deviation or comment. 2) Follow the posted expectations. 3) Students may be in a buddy room for only 1 day; if they have not processed, they will be

sent to the Recovery Room the next day. 4) Students will stay in the Recovery/ISS Room, or will be shut down in a classroom, until they have successfully processed with the teacher. Students are expected to return to class ready to learn and follow directions.

5) Teachers will visit students during their plan time to check on their progress. Students are expected to complete their work while in Recovery. 6) Refusing to move to the recovery room will result in an office referral 7) Removal from the Recovery Room or ISS will result in OSS. When the student returns

to school, he or she will complete their time in Recovery or ISS.

\*\*All students will serve ISS in the Middle School Recovery Room, unless otherwise directed by the principal.

**DRESS CODE GUIDELINES** - Students will be expected to dress in a manner that will not be

distracting or disruptive. Although the specifics listed below provide a guide, other clothing may be deemed inappropriate. The following guidelines are to advise students and parents of acceptable dress while at school or school sponsored events.

1. Messages on skin, clothing, jewelry, or personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or messages that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted. 2. No hats and/or sunglasses inside the building during the school day (unless pre-approved)

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3. Shirts must cover the shoulder; prohibited attire includes: halter-tops, tank tops, low-

cut shirts, midriff tops or tops with spaghetti straps. When a student is standing, the shirt must touch the top of their pants and the arm holes cannot expose the torso. 4.

Holes in clothing above the thumb-tip length, when arms are at the side are not allowed, including jeans. 5. No mesh shirts, unless they are fully lined, and no backless shirts. 6. No pajamas or house slippers 7. All shorts or skirts must be modest in length and cover all undergarments. If a student is wearing track shorts that are loose or a skirt that may reveal undergarments while sitting down, the student must wear spandex underneath to ensure proper covering. 8. No wallet chains or other metal accessories, which could pose a safety threat 9. Undergarments must not be visible. 10. Clothing or appearance that sets an individual or group apart (gang-related) from the rest of the LMS student body is not permitted. 11. No face painting without prior permission

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

**Again, this policy may not address all of the potential problems. The administration shall pass final judgment as needed. In closing, School Administration will have final judgment on all dress code matters. These decisions are made so that Lexington Middle School is able to keep a safe and non-disruptive learning environment.**

## **Conduct Violations**

Development of good discipline is one of the most important goals of education. Discipline of misconduct, not specifically listed in the regulations, could warrant 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 Middle 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 LMS, Policy JG.

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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, grade reduction, or replacement assignment **Subsequent Offense:** No credit, grade reduction, course failure, or removal from extracurricular activities **\*ARSON** - Starting or attempting to start a fire or causing or attempting to cause an explosion.

**First offense:** Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion and restitution if appropriate. Contact Law Enforcement. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion and restitution if appropriate. Contact Law Enforcement. **\*ASSAULT (see**

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

**First Offense:** Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement. **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement. **AUTOMOBILE/VEHICLE MISUSE (for adults and students when applicable)**

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

**First Offense:** Suspension or revocation of parking/driving privileges, detention, in-school suspension, 1-10 days out-of-school suspension **Subsequent Offense:** Revocation of parking/driving privileges, detention, in-school suspension, 1-10 days out-of-school suspension **BULLYING AND CYBERBULLYING (See Board policy JFCF)** - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance,

opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

**First Offense:** Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension. Contact Law Enforcement. **Subsequent Offenses:** Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement.

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### **BUS or TRANSPORTATION MISCONDUCT (See Board policy JFCC) - Any offense**

committed by a student on a district owned or contracted bus and/or vehicle shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

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

**First Offense:** Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Depending on the severity, law enforcement may be contacted. **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion. Depending on the severity, law enforcement may be contacted.

#### **DISHONESTY - Any act of misrepresenting the truth, verbal or written; forgery - the process of**

making, adapting, or imitating objects, statistics, or with intent to deceive.

**First Offense:** Principal/student conference, detention, ISS or 1-10 days OSS, and Nullification of forged document if appropriate **Subsequent Offense:** Principal/student conference, detention, ISS or 1-10 days OSS, and Nullification of forged document if appropriate **DISRUPTIVE CONDUCT (see Board policy**

### **JG-R) - Any action that substantially disrupts**

classroom work, school activities, or school functions

**First Offense:** Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension. Depending on the severity, law enforcement may be contacted. **Subsequent Offense:** Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension. Depending on the severity, law enforcement may be contacted. **DISRESPECTFUL SPEECH - Verbal,**

written, pictorial or symbolic language or gesture that

is rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected

by law. **First Offense:** Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension **Subsequent Offense:** Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension or expulsion **\*DRUG/ALCOHOL (See Board policies JFCH and JHCD) -**

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

**First Offense:** In-school suspension or 1-180 days out-of-school suspension. Contact Law Enforcement. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement. 3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance,

unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs

**First Offense:** 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement. **EXTORTION (see Board policy JG-R) -** Threatening or intimidating any person for the

purpose of obtaining money or anything of value

**First Offense:** Restitution. Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension. Depending on the severity, law enforcement may be contacted.

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**Subsequent Offense:** Restitution. Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension. Depending on the severity, law enforcement may be contacted. **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, in-school suspension or 1-10 days out-of-school suspension **Subsequent Offense:** Restitution. Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension **FAILURE TO MEET CONDITIONS OF SUSPENSION (see Board policy JG-R) -** Coming

within 1,000 feet of any public school in the district while on suspension for an offense defined by district policy as a serious violation of the district's discipline policy **FALSE ALARMS (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, disturbing or causing the evacuation or closure of school property

**First Offense:** Restitution and Principal/student conference, detention, in-school suspension, 1- 180 days out-of-school suspension or expulsion. Depending on the severity, law enforcement may be contacted.

**Subsequent Offense:** Restitution and in-school suspension, 1-180 days out-of-school suspension or expulsion. Depending on the severity, law enforcement may be contacted. **FIGHTING (See also "ASSAULT")** -

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

**First Offense:** Principal/student conference, detention, in-school suspension, 1-180 days out-of- school suspension. Contact Law Enforcement. **Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement. **GAMBLING (see Board policy JG-R)** - Betting on an uncertain outcome, regardless of

stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

**First Offense:** Restitution. Principal/Student conference, detention, in-school suspension or 1- 10 days out-of-school suspension **Subsequent Offense:** Restitution. Principal/Student conference, 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. **Second Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. 2. Unwelcome physical contact of sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic that is 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.

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**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion. Contact Law Enforcement. **Second Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **HAZING**

**(see Board policy JFCG)** - 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 can occur even when all students involved are willing participants.

**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **Subsequent Offenses:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement.

**HORSEPLAY** - Rough or rowdy play that can often result in unintentional physical harm.

Horseplay is not appropriate behavior for the school environment.

**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. **Subsequent Offenses:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. **INCENDIARY DEVICES or FIREWORKS** -

Possessing, displaying or using matches, lighters

or other devices used to start fires unless required as part of an educational exercise and supervised by district staff

**First Offense:** Confiscation, warning, Principal/student conference, detention, in-school suspension, or 1-10 days out-of-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 ISS** - Failure to comply with the in-school suspension rules. Failure to diligently do class work.

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

#### **MISBEHAVIOR FOR SUBSTITUTES -**

**Any Offense:** Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension **MISSED DETENTION** - In-school suspensions and lunch detentions will be given during the

school day. After school detentions assigned by the office will be after school from 2:45-4:00.

**Any offense:** Missing a lunch detention will result in additional days of lunch detention. Missing an after school detention will result in 1 day of in-school suspension. **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. Principal/Student conference, detention, or in-school suspension. **Subsequent Offenses:** Confiscation. Principal/Student conference, detention, in-school suspension, or out-of-school suspension. **PUBLIC DISPLAY OF AFFECTION** – Physical contact that is inappropriate for the school

setting, including, but not limited to kissing, hugging and groping.

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

**and/or POSSESSION of SEXUALLY EXPLICIT, VULGAR or VIOLENT**

**MATERIAL** - Students may not possess or display, electronically or otherwise, sexually

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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:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **Subsequent Offenses:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement.

**\*SEXUAL ACTIVITY(see Board policy JG-R)** - Consensual acts of sex or consensual

simulations of sex including, but not limited to, intercourse or oral or manual stimulation. **First**

**Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **Subsequent Offenses:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **SKIPPING**

**CLASS** - students who fail to report to their class after attendance has been taken;

knowingly reports to the wrong class; or students who are late 5 minutes or more to their assigned class without a pass; or students who walk out of their class without the teacher's permission.

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

Detention or in-school suspension **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 (after 20 minutes). Students must be in an assigned classroom when the bell rings. A student who arrives late to school must immediately report to the middle school office.

- 1st-4th tardy: warning an/or conference with principal or designee.

- 5th-7th tardy: student will serve 60 minutes after school detention.:

- 8th or more tardies: student will serve a day of ISS and/or additional detentions for each additional tardy.

\*\* Additional consequences could include in-school suspension, out-of-school suspension, or an alternate passing time.

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

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

**First Offense:** Cell phone will be confiscated for the remainder of the day. Student may sign for it and pick it up in the office at 2:45. **Second Offense:** Cell phone will be confiscated for the remainder of the day. Parent/guardian will be notified to pick up the cell phone from the office and to sign for the cell phone. **Third or more Offenses:** 1 or more days of detention or in-school suspension. The cell phone will be confiscated each day and held in the office. The parent/guardian will be notified to pick up and sign for the cell phone. \*\*If student refuses to turn over their cell phone, the parent(s)/guardian(s) will be called and student **could be sent home for OSS** and/or police could be required to complete the consequence pertaining to the discipline incident. **Electronic Devices**

## Policy

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

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**First Offense:** Confiscated until parent or guardian can retrieve the device **Subsequent Offenses:** Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion 2. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device

**First Offense:** Restitution, Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension **Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion **\*THEFT** - Theft, attempted theft or knowing possession of stolen property

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

**\*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. Depending on the severity, law enforcement may be contacted. **Subsequent Offense:**

In-school suspension, 1-180 days out-of-school suspension, or expulsion. Depending on the severity, law enforcement may be contacted. **TOBACCO (see Board policy JG-R) -**

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 in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

**First Offense:** Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or out-of-school suspension. Contact Law Enforcement. **Subsequent Offense:**

Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. 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 in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

**First Offense:** Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or out-of-school suspension. Contact Law Enforcement. **Subsequent Offense:** Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **TRUANCY -** Absence from school without the knowledge and consent of parents/guardian

and/or the school and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

**First Offense:** Principal/student conference, detention, 1-3 days in-school suspension. Contact Law Enforcement. **Subsequent Offense:** detention, 3-10 days in-school suspension. Contact Law Enforcement.

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

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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. Contact Law Enforcement. **Subsequent Offense:** 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **VANDALISM (see Board policy ECA) -** Willful damage or the attempt to cause damage to

real or personal property belonging to the school, staff or students

**First Offense:** Restitution, Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **Subsequent Offense:** Restitution, In-school



suspension, 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement. **\*WEAPONS (see Board policy JFCJ)** - A weapon is defined to mean one or more of the

following:

- A firearm as defined in 18 U.S.C. § 921
- A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo
- All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense
- Any object designed to look like or imitate a device as described above 1. Possession or use of any instrument or device, other than those defined in 18 U.S.C. #921, 18 U.S.C. #930 9g) (2) or #571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion. Contact Law Enforcement. **Subsequent Offense:** 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement. 2. Possession or use of a firearm as defined in 18 U.S.C. #921 or any instrument or device defined in #571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. #930 (g) (2)

**First Offense:** One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Contact Law Enforcement. **Subsequent Offense:** Expulsion and contact law enforcement. 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. Contact Law Enforcement. **Second Offense:** 1-180 days out-of-school suspension or expulsion. Contact Law Enforcement.

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

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

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

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

Improving the health and nutrition of children by providing nutritious meals in school is a top priority for Lexington School District. We will continue to make changes to comply with and exceed the recommendations of the U.S. Department of Agriculture. As we continue to role-model Healthy and Active Lifestyle choices, we encourage you to stay abreast of changes. Parents are always welcome at:  
[www.fns.usda.gov/healthierschoolday](http://www.fns.usda.gov/healthierschoolday); [www.schoolnutrition.org/parents](http://www.schoolnutrition.org/parents);  
[www.letsmove.gov](http://www.letsmove.gov). Together we can teach our children healthy habits that last forever!

**NETWORK ACCEPTABLE USE POLICY** The Lexington R-V district provides students and staff with a service called “the network”. The network is a computer service, which includes the use of computers, servers and the Internet. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. However, some of the network’s systems may contain offensive material. Even though it is impossible to have control over all the information on the network, the district has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience. The privilege of using the network is conditional upon following district guidelines and rules. Please read this document carefully. When signed by the user and guardian (if necessary) it becomes a legally binding contract. Terms and conditions of the contract:

1) **Personal responsibility:** As a representative of this school, the user will accept personal responsibility for reporting any misuse of the network to the appropriate individuals (supervising teacher, principal, and/or technology director). Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described on the next page.

2) **Acceptable Use:** The use of an assigned account must be in support of education and research and with the educational goals and objectives of the Lexington R-V School

District. The user is personally responsible for this provision at all times when using the network.

a. Use of the organization's networks or computing resources must comply with rules appropriate to that network. b. Transmission of any material in violation of any United States or other state laws

is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

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c. Use of the network by commercial agencies with the intent of profiting is generally not acceptable. d. Use of the network for product advertisement or political lobbying is prohibited. e. The user understands that the inappropriate use of electronic information

resources can be a violation of local, state and federal laws and that he or she can be prosecuted for violating those laws.

3) **Privileges:** The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district has the right to decide what uses are appropriate and their decisions are final. The staff or faculty of Lexington R-V School District may request at any time that the system administrator deny, revoke or suspend specific user accounts. The district also reserves the right to periodically monitor individual use.

4) **Network Etiquette and Privacy:** The user is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

a. Be polite. Do not send or encourage others to send abusive messages. b. Use appropriate language. Never swear, use vulgarities, or any other illegal or unethical language. Illegal activities of any kind are strictly forbidden. c. Do not reveal personal information over the network, or the personal information of others. d. Disruptions. Do not use the network in any way that would disrupt use of the network by others. e. Network protection. Do not use questionable diskettes or software not licensed by the district on any district computer. Use caution when using e-mail to avoid potential problems.

5) **Services:** The Lexington R-V School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lexington R-V School District will not be responsible for any damages suffered while on the network. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or human errors and omissions. Use of any information acquired from the network is at the user's own risk. Lexington R-V School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

6) **Security:** Security on any computer system is a high priority because there are so many users. If the user identifies a problem with security on the network, he or she will notify the appropriate people at once. The user will never demonstrate the problem to other users. The user will never reveal or use another's account without written permission of that person. All use of the system will be under the user's own account.

7) **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, tampering with system files, and entering into areas of the network, which is

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considered off-limits. Any violation will result in loss of network services, disciplinary action and legal referral.

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

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

***The district has the right to restrict or terminate network access to any or all users at any***

***time for any reason. The district further has the right to monitor network activity in any form that it sees fit in order to maintain the integrity of the network.***

**NOTICE OF NONDISCRIMINATION** Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with Lexington R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment of employment in, its programs and activities. Any person having inquiries concerning Lexington R-V's compliance with the regulations implementing Title IX of the Education Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972, 504 of the Rehabilitation Act of 1973 Section (504), or Title II of the American with Disabilities Act of 1990 (ADA) is directed to contact the Director of Special Services at the following address: 100 South 13<sup>th</sup> Street, Lexington, MO 64067. Phone #: 660-259-4369 Fax #: 660-259-4992

## **GENERAL NOTICES**

### Accountability Report Cards - Public Information

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

1. Information on the methods and materials used to teach reading in kindergarten through fourth grade in terms understandable to a layperson.
2. The number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment. The information

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shall be presented in a way that does not permit personal identification of any student or educational personnel.

3. Information on eligibility for free and reduced-price school meals.
4. All human sexuality curriculum materials. Parents will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the

program.

5. Information on procedures for filing a harassment or discrimination complaint will be posted in all buildings in addition to being available in the district office.
6. Information regarding schools identified for improvement, corrective action, restructuring or as persistently dangerous under federal law and an explanation of any options that parents have as a result, including public school choice and supplemental educational services.

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

1. All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.
2. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.
3. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
  - ▶ Publish one (1) public notice in local newspapers that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
  - ▶ Air one (1) public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.
  - ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages three to twenty-one.

► Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages three to twenty-one.

4. The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO Health Net for Kids (MHK). A

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parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards.

Emergency Drills Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year. The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

District Emergency Plans It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips. Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

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

Searches By School Personnel School lockers, desks and other district property are provided

for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug

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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.

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

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the



individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.