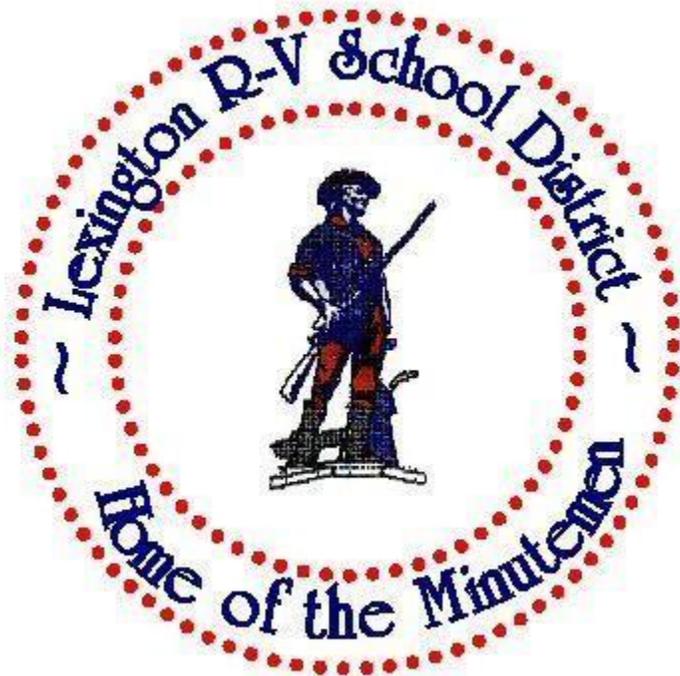


# **Lexington R-V School District Student/Parent Handbook 2021-2022**

**817 South Business Highway 13  
Lexington, MO 64067**

(660) 259-4369

*Adopted by the Board of Education: July 21, 2021*



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## Mission

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

## School Board Members

Linda Florence, President  
Carrie Bollmeyer, Vice President  
Stephanie Carter  
Scott Schumacher  
Chad Thompson  
Michelle Roush  
James Worthington

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

## School building information and contact information

### **Lexington R-V Early Childhood Center**

Director: Rachelle Barnhart  
811B Highway 13  
Lexington, MO 64067  
Phone: (660) 259-2192  
Fax: (660) 259-2439

### **Leslie Bell Elementary School**

Principal: Toni Smith  
Counselor: Salena Smith  
Nurse: Katie Lichte  
400 South 20<sup>th</sup> Street  
Lexington, MO 64067  
Phone: (660) 259-4311  
Fax: (660) 259-2040

### **Lexington Middle School**

Principal: Amy Himbury  
Counselor: Amanda Sherman  
Nurse: Megan Miller  
1111 South 24<sup>th</sup> Street  
Lexington, MO 64067  
Phone: (660) 259-4611  
Fax: (660) 259-2538

### **Lexington High School**

Principal: Kyle Cahill  
Athletic Director: Brad Young  
High School Counselor/A+ Coordinator: Lisa  
Nevels  
Nurse: Cynthia Riker  
2309 Aull Lane  
Lexington, MO 64067  
Phone: (660) 259-4391  
Fax: (660) 259-2166

# Lex La-Ray Technical Center

Director :Amanda Finkeldei  
 Counselor: David Cavanah  
 2323 High School Drive  
 Lexington, MO 64067  
 Phone: (660) 259-2264

## Superintendent information

Sarrah Morgan  
 Lexington R-V School District  
 817 South Business Hwy 13  
 Lexington, MO 64067  
[smorgan@lexington.k12.mo.us](mailto:smorgan@lexington.k12.mo.us)  
 Phone: (660) 259-4369  
 Fax: (660) 259-4992

District Website: <https://www.lexington.k12.mo.us/>  
 District Facebook Page: <https://www.facebook.com/lexington.schools.3/>

## Academic Calendar I-100-S

### Lexington R-V School District 2021-2022

July 2021				
Mo	Tu	We	Th	Fr
			1	2
3	4	5	6	7
8	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25	26	27
28	29	30		

August 2021				
Mo	Tu	We	Th	Fr
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

September 2021				
Mo	Tu	We	Th	Fr
		1	2	3
4	5	6	7	8
9	10	11	12	13
14	15	16	17	18
19	20	21	22	23
24	25	26	27	28
29	30			

August				
9th thru 13th--1 Flex Day REQUIRED--All Teachers				
9th & 10th--New Teacher Academy				
10th, 17th & 20th--All Teacher In-Service				
10th & 10th--Teacher Work Day				
19th--Open House				
23rd--First Day of School				

October 2021				
Mo	Tu	We	Th	Fr
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	

November 2021				
Mo	Tu	We	Th	Fr
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

December 2021				
Mo	Tu	We	Th	Fr
		1	2	3
4	5	6	7	8
9	10	11	12	13
14	15	16	17	18
19	20	21	22	23
24	25	26	27	28
29	30	31		

September				
6th--No School-Labor Day				
October				
1st--Homecoming (Early Dismissal-12:45 pm)				
4th--No School-Teacher In-Service				
20th Full Day-Parent/Teacher Conferences 4-8 pm				
21st Full Day-Parent/Teacher Conferences 4-8 pm				
22nd--No School				

January 2022				
Mo	Tu	We	Th	Fr
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

February 2022				
Mo	Tu	We	Th	Fr
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

March 2022				
Mo	Tu	We	Th	Fr
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

November				
1st--No School-Teacher In-Service				
24th-26th--Thanksgiving Break				
December				
20th-21st--Winter Break				
January				
3rd--Teacher Work Day				
17th--No School-Martin Luther King Jr. Day				

April 2022				
Mo	Tu	We	Th	Fr
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	

May 2022				
Mo	Tu	We	Th	Fr
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

June 2022				
Mo	Tu	We	Th	Fr
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

December				
15th--No School-Teacher In-Service				
21st--No School-President's Day				
March				
9th Full Day-Parent/Teacher Conferences 4-8pm				
10th Full Day-Parent/Teacher Conferences 4-8pm				
11th--No School				
14th-16th--No School-Spring Break				
April				
14th--No School-Teacher In-Service				
15th-16th--No School-Easter Break				
May				
15th-Graduation				
20th--Last Day of School (Early Dismissal-12:45 pm)				
Staff Full Day				

- First Day of School
  - New Teacher Work Days
  - Teacher Work Day
  - School Activity-Early Dismissal (12:45)
  - No Students--Teacher In-Service
  - No School (Students & Teachers)
  - End of Quarter Grading Period
  - Parent/Teacher Conferences
  - Last Day of School: Early Dismissal/Full Teacher Contract day
- Staff Days - 179      Student Days - 165 (1085 Hours)  
 Built In Snow Days: 5/16, 5/17, 5/18, 5/19, 5/20

- Holidays / Breaks:**
- 9/8 Labor Day
  - 11/24-26 Thanksgiving Break
  - 12/20-31 Winter Break
  - 1/17 Martin Luther King Jr. Day
  - 2/21 President's Day Break
  - 3/14-16 Spring Break
  - 4/15-18 Easter Break

- Teacher In-Service:**
- 8/16, 17, 20
  - 10/4
  - 11/1
  - 2/18
  - 4/14
- Teacher Work Day:**
- 8/9-13 (1 Flex Day)
  - 8/16, 8/19
  - 1/3
  - 5/20 (afternoon)
  - 1 Additional Flex Day

Board of Education Approval Date: 01/20/2021

*Note regarding Lex La-Ray calendar:* Unfortunately, the nine sending schools calendars do not always coincide. **Students from all sending schools are expected to attend the Lex La-Ray during the scheduled time; dates of breaks are reflected on the District's Academic Calendar.** All nine schools are required for their students to attend a set number of days during the

school year. If the sending school does not have school and Lex La-Ray is in session, the sending school, in almost all cases, will provide a bus to the Technical Center. On days that the Lex La-Ray is not in session, and the sending school is, students are exempt from the half of the day they normally attend Lex La-Ray. If you have any questions concerning this Lex La-Ray attendance policy or calendar, please contact us at (660) 259-2264.

Attendance and Absence Procedures S-115-S

*Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student’s absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

*Absences*

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 un-verified (A). The administration may request documentation to determine whether an absence is verified or unverified. Verified absences will have a note from a doctor, court, etc. Parent notes are not accepted to verify an absence.

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 building principal. Students who miss twenty (20) consecutive calendar days will be dropped from enrollment. Lex La-Ray students who miss ten (10) consecutive calendar days will be dropped from enrollment.

Steps	Outcome
4 <sup>th</sup> Absence	<ul style="list-style-type: none"> <li>● Call, Email or Letter to parent.</li> </ul>
7 <sup>th</sup> Absence	<ul style="list-style-type: none"> <li>● Call, Email, or Certified Letter sent to parent.</li> </ul>
8 <sup>th</sup> Absence	<ul style="list-style-type: none"> <li>● Contact District Social Worker</li> <li>● Call to Juvenile Office or Division of Family Services.</li> <li>● Possible Referral to Prosecuting Attorney Truancy Court.</li> </ul>

It is the responsibility of the student to make up work with teacher support when a student’s absence is excused. The timelines for turning in make-up work will be one day for each day missed. Students who do not complete missed assignments in the time stated may be required to attend tutoring outside of the regular school day.

Parents must report a student's absence by 9 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

When an elementary student arrives late, the student must report to the office with an adult. Do not drop your child off at the door. Parents must sign their children in at the office when tardy.

### *Make-Up Time and Attendance Incentives for Lex La-Ray*

Any student tending toward habitual tardiness and/or absenteeism will be required to make up time lost. After 5 unverified absences per semester, students will be required to make up seat time. Attendance checks will be conducted on a regular basis. Time lost due to absences can be made up on designated days. It is the student's responsibility to make arrangements to make up time. Students must sign up for a make-up time session in the main office at least twenty-four hours in advance. Students signing up for make-up time are responsible for getting work from their teachers. Individuals reporting without program work will not be allowed to serve make up time or will be assigned other work. Make up time may not be used to earn a perfect attendance award.

### Attendance Incentives

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

- Students with perfect attendance will be rewarded quarterly, and are recognized at award assemblies.
- All students with perfect attendance for the year will receive special recognition and may participate in the end of the year perfect attendance activity.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant must make-up work to aid learning. The timelines for turning in make-up work is one day for each day missed. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### *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 initialed 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.

### *School Cancellations and/or Early Dismissal*

School will be closed or dismissed early when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing television and radio stations, Textcast, email, phone, and on the District's Facebook page, to notify students and parents/guardians. Any decision regarding school closings for the District will be made by 6:00 a.m. so that the announcement can be placed on the air as soon as possible. We know that canceling school or dismissing early can inconvenience some people, however, we try to base our decision on what is best for our students. Our students' safety is our number one priority. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

### *Arrival and Departure Procedures*

#### Arrival and Departure for the Early Education Center

For your child's safety, we require that you or an authorized adult bring your child into the Early Childhood Center each morning. To avoid any confusion or disruption to the classroom schedule, please limit your check in process to 15 minutes. If you need to visit with your child's teacher for more than 5 minutes, please schedule a conference. The door is locked 10 minutes after the start of class.

#### Early Childhood Center PICK-UP Procedures:

##### Bus Riders:

- Students will be released from class at 11:00 am or 3:00 pm.
- Buses will pick up students at the front of the 4-Life Center.
- Car riders will be released from the BACK of the 4-Life Center at 11:00 a.m. and 3:00 p.m.
- Parents are asked to enter the back of the building from the Chinese Restaurant and exit from Save-A-Lot. Please remember to yield for Save-A-Lot customers.

- Children will be brought to the car and buckled into the car seat/booster seat by EC staff. Children will not be released if a car seat or booster seat is not present.
- Do not exit your vehicle to pick up your student. For safety reasons, your student will be brought to your vehicle.

#### Park and Pick-Up:

- Parents are to park in the FRONT of the 4-Life Center to pick up students if they are wanting to enter the building.
- Please be prompt in picking up your child. We ask that parents wait in the hallway until the doors open when picking up your child, This request is for the children's safety. If checking your child out early, please sign in at the office and we will dismiss your child to the office.

Breakfast will be served from 7:35 a.m. to 8:00 a.m. Students who arrive to class after 8:10 a.m. will be counted tardy. Students may enter their classrooms beginning at 7:35 a.m. to prepare for the school day that will begin at 8:00 a.m. when the tardy bell rings.

Bus Riders – Buses will drop students off on the north side of the school beginning at 7:35 a.m.

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

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

Dismissal – School will be dismissed at 3:00 p.m. At the beginning of the school year, an After School Dismissal Procedure Letter will be sent home for you to indicate how your child is to get home after school (bus, car, walk, etc.). If at any time, the procedure is changed in any way, the parent must contact the office with the specific change. If the school is not notified, we will proceed with the instructions indicated on the After School Dismissal Procedure Letter. The office must be notified by 2:15 p.m. of any changes. When students leave before 2:55 p.m., it will be counted against their attendance.

Bus Riders – Students riding the bus will be dismissed at 3:00 p.m. Only buses are allowed into the driveway area between 2:30 p.m. and 3:10 p.m. There should not be any cars using the driveway area while the buses are picking up students.

Car Riders – Car riders will be dismissed at 3:00 p.m. and can be picked up at the south entrance of the school located at the corner of 20<sup>th</sup> and Monroe Street. This is the only location to pick up students by car. Cars should line up along the north side of Monroe Street. Cars will not be allowed to enter the car rider line from 20<sup>th</sup> Street. We request that you do not get out of your vehicle for any reason and that you do not arrive to line up before 2:30 p.m. There will be a Buckle Up Zone that you may pull up to make sure your child is buckled up before pulling away from the curb. This Zone will not be a parking zone.

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

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

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

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

#### Arrival and Departure Procedures for Lexington Middle 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 into 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.
  1. Students who come or leave without signing in or out will be disciplined under the STUDENT CODE OF CONDUCT as a truancy violation.

#### LMS Pick-up Procedures:

- All students will be released from school at 2:45 p.m.
- Car riders are to be picked up on the south side of the building.

Due to traffic congestion, this is the only location to pick up students by car. Cars should use the northeast entrance from 24th Street and line up along the east side of the school (car rider line will be directed to the south side). We request that you do not arrive to line up before 2:30 p.m. Cars will exit back to 24th Street through the gravel lot on the south side of the building.
- Bus riders will exit through the west doors of the building.
- Walkers will exit the building through the north doors. Students are to use the designated crossing areas.
- All students must be off school grounds by 3:00 p.m. unless they are participating in an after school activity.

See the school's daily schedule included in this Handbook. 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.

#### Arrival and Departure Procedures for Lexington High 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 into 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.

### Arrival and Departure Procedures for Lex La-Ray

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

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

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

### Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

#### *Dress Code Expectations*

Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear; clothing that does not reach to mid-thigh; holes in pants that are above mid-thigh, unless patched.

#### *Dress Code Prohibitions*

Clothing or accessories with any of the following are not permitted:

1. Profane, obscene, or otherwise inappropriate language;
2. Words, symbols or images that promote illegal, sexual, or violent behavior;
3. Advertisements or promotion of alcohol, tobacco, or drugs;
4. Language or symbols that promote gangs.
5. Hats; hoods (hooded sweatshirts worn up); do-rags; handkerchiefs; sunglasses; face paint; overly-dramatic make-up; or other wear that restricts the line of sight of a

student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event. Unless otherwise permitted by building administration, no blankets shall be carried or worn as coats or wraps while in the building. No heavy or loose chains, or straps that create a safety risk are allowed.

*Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

*Early Childhood Center Dress Code*

- No flip flops due to safety reasons.
- Please keep mittens/hats at school
- Shorts under dresses are suggested because of time spent on the floor.

All children will be going outdoors for play time. Please dress your child according to the weather. Although care is taken, clothing does sometimes become soiled during outdoor play and during some classroom activities, such as painting and cooking. Parents must send an extra pair of clothes for students and label all clothing and personal items with the student's name.

If an accident occurs while your child is at school, he/she will be cleaned up promptly. All children should have a change of clothing (labeled with the child's name) to be left at the school in case of an accident. In the instance that your child has to wear clothing provided by the school, please be sure to launder and return as soon as possible.

Food Service Program F-285-S

The Lexington R-V School District utilizes a computerized lunch program. Each student is assigned an ID number. Each family purchasing breakfast/lunch will be given lunch envelopes to send money to school and there is also an online pay option. If you utilize the envelope system, please complete the information requested on the front of the envelope and send one envelope per family to school at the beginning of each week. We strongly encourage you to pay weekly or monthly. You will receive a printed balance notice when your child's balance is \$5.00 or less.

ECC Student Breakfast – Full Pay...	\$2.10
ECC Student Breakfast – Reduced....	\$.30
Adult Breakfast.....	\$2.10
LBS, LMS, LHS.....	Free
Student Lunch – Full Pay.....	\$2.80
Student Lunch – Reduced.....	\$.40
Adult Lunch.....	\$3.65
Minuteman Lunch.....	\$1.25

ECC Snack	
Student – Full Pay.....	\$1.14
Student – Reduced.....	\$.15

*Free and Reduced Lunch Application*

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. The application form for Free and Reduced Lunch is included with enrollment packets and is available in each school office at any time.

*Adult Visitors for Lunch*

Generally, visitors for lunch are not permitted except during school scheduled events (i.e. Grandparent’s BBQ, etc.).

*Early Childhood Center*

Breakfast and lunch are available for full day programs, breakfast for ½ day AM students and afternoon snack for ½ day PM students.

*Lexington High School Open Lunch*

There are times throughout the year where high school 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.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student’s allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

*Building-Wide and Classroom Approaches*

Any treat or snack sent to school by parents for parties or birthdays must comply with the nutrition standards established by the U.S. Department of Agriculture.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student’s health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

### Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### *Illnesses/Injuries*

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);
- Whether the elevated body temperature is accompanied by behavior changes, headache, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or
- Whether 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 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, and the District 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.

In order to ensure contact is made with parents/guardians when a student is ill or injured, parents must notify the school office when changes are made to cell phone numbers, home addresses, home phone numbers, work places, work phone numbers, and phone numbers for other authorized individuals listed as emergency contacts.

### *Health Screenings*

As time and resources permit, the District will provide routine health screenings to students. No screenings are mandated. Please contact the school nurse to opt your student out of these screenings. Screenings may be initiated by family request or educational team concern.

- Health Screening (Pre-K, K, 1, 3, 5, 7, 9, 11th grades and new students) Height, Weight, BMI
- Vision Screening (Pre-K, K, 1, 2, 3, 5, 7, 9, 11th grades and new students) Distance, Near, Random Dot E (1,2 and 3rd grades), Distance only 5-11th
- Dental Screening (Pre-K, K, 1, 3, 5, 7 and new students)
- Hearing Screening (by speech) (Pre-K, K, 1, 3, once during MS and once during HS and new students)
- Spinal Screening (only as requested by family or educational team.)

### *Health Office*

If you have any questions, please contact the school nurse.

### Administration of Medication S-135-S

Generally, no medication is administered when students are at the Lex La-Ray Technical Center. Otherwise, all medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. All medications must be delivered to the school by an adult. Medications should never be sent to school with a student. Many medications can be given at home before or after school. The District will not administer the first dose of medication to a student unless required to do so by law. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

*Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss,

seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

#### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

#### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

#### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dese.mo.gov/sites/default/files/FNS-FreeandReduced-DirectCertbooklet2018-19.pdf>.

## Student Records S-125-S

### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student. FERPA defines "eligible student" as a student who has reached 18 years of age; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form via email from [studentrecords@lexington.k12.mo.us](mailto:studentrecords@lexington.k12.mo.us).

### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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

### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, present photo identification, and sign in and out upon arrival and departure. Upon sign-in, the visitor's information provided on the photo identification will be entered into the Raptor system to check to ensure that registered sex offenders are not entering the school building. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's badge issued by Raptor which will include information about the purpose of the visit. The visitor's badge must be displayed throughout the visit. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Parental involvement is encouraged at appropriate time and school events/activities; however, spontaneous "drop-by" visits are not allowed as this can be very disruptive to the classroom learning environment. If you would like to visit your child's classroom, please make arrangements with the teacher or principal so a suitable time can be arranged. Student items (homework, lunch, shoes, projects, etc.) that are brought in during school hours should be left in the office and office personnel will see that those items get to your child.

### Transportation Services F-260-S

The transportation for our District has become very complex and costly. We must revise and update all the bus routes yearly to meet the ever-changing transportation needs of the district and increase our efficiency. Transportation services offered by the District are available to all students residing outside one radius mile of the individual school attendance boundary.

Our goal has always been safety first for the students of Lexington Schools. Buses are inspected regularly; drivers are trained and retrained; bus stops and routes are reviewed, all to provide the safest and most efficient operation we can provide for your children.

In our community, we are sometimes faced with inclement weather. This situation may affect our schedules. We appreciate your patience and understanding when bus schedules may be temporarily modified.

We also ask your support in the area of bus discipline. The safety of all the children is of primary importance to each of us. Please help your children to ride safely by reviewing their job as a rider noted in this document. It is also important to review the safe bus rules/regulations with your child periodically.

Thank you in advance for your help and support.

School Bus Transportation contracted with Apple Bus Company, 11618 US Hwy 24 Lexington, MO 64067, 660.259.3331

#### Parent's Job

- To have children at the bus stop 10 minutes before the scheduled time
- Support the driver if behavior problems occur
- To obey all laws
- Keep phone numbers current
- Have an alternate plan in the event you are unable to be home after school
- Students in the Early Childhood Program or needing bus assistance as stated in an IEP must be escorted to the bus by a parent or an authorized person.

#### The Student's Job

- Leave home early enough to arrive at your bus stop 10 minutes before your scheduled time
- Wait for your bus in an orderly manner in your designated place of safety
- Enter the bus in an orderly manner and take your seat promptly
- Follow the instructions and rules of the bus driver
- Remain seated until the bus arrives at school or your designated bus stop
- Keep aisles clear at all times
- Remain quiet and orderly
- Be courteous to your school bus driver and fellow passengers
- Be alert to traffic when leaving the bus; wait for the driver's instructions if needed

#### **School Bus Safe-Riding Rules**

1. Students shall arrive at their assigned bus stop at least 10 minutes before the bus is scheduled to arrive.
2. Students must wait in their designated place of safety and away from the bus stops.
3. Behavior at the school bus stop and on the bus must not threaten life, limb or property of any individual.
4. Students must go directly to assigned seat.
5. Students must remain seated keeping aisles and exits clear.
6. Students must not use profane language.
7. Eating and drinking on the bus is prohibited.
8. Students must not throw or pass objects on, from or into the bus.
9. Carry-on items are allowable if they fit on students' lap, on the floor under the seat, or secured in a safe place (oversized musical instruments, i.e., bass drums; tuba's, etc. cannot be transported on the bus with students).

10. Students must leave or board the bus at locations at which they have been assigned, unless written administrative authorization has been given.
11. Students must not put their head, arms or other body parts out the bus window.
12. Students may not use the emergency exits unless permission has been given by the bus driver/administrator in charge of the bus.
13. Students must be QUIET at all railroad crossings. No loud or disruptive behavior is permitted.
14. When getting on/off the bus, students who must cross the street or highway are instructed to WAIT until the driver has SIGNALLED for them to cross. Students must remain visible to the driver at all times.
15. Wait for the bus to come to a complete stop and the door is opened before attempting to get on or off the bus.
16. The use of cell phones and cameras is prohibited.
17. Cooperate with the driver and keep the bus clean.
18. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.
19. If the student causes damage to the school bus, the student's parents/guardians are responsible for payment to correct the damages.

### Consequences

- A student may be removed from the bus at any time for any incident.
- First Reported Incident- Written warning given by the driver and the student possibly moved to an assigned seat.
- Second Reported Incident – Written warning given by the driver, parent and school notified and the student possibly moved to an assigned seat.
- Further Reported Incident(s) Possible Bus Suspension – Written warning, the driver and parent notified, the student possibly moved to an assigned seat, or a possible bus suspension.

Bus drivers are in charge of reporting violations of the District's Student Discipline Policy to the District.

The student may be taken back to school for the following reason(s): An approved adult is not available to pick up a Preschool or Kindergarten student from the bus stop; the student is on the wrong bus; or a severe discipline issue that puts other students or the drivers' safety at risk.

\*Major disruptions, such as fighting, may result in bus suspension on the first offense or longer suspensions on subsequent offenses. Repeated violations will result in increased length of suspensions up to and including the remainder of the year.

### Procedures for Special Transportation

**Curb to Curb Service:** When conditions warrant it, special education transportation provides curb to curb service. This means that the bus will pick-up and drop-off at the curb in front of the student's home or day care. The following are some exceptions to this procedure:

Due to road conditions (dead end roadways or narrow roadways) it may be necessary to place the pick-up/drop-off site at a safe location away from the home or day care. Every effort will be made to locate the stop as close as possible to the home or day care. When an escort is appropriate, it will be the responsibility of the parent or their designee to escort the student to and from the

pick-up/drop-off location. The bus driver or attendant are not responsible to escort the student to or from the home.

### *Transportation for Lex La-Ray Students*

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

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

When the sending school furnishes transportation, follow these guidelines: If you miss the bus, you have (2) two options:

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

If a sending school has a weather-related day, students are not to drive to Lex La-Ray without prior approval.

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

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

### Student Discipline S-170-S

#### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a

quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2) Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4) Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

### *District Policy for Discipline*

#### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline assigned to middle school and high school students that requires students to attend a before and/or after school setting which monitors and restricts student activity. 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.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

*Physical Restraint* – The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Serious violation of the District’s Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	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 or fourth degree.

<p>Automobile/Vehicle Misuse</p>	<p>Discourteous 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.</p>
<p>Bullying and Cyberbullying</p>	<p>Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the 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. Students will not be disciplined for speech in situations where the speech is protected by law.</p>
<p>Bus or Transportation Misconduct</p>	<p>Any misconduct committed by a student on transportation provided by or through the District.</p>
<p>Dishonesty</p>	<p>Any act of lying, whether verbal or written, including forgery.</p>
<p>Disrespectful or Disruptive Conduct or Speech</p>	<p>Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.</p>
<p>Drugs/Alcohol/Tobacco/E-Cigarettes</p>	<p>The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.</p>

Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms and Weapons	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).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.

Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.

Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Other Weapons	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

*Lex La-Ray Student Drug Testing Policy – Health Occupations*

Statement of Purpose and Intent

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

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

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

*Definitions*

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

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

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

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

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

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

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

### Persons to be Tested

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

### Reasonable Suspicion Testing

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

- On contracted clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from contracted clinical facilities for clinical rotations or for such other purposes as are part of the Health Occupations Program.
- Reasonable suspicion may be established by the following (not an exhaustive list):
  - A student’s behavior, in conjunction with physical appearance and/or odor, indicates the possible use of illegal drugs.
  - The student possesses drug paraphernalia, alcohol, marijuana or any controlled substance.
  - Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of illegal drugs.

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

### Consent to Drug Testing

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

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

### Confidentiality

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

### Procedure

Students will

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

### Consequences

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

### Drug Counseling and Assistance

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

### Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

#### *Definitions*

*Bullying* – 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; substantially interferes with the educational performance, opportunities, or

benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinators are the building principals.

*School Day* – A day on the District calendar when students are required to attend school.

#### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District’s Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

#### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District

anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

*Report Form*

The Bullying Incident Report Form is available in the counselor's office.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent  
Phone #: (660) 259-4369  
Email Address: assistantsuperintendent@lexington.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: Superintendent  
Phone #: (660) 259-4369  
Email Address: superintendent@lexington.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-P

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Kyle Cahill, Principal  
Address: 2323A High School Dr., Lexington, MO 64067  
Email Address: [kcahill@lexington.k12.mo.us](mailto:kcahill@lexington.k12.mo.us)  
Phone #: (660) 259-4391

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### **Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

### **Student Searches S-220-S**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

*Lockers:* Each student in grades 5-12 is assigned a hallway locker. Some classes at Lex La-Ray will also be assigned lockers. Only locks provided by the District are permissible. Each Early Childhood student is provided with a locker/cubby marked with the child's name.

### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

### Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

*A+ Program S-130-S*

*A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

#### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted, non-cumulative GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through on the District website at <https://www.lexington.k12.mo.us/wp-content/uploads/2019/09/A-Information-Guide.pdf>, the high school counselor, and/or the District A+ Coordinator, Lisa Nevels, (660) 259-4391, ext. 2004, [lnevels@lexington.k12.mo.us](mailto:lnevels@lexington.k12.mo.us).

#### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is available for review on the internet at: [https://docs.google.com/document/d/1no\\_gxhcnCAoaG9cUWzsVdvqxQUiOTzP\\_PmsibzuEpVE/edit?usp=sharing](https://docs.google.com/document/d/1no_gxhcnCAoaG9cUWzsVdvqxQUiOTzP_PmsibzuEpVE/edit?usp=sharing).

#### *Teaching About Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction. Students will receive this instruction in the 4<sup>th</sup> and/or 5<sup>th</sup> grade. Parents will receive a permission form prior to their students receiving this instruction.

#### *Graduation Requirements I-190-S*

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>	Please see <i>Educational Planning Guide</i> for more information regarding graduation requirements available at: <a href="https://www.lexington.k12.mo.us/wp-content/uploads/2020/06/Educational-Planning-Guide-20-21.pdf">https://www.lexington.k12.mo.us/wp-content/uploads/2020/06/Educational-Planning-Guide-20-21.pdf</a>		

### *Graduation Ceremony*

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

### Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

### *Lex La-Ray Technical Center*

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

### Program Requirements

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

### *Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Assistant Superintendent, Elizabeth Fagre, 2323A High School Drive, Lexington, MO 64067, (660) 259-4369, [efagre@lexington.k12.mo.us](mailto:efagre@lexington.k12.mo.us). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally

identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (8:00 am – 3:00 pm) in the office of the Assistant Superintendent, Elizabeth Fagre, 2323A High School Drive, Lexington, MO 64067, (660) 259-4369, [efagre@lexington.k12.mo.us](mailto:efagre@lexington.k12.mo.us). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at [https://www.lexington.k12.mo.us/?page\\_id=4010](https://www.lexington.k12.mo.us/?page_id=4010) and District Policy.

#### Technology F-265-S

##### *Cell Phone and Personal Electronic Device Guidelines*

Students in elementary and middle school may not use their cell phones or personal electronic devices at all during the school day unless they have received permission from a teacher or administrator. These devices should be stored in the student's backpack (elementary) or locker (middle school) during the school day.

Students in high school and students attending Lex La-Ray must silence cell phones during regular school hours and may only use cell phones during passing times and at lunch unless specifically allowed to do so by a teacher for an educational purpose.

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.

Handheld gaming devices (Nintendo DS, etc.), radios or other music devices, and other electronic entertainment mediums are not permitted unless allowed by a teacher or administrator.

##### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

##### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children’s Internet Protection Act (CIPA).

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

## Building Information

### *Grading and Academic Policies*

#### **Leslie Bell Grading, Progress Reports, and Conferences**

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

The grading system at Leslie Bell School is:

Kindergarten – 4<sup>th</sup> Grades:

- 4-- Exceeds grade level expectations regularly

- 3-- Consistently meets grade level expectations
- 2-- Progressing toward grade level expectations with assistance
- 1-- Developing grade level concepts with 1-1 support and assistance

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

#### After School Tutoring

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

#### Classroom Placement

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

#### PST (Problem Solving Team)

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

#### Criteria for Compulsory and Recommended Summer School Attendance

Attendance at summer school, whether compulsory or recommended, will be determined by the following factors: attendance rate, performance on end-of-year assessments, classroom teacher recommendation, and the grade equivalency indicated on the most recent District approved assessments.

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

#### **Lexington Middle School Grade Reports and Academic Policies**

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.

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 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.

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 a passing grade (D- or higher) in all core areas and have all fines (library, food service, textbooks, uniforms, etc.) paid in full.

Promotion or Retention Guidelines - In order for students to be successful they may need additional assistance to prepare them for future academic challenges. In some instances, it may be determined that retention in a grade or subject area serves a student's best educational interest. In other instances, it may be determined that acceleration in a grade or subject area serves a student's best educational interest. Retention, unless otherwise required by law, or acceleration are exceptions that will be reviewed on a case-by-case basis. The final decision rests with the District's administration.

#### Criteria for Compulsory and Recommended Summer School Attendance

Attendance at summer school, whether compulsory or recommended, will be determined by the following factors: attendance rate, performance on end-of-year assessments, classroom teacher recommendation, and the grade equivalency indicated on the most recent District approved assessments.

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

#### Lexington Middle School Chapter of the National Junior Honor Society

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.

#### 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.

For a copy of the Complete Bylaws please contact Jodi Cochran, Chair, (660) 259-4611.

**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** - 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.

**Minutemen Time** - Minutemen Time (seminar) is a school-wide initiative 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, as well as in social-emotional growth.

#### Minutemen Time Schedule

- Math Monday
- Team Building Tuesday
- Wordy Wednesday (reading and vocabulary)
- Thoughtful Thursday (Overcoming Obstacles)
- Finally Friday (grade checks/binder checks/locker checks)

Activities will be centered around the daily theme and will include a variety of tasks. Students who require extra support in one or more of these areas will not only receive teacher interventions in seminar, but will also receive small group instruction in class and within their learning labs. The main focus of this Minutemen Time is to enhance each student's social, emotional, and academic learning.

**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.

**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.

### **Lexington High School Grades and Academic Policies**

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
B- = 82-80	C+ = 79-77	C = 76 – 73	C- = 72-70
D+ = 69-67	D = 66-63	D- = 62-60	F = 59 - 0

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.

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.

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.

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.

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</u> <u>Points</u>	<u>Weighted Grade</u> <u>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.

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

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.

### **Lex La-Ray Grades and Academic Policies**

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

### **Grade Periods**

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

Each program at Lex La-Ray follows an Employability Skills Rubric, and each student will be graded with it once per quarter. Students can earn points in the following areas: Dependability, Interpersonal Effectiveness, Participation, Quality & Commitment, Ethics, Professionalism, and Safety.

### **Dual Enrollment**

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

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

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

### **Certificates and Passports**

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

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

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

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

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

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

### Scholarships

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

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

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

### Lex La-Ray Scholarships

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

### *Missouri State High School Activities Association (MSHSAA) Activities*

Extra-Curricular activities are an integral part of the Lexington R-V School District's overall educational program. Our goal is to provide a wholesome outlet for students who have an interest in athletic/academic competition, music, drama, speech and debate. Extra-curricular activities should enhance and not hinder the academic program. Rather than "win at any cost" philosophy, personal growth, commitment, school spirit, character development, physical training, self-discipline, and positive work ethic are worthwhile outcomes of an extra-curricular program.

The TEAM concept should be the central theme of the athletic program with the personal development of the individual a desired outcome. Within the perimeters of that concept, the team concept should never be sacrificed at the expense of the welfare of individuals. Rather, the development of both should be facilitated in such a way as to benefit all involved.

In addition to complementing the existing academic and activities program, the extra-curricular program should form a bridge between the school and the community it serves. As such, the program should reflect and promote community pride.

All phases of the extracurricular program, grades seven (7) through twelve (12), should be coordinated by the respective head coach/sponsor of each activity and should embrace the same desirable and basic tenants of the total program set forth in this statement of philosophy.

While room for creativity within individual activity must exist, a central thread of consistency of the basic tenants of the Lexington R-V Philosophy of Activities should form a primary foundation of each activity.

Normal sequential development typically results in a narrowing of participants to those with superior abilities. However, at the lower levels all that choose to participate should be given every opportunity to develop his/her potential. All personnel involved with the program should strive to work within the framework of this philosophical statement and in so doing set the tone of the program and serve as a role model for all participants.

*Desired Outcomes of the Minutemen Athletic Programs:*

- Improvement of school spirit.
- Projection of a positive image to and for the community
- Physical growth and development of participants.
- Development of a TEAM concept for participants.
- Development of self-discipline for participants.
- A coordinated program with a unified purpose for grades seven (7) through twelve (12) in each sport.
- Opportunities for coaches/sponsors to help youth grow and develop in a positive manner.
- An appreciation for the value of hard work and commitment.
- Respect for authority and the rights of others.
- Development of the value of fair-play and ethical standards.

*Affiliations:*

*MSHSAA Sponsored Sports – MRVC Conference Affiliation*

The Lexington School District is a cooperating member of the Missouri River Valley East Conference. Association of Cooperating Schools and is committed to adhere to the rules and regulations of the association.

<b>MRVC EAST</b>	<b>MRVC WEST</b>
Carrollton	Center
Holden	Clinton
Knob Noster	Excelsior
Lafayette Co.	Springs
C-1	Harrisonville
Lexington	Oak Grove
Richmond	Odessa
	Pleasant Hill
	Warrensburg

In addition to competing for conference championships within each division, an all-sports award is presented to the school that has the best overall record in the sports recognized by the conference.

### LHS Sports by Season

Fall	Winter	Spring
Cross Country Brad Young	Basketball – Boys Jake Doyle	Baseball Trevor Casterlin
Football Chris Brooks	Basketball- Girls Brian Eads	Golf Brian Eads
Softball Amanda Findora	Basketball Cheerleading Sabra Eads	Tennis – Boys Rodney Wolken
Tennis – Girls Rodney Wolken	Wrestling Zach Black	Track and Field Chad Caldwell
Volleyball Malissa Florez		
Football Cheerleading Sabra Eads		

### LMS Sports by Season

Fall	Winter	Spring
Cross Country Chad Caldwell	Basketball – Boys Sean Coffman	Track and Field-Boys Jake Doyle
Football Zach Black	Basketball – Girls Morgan Bishop	Track and Field-Girls Abbie Herrold
Volleyball Kathryn Stoverink	Wrestling- Aaron Hayden	

### LHS Activity Fees

Activities	Fee
Band (Flags, Twirlers, Drum Majors)	\$25.00
Choir	\$25.00
DECA (Distributive Education Clubs of America)	\$10.00
FCCLA (Future Career and Community Leaders of America)	\$20.00
FFA	\$30.00
Musical Cast (Refreshment Sales Fee)	\$5.00
National Honor Society	\$10.00

SkillsUSA (Tech Center Students Only)	\$25.00
HOSA	\$30.00
Thespians (One-time fee)	\$22.00

Students who participate in **activities** must pay before they can **PARTICIPATE**. Fees must be paid to the student's respective building's office.

- There will be a \$100 cap per family, per school for participation fees.

<b>Lexington R-V Family Activity Pass</b>	<b>Fee</b>
Family Activity Pass <ul style="list-style-type: none"> <li>• For parents and school age children through 12<sup>th</sup> grade</li> <li>• Home games only</li> <li>• No tournaments or MSHSAA sanctioned play-off events</li> </ul>	\$100.00

*Activities Information for Students:*

**\*\*\*Participation in Extra-curricular activities at the Lexington R-V School District is a privilege, not a right. This privilege may be revoked at any time by the coach, athletic director, or school administration for behavior deemed detrimental to the good order of the program.**

**I. Expected Behavior of Athletes:**

Coaches will explain to the athletes on their respective teams the importance of their responsibilities as Minutemen, members of a team, and a representative of their school and community. As a part of their responsibility, athletes representing Lexington should at all times:

- Show good sportsmanship and gentlemanly/lady-like conduct on and off the field of endeavor.
- Obey all training rules.
- Show courtesy to officials, coaches, school officials and opponents.
- Give maximum effort in practice and in all competitive situations.
- Dress in a uniform manner and project an athletic appearance.
- Never miss a practice unless ill or injured and be at the designated practice site on time.
- Develop a team-first attitude.
- Meet all eligibility standards as established by the Missouri State High School Activities Association and the Lexington R-V Board of Education.

**II. Guidelines for Participation:**

The Lexington R-V School District is a member of the Missouri State High School Activities Association (MSHSAA), which has standards that students must meet in order to participate. The District complies with all MSHSAA guidelines. A copy of the most up-to-date guidelines can be found here: <https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>. In addition, the Lexington R-V Board of Education has local guidelines for eligibility. Students who are unsure of eligibility should always check with the athletic director for a rule interpretation.

- A. Students in athletics and/or cheerleading, must have a physical examination by a qualified physician and this form must be kept on file in the office of the athletic director. In order for this physical exam to be valid, it must have been administered on or after February 1 of the previous year, and have been signed by a parent or guardian giving the student permission to participate. **MSHSAA**
- B. All students who participate in athletics and/or cheerleading, must have on file in the office of the athletic director written proof of valid insurance coverage. **BOTH A. and B. MUST BE COMPLETED PRIOR TO PARTICIPATION IN PRACTICE.**
- C. CITIZENSHIP: Students must be creditable school citizens whose conduct, either in or out of school will not reflect discredit to themselves or their school. **MSHSAA**
- D. ACADEMICS:
- a. An incoming freshman must have been promoted from the eighth grade.
  - b. **MSHSAA Academic requirements, Grades 9-12.** The minimum academic standard will be increased to 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater. Students must be enrolled in at least 6 credit earning classes during the semester of eligibility. Second semester freshmen through seniors must earn 3.0 credits in the previous semester. Students may earn up to one (1) full credit needed for graduation in summer school. Students must maintain a “C-“average based on semester grades. An appeals committee comprised of the Principal, Athletic Director and Counselor exists for special circumstances.
  - c. **MSHSAA Academic requirements, Grades 7-8.** A “grading period” is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to the students or parents. A student must have been promoted to a higher grade. However, any such student who failed more than two scheduled subjects, or failed to make standard progress in special education, shall be ineligible the following *grading period* regardless of promotion to higher grade.
- E. TRANSFERRING SCHOOLS: Students *and* parents must move into the district of their new school unless they meet the exceptions listed in MSHSAA rules. **MSHSAA**
- F. PARTICIPATION LIMITS: Students are eligible to participate in any activity for a maximum of four consecutive seasons beginning when he/she enters the ninth grade. **MSHSAA**
- G. AGE LIMIT: If a student reaches nineteen (19) years of age prior to July 1, he/she will be ineligible the next school year. To be eligible for the junior High school competition against teams in a particular grade classification, the student shall not have reached the following ages prior to July 1 preceding the opening of school: Grade Seven (7) age 14 and Grade Eight (8) age 15. If a student does not meet the age standard for a particular grade classification, that student may compete on a team of a higher grade classification. **MSHSAA**
- H. ENTERING SCHOOL: Students must enter school within the first eleven (11) days of the semester in order to be eligible. **MSHSAA**
- I. AMATEUR AND AWARDS STANDARDS: Students may not receive cash or merchandise for participating in an athletic contest. Any awards presented must be symbolic in nature such as medals or ribbons and the retail value cannot exceed \$250.00. **MSHSAA.** *A student may play in a band, sing, etc. and receive remuneration, if they are not representing the school.*
- J. NON-SCHOOL COMPETITION: Students may not participate for or participate with a non-school team or in any organized non-school athletic competition in the same sport during the same season. **For example, a student may not play on an AAU basketball team during the school basketball season. A track participant may not enter road races or be on a club team at the same time. A baseball player**

**cannot play or practice on a Summer League team during the same season.**

Students may participate on a school team and a non-school team in different sports during the same season. Students may not practice with or participate for a non-school team or organized non-school athletic competition on the same day as they practice or participate for the school team without approval of their school administrator. **MSHSAA**

- K. DISCIPLINE CODE: The Lexington R-V School District Student Code of Conduct applies to all activities and participants. Violations of the discipline code may result in suspension from game participation or removal from the team. It is the student's responsibility to notify the school of any and all situations that would affect his/her eligibility under the below standards. If a student does not notify school of the situation prior to the school's discovery then the student shall be ineligible for up to 365 days from discovery.
- L. In particular:
- a. ABSENCES: A student must be in attendance for 4 of the 7 classes of the school day to be eligible to participate in or attend an activity that night, unless the absence is prearranged with the principal or athletic director.
  - b. SCHOOL PROPERTY: Any student/athlete who owes a fine or has been assessed damages will not be allowed to play, practice, or attend any extracurricular activity until the fine or assessed damages are paid. Also, all students must turn in their uniforms(s)/equipment from the prior season to be eligible to participate in upcoming sport/activity.
  - c. TRANSPORTATION: If the school provides transportation, the student must ride that school transportation to and from all school sponsored activities. Exceptions will only be made where the parent or guardian contacts the coach/sponsor to make the arrangements. Students are expected to be on their best behavior while representing the district. This includes riding the bus.
  - d. SUSPENSION: If a student is suspended from school, the student will not be eligible to participate until he/she has fulfilled the disciplinary requirements established by the administration. In addition the student will miss the next official contest or meet in which he/she would be involved.
  - e. ANY BEHAVIOR NOT LISTED ABOVE BUT LISTED IN THE LEXINGTON R-V STUDENT CODE OF CONDUCT: These incidents will be handled on an individual basis and the coach, athletic director/assistant principal, and/or principal will make determinations as to the consequences.
- M. CITIZENSHIP GUIDELINES FOR ACTIVITIES AT Lexington R-V: It is understood that citizenship eligibility cases are handled on an individual basis at the school level by the coach/sponsor, athletic director and/or principal. However, minimum system wide guidelines will assist in the handling of certain cases.
- a. STUDENTS UNDER ARREST: If a student is arrested for a misdemeanor (shoplifting, vandalism, DWI, etc.) or for a felony (assault, robbery, etc.) the student will **not** be allowed to represent the school in interscholastic activities until the legal outcome of the case had been determined and any penalty or special condition of probation has been satisfied. If law enforcement authorities determine that charges will not be filled, eligibility will be contingent upon school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others.
  - b. POSSESSION OF ALCOHOL, TOBACCO, NON-PRESCRIBED DRUGS, AND/OR DRUG PARAPHERNALIA: Students shall not use/possess or distribute alcoholic beverages, non-prescribed drugs, drug paraphernalia, or tobacco. The use of these will be dealt with on an individual basis depending on the severity of the incident and consistent with the MSHSAA guidelines with the consequences ranging from

suspension to termination of privileges. The following actions by a student will result in automatic dismissal from the team for the remainder of the sports season, when reported by certificated school employees or law enforcement authorities during the season. In addition, the student must sit out the first one fourth of the contests for the next season in which he/she participates. This penalty also applies to any student in violation of the following during off-season sports. A second violation will deem the student ineligible for a period of one year (365 days). That penalty may be reduced to 180 days if the student voluntarily completes a qualified recovery program, and agrees to random drug testing for the remainder of his/her high school athletic eligibility.

- i. Use of or personal possession of alcohol.
- ii. Theft at school where school discipline is administered. If theft occurs away from school and charges are brought forth, the student will be suspended from games until eligible by MSHSAA guidelines.
- iii. Selling, use of, or possession of a controlled substance will result in the loss of eligibility for 365 days. Voluntary completion of a qualified recovery program would reduce the penalty to 180 days.
- iv. Vandalism of school property.

All violations above are enforced accumulative throughout an athlete's high school career.

Use of or possession of **TOBACCO**:

**1<sup>st</sup> Offense:** Loss of eligibility for 10% of all contests.

**2<sup>nd</sup> Offense:** Loss of eligibility for the remainder of that season.

**3<sup>rd</sup> Offense:** Loss of eligibility for 365 days.

Out of Season:

**1<sup>st</sup> Offense:** Loss of eligibility for one contest.

**2<sup>nd</sup> Offense:** Loss of eligibility for full season. The full season penalty will be in the next sport in which the athlete previously participated.

All student athletes begin their high school eligibility with no offenses and no initial grade requirements until the completion of their first semester.

**\*\*\*Any athlete who is under suspension when his/her season is completed is not eligible for post-season recognition or a team letter.**

- c. STUDENTS WHO ENGAGE IN UNSPORTSMANLIKE ACTS:** Discipline for such acts resulting in a flagrant foul, technical foul, unsportsmanlike conduct penalty, etc. will be left to the discretion of the coach but could cause the student-athlete to be restricted from representing the school for **at least** the next contest. Please note that if any player receives a special report related to profanity or unsportsmanlike conduct toward a player or official, or is ejected, our school requires that at a minimum the player not play in the next contest.
- d. STUDENTS GUARANTEED DUE PROCESS:** The student will have the opportunity to express his/her side of any incident in which he/she may be involved. If the

student is dissatisfied with any decision, he/she has the right to appeal through the following channels.

- a. Athletic Director
  - b. Principal
  - c. Superintendent
- B. **ATHLETES WHO QUIT A TEAM:** Any athlete who quits a team after the first scheduled contest will not be allowed to join another team until the season for the team he/she quit has been completed. Athletes who are cut from a team may join another team prior to the end of the season of the team from which he/she was cut if the coach of the new team approves. *Coaches are discouraged from allowing a player who has quit a team to be reinstated, although such situations should be handled on an individual basis.*
- C. **SATURDAY/HOLIDAY/WEDNESDAY/SUNDAY PRACTICE:**
- A. **SUNDAY:** Varsity teams may have a voluntary practice after 1:00 PM on Sundays that precede a District Tournament game or regular tournament game or when the gym is not available on Saturday. The following guidelines must be followed:
    1. The principal/athletic director should be notified in advance.
    2. Players cannot be required to attend and shall not be penalized if they choose not to attend or have other commitments.
    3. Practices shall be held after 1:00 PM.
  - B. **SATURDAY:** Saturday practices may be scheduled at the discretion of each coach with the approval of the principal/athletic director. Players cannot be required to attend and shall not be penalized if they choose not to attend or have other commitments.
  - C. **HOLIDAYS:** Holiday practices are permissible but coaches will use judgment in setting and conducting them. Athletes who are out of town with their families should be excused and not penalized. While it is necessary to practice over the holidays, coaches recognize that this is often a time for family trips and other functions.
  - D. **WEDNESDAY:** When possible, Wednesdays will be avoided when scheduling competitions. This does not include tournaments or make-up games.
  - E. *Missing practice without notifying a member of the coaching staff of the respective sport will be considered a serious offense and the penalty shall be determined by the head coach of the respective sport.*
- D. **ATHLETIC INJURIES:** All injuries to an athlete should be reported to the coach. In case of serious injury, the principal should be notified as quickly as possible. If medical care is called for, the choice of physician should be made by the parent(s)/guardian of the athlete.
- E. **LETTERING POLICY:** Letters will be awarded to deserving athletes at the C- Team, Junior Varsity and Varsity levels in sports where teams are fielded at that level of play. Deserving athletes will only be awarded one C-Team certificate, one Junior Varsity certificate, and one Varsity letter. Bars and Pins will be awarded for multiple sports played at the same level after the first letter is given. Each coach shall determine his/her own criteria for lettering purposes, subject to the approval of the athletic director. The coach will also make the athletes aware of the lettering criteria prior to the start of the season. In each sport, the coach shall determine if an athlete is eligible for a C- Team, Junior Varsity, or Varsity letter.
- F. **SCHEDULING CONFLICT RESOLUTION:** Many of our student-athletes compete in multiple extra-curricular activities. There may be situations where the seasons coincide or perhaps the two seasons overlap. When this happens the following hierarchy will be used to determine which event the student athlete will compete/perform.

- National Event/Competition
- State Competition
- District/Sub-State Competition
- Conference Event
- Interscholastic Event
- School Performance
- Sub-Varsity Event
- Required Practice/Dress Rehearsal
- Regular Practice

\*\*\*When two events are of equal weight the student will be allowed to choose which event/performance to participate.

### III. College Bound Student Athletes:

A college-bound student-athlete should consult the NCAA Eligibility Center online ([http://fs.ncaa.org/Docs/eligibility\\_center/Student\\_Resources/CBSA.pdf](http://fs.ncaa.org/Docs/eligibility_center/Student_Resources/CBSA.pdf)) for eligibility guidelines.

### IV. Parent/Coach Communication:

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

#### A. COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH/SPONSOR:

- 1.) Philosophy of the coach.
- 2.) Expectations the coach has for your child as well as all the players on the squad.
- 3.) Locations and times of all practices and contests.
- 4.) Team requirements, i.e., practices, special equipment, out-of-season conditioning.
- 5.) Procedures followed should your child be injured during participation.

#### B. COMMUNICATION COACHES/SPONSORS EXPECT FROM PARENTS:

- 1.) Concerns expressed directly to the coach.
- 2.) Notification of any schedule conflicts well in advance.
- 3.) Specific concerns with regard to a coach's philosophy and/or expectations.

\*\*\*As your child(ren) become involved in the interscholastic programs at Lexington R-V School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach/sponsor is encouraged.

#### C. APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/SPONSORS:

- 1.) The treatment of your child, mentally and physically.
- 2.) Ways to help your child improve.
- 3.) Concerns about your child's behavior.

It is very important to accept your child's not playing as much as you may hope. Coaches are professionals. Coaches make judgment decisions based on what they believe to be **best for all students involved**. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

#### D. ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES:

- 1.) Playing time.
- 2.) Team strategy.
- 3.) Play calling
- 4.) Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern:

- E. IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH/SPONSOR, THE PROCEDURE YOU SHOULD FOLLOW:
  - 1.) Call to set up an appointment.
  - 2.) The Lexington R-V High School phone number is 660-259-4391 and the Middle School phone number is 660-259-4611.
  - 3.) If the coach cannot be reached, call the athletic director. A meeting will be set up for you.
  - 4.) **PLEASE DO NOT ATTEMPT TO CONFRONT A COACH BEFORE OR AFTER A GAME OR PRACTICE. 24HRS** these can be emotional times for both the parent and the coach. Meeting of this nature do not promote resolution.
- F. WHAT TO DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION:
  - 1.) Call to set up an appointment with the athletic director to discuss the situation.

Research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

#### *Extra-curricular Activities and Clubs*

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

#### 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.

### 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.

### Lex La-Ray Student Organizations and Internship Program

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

EDUCATORS RISING- is an organization that cultivates highly skilled educators by guiding young people on a path to becoming accomplished teachers, beginning in high school and extending through college and into the profession.

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

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

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

NATIONAL TECHNICAL HONOR SOCIETY - recognizes high school students who have achieved success in both their classes at Lex La-Ray and at their home schools. Students who maintain: a 3.0 GPA at Lex La-Ray and sending high school, 95% attendance, and no discipline referrals, become eligible after the completion of their first semester of study.

### *Internship Programs*

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

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

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

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

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

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

iSucceed - iSucceed is a reward/intervention program at the high school level 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.

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.

*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.

*Class Schedules/Bell Schedules*

**Early Childhood Center**

The Lexington R-V Early Childhood Center will offer services Monday through Friday.

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

**AM: 8:00 am-11:00 am**

**PM: 12:00 pm-3:00 pm**

The Lexington R-V Early Childhood Center will follow the Lexington R-V School District calendar. We will not be in session if the Lexington R-V School District is not in session; this includes teacher in-services, early outs, and inclement weather.

**Leslie Bell Elementary Schedule**

School Day is from 8:00 a.m. - 3:00 p.m. Leslie Bell staff supervision begins at 7:35. Student drop off begins at this time. The District will not be responsible for supervising students outside the stated times.

**Lexington Middle School Schedule**

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.

**5th Grade:**

1st hour	7:45-8:34
Second Chance Breakfast	8:34-8:44
2nd hour	8:45-10:00
3rd hour	10:00-11:15
4th hour	11:15-11:50
Recess	11:50-12:11

Lunch 4	12:13-12:33
5th hour	12:33-1:01
6th hour	1:01-1:56
7th hour	1:56-2:45

**6th Grade:**

1st hour	7:45-8:34
Second Chance Breakfast	8:34-8:44
2nd hour	8:44-9:44
3rd hour	9:47-10:27
Recess	10:28-10:58
Lunch 1	11:01-11:21
4th hour	11:21-12:09
5th hour	12:12-1:12
6th hour	1:15-2:04
7th hour	2:07-2:45

**7th-8th Grade:**

1st hour	7:45-8:34
Second Chance Breakfast	8:34-8:44
2nd hour	8:44-9:33
3rd hour	9:36-10:25
4th hour	10:28-10:58
5th hour	11:01-12:09
Lunch 2	11:24-11:44
Lunch 3	11:49-12:09
6th hour	12:12-1:01
7th hour	1:04-1:53
8th hour	1:56-2:45

**Lexington High School 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

**Lex La-Ray Schedule**

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

## Break Schedule

8:10-8:25	Automotive Technology	12:15-12:30	Automotive Technology
8:25-8:40	Collision Repair	12:30-12:45	Collision Repair
8:40-8:55	Computer Main. & Networking	12:45-1:00	Computer Main. & Networking
8:55-9:10	Industrial Welding	1:00-1:15	Industrial Welding
9:10-9:25	Health Occupations 1	1:15-1:30	Health Occupations 1
9:25-9:40	Health Occupations 2	1:30-1:45	Health Occupations 2
9:40-9:55	Building Trades	1:45-2:00	Building Trades
9:55-10:10	Culinary Arts	2:00-2:15	Culinary Arts

### *Deliveries*

Any deliveries will be kept in the building office until the end of the school day. Lunch deliveries must be made to the office and the office will ensure the student receives the food. However, balloon and flower deliveries at school present problems therefore we encourage that deliveries be sent elsewhere. No matter the occasion, no deliveries are allowed on the bus.

### *Parties/Celebrations*

#### Early Childhood Center/Elementary Snack Rules:

The Lexington R-V School District's goal for school parties is to comply with the Missouri Eat Smart Guidelines. At each party we can provide the children with the following:

**Treats:** Each child may have one (1) prepackaged food item. The item must be individually sealed in plastic. The nutritional guidelines must be available if needed. (Example--If the treats come in a box, the nutritional guidelines may be on the outside of the box but not necessarily on each individual treat. This is okay.) A dozen donuts in a box are not okay as they are not individually wrapped. If you are purchasing in bulk, look for "Individually packaged" on the outside of the box or container. Each child may have one (1) edible take home treat. Take home treats do not have to be a food item. However, if they are, the same guidelines as above still apply.

**Goodie bags** can contain both an edible item (1) and also non edible items. There is no limit on the number of non edible items a child can receive. **Drinks:** Drinks must be at least 50% juice or bottled water. Gallons of juice may be brought as long as they are store bought and arrive unopened. Most juices will say "100% Juice" plainly on the front label if they are. If you are in doubt, check the nutritional guidelines on the bottle. It is required that this information be on the bottle.

**Early Childhood Center Parties/Celebrations Policy:** Celebrations in school are planned to support educational goals. However, appropriate alternative activities can be requested. Please communicate with the school if you have any concerns about a celebration. If your child wants to contact school friends for a party celebration outside of school, please avoid passing out invitations while at school as not everyone will be invited and feelings can easily get hurt. If there is no other way to invite a

student, arrangements must be made with the classroom teacher as to an appropriate way/time. We appreciate your understanding.

Leslie Bell Elementary Parties/Celebrations Policy: We will have classroom parties in the fall and spring for our elementary students. PTO-sponsored Homeroom parents are invited to assist the classroom teachers in the preparation of each party. The exact dates of each party will be on the District's school calendar. Parties for any other occasions must have advanced approval of the principal. All school holiday parties are from 1:30 p.m. to 2:30 p.m. If you attend and help with the parties, we ask that you park in the parking lot and that you please try to leave by 2:30 p.m. to help eliminate any traffic problems that may occur during dismissal. All treats for parties, included birthday treats must comply with the District's Wellness Policy. Parents attending the classroom parties are asked to not use cell phones in the classrooms. Parents are not permitted to take pictures of any student other than their own or post photos or videos to social media without the permission of the other student's parent.

### *Supply Lists*

Supply lists are posted on the District website, available at local stores, and in each school building.

### *Student Parking*

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 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.

### *Crisis Intervention Plan*

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

### *Emergency and Safety Drills*

Every precaution is taken to ensure the safety and security of your child during normal school hours. 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.

### *Parent Teacher Organization*

*Early Childhood Center:* We value the relationship the school has with parents. When teachers and parents join and support PTO, it strengthens this relationship. We encourage you to invest in your children and school by joining our PTO! Each year our goal is to achieve 100% membership! We encourage you to get involved for the students! Contact the school office for more information. Meetings occur the first Tuesday of each month at 6:00pm.

\*\*\*Even if you can't attend the meetings, you may still be of help!

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

### *Playground Guidelines and Recess Policy for Early Childhood and Elementary*

1. Students are to play only on school property with designated areas of organized games.
2. Students must learn to use the playground equipment properly; students may not:
  - a. Crawl up the slide
  - b. Stand on the slide
  - c. Play where there are safety hazards
  - d. Throw snowballs, rocks, sticks, etc.
  - e. Fight or use profane language
  - f. Pull clothing or hats
  - g. Ride with multiple children on toys
  - h. Swing sideways on the swings-only front to back; can swing on tummy and bottom only.
  - i. Stand on trikes (sitting only)
3. Students may not play tag or chase games since these games frequently result in confrontational or physical problems between students.
4. Once a student is on the playground for recess, she/he may leave the playground only with the permission of the playground supervisor or classroom teacher.
5. At the end of a recess, students should line up in an orderly fashion prior to entering the building.
6. Students may not stay in at recess unless they are ill and have a note from home.
7. Students remaining in the building must read or do quiet work in a supervised area.
8. Consequences may be given on the playground to any student who displays inappropriate behavior.

Recess offers important time for physical activity and social development. Weather permitting, students are given outside recess each day, so please be sure that your child is dressed appropriately. The District has established the following guidelines for recess during cold months:

- \* +20° F and above may have full outside recess
  - \* +19° F to +1° F may have a shortened recess
  - \* 0° F and below must have indoor recess
- \*These guidelines are based on the wind chill index.

### *Textbooks and Library Books*

The District offers a multi-media library to our students. The library is open for student use. Books may be checked out for a period and may be renewed as needed. Students are reminded at each weekly library session if they have overdue books. Individual notices are delivered to students to remind them of overdue books, at least once each quarter. Students who have overdue books can be denied further materials until the books are returned. If a parent pays for a lost book and the book is located and in good condition, it may be returned for a full refund, prior to May 1st. No refunds will be made after that date.

The card catalog for the media center is available in an electronic link on the Internet from our school's homepage. 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.

### *Bills and Fines*

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, or receive their diploma until all money owed is paid.

### *Lost and Found*

Articles found should be taken to the office.

### Early Childhood Center Information

Admission: Those families interested in the Lexington R-V Early Childhood Preschool program are encouraged to attend the Spring district-wide screening. If you cannot attend a screening, an in-home screening may be provided through the Parents as Teachers program. Once the screening has been completed, the interested families are then referred to the Early Childhood Preschool. Children are selected for the full day program through a lottery system based upon the interest forms. There are 40 full day slots and 40 half day slots for students. All students must be toilet trained before attending preschool, unless the child has a current medical condition.

Parents receive an enrollment letter and payment acknowledgement form. The registration is completed through the on-line parent portal through the school district's website.

[www.lexington.k12.mo.us](http://www.lexington.k12.mo.us)

The enrollment forms consist of the school enrollment form, health inventory form, proof of residency, free/reduced meals application, medical examination form and if needed, medication authorization forms for medical conditions.

The medical examination form must be completed and on file within 30 days of admission. Copies of the child's proof of age (birth certificate) and immunizations are required.

Chronic Disruptive Behavior/Discharge Policy: We will make every effort to work with the parents of children having difficulties in childcare. We are here to serve and protect all of our children, though. Children displaying chronic disruptive behaviors which have been determined to be upsetting to the physical or emotional well being of another child may require the following actions.

#### Initial Consultation

The Director may require the parent(s) of any child who attends the Center to meet for a conference. The Director and classroom teacher will meet to develop a plan to change the behavior.

#### Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. The problem will be defined, outline new approaches to the behavior and discuss the consequences if progress is not apparent.

#### Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the preschool program indefinitely. The Director may immediately suspend a child at anytime he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work at anytime the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately. Suspensions from the childcare program may vary from a few hours to an indefinite period.

The Early Childhood Center reserves the right to cancel the enrollment of a child for the following reasons:

- \* non-payment or excessive late payments of fees.
- \* not observing the rules of the center as outlined in the parent agreement.
- \* physical and/or verbal abuse of staff or children by parent or child.
- \* ten (10) consecutive days absent without notifying the center of your child's absence.

Licensing Regulations: The Lexington Early Childhood Center is licensed for child care services through the Missouri Department of Health and Senior Services. The center is obligated to comply with the Missouri State Statute Section 210.201-259, RSMo and Department of Health and Senior Services Licensing Rules for Child Care Centers. A copy of the license is on display by the entrance of the Early Childhood Center. A copy of the Department of Health and Senior Services Licensing Rules for Child Care Centers is available at all times for families to view in the office. Our center is regulated by the Northwestern District Health Office, 3717 South Whitney Avenue, Independence, Missouri (816-350-5465). The Northwestern Office can be contacted for more information or to view public records.

Fee Information: The Early Childhood Center Preschool program revenue is based on the student tuition to pay its current expenses. We rely on prompt payment in order to operate the program. We will not be able to provide services for those children whose fees are not current. There will be no refunds for periodic absences. Please make checks payable to: Lexington R-V EC program.

Tuition for the program is \$70.00 per week for Full Day Classes and \$35.00 for Half Day Classes. This fee is due each Monday unless another payment schedule has been developed for your child. If, at any

time, your balance exceeds \$200, your child will be withdrawn from the Early Childhood Program until payment is made in full. Tuition does not include meals or snacks. Students may purchase breakfast and lunch or bring them from home. A breakfast, lunch and afternoon snack will be available each day for an additional fee.

If you need tuition assistance please fill out the Division of Family Services packet available at the school office and file it with the Missouri Department of Social Services. Parents must give two weeks written notice regarding withdrawal of a child from the program. You are responsible for paying the tuition regardless of your child's attendance. This is necessary so that we can remain adequately staffed. No charge will be assessed for regular calendar school holidays or school closings.

Parent/School Communication: If you need to reach teachers by telephone, you may call during the school day. If you call during instructional time, a message will be taken. If you desire to speak with the teacher or your child during the day, your message will be accepted at the office and forwarded to the classroom so a return call can be made at the earliest possible time to avoid interrupting the learning environment.

We recognize the importance of maintaining positive communication between school and home. When parents contact the director for assistance in addressing a parental concern, the following procedures will be used:

1. The director will encourage the parent to discuss his/her concern directly with the classroom teacher.
2. In cases where parents are uncomfortable with discussing the concern with the classroom teacher, the director will offer to facilitate a meeting between both parties to bring resolution to the concern as soon as possible.

Communication between school and home is beneficial for all students. The district schedules conferences two times a year - fall and winter. Parents are urged to attend. Refer to the school district calendar for exact dates. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed and can be scheduled by contacting the teacher or calling the school office.

Family Resource Center: An information area is available with announcements for you to view and read. Please take the time to scan the parent information area regularly to keep informed of the center happenings and/or announcements. Weekly lesson plans and monthly menus will be posted in the office for viewing.

Program Evaluation: Parents will be given the opportunity on an annual basis to evaluate the preschool, and our ability to meet your child's needs. These are very important to us. Please take the time to complete and return them.

Assessing Your Child's Development: We will be observing your child throughout the year to assess their development physically, emotionally, socially, cognitively, creatively, and language skills. Information will provide the basis for parent-teacher conferences held in October and March each year. Conferences can be held at any time if either the parent or teacher requests one. Children are given benchmark assessments three times per year through the DRDP (Desired Results Developmental Profile).

Curriculum Approach: The Lexington R-V Early Childhood Center uses elements of the Project Construct Philosophy, and the Missouri Pre-K Standards for the curriculum. The Project Construct Philosophy is approved by the Department of Elementary and Secondary Education. Project Construct is derived from constructivism - the theoretical view that learners construct knowledge through interactions with the physical and social environments. Through “hands on, minds on” learning experiences, students in constructivist classrooms attain deep understandings in the core content areas while they also learn to work collaboratively with adults and peers and to be life-long problem solvers.

Our center believes that young children learn best through a curriculum which begins with an understanding of their play. Children learn through doing active play rather than passive learning. Children also understand things which are real or concrete rather than abstract. We emphasize the process of learning rather than the products.

Our curriculum is planned on a weekly basis and is appropriate for the age span of the children in the classroom. Areas of consideration are the different needs, interests, and developmental levels of the individual children. Our program addresses the needs of the whole child, taking into account all of their developmental needs: physical, social, emotional, and cognitive. We feel that a program that addresses only the cognitive or academic needs of children cannot prepare them with all of the skills they will need for life.

Our program is based on the belief that not all children share the same interests. We allow children to make many choices throughout the day regarding which activities they wish to participate in. Our goal is to shape the program around the children, rather than fitting the children into the program.

Teacher and Paraprofessional: The Department of Elementary and Secondary Education requires the preschool program to utilize teachers that have the following minimum qualifications:

Lead Teacher -

Early Childhood Teacher Certificate or Early Childhood Special Education Certificate

Paraprofessional -

Child Development Associate (CDA) or 60 college hours and experience working in a program with young children and their families.

Staff members participate in a continuous program of professional development in order to remain alert to the ever-changing needs of today’s families and to the findings of current research.

#### District Policy Information

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

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

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

- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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

*English Language Learners S-150-S*

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student’s teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Coordinator:	Assistant Superintendent
Address:	2323A High School Drive, Lexington, MO 64067
Phone #:	(660) 259-4369
Email:	<a href="mailto:assistantsuperintendent@lexington.k12.mo.us">assistantsuperintendent@lexington.k12.mo.us</a>

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District’s collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: [studentrecords@lexington.k12.mo.us](mailto:studentrecords@lexington.k12.mo.us).

All District policies can be located at: <https://www.lexington.k12.mo.us/>

### *School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### *Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

### *Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

### Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Lexington R-V School District Citizenship Guidelines for Extra-Curricular Activities*

*S-125-A Photo/Video/Audio Release Form Form E*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date:

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\*Students 18 years of age or older may sign this release form for themselves.

*Email Consent/Permission Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date: \_\_\_\_\_

*F-265-P Technology Usage Agreement Form Form B*

*Student Technology Usage Agreement*

*Students (for all students)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

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Student Name (please print):

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*C-105-P District Rules and Guides Form A  
Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2021-2022 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.

*Lexington R-V School District Citizenship Guidelines for Extra-Curricular Activities*

I acknowledge receipt of, and have studied and understand the Lexington R-V School District Student/Parent Handbook. **We agree to abide by these rules** and those established by the MSHSAA, MRVC Conference.

We understand that all activities involve specific risks.

As a student-athlete/student participant at Lexington R-V I have not, nor am I currently serving court assigned probation, owe a fine or restitution, or have been assigned community service for violation of the law. I understand that participating on an interscholastic team while my character is not at the highest level jeopardizes not only my eligibility but, that of my teammates.

Signature of

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of

Parent(s)/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*This sheet must be signed by the parties indicated and returned to the head coach/sponsor of the appropriate activity before the student will be allowed to participate.*