



# **LEXINGTON JUNIOR HIGH SCHOOL STUDENT-PARENT HANDBOOK 2018-2019**

## **INTRODUCTION**

**Lexington Schools will provide opportunities for students to develop verbal and technological literacy, as well as problem-solving and interpersonal skills, in order for them to become self-directed, continuous learners who are prepared to succeed in a global society.**

**This handbook includes basic information about Lexington Junior High School and explains the various procedures that should be followed when attending classes or conducting business at Lexington Junior High School. Students and parents/guardians are responsible for knowing and following these procedures, policies, and regulations. Please read this handbook and keep it available for your reference. Parents/guardians are welcome to contact us at any time with questions or concerns.**

**Paul T. Deters, Principal**

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## CONTACT INFORMATION

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Lexington Community Unit School District #7 Board Of Education:  
Jason Thomas, President – Karin Atkins – Andrea McBurney – Mike Beard  
– Chris Olson – Andy Killian – Jamie Farrell

## DISCLAIMER

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as model appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

## **EDUCATIONAL PHILOSOPHY**

We believe that the educational program should provide each student with the opportunity to develop to his/her fullest capacity in the areas of mental, physical and emotional needs. We will strive to provide the citizens of this community with the most complete educational programs possible.

### **BELL SCHEDULE**

8:15-9:00	1st Period
9:03-9:48	2nd Period
9:51-10:36	3rd Period
10:39-11:24	4th Period
11:27-12:12	5th Period
12:12-12:52	Lunch
12:55-1:40	6th Period
1:43-2:28	7th Period
2:31-3:15	8th Period

### **ATHLETIC/ACTIVITY CODE**

#### **Purpose**

The Board of Education and staff of Lexington Community Unit School District No. 7 have adopted this Athletic/Activity Code that applies to all students in grades 6-8 who desire to participate in school sponsored extra curricular athletics and/or activities. This document applies to other policies, rules and regulations concerning student conduct and imposes additional requirements on students involved in extracurricular activities.

The use of tobacco, alcohol, or performance or mind-altering substances not prescribed by a physician for medicinal purposes for the patient who is using them in the manner in which they were prescribed is prohibited. There are other specific prohibitions relating to tobacco, alcohol and or performance altering substances contained elsewhere in this Code that are to be read in addition to the above. The use of these items by a student who participates in extracurricular activities presents a hazard to the health, safety and welfare of the student, as well as those with whom the student participates or competes.

*Participation in athletics and activities is a privilege available to qualified students. These students have a responsibility to favorably represent the school and community.* Such students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representative of Lexington Community Unit School District No. 7. Strict adherence to the rules and policies set forth in the Athletic/Activity Code is a responsibility, which accompanies the privilege of participation. If a student fails to comply with the terms of this Code, the privilege to participate in athletics or activities may be lost in accordance with the terms of this Athletic/Activity Code.

#### **Playing Time**

- Coaches of 8<sup>th</sup> grade teams shall play players to win a contest within the bounds of good sportsmanship and common sense.
- Coaches of 7<sup>th</sup> grade teams shall emphasize participation by giving all players as much playing time as possible.

Playing time is determined by the coach and is based on such things as attendance, effort, attitude, skill level and team needs. Teaching fundamental skills and maximum participation should be emphasized over winning games.

#### **Definitions**

##### **1. Athlete**

Athlete means a boy or girl enrolled in grades 6 through 8 at Lexington Junior High, or who otherwise has authorized

administrative permission to participate and who is participating and/or intends to participate in an interscholastic athletic activity (try-out, practice, game, event, contest, competition, tournament, match, weight training session, summer league, camp, or open gym) sponsored by the Lexington Community Unit School District No. 7.

##### **2. Sport**

Sport means any interscholastic sport sponsored by Lexington Community Unit School District No. 7 and includes cheerleading.

##### **3. Activities**

Activities include all school clubs and extracurricular activities. Examples include, but are not limited FFA, LEARN Club, Math Team, Literary Club, Band and Chorus.

#### **Conference Affiliation**

Lexington Junior High School is a member of the Illinois Elementary School Association (IESA) and a member of the Sangamon Athletic Conference. The rules and regulations of the IESA, the Board of Education, the Athletic Director and the coaches of the various sports offered by Lexington Junior High School govern eligibility of student athletes.

#### **When this Athletic/Activity Code is in Effect**

The rules set forth in this Athletic/Activity Code are in effect throughout the calendar year and twenty-four (24) hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply at the onset of the student's participation in the first sport or activity that the student attempts until the completion of the student's participation in all activities.

#### **Policy Conflicts**

In the event of conflict between any school board policy, rule or regulation and rules contained in this Athletic/Activity Code, the rules contained in this Athletic/Activity Code shall exclusively apply and prevail. In the event there is uncertainty as to whether this Athletic/Activity Code is in conflict with or is meant to be in addition to school board policies, rules and regulations, this Athletic/Activity Code shall be deemed to be in addition to school board policies, rules and regulations.

#### **Requirements for Athletic Participation**

An athlete must have the following fully executed documents on file at the school office wherein the athlete is in attendance before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete physically able to participate; and
2. Proof the athlete is covered by medical insurance; and
3. A receipt showing the athlete and his/her parents receive a copy of the Athletic/Activity Code, understand the terms of the Athletic/Activity Code and agree to abide by its terms and conditions.
4. Paid the Activity Fee.
5. A receipt showing the athlete and his/her parents have received a copy of the sports concussion guide for parents/athletes.

#### **Requirements for Non-Athletic Activity Participation**

1. A receipt showing the athlete and his/her parents receive a copy of the Athletic/Activity Code, understand the terms of the Athletic/Activity Code and agree to abide by its terms and conditions.
2. Paid the activity fee for participation in FFA.

### Athletic Practice Sessions

All practice sessions shall be appropriately planned by the coaching staff to insure the safety of, and maximize instructional value for the participating athletes.

### Absence from School on Day of the Activity

A student who is absent from school on the day of the activity shall be ineligible for any activity on that day unless the absence was pre-arranged (dr. appt, funeral, field trip, etc). Doctor appointments should be accompanied with a note showing the time of the appointment and the time of exit from the appointment. Students should be in school before and after the appointment given a reasonable amount of time for travel, etc. The administration has the authority to make exceptions in unique situations. Students missing any portion of the day due to illness or unexcused absence will not be allowed to participate in that day's activity. A student who has one or more truancies or who has been suspended from school may be suspended from participation in athletic/extracurricular activities by administration.

A student who is absent from the school on Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach/sponsor.

### Sportsmanship

Coaches shall personally exhibit and shall require of their athletes good sportsmanship. Coaches shall establish rules of deportment for their athletes and their teams that encourage good sportsmanship and require appropriate behavior.

### 24-Hour No Contact Rule

Parents, athletes, and fans will adhere to the 24-hour no contact rule after a game or contest in which they would like to discuss their thoughts with the coach. This includes in-person contact, text or phone call, email, or social media. Anyone in violation of this policy is subject to disciplinary action by the administration including but not limited to a period of suspension from attendance at future games or contests.

### Use of Profanity

Coaches shall refrain from using profanity and shall require their athletes to refrain from the use of profanity.

### Care and Maintenance of Equipment

Coaches shall be ultimately responsible for the care and maintenance of athletic equipment used in their respective sports.

### Chain of Command

Assistant coaches shall be responsible to the head coach. The head coach shall be responsible to the Athletic Director. The Athletic Director shall be responsible to the building principal. The building principal shall be responsible to the superintendent.

### Eligibility (NO PASS NO PLAY: 105 ILSC 5/10-20.30)

Eligibility shall be governed by the rules of the IESA, the conference and all applicable school board policies, rules, and regulations. In some cases Lexington Jr/Sr High School policies may be more stringent than IHSA, IESA, or conference rules, in which cases the Lexington School policies, rules and regulations, whichever is appropriate, shall apply. To retain eligibility in all IHSA and IESA athletics and activities (including Band, Chorus, and Scholastic Bowl, Math Team, and drama), a student must have passed **all** courses attempted during the current quarter in the week preceding his or her eligibility. **Any student who is academically ineligible for three weeks during the season will be removed from his/her team/activity.**

### Insurance (Athletics only)

Before any student athlete shall be permitted to practice for, or compete in any athletic event, and before any athletic equipment is issued to the athlete, the athlete must:

1. Be currently enrolled in, and have paid premium for the school district's health insurance plan; or
2. Provide proof of coverage for athletic injuries by a private insurance carrier in the form of a certified from the insurance carrier and have on file with the school district a signed insurance waiver.

### Report of Injury

The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by athletic competition to the head coach of the sport in which the athlete is competing.

### Student Injury

No athlete shall be permitted to participate in a practice or athletic event if the nature or extent of an injury to the athlete dictates that the athlete should be withheld. When doubt exists as to the ability of the athlete to practice or compete, competent medical advice shall be solicited.

### Medical Release to Return to Competition

When there is any question of an athlete's medical fitness to practice or compete, coaches or school officials may require the athlete to provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before allowing the athlete to engage in further athletic activity. In each instance when an athlete has been directed by a coach or other school official to seek medical examination or treatment, the athlete shall provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before the athlete is allowed to engage in further athletic activity.

### Dress and Grooming

The coach/sponsor of each respective sport/activity may develop rules regulating the dress or grooming of athletes. Team uniforms and equipment shall be required. Rules shall be limited to regulation forms of dress or grooming which present health or safety concerns for the athlete or other athletic participants.

### Use of Equipment

Students shall be responsible for the care and maintenance of all equipment issued to them.

### Return of Equipment

Each student issued equipment is expected to return the equipment in the condition in which it was received, normal wear and tear excepted, to the athletic department within one week of completion of the athletic season for which the equipment was issued within one (1) week of the end of the athlete's participation in the sport for the season, whichever comes first. If an athlete fails to return equipment as required, or returns it in damaged condition, the athlete may be charged for replacement or repair, or otherwise disciplined as appropriate.

### Lockers

Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time.

### Travel

All members of extra-curricular activities shall travel to extra-curricular events and return home from extra-curricular events with the team or club on which the student participates by use of school-approved means of transportation. A waiver of this rule may be issued by a coach, sponsor, or administrator based on a signed paper note or email from the student's parent, guardian, or family

member and provided that the parent or guardian appears and accepts custody of the student. In the case where a parent will transport a student other than their child, the written request must be signed by the parents of any and all students that that parent will transport. Oral requests shall not be honored and oral permissions shall not be valid. Abuse of this policy will result in a loss of this waiver option for a period of time to be determined by an administrator.

#### Training Rules (Athletics)

The coach of each sport may establish training rules which shall apply to each student athlete participating in the sport, provided however, such rules shall not be inconsistent with the rules provided herein. Training rules, the purpose of which shall be to enhance the educational experience, provide for the safety, or protect the physical well being of the student athlete, shall be subject to the approval of the building principal. Before the adoption of any training rule(s), the proposed rule(s) shall be submitted to the Athletic Director who shall submit the rule(s) to the building principal for approval.

#### Club/Activity Rules (Non-Athletics)

The sponsor of each activity may establish club/activity rules which shall apply to each student participating in the activity, provided however, such rules shall not be inconsistent with the rules provided herein. Club/Activity rules, the purpose of which shall be to enhance the educational experience, provide for the safety, or protect the physical well being of the student, shall be subject to the approval of the building principal.

#### Attendance at Practices, Meets, Games, and Athletic Events

For the protection of the health and safety of athletes, and to protect the integrity of the team, team members shall be required to attend all regularly scheduled practices, meets, games and events of the team. Failure to attend by a team member may result in discipline, including suspension or dismissal from the team.

#### Drugs, Alcohol and/or Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when into the human body is intended to alter mood or mental state, including any item or substance which is by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. Students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. **This policy also includes the hosting of or attendance at gatherings where the student knows or reasonably should have knowledge that drugs, drug paraphernalia, alcohol, prohibited substances, controlled substances or any other substance which is intended to alter mood or mental state are being used, possessed and/or distributed illegally or in violation of this policy.**

Any student found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic/activity discipline policies, rules and regulations as provided herein.

#### Student Behavior and Conduct

Behavioral misconduct by students involved in athletics/activities shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of the Athletic/Activity Code, training rules, club/activity rules or any other school policies, rules or regulations.

#### Imposition of Discipline

Coaches, sponsors, and school officials shall impose disciplines appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff, club/activity sponsor(s), and other school officials.

#### Application and Conflict of Disciplinary Rules

In the instance of violation of school policies, rules, or regulations or this Athletic/Activity Code by a student, nothing herein or elsewhere shall prohibit the school district from imposing disciplines available under this Athletic/Activity Code and classroom-academic penalties for the same offense. School officials, at their sole and exclusive discretion, may alter penalties contained herein or elsewhere to fit the misconduct such penalties are intended to punish, provided however, the due process rights of the student shall be protected in so doing.

#### Disciplinary Suspension of Students

The coach or sponsor, upon consultation with and upon approval of the school administration, may suspend a student from athletic/activity participation for violation of the Athletic/Activity Code, training rules, club/activity rules or other appropriate policies, rules and regulations of the school district. Suspension from participation is defined as removal of the student from one or more athletic practices, games, meets or other activities but less than dismissal for the balance of a season. The school administration may also issue disciplinary suspensions. The following procedures shall apply to disciplinary suspensions:

1. Prior to suspension, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official.
2. Upon written request, the student or his/her parent may appeal his/her disciplinary suspension through the chain of command. Disciplinary suspensions may be imposed pending dismissal proceedings.

#### Disciplinary Dismissal of a Student from a Team or Club

The coach or sponsor, upon consultation with and upon approval of school administration, may dismiss a student from athletic participation for violation of the Athletic/Activity Code, training rules, club/activity rules, or other appropriate policies, rules and regulations of the school district. Dismissal from participation is defined as removal of the student from participation in the sport/club/activity for the balance of a season or school year. The

school administration may also issue disciplinary dismissals. The following procedures shall apply to disciplinary dismissals:

1. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official.
2. The parent of the student shall receive written notification of the charges against the student, which shall include notice of the right to request hearing before the Superintendent. An appeal may be filed upon written request by the parent or student whereupon the Superintendent shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension/dismissal.
3. If the student or his/her parent is dissatisfied with the conclusions reached by the Superintendent, the student or parent may submit a written request for a hearing before the school board which shall schedule a hearing at for its next regularly scheduled meetings unless the request for hearing is received within seven (7) calendar days of a regularly scheduled f board meeting in which case the hearing a shall be scheduled for a date within or a date within twenty-one (21) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, and may call witnesses, cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school board shall be final and binding.

#### Disciplinary Ineligibility for Further Competition

The school administration may declare a student ineligible for further competition/participation in any activity for violation of the Athletic/Activity Code, training rules, club/activity rules, or other appropriate policies, rules and regulations of the school district. Ineligibility for further competition in any activity is defined as removal of the student from participation in any sport or activity for the balance of his or her high school eligibility. The following procedures shall apply to disciplinary ineligibility:

1. Prior to dismissal, the student shall be provided an explanation of the charges against him or her. The student shall be given an opportunity to present his or her version of the incident to the suspending school official.
2. The parent of the student shall receive written notification of the charges against the student, which shall include notice of the right to request a hearing before the Superintendent. An appeal may be filed upon written request by the parent or student whereupon the Superintendent shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the disciplinary action.
- 3 If the student or parent is dissatisfied with the conclusion reached by the Superintendent, the student or parent may submit a written request for a hearing before the school board which shall schedule a hearing at its next regularly scheduled meeting unless the request for hearing it received within seven (7) calendar days of a regularly scheduled board meeting in which case the hearing a shall be scheduled for a date within twenty-one (21) days of receipt by the school board of the request for hearing. At this hearing, the student shall be provided an explanation of the charges against him or her, may be represented by counsel at his or her own expense, and may call witnesses, cross-examine adverse witnesses and may present evidence in his or her defense. The decision of the school shall be final and binding.

4. In any case of a finding of ineligibility for further competition, the school board shall schedule a review hearing to consider the reinstatement of the student at the beginning of each subsequent school year if the student is enrolled in school and otherwise would have remaining eligibility.

#### Disposition of Penalty Pending Appeal

Whether or not a student shall be reinstated pending appeal of a penalty by the student shall be at the sole and exclusive discretion of school officials.

### ATTENDANCE POLICY

#### Parent/Guardian Role

According to the School Laws of Illinois, it is the parent's responsibility to see that his/her child is in regular school attendance. This includes arriving to school on time. Article 26 of the School Laws recognizes the following reasons as valid cause for missing school: (a) illness; (b) death in the immediate family; (c) other absences determined by the Board of Education; (d) circumstances which cause reasonable concern to the parent for the safety or health of the student. **Absences other than those stated above will be considered unexcused. Those include (a) keeping a child home to baby-sit; (b) helping a parent at home; (c) shopping; (d) vacation or visiting friends or relatives; (e) participating in a community sponsored activity such as gymnastics, a play, or church-related programs. This is not all-inclusive. Any exceptions to the list will be considered by the administration.**

#### Withdrawal from School

Parents must notify the office of their student's intent to withdraw. After the student returns old textbooks and Learning Center materials and clears all financial obligations, he/she will be eligible for a refund of the unused portion of your book rental fees upon request. The student's records will be forwarded as soon as the office receives written authorization for the records to be released.

#### Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Students must have a written note stating the reason from the parent/guardian/doctor even if notified of absence by phone.

#### Prearranged Absence

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or other unavoidable circumstances, it is the student's responsibility to make arrangements with each of his/her teachers regarding assignments. This should be done at least three days prior to his/her absence.

#### Absence Notification

In the event of any absence, the student's parent or guardian is required to call the school at 309-365-2711 before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. Failure on the behalf of the parent or guardian to make contact with the school shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

#### Arrival and Dismissal

Unless meeting with a teacher/coach or accompanied by a parent, students **should not be at school prior to 7:45 a.m. Students**

**should be out of the building by 3:30 pm** unless meeting with a teacher or attending practice. Although this sometimes conflicts with parent work schedules, please make arrangements for your child to commute to school with someone else rather than leaving them here unattended.

#### Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

#### Leaving or Returning During the Day

Any student leaving school for any reason during the school day must sign out and receive permission in the office. If **any** student misses **any part** of the day and returns to school, he/she must sign in at the office upon returning.

#### Returning After an Absence

Students must have a written note stating the reason from the parent/guardian/doctor even if notified of absence by phone.

#### Homework Requests

All requests for homework must be made prior to 9:00 AM. If a homework request is made, the student will be expected to have attempted it upon returning. It is very important that if a request is made to get homework that someone pick it up between 3:15 PM and 3:45 PM.

#### Early Dismissal

The decision to dismiss early due to inclement weather is made as early as possible and the media will be notified at that time. The school messenger system will be initiated and the attempt will be made to notify all parents. In addition to this notice, WJBC 1230 AM, WBNQ 101.5 FM, or WBWN 104.1 FM will provide early dismissal information. The Lexington website will also have this information on <http://www.lexington.k12.il.us>. Please do not call the school office or the unit office for this information.

#### Military Families

Absences related to a student visiting his/her parent or guardian related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose.

#### Rewards

As an incentive for good attendance, any student who satisfies specific conditions may be eligible for rewards. The faculty and administration will determine these rewards and conditions.

### **BUS POLICY**

Buses are provided for transportation according to Lexington Community Unit #7 Board of Education Policy. Student conduct expectations are the same as at school expectations. In addition, video cameras may be used on some buses as necessary in order

to monitor conduct and maintain a safe environment for students and employees.

### **CAFETERIA POLICY**

The Junior High School has closed campus lunch policy with the following exception:

Students may choose to leave campus to eat lunch under the following conditions:

- 1) Students provide a **DATED** note from their parent/guardian to the office for the day they hope to leave campus. A separate note is needed for **EACH DAY**.
- 2) Students may either walk to their residence or a residence approved by the principal. (Example: grandparent's house) Students may also be able to be transported to their residence by an older sibling or their parent.
- 3) The student will NOT be allowed to call home for permission in the event of forgetting a note.
- 4) Students may NOT bring friends to their home or go to the home of their friends for lunch.

While on campus, students are required to eat in the cafeteria. This includes both cafeteria purchased food and food brought in from elsewhere. Cold lunch students must pass through the lunch line to purchase milk. After students finish eating, they are to remain in the cafeteria until dismissed.

#### Student Accounts

We currently use an electronic program called TeacherEase to track our students' accounts for breakfast and lunch. TeacherEase works similarly to a debit account system. Here are some other necessary details regarding our system:

- Each student will have an account that is accessible by parents through TeacherEase. Parents can track their student's spending.
- Payments may be able to be made online by credit card. Payments by cash or check are also accepted in both the Elementary and Junior/Senior High office. **Payments submitted after 8:15AM may not be credited to your account until the following day.**
- Each student is responsible for knowing and using his/her ID number to be able to obtain hot lunch or ala carte items.
- **No cash or checks can be used in the cafeteria.**
- Weekly reminders are sent out to parents via email if their student's account balance is \$5 or less
- Students are not permitted to allow their accounts to go more than \$10 in debt. Any student that reaches the -\$10 threshold will be provided a sandwich, fruit, vegetable and milk at lunch until they are no longer over the limit. **Students will never be denied a lunch regardless of their lunch account balance.**
- Families can apply to the National School Lunch Free/Reduced program at any time during the school year. Paperwork is available during registration or upon request from either the Elementary or Junior/Senior High Office.
- The system automatically knows free/reduced breakfast/lunch information once all the proper paperwork is completed and turned into the offices. Free/reduced students can purchase a second meal and/or milk at full price and at their own expense.
- Visitors are welcome to eat a school lunch by paying in the elementary school office.

- If you believe your child's account has been credited/debited in error, please contact our office. The sooner we know of a concern/problem, the faster we can help resolve the issue.

### **DISCIPLINE CODE OF CONDUCT**

When violations of school disciplinary rules and regulations occur it is the responsibility of the involved teachers and administrators to work with the student, his/her parents and other support personnel to help the student to correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific violation of rules, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her actions on the welfare of the school community.

The jurisdiction for disciplinary action applies whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

**Disciplinary responses may include but are not limited to the following:**

#### **Teacher Issued Detentions**

Teachers may issue detentions to be served with them at their convenience before, during or after school. Generally, students will be given at least one day of notice for a detention that takes place before or after school.

- ✓ Students are responsible for arranging their own transportation.
- ✓ If students have an excused absence on the day they were to serve a detention, it is their responsibility to make arrangements with the teacher for serving the detention.

#### **Excessive Referrals**

An accumulation of excessive referrals and subsequent detentions for various offenses, however minor, will be considered an act of gross disrespect, misconduct, or disobedience (Level III Acts of Misconduct).

#### **Administrator Issued Detentions**

A school administrator may issue detentions resulting from faculty or staff referrals, Level I Acts of Misconduct, Level II Acts of Misconduct and other disciplinary matters not mentioned.

- ✓ These detentions will result in contact with the parent/guardian. Such contact will include a brief account of the offense(s), a description of the disciplinary action taken as well as the date, time, and place of such action.
- ✓ Students are responsible for arranging their own transportation.
- ✓ In the event that the student has an unavoidable conflict (not including school events) with the day or time the detention was assigned to be served, it is their responsibility to make arrangements with the principal for serving the detention.
- ✓ Administrator issued detentions will be served under supervision of the principal or the principal's designee. They

may be assigned before school, after school, or during the student's lunchtime.

#### **Withdrawal of Privileges**

If the student receives withdrawal of privileges for a period of time then the student will not be allowed to participate, practice, or be a spectator at any extra curricular activity for the duration of the withdrawal period.

#### **Lunch Time Detentions**

A lunchtime detention may be assigned by a teacher, a teacher aide, or the Principal. A student will not be deprived of a meal due to a lunch detention.

### **SUSPENSION**

A suspension may be assigned in accordance with guidelines from Senate Bill 100 depending on the severity of the infraction combined with the number and type of previous referrals. An administrator may assign it for Level II or Level III Acts of Misconduct or other disciplinary matters not mentioned. Suspensions may be in-school or out-of-school in nature. The guidelines for suspension are:

- ✓ Suspension notices will be sent home to the parent/guardian. Specific details of the infraction, including the disciplinary action taken, will be included in the letter. A copy of this letter will be given to the superintendent and the board of education.
- ✓ Upon request of the parent/guardian, the superintendent shall review such actions of the principal. At such review, the parent/guardian may appear and discuss the suspension with the superintendent. After such hearing, the superintendent may take the action that he/she finds appropriate.

#### **In-School Suspensions**

- ✓ Students will serve in-school suspension in a designated area established by the principal. Students will eat lunch in the designated area and are expected to remain in this area for the entire lunch period.
- ✓ While serving in-school suspension, students are expected to complete daily assignments as assigned by their teachers.
- ✓ While serving in-school suspension, students will be able to have access to their teachers as needed in order to be able to continue to receive the necessary instruction.
- ✓ Credit will be given for classroom work missed during a suspension only if the student submits the completed assignments within a period of time not to exceed the length of the suspension.
- ✓ Students will bring additional study and/or reading materials to work on in case they complete their assigned work.
- ✓ During the period of in-school suspension, students will not be allowed to attend or participate in any extra-curricular activity involving our school either home or away.

#### **Out of School Suspensions**

- ✓ During the period of out-of-school suspension, students will not be allowed on school grounds or to attend or participate in any extra-curricular activity involving our school either home or away.
- ✓ While serving out of school suspension, students are expected to complete daily assignments as assigned by their teachers.
- ✓ While serving out of school suspension, the district will make arrangements with the student to receive the necessary support and resources as needed in order to be able to continue to receive the necessary instruction.
- ✓ Credit will be given for classroom work missed during an out of school suspension only if the student submits the completed assignments within a period of time not to exceed the length of the suspension.



## EXPULSION

Expulsion from school is for a period of time not to exceed two calendar years in length. At the recommendation of the administration and in accordance with the guidelines from Senate Bill 100, the Lexington Community Unit #7 Board of Education may expel students for Level III Acts of Misconduct, or any other act of gross disobedience or misconduct, not mentioned.

### Appeal of Discipline Decisions

Any student or parent/guardian has the right to request a review of any disciplinary action. If such review is desired, the principal should be contacted as soon as possible in order to initiate the appeal process. The following steps must be followed to appeal a disciplinary matter.

1. Appeal to the principal.
2. Appeal to the Superintendent.
3. Appeal to the Board of Education.

### Special Education

Suspension and/or expulsion involving special education students will be in accordance with the laws of the State of Illinois and PL 94-142.

### Drugs, Alcohol and/or Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor and religious ceremonial uses, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school-sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student in any instance where the school can demonstrate a reasonable connection to the school program. For purposes of this policy, students who are under the influence of prohibition substances shall be treated in the same manner as though they had prohibited substances in their possession.

Any student found to be in violation of this policy shall be subject to discipline in accordance with the school district's discipline policies, rules and regulations as provided herein. Discipline may include suspension from school and/or expulsion from school as appropriate. In determining appropriate discipline, school officials shall consider the age of the child, the seriousness of the offense, the child's previous disciplinary history, the best interests of the child, the best interests of the school population and such other factors as may be appropriate in a particular case. The procedures used with respect to suspension and or expulsion shall be those set forth in the School Code (105 ILCS 5/10-22.6).

### Bullying/Intimidation/Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles, or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student

who participates in such conduct. No person shall harass, intimidate, or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interfering with the student's academic performance; or (4) 21 substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. Students who believe they are victims of bullying, intimidation, or harassment or who have witnessed such activities are encouraged to discuss the matter with a teacher, a counselor, or a building administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### Level I Acts of Misconduct

Level I Acts of Misconduct are minor offenses that disrupt the educational environment or school climate. Any staff member can take the appropriate action.

Level I Acts of Misconduct include, but are not limited to:

- a. Classroom disturbances
- b. Failure to carry out directions
- c. Dishonesty
- d. Not being in seat with all necessary material when bell rings
- e. Littering
- f. Public display of affection
- g. Dress code violations
- h. Cheating (Note: May be elevated to Level II or III depending on the circumstances)
- i. Food or drink in classrooms
- j. Minor disrespect to a student or staff member or their property, including failure to address people with proper title
- k. Failure to have a valid pass when in hall during class periods

- l. Failure to get permission and properly sign out when leaving during the day or not signing in when returning
- m. Unexcused absence
- n. Horseplay, wrestling, or other unsupervised physical contact
- o. Other inappropriate behaviors as defined by each teacher's classroom management plan

**p. Tardy (cumulative)**

*The disciplinary action for this level may include, but is not limited to:*

- Enforcement of the classroom management plan
- Temporary removal from class
- Withdrawal of privileges
- Teacher issued detention
- Behavioral referral to office
- Principal issued detention
- Saturday detention
- Student / parent conference
- Counseling
- Financial restitution
- Loss of credit for assignments
- Lunch time detention
- **Excessive tardiness may result in possible disciplinary action which may include lunch detention, after-school detention, or Saturday school.**

Level II Acts of Misconduct

Level II Acts of Misconduct are more serious in nature and are extremely disruptive to the educational environment or the school climate. The administration will take appropriate disciplinary action.

Level II Acts of Misconduct include, but are not limited to:

- a. Repeated Level I Acts of Misconduct
- b. Vandalism or malicious mischief or damage to school property or the property of any school employee or student (parent may be held liable for damages)
- c. Fighting (physical or verbal) or instigating fighting
- d. Handling, use, or transportation of any electronic signaling device (such as cell phones, beepers, pagers, etc.) during the school day. (If turned off, a cell phone may be kept in the student's school locker. With parental permission, a student may use a cell phone, off campus, before school and during lunch.) **Unauthorized use of a cell phone will result in confiscation of the phone and disciplinary consequences.**
- e. Possession, sale or use of tobacco products in school, on school property, or at a school event
- f. Theft
- g. Trespassing
- h. Failure to complete assigned disciplinary directives
- i. Possession or distribution of pornographic material
- j. Disrespect to student or staff member including, but not limited to, verbal or written name calling, profanity, obscenity, racial slurs, or other derogatory statements or gestures
- k. Forgery of anyone else's name
- l. Gambling
- m. Unauthorized use of a vehicle as a passenger
- n. Bus misconduct

*The disciplinary action for this level may include, but is not limited to:*

- Confiscation of electronic device (cell phone, etc)
- Enforcement of the classroom management plan
- Temporary removal from class
- Withdrawal of privileges
- Teacher issued detention
- Behavioral referral to office
- Principal issued detention

- Saturday detention
- Student / parent conference
- Counseling
- Financial restitution
- Loss of credit for assignments
- Lunch time detention
- Suspension from school
- Suspension of bus access
- Behavior contract

Level III Acts of Misconduct

Level III Acts of Misconduct are so serious that they require administrative action, which may result in temporary removal of the student from a classroom and/or the school facility. Such acts constitute "gross disobedience or misconduct" under Section 10-22.6 of the Illinois School Code.

Level III Acts of Misconduct include, but are not limited to:

- a. Continuation of unmodified Level I or Level II Acts of Misconduct
- b. Acts of gross disrespect, insubordination, misconduct, disobedience, or open and persistent defiance of any staff member
- c. Possession, use, under the influence, or with the odor of alcohol, illegal drugs, inhalants, mind altering substances, drug paraphernalia, or look a likes
- d. Possession and/or sale of stolen property
- e. Possession, sale or use of any object that can reasonably be considered a weapon
- f. Possession, sale or use of fireworks or explosives
- g. Criminal damage to property, either school or school employees'
- h. Retaliation against any school employee or student either on or off school grounds for acts that are school related and within the person's right to do
- i. Tampering with school or student records, documents, files, computer hardware, computer software, network or server
- j. Intentionally setting a false fire alarm
- k. Bomb threats
- l. Exhibiting or exposure of any private body part
- m. Exhibiting or use of gang related artifacts, signs, or behavior
- n. Causes or attempts to cause physical injury to another person except for self defense
- o. Hazing
- p. Extortion or use of force or threatened use of force to obtain another person's money or property
- q. Verbal, sexual, or physical harassment, threats, or intimidation of students or staff members
- r. Steal or attempt to steal school or staff property, tests, quizzes, exams, or answer keys
- s. Other acts of misconduct that are seriously disruptive or create a safety hazard to students, staff, or school property

*The disciplinary action for this level may include, but is not limited to:*

- Withdrawal of privileges
- Behavioral referral to office
- Principal issued detention
- Saturday detention
- Student / parent conference
- Counseling
- Financial restitution
- Behavior contract
- Suspension from school
- Intervention of law enforcement officials

- Recommendation for expulsion
- Expulsion
- Referral to an alternative school program

#### Search and Seizure

School authorities are authorized to conduct area wide, general administrative inspections of school property (e.g. searches of student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students without notice to or consent of the student and without a search warrant. (See Board Policy 7.110)

#### Dress Code

Student dress and grooming should meet reasonable standards of health, cleanliness (including body odor), safety, and standards of the community. Student dress or grooming that disrupts the educational process will not be allowed. Examples include but are not limited to clothing that: is revealing or suggestive (no midriffs showing, no spaghetti straps, no short-shorts, etc), advertises drugs/ tobacco/ alcohol, symbolizes gangs or Satan worship, has profanity, or has sexual innuendoes or obscenity. Also, head coverings may not be worn in the building. These guidelines will be applicable during the school day and at all school sponsored activities. Students violating these guidelines may be sent home to change and receive an unexcused absence for any classes missed. Repeated violations will result in Level II consequences.

#### FIELD TRIP GUIDELINES

Field trips can provide valuable educational experiences. However, students are bound to the same rules and regulations during a trip as they are during regular classes. Further, students on a trip may miss class work from their other classes. Each student is responsible for obtaining ALL class work prior to going on any field trip. This make up work is due the next time they meet in each class.

**In addition, if a student is absent the day before a field trip or has been absent several times shortly before the trip, or if a student is failing in one or more classes, he/she may not be permitted to go on the trip.**

#### GENERAL POLICIES AND INFORMATION

##### Asbestos Management

All students and parents should be advised that asbestos materials are present in certain parts of the facility. Lexington Community Unit District 7 has an Asbestos Management Plan in place to ensure that students, staff and visitors are kept safe from the hazardous effects of asbestos.

The District's Asbestos Management Plan is available in the district office for anyone who wishes to peruse it.

##### Board Policies

Lexington Board of Education Policies are located in the District office.

##### Bookbags

Students are not permitted to bring bookbags to class. All bags must be securely locked in their lockers throughout the school day.

##### Building Security

As a matter of safety, there are security cameras in operation in all areas of the building. The high school building will be locked down at 4:00 PM with alarms armed at the doors. A gate will be put up in the Junior High hallway by 4:30PM. No student is allowed in the Junior High or High School buildings after 3:30 pm without a faculty member with him/her. **One effect of this procedure is that students must take all coats, books, etc with them to athletic practices since they cannot return to their lockers after practice.**

#### Diabetes

If you child has diabetes and requires assistance with managing this condition while at school and school functions, the principal will conduct an annual meeting with the parents, school nurse and the students teachers to develop a 504 plan. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the 504 Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

#### Diabetic Management

- All diabetic supplies will be kept in the nurse's office during the school day.
- Blood glucose monitoring and insulin administration will take place in the nurse's office.
- The school nurse and/or designee will supervise the administration of insulin, according to the Diabetic Care Plan.
- The school nurse will coordinate with the cafeteria manager<sup>6</sup> in monitoring the carbohydrate count for school lunches.
- At the start of the school year, staff members will be informed about signs and symptoms of hypoglycemia and hyperglycemia.

#### Electronic Devices

Personal music devices, pagers, CD and MP3 players, recorders and cell phones are to be turned off during the regular school day. (SEE DISCIPLINE CODE LEVEL II ACTS OF MISCONDUCT).

#### Emergency Procedures

Emergency procedures will be discussed in each class and are posted in each classroom. Follow the teacher's instructions in case of emergency.

#### Food & Beverages

No pop or food is allowed to be eaten or possessed during regular school day except during lunch-time. Throw trash into the trash receptacles. Show pride in how our school looks. Due to concerns about allergies, students will not be allowed to share unpackaged or homemade food with their classmates. Any treats that are brought to school to be shared with classmates must be store-bought and pre-packaged.

#### Hallway Conduct (Remember there are cameras in the halls)

In order to be in the hall during class periods, the following regulations must be observed in order to maintain the safety and environment for the benefit of the school at large.

1. Any student who wishes to go to their locker, the restroom or the drinking fountain during a class period must get permission of the teacher and carry the teacher's pass. This pass should only be used rarely. The student is required to be back into the room within 3 minutes after leaving.
2. If a student wishes to check out to another teacher during a period, arrangements must be made with the destination teacher in advance. The student will obtain a pink slip stating the time and date needed. Upon entering their scheduled

class, the student must present the pink slip to the teacher whose class they are checking out of. That teacher determines whether the student may or may not leave to the issuing teacher. If granted permission, the student must go directly to the place stated on the pink slip and REMAIN there for the rest of the period.

3. If a student is held by a teacher past the dismissal time, that teacher will issue a pink slip to the student to get an excused tardy to the next class.
4. No student is to be outside the classrooms during the class periods without the aforementioned teacher pass or a pink slip. Any student in an area without proper credentials during a class period is subject to Level I Misconduct consequences.

#### Homeless Students

Lexington School District #7 adheres to the policies of the McKinney-Vento Homeless Assistance Act regarding educational opportunities for homeless students.

#### Lockers

Each student will be assigned a locker without cost (unless the student damages the locker). Students must use the locker assigned them. All lockers remain the property of Lexington Community Unit #7, and they may be examined or searched at anytime. It is the student's responsibility to see that his/her locker is locked at all times. *The school cannot be held responsible for lost or stolen items.* All books, bags, coats, etc MUST be placed **inside** the locker. Nothing is permitted to be on the floor.

#### Medicine

All prescription medicine and all non-prescription medicine must be kept and administered by the school nurse in the grade school office.

No medicine - prescription or non-prescription – will be given to any student unless there is a signed permission form in the office. **This includes pain relievers such as Tylenol.**

#### Non-Discrimination Policy

Neither any student nor any activity will receive preferential treatment because of gender.

#### Skateboards, Scooters, Etc

No skateboards, scooters, etc in the school building at any time.

#### Surveys

Parents are entitled to inspect all instructional materials. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. 1232h without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law that is referenced are available in the District office for inspection during regular business hours.

#### Telephone Use

Students will be permitted to use the office telephones only when absolutely necessary and then only with the permission of an office staff member.

#### Wall Displays

Anyone wishing to hang anything on the wall of the school must get approval from the principal.

#### Weight Room Rules

We are proud of our weight room and realize the importance of it to **all** students. We want all students – athletes and non-athletes – to have an opportunity to use individually developed programs that will aid in muscular and cardio-vascular development.

**DUE TO SAFETY CONCERNS, NO STUDENT SHOULD EVER BE IN THE WEIGHT ROOM WITHOUT STAFF SUPERVISION. ANY**

## **VIOLATION OF THIS RULE MAY RESULT IN SUSPENSION OF WEIGHT ROOM PRIVILEGES.**

### GRADES

The standard scale for 9 week grades, semester exam grades and semester averages in all classes is as follows:

A+	98.0% and up
A	95.0% - 97.9%
A-	92.0% - 94.9%
B+	89.0% - 91.9%
B	86.0% - 88.9%
B-	83.0% - 85.9%
C+	80.0% - 82.9%
C	77.0% - 79.9%
C-	74.0% - 76.9%
D+	71.0% - 73.9%
D	68.0% - 70.9%
D-	65.0% - 67.9%
F	below 65%

Parents and students will have access to grades through an online grade book. Please contact the office if you have any questions regarding this or need more information.

#### Honors

An Honor Roll will be published with the names of all students who earned an equivalent 3.00 and 3.49 for each grading quarter.

A High Honors Roll will be published with the names of all students who earned an equivalent 3.50 to 4.00 for each grading quarter.

#### Promotion/Retention (Junior High Credits)

Decisions regarding retention in a grade will be based on student progress and grades. Junior High credits are calculated differently than high school credits. The following criteria will be used to determine promotion or retention:

- Reading, Language Arts, Math, Science, Social Studies, P.E. will each be worth 1.00 credits per quarter.
- Exploratory Courses: Agriculture, Art, Health, Computers, and Communications will each be worth .50 credits per quarter.
- Band/Choir will each be worth .25 credits per quarter.

The amount of credits a student earns are determined by a quarter grade. A quarter grade of less than 65% is considered a "failing" grade and will not be earn a credit.

Students must earn at least 19 credits for the year to be promoted to the next grade level. In addition, all students must pass the Constitution test before being promoted to high school.

If retention of a student becomes a possibility, parents and/or guardians are requested to come to the school for a conference. At this time the matter will be thoroughly discussed, although final decisions regarding retention of a student will rest with the school personnel.

#### 8<sup>th</sup> Grade Promotion

At the close of the school year a promotional exercise will be held. This ceremony, which is considered a privilege for eighth graders, is held to honor the students who have successfully completed all requirements necessary to entitle them to enter 9th grade. Students who have not met the academic requirements, who have outstanding debts to the school, who have failed to return school property, or who fail to follow the rules related to the ceremony, may not be allowed to participate in the promotion ceremony at the discretion of administration.

#### HIGHLY QUALIFIED TEACHERS

The federal No Child Left Behind Act of 2001 (NCLB) requires that all teachers of core academic subjects be highly qualified. All

Lexington Jr/Sr High School teachers meet the definition and are highly qualified.

### **NETWORK/INTERNET ACCEPTABLE USE POLICY**

We are pleased to offer students of the Lexington School District #7 access to the district computer network. To gain access the network all students under the age of 18 must obtain parental permission and must sign and return this form to the school office. Students 18 and over may sign their own forms.

All use of the Network/Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Lexington School District #7 supports and respects each family's right to decide whether or not to apply for access.

#### **District Internet and E-mail Rules**

Students are responsible for good behavior on school computer networks as they are in a classroom or school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - NOT A RIGHT. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are **NOT** permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others in any manner that can be considered school-related in nature
- damaging computers, computer systems or computer networks
- violating copyright laws
- using another's password

- trespassing in another's folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- accessing games, IRC (chats), instant messenger, MP3 files or other similar sites without permission from a teacher
- using a school computer for any purpose other than school related

Violations may result in a loss of access (both internet and network) as well as other disciplinary or legal actions.

#### **Top Six Things to Know Prior to Using the Internet**

1. The Internet is a network of computers and computer networks that provides access to information contained on thousands of computers around the world.
2. Because the information on Internet comes from all over the world, we need to understand that neither Lexington School District #7 nor any staff member controls the content of this information. Some information may be controversial, offensive, or inaccurate.
3. The Internet is a powerful resource tool. When at school, students should use it under the direction and guidance of professional staff for educational purposes only.
4. Any information that is available on the Internet is the product of another individual's work, and must be cited if used. This information is referred to as intellectual property and includes pictures, logos, trademarks, printed materials, computer software, video and sounds.
5. The Internet allows students not only to receive information, but also to send it to others. In light of that, students should behave in a responsible manner when communicating electronically.
6. In the case that a school uses filtering or blocking software, it is important to note that any filtering/blocking software is not 100% guaranteed and must be paired with supervision and good parental involvement.

#### **Online Rules**

##### **Personal Safety and Respecting Privacy**

- I will not share my or any other person's address, telephone number, parent's work address/telephone number, the name and location of my school or other personal information. If participating in an approved classroom project, name and location of school may be used.
- I will tell my teachers right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online.
- I will never send a person my picture or anything else without first checking with my teachers and parents.
- I will not respond to any messages that are mean, use bad language or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teachers right away.
- I will not give out a credit card number online, subscribe to any services or order any materials or services on the Internet.
- I will respect individual's rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
- I recognize the limitations to privacy afforded by electronic services.

##### **Illegal Activities**

- I will not use the network for illegal purposes such as: arranging for a drug sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- I will not participate in any activity that violates school rules or local, state or federal laws.

### Respecting Resource

- I will abide by security restrictions on all systems and information to which access is permitted. I will not attempt to evade, disable, or "crack" passwords or other security provisions. I understand that these activities threaten the work of others and are grounds for immediate termination or suspension of privileges and possible further sanctions.
- I understand that the following is not permitted:
  - sending or displaying offensive messages or pictures using obscene language
  - trespassing in another's folders, work or files
  - using another's password
  - using the network for commercial purposes

### Acceptable Access

- I understand I may not play games, access MP3 sites or use other interactive sites such as IRC (chats) instant messengers, unless specifically assigned to do so by a teacher.
- I will not make deliberate attempts to disrupt the computer system, damage or interfere in any way with an individual, a business, or an organization's data by spreading a virus or by any other means. These actions are illegal.
- I am responsible for my individual account and will not share my password with others, nor will I access the network or other information source without proper authorization.
- I will not use another person's account to send or receive email.

### Plagiarism and Copyright Infringement

- I will not plagiarize any materials (documents, web pages, software, graphics, etc.) that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- I will respect copyright and other intellectual-property rights. Unauthorized copying of files or passwords belonging to others may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses, or damaging files) is unethical, may be illegal, and may lead to sanctions.
- The Lexington School District #7 does not condone and specifically forbids the unauthorized duplication of software.

### Sanctions

- Violating these rules may result in a loss of access.
- Additional disciplinary action may be taken at the building level in line with existing practice regarding inappropriate language or behavior.
- Legal action will be taken when applicable.

### Creating and Publishing Web Pages

Access to Lexington District #7's computer network provides an opportunity for students and staff to contribute to the School District's presence on the World Wide Web. The District's web sites provide for sharing with the world information relating to our schools and our mission; school curriculum and instruction; school-authorized activities; and providing instructional resources for staff and students. Creators of web pages need to be familiar with and practice the following policies and guidelines.

Before uploading any web document to the server, permission must be obtained from all students who have personal information included in that document. Parental permission is also required for minors.

### Content Standards

Individual users of the district computer networks are responsible for the content of any web documents they load in any district storage

areas. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

### Subject Matter

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, or general information relating to the School District, or the schools within the District. Unapproved personal web pages are prohibited for all students and staff.

### Quality

All Web page work should be free of spelling and grammatical errors. Documents may not contain objectionable material or provide links to objectionable material. Final judgments concerning propriety of Web page material, appearance, or content will remain with building or district administrators.

### Ownership and Retention

All Web pages on the District's server(s) are property of the School District. Student Web pages will be deleted when the student graduates or leaves the District. Copyright disclaimers will be placed on web pages at the discretion of each individual Web page author.

### Student Safeguards

- Before publishing any Web documents students must have a signed AUP and Publicity & Photo Release Form on file with the district. Web page documents may include only first names with parental permission required for minors.
- Documents may not include a student's phone number, address, names of other family members, or names of friends.
- Published e-mail addresses, student pictures, videos, and audio clips included in web sites require parental permission for minors.
- Web page documents may not include any information, which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities.

### School Board Policies

Copies of all Board Policies are available in the District office. Issues related to Board Policies may include the following:

- No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment.
- District Web pages will meet the criteria established in the District Internet Acceptable Use Policy (AUP).
- The primary purpose of Web Pages links may not be for commercial or political advertising.
- All communications via the District Web pages will comply with the District Internet Acceptable Use Policy (AUP) and the Discipline and Student Rights District Policy.
- Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled in accordance with the District Internet Acceptable Use Policy (AUP) and other related policies.

### Technical Standards

- Each Web page placed on the District servers should follow technical standards to insure consistency, professional appearance and ease of use.
- At the bottom of the page, there should be the date of the last update of the page and the name or initials of the person(s) responsible for the page or the update.
- On each student's Web page, there should be a link that returns the user to the School home page or the project home page.

- On each school's Web page, there should be a link that returns the user to the District home page.
- Web page authors should use caution in creating pages with extensive tiled backgrounds or large graphics requiring extensive download time and link to completed pages only.
- Web page authors are responsible for editing and testing their page(s) for accuracy of spelling, information, links, and conformance with the standards contained in this policy and with other district policies concerning copyright and privacy.

#### Other

The District Computer Coordinator or the building person(s) responsible for coordinating the school's web pages will determine directory structure. Given the rapid change in technology, additional consistency standards will be developed by the District as the need arises.

Material on student web pages reflect an individual's thoughts, interests and activities. Student web pages do not necessarily reflect the opinions or ideas of individual schools or the District. Concern about the content of any page(s) created by students or staff should be directed to the District Director of Instructional Technology.

#### Glossary

**ADDRESS:** The unique location of an information site on the Internet, a specific file (for example, a Web page), or an email user.

**CHAT ROOM:** A location on an online service that allows users to communicate with each other about an agreed-upon topic in "real time" (or "live"), as opposed to delayed time as with email.

**DOWNLOAD:** To copy a file from one computer system to another. From the Internet user's point of view, to download a file is to request it from another computer (or from a Web page on another computer) and to receive it.

**EMAIL (Electronic Mail):** A way of sending messages electronically from one computer to another, generally through a modem and telephone line connected to a computer.

**FTP (File Transfer Protocol):** A method of transferring files across the Internet from one computer to another.

**HARDWARE:** A term for the nuts, bolts, and wires of computer equipment and the actual computer and related machines.

**HOME PAGE:** The site that is the starting point on the World Wide Web for a particular group or organization.

**HYPERTEXT LINK:** An easy method for retrieving information by choosing highlighted words or icons on the screen. The link will take you to related documents or sites.

**HYPERTEXT TRANSFER PROTOCOL (<http://>):** A standard used by World Wide Web servers to provide rules for moving text, images, sound, video, and other multimedia files across the Internet.

**INTERNET:** A worldwide collection of computer networks that allows people to find and use information and communicate with others.

**IRC (Internet Relay Chat):** A system that enables Internet users to chat, or talk in real-time, by using an Internet link (rather than after a delay, as with e-mail messages).

**ISP (Internet Service Provider):** A generic term for any company that can connect you directly to the Internet.

**MODEM:** A device that allows computers to communicate with each other over telephone lines. Modems come in different speeds: the higher the speed, the faster the data is transmitted.

**NETIQUETTE:** Rules or manners for interacting courteously with others online (such as not typing a message in all capital letters, which is equivalent to shouting).

**NETWORK:** A group of computers linked electronically. They could be wired together at one site (local area networks, or LANs) or be

connected via telephone, fiber or satellite (wide area network, or WANs, the "WANest WAN" is the Internet)

**SEARCH ENGINE:** A program that performs keyword searches for information on the Internet.

**SERVER:** A computer that offers resources (including programs, storage space and files) that are usable by network users.

**URL (Uniform Resource Locator):** The World Wide Web address of a site on the Internet. For example, the URL for the Lexington School District is: <http://lexington.k12.il.us>

**USENET NEWSGROUPS:** Sometimes called Bulletin Boards, A system of thousands of special interest groups to which readers can send or "post" messages; these messages are then distributed to other computers on the network. Usenet registers newsgroups, which are available through Internet Service Providers.

**VIRUS:** A piece of programming code inserted into other programming to cause some unexpected and usually undesirable event, such as lost or damaged files. Viruses can be transmitted by downloading programming from other sites or be present on a diskette. The source of the file you're downloading or of a diskette you've received is often unaware of the virus. The virus lies dormant until circumstances cause its code to be executed by the computer.

**WEB BROWSER:** A software program that lets you find, see, and hear material on the World Wide Web, including text, graphics, sound, and video. Popular browsers are Netscape and Microsoft Explorer.

**WORLD WIDE WEB (Web or WWW):** A hypertext-based system that allows you to browse through a variety of linked Internet resources organized by colorful, graphics-oriented home pages.

#### **PLACEMENT**

The District retains the absolute right for assignment of all students. The parent/guardian, teacher, student and principal shall meet to consider appropriate placement at grade level. Criteria for placement includes but is not limited to: district administered achievement tests, results of district criteria referenced tests, and records from previous school enrollment.

If a student is enrolling from a non-graded school, credits may be awarded provided the student demonstrates appropriate proficiency to the principal. No grade will be assigned for any such credits and the official school transcript shall indicate when credits are awarded for home schooling.

Proficiency in subject areas is to be determined by tests administered by the respective department chairman. Any dispute or question as to a proficiency determination shall be referred to the principal. The principal's decision on a student's proficiency will be final.

#### **RESIDENCY REQUIREMENTS**

It shall be the policy of the Board of Education of Lexington Community Unit School District No. 7 to limit attendance in the District's schools to those students who reside within District boundaries. For the purpose of determining the residency of a pupil, the residence of the person who has legal custody of such pupil shall be presumed to be the residence of the pupil. For the purpose of this policy, "legal custody" means one of the following:

1. Custody exercised by a natural or adoptive parent with whom the pupil resides;
2. Custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the educational programs of the District;
3. Custody exercised under a statutory short-term guardianship, provided that within sixty(60) days of the pupil's enrollment a court order is entered that establishes a permanent guardianship and

grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the District;

4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the District; or

5. Custody exercised by an adult who demonstrates that, in fact, he/she has assumed and exercises responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the District.

In the event a question concerning the residency of a child arises, The District shall:

1. Require the child's parent or guardian to complete a questionnaire in order that the District may determine residency. Such questionnaire shall be routine at the time of original enrollment, and may be required at such other times as the administration deems necessary;
2. Conduct an informal investigation to acquire information that may aid the District in determining residency. The administration may require the parent or guardian to submit evidence of residency within the School District, which may include such items as:
  - a. Proof of payment of rent or mortgage, such as receipts or cancelled checks;
  - b. Utility bills including electricity, water, telephone, and propane/natural gas;
  - c. Valid voter's registration card; and
  - d. Current Illinois Driver's License or other valid information
3. Provide the child and/or the parents or guardians of the child an opportunity to present pertinent information to the District which would aid in determining residency;
4. Permit the child and/or the parents or guardians of the child to appeal unfavorable residency determinations to the School Board, provided that the School Board's residency determination after hearing shall be final and binding; and
5. Allow the child to attend Lexington Community Unit School District No. 7 schools until the District makes final determination of the child's residency, provided, however, that the child's parents or guardians shall be responsible for payment of the costs (tuition equivalent) incurred by the School District for this interim period of time the child was permitted to attend Lexington Community Unit School District No. 7 schools if the child is ultimately determined to reside in some school district other than Lexington Community School District Unit No. 7.

If a person is exercising legal custody of a child by an order of a court or a statutory short-term guardianship as provided above, a written copy of such court order or short-term guardianship form must be submitted to the School District.

If the Board of Education or its designee determines that a pupil who is attending school in the School District on a tuition free basis, is a nonresident of the Lexington Community Unit School District No. 7 for whom tuition is required to be charged, the Board or designee shall notify the person who enrolled the pupil of the amount of the tuition that is due to the District by reason of the nonresident pupil's attendance in the District's schools. Such notice shall be in writing and shall be given by certified mail, return receipt requested. Within ten (10) days after receipt of such notice, the person who enrolled the pupil may challenge this determination and request a hearing to review the determination as provided by Section 10-20.12b of the School Code.

Any person who knowingly or willfully presents to the District any false information regarding the residency of a pupil for the purpose of enabling the pupil to attend school in the District without the payment of nonresident tuition, or any person who knowingly enrolls or attempts to enroll in the schools of the District on a tuition-free basis, a pupil known by that person to be a nonresident of the District shall be guilty of a Class misdemeanor.

Non-resident pupils who attend the school in the District for less than an entire school year shall have their tuition apportioned. Pupils who begin a school year as residents but become non-residents during the school year shall not be charged tuition for the remainder of the school year in which they became non-resident pupils.

### **SPORTSMANSHIP**

Students are expected to exhibit good sportsmanship at all athletic events, whether they are fans or participants. This includes refraining from any chants, cheers, comments or gestures that are negative or otherwise inappropriate or disrespectful toward any participant, cheerleader, fan, coach or official.

### **STUDENT RECORDS**

The district maintains 2 sets of records for each student: a permanent record and a temporary record. The permanent record shall include:

- Basic identifying information
- Academic transcripts
- Attendance records
- Accident and health reports
- Information pertaining to release of this record
- Scores on State Assessment Tests (grades 9-12)

The temporary record may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education

Information pertaining to release of this record

**For complete Board policy regarding student records please contact any district office and ask to see Board Policy 7.240.**

Note to non-custodial/divorced parents: Copies of all correspondence and reports may be provided to both parents of a child whose parents live separately. Such copies shall be provided by mail when either parent requests them, unless there is a court order to the contrary.

### Record Storage/Destruction

Temporary records may be destroyed after 5 years from graduation/withdrawal. Permanent records will be kept a minimum of 60 years.

### Military Recruiters

In accordance with the law, any military recruiter requesting student information will be given student names, addresses and phone numbers.

### **VISITORS POLICY**

We welcome citizens and parents of students of Lexington to visit our school any time. However, due to the safety and welfare of our student body we REQUIRE visitors to check in to the office prior to



going anywhere else in the building. A visitor's pass to be worn and parking pass to be placed in your vehicle (visitor parking is in front of school) will be issued before you are allowed to go anywhere else in the building. Upon leaving, return your passes and check out in the office.

Any person found on school grounds without permission is trespassing and is subject to arrest by police. Visitors are subject to the same rules and policies as outlined in this handbook.