



# **LEXINGTON ELEMENTARY 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 Elementary School and explains the various procedures that should be followed when attending classes or conducting business at Lexington Elementary 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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# LEXINGTON COMMUNITY UNIT # 7 SCHOOL DISTRICT

Lexington Elementary School

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## STUDENT-PARENT HANDBOOK



### 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.

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## Parental Rights

### HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### SEXUAL PREDATOR NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason— including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. **A violation of this law is a Class 4 felony.**

### PARENTS RIGHT TO KNOW

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher, and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals, and if so, their qualifications.

You will receive a response to your request for information within 10 days.

## 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.

## Medication/Health

### SCHOOL NURSE

If a student becomes ill or injured, he/she should report to the Nurse's Office with a Health Referral Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. Parents should contact the nurse with regard to any health-related problems or concerns.

### SCHOOL'S ILLNESS POLICY

The parent/guardian will be called to pick up his/her student during the school day if the student presents with any of the following symptoms:

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea

Students must be free of vomiting, diarrhea and/or fever (without the use of medication) for an entire 24 hour period before returning to school or school activities following an illness. Even if the child appears to be feeling better, the 24 hour waiting period is necessary to help prevent the spread of illness. If a student is on medication for a contagious illness (eg: pink eye, strep throat, etc) 24 hours of treatment is required before returning to school. This policy will be strictly enforced in order to protect all students and staff.

### PHYSICAL EXAMINATIONS

Students shall furnish proof in accordance with the Lexington Community Unit District No. 7 Board of Education policy #7.200 of having met physical examination and immunization requirements prescribed by the Illinois State Board of Education under provisions of the Illinois Revised Statutes, Chapter 122, Section 27-8.1. Questions regarding physical exams should be directed to the School Nurse. All physical exam and vaccination information is due by the **FIRST DAY** that the student attends school. A student cannot start school if this is not provided.

The following records are **required** by the State of Illinois: All students must have a **physical** on file in the school office. Students entering school for the first time, students entering kindergarten, 6<sup>th</sup>, and 9<sup>th</sup> grades, must have a physical dated within 1 year of the first day of school. Any student participating in sports must also have a **current physical** on file in the office. Sports physicals are good for 395 from the date the exam is given. It is best to have the health exam done early in the summer, due to the rush that occurs in the doctor offices in July and August each year. **All forms must be signed and dated by your Healthcare Professional.**

It is important the forms are filled out properly in order to meet state requirements. **We are unable to accept incomplete forms.** Most of the information will be documented by your healthcare professional; however, you must complete your child's health history. **YOUR signature and date are required.**

An **eye exam** is required for children entering Kindergarten and for any new student enrolling in an Illinois school. As with any other health forms, the eye exam must be turned in at the start of the school year.

The **dental law states** that before May 15, all children in Kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grades must have a **dental exam** by a licensed dentist. This exam must have taken place within 18 months prior to the May 15 deadline.

### ADMINISTRATION OF MEDICATION

If a student must receive **prescription or over-the-counter** medication at school, a written request completed by the parent/guardian **and licensed prescriber** must be on file at the school. The appropriate form is available at each school office and in the offices of all licensed prescribers and emergency rooms in the McLean County area. **No prescription or over-the-counter** medication will be administered until both the **licensed prescriber and the parent/guardian have given written permission** to the school office.

In the absence of the licensed registered nurse, the student will self-administer the medication under the supervision of the school principal, or his designee. If the student is not capable of self-administration of medication, the nurse, the principal or other school personnel shall administer the medication.

**ALL** medication must be in the original container. **ALL** prescription medication must be labeled by the pharmacist or licensed prescriber. **ALL** medication must be brought to the school office by an adult. **ALL** prescription medications must be signed in and counted in the presence of a school nurse or school employee. **NO liquid over-the-counter medication will be allowed.**

## MEDICATION AT SCHOOL

**Students are not allowed to carry medication on their person or keep it in their classroom.** Exceptions will be allowed only with the approval of the building administrator and the school nurse. All medications will be locked in the nurse's office. All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include:

- Name of student
- Name of medication
- Dosage
- Time to be taken
- Prescriber's name
- Date

Non-prescription medication must be in the original container with the student's name affixed to the container.

**The school will provide no medication.** All requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused prescription medication, the school nurse shall dispose of the medication in the presence of a witness and both shall document the act.

## COUGH DROPS

If a student wishes to use cough drops, he/she must have a written and dated note from his/her parent guardian giving permission.

## FAILURE TO FOLLOW MEDICAL PROCEDURES

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to consequences ranging from detentions or Saturday Supervised Study to suspension or a recommendation for expulsion, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

## ASTHMA/INHALERS

If a student has asthma, the nurse must be informed. Since each child has different asthma triggers, as well as different treatment plans, individual asthma action plans need to be developed for each student. It will be necessary for the parent/guardian to fill out an Asthma Action Card. The school nurse will send this form home after the start of the school year. This will be useful information in the event of an emergency. A copy of this completed card will be given to the student's teacher.

If an inhaler will be used at school, proper forms must be completed. Please note that all forms will expire at the end of each school year.

There are two inhaler options:

1. Keeping an inhaler in the nurse's office
  - A "*Medication Authorization Form*" must be completed by the physician and kept on file at the school. **If the inhaler/inhaler box has the pharmacy label attached, then written permission from the physician is not needed.** If there is no pharmacy label on the inhaler/inhaler box, then the physician must sign the "*Medication Authorization Form*."
2. Carrying an inhaler
  - A "*Medication Authorization Form*" must be completed by the parent and kept on file at the school. The form requires **parent/guardian and student signatures**. The inhaler must be labeled with the student's first and last name. If the inhaler has the pharmacy label attached, then written permission from the physician is not needed. If there is no pharmacy label on the inhaler, then the physician must also sign the "*Medication Authorization Form*."
  - It is recommended that an extra inhaler be kept in the nurse's office to be used in the event the student forgets or loses his/her inhaler.

## DIABETES

If a child has diabetes, the parents/guardians must:

- Meet annually with the school nurse, before the first day of school attendance, to initiate a personalized 504 Plan. This 504 plan will be specific about the condition of the particular student, including but not limited to discussing the following:
  - Inform the school in a timely manner of any changes which need to be made to the 504 Plan throughout the school year.
  - If necessary, sign a consent form for exchange of information between the school and the child's healthcare provider.

- Be aware that the information in the 504 Plan will be released to appropriate school employees who have responsibility for your child.
- Provide all diabetic supplies including a Glucagon kit and carbohydrate snacks for emergency management of the child's diabetes.
- Provide written permission from child's physician for administration of insulin.
- Discuss the roles and responsibilities of all parties involved in the management of the 504 Plan.

### **MEDICATION AUTHORIZATION FORMS**

All Medication Authorization forms expire at the end of each school year.

### **HEAD LICE**

- Inspections will be done on individuals at staff request.
- A school nurse and/or registered nurse volunteer will inspect heads, if deemed necessary by the principal/school nurse.
- The child's hair will be checked for signs of lice infestation in the privacy of the nurse's office. If lice or nits are found in a child's hair, all siblings will be checked in the same manner. If head lice are found, a parent/guardian will be called to pick up the child. If the parent cannot be reached, the emergency contact person will be notified to pick up the child. The child's teacher will also be notified.
- The child will need to be treated with medicated shampoo before returning to school. In addition, all nits must be removed from the child's hair. Written or verbal instructions will be given to parents concerning specific procedures to follow.
- An adult must bring the student back to school. Students are not allowed to ride the bus back to school. The school nurse will readmit the student to the classroom after examination if no lice are found.
- If lice remain, the child will be sent home for further treatment.
- The school nurse will check any student who has been sent home for lice treatment in the privacy of the nurse's office on a daily basis for 7-10 days following treatment. If new lice are seen during this time, the student will have to be picked up by the parent/guardian and will not be allowed to return to school until the child is free of lice.

### **VISION AND HEARING SCREENING**

Vision and hearing screenings are required to be given at specific grade levels. Students who receive special education services and new students to the district are given vision and hearing screenings annually. If the screenings indicate that a student should receive a more extensive examination by a physician, the parent(s)/guardian(s) will be notified by mail.

### **COMMUNICABLE DISEASES**

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. If your child sees a doctor, please provide a doctor's excuse upon return.

## Academic Expectations and Policies

### PHYSICAL EDUCATION

The state law requires every child to take part in physical education classes. We cannot excuse anyone from physical education attendance, but we can give a limited program to those under a doctor's advice. Any student released from participation in physical education beyond 3 days must have a doctor complete an "Adaptive Physical Education Form," which indicates the nature of the prolonged illness or injury, the anticipated return to full participation, and what alternate activities the student will be able to participate in.

### ACCEPTABLE USE OF COMPUTERS, COMPUTER NETWORKS, AND RELATED TECHNOLOGIES

The Lexington School District provides access to a variety of electronic devices, networking systems, and software in order to promote educational excellence. Acceptable use of these systems, devices, and software must be for the purpose of education or research and must be consistent with the educational objectives of the District.

The use of these devices, networks, and software is a **privilege, not a right**, and inappropriate use will result in the loss of those privileges, disciplinary action ranging from detention to suspension or expulsion, and/or appropriate legal action. Examples of inappropriate use are as follows:

- Using the network for any illegal activity, including violation of copyright or transmitting any material in violation of any U.S. or State regulation;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- Using the hardware, software, or networks for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another's account or password;
- Posting material authorized or created by another without his/her consent;
- Posting anonymous messages or downloading copyrighted material for other than personal use;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the hardware, software, or networks while access privileges are suspended or revoked.

Student use of the Internet, as well as all electronic devices, systems, and software mentioned above will be limited to those who have read this **Technology Code of Conduct**. By signing and agreeing that you have read our elementary handbook document, students and parents are in agreement that they will follow our **Technology Code of Conduct**. Data and information which are kept on district-provided file servers, as well as data and information which are stored on devices such as computer disks, are the responsibility of the student who has been assigned that area/device or who owns the disk.

The School District is not responsible for any information that may be lost, damaged or unavailable when students are using these devices or network systems. Furthermore, the District is not responsible for any information that is retrieved via the Internet or for any charges or fees resulting from access to the Internet. Electronic communications and downloaded material may be monitored or read by school officials.

### HOMEWORK

Homework is an integral part of the educational process. The assignment of homework serves several purposes:

- Provides opportunities for students to reinforce and practice newly acquired skills
- Apply recent learning to real-life situations
- Encourage growth of the individual student to his/her full potential.
- Enhance communication skills.
- Logically connect or challenge facts and ideas.
- Provide each student an opportunity to develop independent judgment.
- Think critically and problem solve.
- Prepare students for class participation
- Apply time management and organization skills in order to monitor and complete assignments on time

### HOMEWORK AND ASSIGNMENTS FOR THE STUDENT WHO IS ABSENT DUE TO ILLNESS

If a student will be out of school:

1. At the elementary level, requests for make-up work should be made by **10:00 A.M.** for that day's absence. When you call the elementary office to report your child's absence, please indicate at that time if homework is needed. Homework can

be sent home with a friend or family member or picked up in the office **no earlier than 3:15 P.M.** the day of the request. Please indicate where and with whom homework will be picked up. If jr./sr. high school students will be picking up the homework, it will be in the elementary school office.

2. Assignments sent home are due after the student returns to school. Generally, a student is given the number of days absent to complete assignments for credit.
3. If a student returns on the day of a pre-announced test, it will be left to the teacher's discretion if the student should take the test.

### **MAKE-UP WORK**

The expectation is that students will make up all assignments and tests missed due to absence. However, teachers may use their discretion based on the reason and length of the absence. Students will generally be allowed the number of days absent to make up work missed. It is the responsibility of each student to get class notes or other material missed due to an absence. The student's teacher or other students may be contacted to get these materials.

### **CHEATING ON EXAMINATIONS AND SCHOOL WORK**

Cheating is a violation of all principles of education. The student involved loses self-respect, and the grades of other students may be affected. Electronic tampering or other misuse of computer equipment in the academic setting will be considered a form of cheating. Cheating may result in reduction of grade, loss of credit, or other appropriate consequences. Suspension and/or dismissal from co-curricular activities are realistic consequences. In addition, any stipulations outlined by sponsors of such activities will be considered in each case.

### **REPORT CARDS**

Report cards are sent home with each student at the end of each nine-week grading period. Report cards should be signed by parent(s)/guardian(s) and returned to school immediately. Progress reports will be distributed to parents of some students at the mid-point of each grading period. These are generally for reporting improvement or lack of progress since the previous report card. Parents/guardians are invited to contact teachers with any questions or comments regarding grades.

### **PROMOTION AND RETENTION**

One of the most difficult and important decisions which a teacher is called upon to make is that which determines the promotion or retention of a child. The only basis for promotion or retention shall be to provide the most adequate learning situation for the individual child. In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally.

In order to provide for the best total growth of each child and to secure grade placement where he/she will be able to achieve up to his/her optimum capacity, retention is sometimes recommended. The decision for retention of a student shall be made only after a conference has been held with the child's teacher, the principal, and the parent(s)/guardian(s). **The final decision shall rest with the school administration.**

## **Attendance Procedures**

### **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) going 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.

## **ABSENCE NOTIFICATION**

Regular and prompt attendance in all classes is an essential factor in a successful educational experience. Each day that a student cannot attend school, his/her parent or guardian must call the school (365-2741) before 10:00 A.M. to report the absence. This report must be made for each day or partial day of absence even if your child was sent home the previous school day due to illness. Students who return from an absence after 8:15 A.M. must come to the office to pick up a tardy slip/pass (white copy) for readmission to class. If a parent is aware of an absence in advance, please notify the teacher and office in writing stating the reason, date(s) of absence, student's first and last name. Failure to call the school will result in the absence being marked as an unexcused absence.

## **ARRIVAL TIME**

Students should plan to arrive at school AFTER 7:45 A.M. unless other arrangements have been made with the principal or students are participating in supervised activities. There is no supervision before 7:45 A.M. The opening bell rings at 8:10 A.M. and the students are expected to be seated and ready to begin at 8:15 A.M. Leaving school grounds without permission after arrival is not permitted and may result in disciplinary action by the principal.

\*If a student is dropped off before 7:45 A.M., the school reserves the right to bill the legal guardian for the services of the LEAP before school program for each day the student arrives before 7:45 A.M.

## **TARDINESS TO SCHOOL**

- Students are not in class at 8:15 A.M. must check in at the main office before reporting to any class. If the tardiness was not previously reported, the student's parent/guardian may be contacted.
- Students will be given a Tardy Slip, with which they will be admitted to class that day.
- **Students may receive consequences for repeated unexcused tardies.**

## **PROCEDURES FOR LEAVING SCHOOL EARLY**

- A parent or guardian must call the school (365-2741) to make arrangements for a student to check out early. **This call should be made in advance whenever possible.**
- If a student is leaving early from school, a parent/guardian will be required to sign his/her student out from the office.
- If a student returns to school during the same school day in which he/she left early, he/she must report to the office to pick up a pass, for readmission to class.

## **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.

## **REGULAR DISMISSAL 3:15 P.M.**

Our school day ends at 3:15 P.M. At the end of the school day, students are expected to leave the classroom area promptly, unless they have a scheduled activity or a meeting with a teacher.

## **PREARRANGED ABSENCES**

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, the parent or guardian must contact the principal to request a prearranged absence. 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.

## **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.

### **ATTENDANCE AT SCHOOL ACTIVITIES**

Students must be in regular school attendance **all day on the day of an activity** in order to be eligible to **participate in** or **attend any after school activity**, such as the following:

- Dances
- Athletics
- Music
- Clubs
- All school sponsored activities

**Exceptions due to unusual circumstances (funeral, doctor appointments) may be granted only by the administration. Exceptions will not be granted in the case of student illness.**

### **HOMEBOUND INSTRUCTION**

In cases of extended absence due to serious illness or injury, parents may initiate homebound instruction by obtaining an application in the school office, having a doctor sign the form, and returning the completed form to the principal. The total length of absence must be at least two weeks (ten school days).

### **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

### **AGE REQUIREMENTS**

To be eligible for admission to kindergarten, a child must be five (5) years old on or before September 1 of that school term. Children reaching the age of six (6) on or before September 1 of a school year shall be eligible for first grade enrollment. Children reaching the age of six after September 1 shall enter first grade the following year.

For a student entering the District for the first time after having completed a full year of kindergarten, but who will not be six (6) on or before September 1, the building principal will determine whether the child is placed in kindergarten or first grade.

## **Recognizing Positive Behaviors**

Those students who choose to act in an acceptable manner may receive a variety of positive rewards. These rewards include such things as:

1. Verbal praise from his/her teacher.
2. Written praise in the form of a certificate, Purple Pride slip, or other type of award from a teacher or teachers.

Our students continue to take pride in their behavior at Lexington Elementary. We believe that character education is a continuous process of positive development, which should reinforce the positive qualities already taught in the homes of our children. We are searching everyday to reinforce character here at school.

Students can earn Purple Pride Awards for using good manners, sportsmanship, citizenship, trustworthiness, responsibility, a caring attitude, respect, and fairness throughout the school day. Staff members are looking everyday to give our students a Purple Pride Award.

Purple Pride Awards are then drawn randomly and announced at our monthly Purple Pride assemblies. All Purple Pride Award winners are posted on our Character Counts mural.

## **Discipline/Student Expectations**

### **LEXINGTON COMMUNITY SCHOOL DISTRICT #7 CONDUCT AND DISCIPLINE POLICY**

Students enrolled in the Lexington Schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in District employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the pupils. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Lexington School District does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, CH.122-10-22-6.

A district administrator or designee may suspend any pupil who is disobedient or insubordinate or who gives evidence of inappropriate behavior, not to exceed ten days. Such suspension will be reported immediately to the superintendent of schools and the pupil's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended pupil shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The principal shall inform the superintendent of schools if the parents or guardians wish to request or waive the review.

A pupil may be expelled only by the Board of Education on recommendation of the superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting of the Board to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal, of not more than ten consecutive school days in the same school year, for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Lexington School District has been formulated by the Board of Education with input from teachers, parents, and administrators.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **REMOVAL FROM CLASSROOM**

Any staff member may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health, or property. Removed students shall be directed to report immediately to the principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the superintendent or his designee pending further discipline when applicable.

## **DETENTION ASSIGNMENTS**

Detention assignments may be made by individual teachers or by the Administration. Detentions may be assigned to be served during lunch, before, or after school. Students will be given written notice at least one day before a before-school or after-school detention is to be completed. Students must arrange for their own transportation for a detention that takes place before or after school. A missed detention will be doubled. Detention rules are as follows:

1. Be quiet.
2. Stay in your seat.
3. Do school-related work.

## **SUSPENSION FROM SCHOOL**

If a student is suspended from school for a serious violation of school policy or rule, a suspension may be given. The student may receive an in-school or out-of-school suspension. If a student receives an out-of-school suspension, the student will be sent home for a specified period of time and will not be readmitted until after a parent/guardian conference. During the period of an out-of-school suspension, the student may not be on school grounds and may not attend or participate in any school activities. Credit will be given for classroom work missed due to a suspension from school only if the student submits completed assignments within a period of time not to exceed the length of the suspension, up to a maximum of five (5) days.

## **GROSS DISOBEDIENCE OR MISCONDUCT**

Gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of Section 10-22.6 of the Illinois School Code, whether these activities take place in the school, on school property, on a school bus, at a school-sponsored or Lexington school district function, or at other school facilities, shall specifically include but not be limited to the situations listed below. If the behavior is in violation of federal or state laws or local ordinances, **the offense may be reported to appropriate law enforcement agencies for further disposition.**

- Possession, consumption, purchase, use, sale; or delivery of drugs, drug paraphernalia, alcohol, or substances purported to be drugs or drug paraphernalia or alcohol.
- Theft or possession of stolen property.
- Assault (verbal) or battery (physical).
- Destruction and/or defacing of property. The parents or legal guardians of a student may be held financially responsible for personal injury and property damage caused by acts of the student. Lexington Elementary School shall, when deemed necessary, seek recovery of damages under the Illinois Parental Responsibility Law, Chapter 70, Sections 51:57 of the Illinois Revised Statutes. Students responsible for damaging or defacing school property in any way will be held responsible for repair and clean-up of the affected school property and will be subject to other disciplinary action as deemed appropriate by the school administration.
- Arson.
- Using, possessing, controlling, or transferring a weapon.
- False report of fire or explosive device.
- Other behaviors that violate federal or state criminal codes or local ordinances.
- Gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of Section 10-22.6 of the Illinois School Code, whether these behaviors take place in the school, on school property, on a bus, at a school-sponsored function or Lexington Elementary School function, or at other school facilities. Such behaviors shall specifically include but not be limited to the following:
  - ❖ The willful refusal to obey the policies, rules, and regulations of the Board of Education.
  - ❖ The willful refusal to obey all reasonable written or oral instructions of any member of the administrative or teaching staff, designated educational support personnel, or bus drivers.
  - ❖ Willful behavior that interrupts or disrupts the orderly process of school affairs.
  - ❖ Conduct that is or may be physically injurious to persons or property.
  - ❖ Chronic truancy.
  - ❖ Repeated minor incidents of misbehavior that other disciplinary measures have failed to deter.
  - ❖ Behavior that violates or attempts to violate a Board of Education policy, rule or regulation.
  - ❖ Possession, use, sale or transmittal of any alcohol, controlled substance, or paraphernalia other than those prescribed for medicinal purposes.
  - ❖ Excessive unexcused absence or tardiness.
  - ❖ Behavior that constitutes gross disrespect for the property rights of other students, teachers, administrative staff, educational support personnel, or school bus drivers.
- Possession, use, sale, or delivery of fireworks or explosive devices of any kind.
- Verbal, physical, or sexual harassment or threatening behavior toward any student or staff member.
- Signs of affection, such as walking hand in hand, putting an arm around a girlfriend or boyfriend, kissing, hugging, or

- engaging in intimate behavior are prohibited on school grounds.
- Using or possessing cell phones during school hours. Cell phones or other electronic devices are to be turned off and are not to be carried during school hours. Violation of this rule may result in the device being confiscated by the administration, locked up and secured, and released to the parents and/or other disciplinary measures.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging students to engage in such conduct.
- Being a member of, joining, or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promised to join, or being pledged to become a member of any public school fraternity, sorority, or secret society.

Violation of rules leading to suspension may also subject a student to being prohibited from participation in and/or attending activities taking place after the school day or using school facilities for a period of time longer than the actual suspension from school.

Certain behaviors that are prohibited in school are also in violation of federal or state laws or local ordinances. Students who are found to be involved in the following acts will be subject to school disciplinary procedures and may be reported to appropriate law enforcement agencies for further disposition.

- Possession, use, sale, or delivery of drugs or drug paraphernalia or purposed drugs, drug paraphernalia, or alcohol.
- Theft or possession of stolen property.
- Assault or battery.
- Destruction of property.
- Arson.
- Possession of weapons.
- False report of fire or explosive device.
- Other behaviors that violate federal or state criminal codes or local ordinances.
- Fighting.
- Harassment.

#### **SUMMARY OF SUSPENSION OR EXPULSION OFFENSES**

Offenses for which students may be suspended or expelled from classes or from school include but are not limited to:

- Truancy.
- Flagrant or excessive tardiness.
- Destruction of property.
- Insubordination.
  - ❖ Failure/refusal to follow specific instructions.
  - ❖ Failure/refusal to properly identify oneself.
- Endangering persons or property.
  - ❖ Assault or battery.
  - ❖ Arson.
  - ❖ Possession or use of weapons, fireworks, lighters, or matches.
  - ❖ Throwing snow or ice.
  - ❖ Fighting.
  - ❖ Verbal, physical, sexual, racial, or religious harassment, or any other threatening behavior.
- Theft or possession of stolen property.
- Smoking or possession of tobacco products or other smoking materials.
- Use or possession, sale, or delivery of alcoholic beverages.
- Use or possession, sale, or delivery of controlled substances.
- False report of fire or explosive device.
- Profane or obscene language or gestures.
- Threats directed toward staff members or students.
- Repeated minor incidents of misbehavior that other disciplinary measures have failed to deter.
- Continued insubordination.
- Electronic tampering.
- Gang- related activity.
- Detrimental conduct.

If in violation of federal or state laws or local ordinance violations, the above offenses may also be reported to appropriate law enforcement agencies for further disposition.

### **ALCOHOLIC BEVERAGES**

Students who are in physical possession of alcohol or who consume alcohol while on school property or while attending a school activity shall be subject to suspension from school for ten (10) school days and/or expulsion from school. They may also be reported to appropriate law enforcement agencies.

The ten-day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

- The student must have a drug/alcohol assessment prior to the student's return to school.
- Work in cooperation with Lexington Elementary School personnel to follow through with the recommendations of the assessment.
- Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and shall be recommended to the Board of Education for expulsion.

Provisions of this section shall also apply to commercial or homemade non-alcoholic beer or any substance purported or represented to be an alcoholic beverage.

### **CONTROLLED SUBSTANCES**

Any student in possession or in possession by consumption of any legally controlled substance as outlined in Chapter 56 1/2, Section 1201-1215 of the Illinois Revised Statutes (including, but not limited to accessory paraphernalia and the like), or any substance purported or represented to be a legally controlled substance, except those specifically prescribed for the student by a licensed medical authority, while on school property or attending school activities will be subject to suspension or expulsion from school and such other actions as the Board of Education may, after a hearing, deem appropriate. The student may also be reported to appropriate law enforcement agencies.

The ten-day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense, to:

- The student must have a drug/alcohol assessment prior to the student's return to school
- Work in cooperation with Lexington personnel to follow through with the recommendations of the assessment.
- Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and shall be recommended to the Board of Education for expulsion. Provisions of this section shall also apply to any substance purported or represented to be a legally controlled substance.

Prescription and non-prescription medicine shall be kept in the nurse's office as directed through Board policy. Failure to do so may result in disciplinary action ranging from verbal reprimand up to a ten-day suspension.

### **SALE OR DELIVERY OF ALCOHOLIC BEVERAGE OR CONTROLLED SUBSTANCES**

Any student who sells or delivers any alcoholic beverage or legally controlled substance (including, but not limited to, accessory paraphernalia and the like), to another student while at school or school activities will be subject to suspension from school for ten (10) school days. In addition, an expulsion recommendation may be made to the Board of Education.

Provisions of this section shall also apply to any substance purported or represented to be an alcoholic beverage or a legally controlled substance. Offenders of this policy may be reported to appropriate law enforcement.

### **OVER-THE COUNTER-CHEMICAL SUBSTANCES**

Any student in possession or in possession by consumption of any legal, over-the-counter chemical substance not covered in any section above (pill, powder, or liquid form) while on school property or attending school activities may be subject to suspension from school for up to five (5) school days and such other actions as the Board of Education may, after a hearing, deem appropriate.

Such a suspension may be reduced by one-half if the student and parents/guardians agree, at their expense, to:

- Have a drug/alcohol assessment. The family must have an appointment prior to the student's return to school.
- Work in cooperation with Lexington personnel to follow through with the recommendations of the assessment.
- Complete the assessment and subsequent recommended program, or the suspension days that were waived will be reinstated.

The administration reserves the right to withhold this option for a first offense. Repeat offenders will not have this option available and shall be suspended for ten (10) days.

### **SALE OR DELIVERY OF OVER-THE-COUNTER CHEMICAL SUBSTANCES**

Any student who sells or delivers any legal over-the-counter chemical substance to another student or students during the school day, while on school property or in connection with attendance at school activities, may be subject to suspension from school for up to five (5) school days.

### **UNAUTHORIZED POSSESSION OR USE OF MEDICATION OR OVER-THE-COUNTER CHEMICAL SUBSTANCES**

Unauthorized possession or use of medication or over-the-counter chemical substances, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them or taking improper dosages of medication or over-the-counter chemical substances, will be treated according to procedures outlined in the "Over-the-Counter Chemical Substances," or "Sale or Delivery of Over-the-Counter Substances" sections of this handbook. Violators may be subject to consequences ranging from lunch detention to expulsion.

### **EQUIPMENT RELATED TO LEGALLY CONTROLLED SUBSTANCES**

All devices that might assist in the use, possession, sale, or delivery of legally controlled substances are prohibited on school grounds or at school events. (Section 720, Illinois Combined Statutes 5/44-3). Willful possession of these devices will be cause for suspension from school for up to ten (10) school days and the possible recommendation to the Board of Education for expulsion, and a report may be made to appropriate law enforcement agencies. This also applies to such equipment that is broken or otherwise not operable.

### **THEFT OR POSSESSION OF STOLEN PROPERTY**

Students responsible for stealing public or private property or for being in possession of stolen property on school grounds or during school sponsored activities will be subject to up to a ten (10) day suspension from school. Specific consequences will be related to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it" or "I bought it" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

### **FIGHTING**

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in mutual, aggressive, physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten days and a possible recommendation for expulsion from school.

### **THREATS DIRECTED TOWARD OR ACTIONS TAKEN AGAINST STAFF MEMBERS**

Students who are responsible for threatening teachers or other staff members' personal safety or for threatening or vandalizing their personal property will be subject to suspension from school, possible expulsion proceedings, and possible legal action as deemed appropriate by the individual staff member and school district.

### **THREATS DIRECTED TOWARD OR ACTIONS TAKEN AGAINST STUDENTS**

Students who are responsible for causing or threatening to cause emotional or bodily harm will be subject to detention or possible suspension. This will include behaviors that are intentional or unintentional. For example, tripping, pushing, slapping, hitting, knocking into a locker, and bumping will be considered in this category. An excuse such as, "This is my friend," or, "I was only kidding," is not acceptable.

### **PREVENTING BULLYING, INTIMIDATION, & (SEXUAL) HARRASSMENT**

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) 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.

### **VANDALISM/DAMAGE TO PROPERTY**

Students will be held responsible for damaging or defacing school property or the property of others in any way.

Students will pay appropriate restitution for the repair, clean-up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. A police report may be made.

### **FIREWORKS**

Possession or use of any type of explosive or incendiary device is not permitted at any time in the school building, on school grounds, or on school buses. This includes all cap-like noise-making devices, whether or not prohibited by law, and all fire-producing products such as lighters and matches. A report may be made to appropriate law enforcement agencies. Detention, suspension, or expulsion may result.

### **WEAPONS/AMMUNITION**

A student, who uses, possesses, controls, or transfers a weapon or any object that can reasonably be considered or looks like a weapon, may be expelled for at least one calendar year. The expulsion period may, however, be modified by the superintendent, and the superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, or weapon defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-I of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

### **GANG AND GANG-RELATED ACTIVITIES**

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term "gang member" is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities of the group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term "gang member" is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group that has identified itself as a gang or part of a gang. The gang member must do more than be a mere associate of gang members. The gang member must actively participate in the group's anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more persons

who by their activities have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.

As used herein, the phrase "gang-related incident" is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members that promotes the group can properly be labeled as a gang-related incident.

As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to affect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, gestures, recruitment, harassment, intimidation, and threatening.

Students involved with any behavior as related to gangs or gang-related activity will be subject to suspension or expulsion from school and other legal action as deemed appropriate.

### **TOBACCO OR TOBACCO PRODUCTS**

Students are not permitted to smoke, handle, distribute, or otherwise possess or display cigarettes, other tobacco products, or other smoking materials at any time in the school building, on school grounds, on school buses, or on public or private property in the vicinity of school. Students will be subject to detentions or suspension from school. Those violating this tobacco use policy may be reported to appropriate law enforcement agencies.

### **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonable related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

## **Other Behavior Expectations**

### **BEHAVIOR AT SCHOOL ACTIVITIES**

School activities, including events held away from Lexington Elementary, are an extension of the educational program. The same standards of conduct apply when students attend school activities as apply during the school day.

### **SUBSTITUTE TEACHERS AND OTHER SUBSTITUTE EMPLOYEES**

Substitute teachers and other substitute employees retain the same responsibility and authority as the persons for whom they are employed. Students' obligations toward substitute employees are the same as toward permanent employees.

### **INSUBORDINATION**

Students of Lexington Elementary School have an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to identify themselves to any staff member in regard to all aspects of their behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in a suspension and a possible expulsion recommendation.

## **LANGUAGE AND GESTURES**

Students are responsible at all times for their language and gestures. Profane or obscene language is always unacceptable. Students directing improper language and gestures toward any teacher or staff member are to be reported to the principal or designee immediately for appropriate disciplinary action. Students will be subject to suspension from school for using obscene or otherwise offensive language or gestures toward a staff member. Suspension from school or detention(s) will be assigned for incidents not directed toward a staff member and will be addressed at the time the incident is brought to the attention of any staff member.

## **OBSTRUCTION OF AN INVESTIGATION**

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false present a potential danger to student and staff safety and delay the prompt resolution of school-related problems. Students will be subject to detention assignments or suspension from school. Students who obstruct an investigation may also be reported to appropriate law enforcement agencies.

## **UNAUTHORIZED AREAS**

Students are not to be in unauthorized areas of the building during the school day or at times before or after the school day without specific permission from a Lexington School District staff member. Students who are out of class with a pass or who are going to use the restroom must take the shortest route to their nearest destination and return by the same route. Students who violate this directive may be subject to penalties for vandalism and/or theft that occur while they are in an unauthorized area as well as penalties for being in an unauthorized area without permission.

## **PLAYGROUND**

1. Students will not throw rocks, snowballs, or ice balls, etc.
2. The playground equipment is to be used only for the purpose it was designed. Abuse of the equipment will result in a student losing their privilege to use equipment.
3. No contact sports are allowed on the playground.
4. Students are not to enter the building without special permission from the teacher/supervisor.
5. Absolutely no fighting will be tolerated. Keep hands and feet to self.
6. All students will immediately stop playing when the teacher/supervisor blows the whistle.
7. The teacher/supervisor is responsible for the conduct of their area of play. Students will obey them without question.
8. Students are not to bring toys or playground equipment from home to use at recess.
9. Students are not to play around cars in the parking lot or near windows.
10. Recess and noon play will be held outside on days that the administration deems the weather is appropriate. Students should dress accordingly. Students will be outside if the temperature/wind-chill is 20 degrees Fahrenheit and above.

## **CLOTHING**

Students are expected to dress in accordance with commonly acceptable standards of decency and with regard to standards for health and safety. A manner of dress which results in disruption of the educational process or which contributes to unhealthy or unsafe conditions will not be permitted.

Shoes or other appropriate footwear must be worn in the school building.

Hats or any form of head coverings (including bandanas or scarves) must be removed as soon as students enter the building and shall not be worn or displayed until after they leave the building. These items may NOT be carried to class and must be stored in the classroom during the school day. On special designated school spirit days hats may be worn in the building. The administration must approve any spirit days in advance.

Words or pictures on articles of clothing which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products, or any other items not legally usable by students, will not be permitted.

Words or pictures on articles of clothing which are sexually implicit or explicit, disruptive to the educational process, promote violence, or constitute sexual harassment will not be permitted.

Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. Shirts, blouses, and tops that are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting posture. Clothing with exposed mid-drifts or open backs, and tank tops (male and female) with large armholes or low and/or scoop and loose necklines or straps less than two inches wide are prohibited. Shorts must be as long as the student's fingertips when his/her arms hang down at his/her sides. Proper and safe footwear is required.

If students have any questions regarding acceptability of a particular item of clothing, check with the principal before wearing the items

to school. First-time offenders will be required to correct the violation before returning to class. A detention may be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention. Persistent violations will be handled as willful insubordination. Suspension or expulsion may result.

### **LOITERING**

Loitering in the hallways in such a manner as to block passing traffic, block access to classroom, offices, or restrooms, harass or intimidate other students, or disrupts the orderly operation of the school is prohibited.

### **PUBLIC DISPLAY OF AFFECTION**

Behaviors that are not appropriate for public places make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Parent/guardian contact will be required beginning with a second incident of inappropriate display of affection. Lunch recess detention may be assigned for flagrant offenses. Continued offenses will be handled as willful insubordination by the administration. Suspension or expulsion may result.

### **FOOD AND DRINK**

Due to health concerns, all treats and snacks must be store bought and prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks should not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack of nutritional value

Caffeinated beverages are not allowed to be consumed at school. Please refrain from allowing your student to bring these types of drinks to school for breakfast, lunch, or parties.

### **ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL**

There are many items, too numerous to mention, that have no acceptable purpose for school and may not be brought to school or on busses. If any such items are brought to school, they will be stored in the elementary office until parents/guardians make appropriate arrangements for the property to be returned.

### **PERSONAL POSSESSIONS**

Students are responsible at all times for all items in their personal possession or in their desks. Lexington Elementary School assumes no responsibility for personal property that is brought to school and is lost or stolen, including athletic equipment.

### **CARE OF PROPERTY**

The generous gift of a well-equipped school building by the citizens of Lexington to its students requires an equally generous response on the part of all students in caring for the property. Students are expected to use the building and its equipment and furnishings carefully, and to keep the building and grounds neat and clean. An assessment may be charged if damage is willful or deliberate. When appropriate, disciplinary action may be initiated.

### **BACKPACKS/BOOK BAGS/PURSES**

Backpacks/book bags/purses may only be carried to and from school. They must be stored in a student's classroom during the school day.

## **Transportation**

### **BUS TRANSPORTATION**

The District Transportation Director will make bus assignments for eligible students. Bus riders should be at the bus stop five minutes prior to the scheduled time. Any request for a change in bus assignment or for a change in pick-up or departure point should be made to the transportation director at 365-2741.

### **BICYCLES**

Bicycles must be walked on the school grounds and parked in the bicycle rack. Bicycles brought to school should be locked. These same rules apply to scooters, roller blades and boards.

## Bus Behavior

### BUS RULES AND DISCIPLINARY PROCEDURES

#### **A. Bus Assignment**

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the transportation department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents or the transportation department.

#### **B. Bus Service**

- The driver's primary responsibility is to be aware of the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. 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., or check our unit website: <http://www.lexington.k12.il.us> .

#### **C. Lexington Rules for School Bus Riders**

- Behavior on the bus will be generally what is expected in the classroom.
- Do not talk to the driver unless it is an emergency.
- No talking when the bus comes to a RR crossing, so the driver can hear any approaching trains.
- While on the bus and while the bus is in motion, students must stay in their assigned seats with arms and legs out of the aisle.
- Get permission before opening a window, and do not throw or stick anything out of the window.
- There is to be no loud talking and /or yelling on the bus.
- Instructions for crossing the road must be followed to the smallest detail at all times. Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
- No food, drink, or candy.

#### **D. Bus Discipline**

- The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action. Parents are encouraged to realize discipline is enforced to provide a safe ride to and from school. Generally the following procedures will be used in disciplining a rider.
- **FIRST OFFENSE** – The student will be called to the school office to meet with the principal. This will include a reprimand for the offense and possible detention. A copy of the report will be sent home with the student to be signed by the parent and returned the next day and a copy will be returned to the driver indicating action taken.
- **SECOND OFFENSE** – The student will be called to the office for a meeting with the principal. The student will be suspended from the bus for three (3) days. A copy of the report will also be sent home and a copy will be returned to the driver indicating action taken.
- **THIRD OFFENSE** – The student will be called to the office for a meeting with the principal. The student **will** be suspended from the bus for five (5) days. A copy of the report will be given to the parents and a copy will be returned to the driver indicating action taken.
- **FOURTH OFFENSE** – The student will be called to the office and will be suspended from the bus for ten (10) days. A copy of the report will be sent to the parents and a copy will be returned to the driver indicating action taken.

**\*\*IN CASES OF EXTREME MISBEHAVIOR A STUDENT MAY BE SUSPENDED FOR UP TO TEN (10) DAYS ON THE FIRST OFFENSE\*\***

Any further reports will result in an immediate bus suspension and referral to the Board of Education for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

## NOTICE TO PARENTS/GUARDIANS

Parent(s) or legal guardian(s) who must provide transportation to and from school **because free transportation is not available for their children** may be eligible to receive money from the state to help offset some of the cost, such as, bus fares or mileage reimbursement for private automobiles at \$0.55 per mile.

If you can answer **yes** to the following questions for the 2018-2019 school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full-time student in grades kindergarten through 12?
- 3) Does the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?
- 7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, live in Illinois, and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, 2019, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2019.

In addition, parent(s)/guardian(s) who have pupils living **less than 1 1/2 miles** from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside **except** parents residing within the City of Chicago. Chicago residents can receive a copy of the Application for Determination of Serious Safety Hazards from the Illinois State Board of Education, Division of Funding and Disbursement Services, 100 North First Street, Springfield, IL 62777. All applications for Determination of Serious Safety Hazards must be received no later than February 1, 2016, at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information.** Parents who received verification of a safety hazard during and after the 2018-2019 school year whose children attend the same school and live at the same address do not have to reapply for safety hazard verification.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

### **Other Lexington Elementary Policies and Procedures**

#### **HALL PASS**

Students are not allowed to leave a class without a hall pass. The pass must include the following:

- student's first and last name
- class from which the student is leaving
- time leaving
- destination
- reason
- staff signature

This will help to ensure that students are not wandering the hallways unsupervised.

#### **ANNOUNCEMENTS**

The student announcements will be read at the beginning of each day. All announcements must be signed by a teacher and are subject to the approval of the administration. Announcements must be submitted to the office before 8:00 A.M. to be included in the daily student announcements.

### **DISTRIBUTION OF PRINTED MATERIAL**

All printed newspapers, bulletins, pamphlets, or other published material to be distributed on school property must be approved by the administration. The office will not make copies for an organization but will gladly put copies (divided by class) in teacher mailboxes to be distributed by the classroom teachers at their earliest convenience.

### **NON-SCHOOL SPONSORED PUBLICATIONS/WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **LOST AND FOUND**

Lost and found items must be turned in immediately. These items may be turned in or claimed as follows: textbooks, personal books, and notebooks can be claimed outside the elementary school office; PE clothing and equipment in the PE office; and all other items in the elementary office. It is recommended that all clothing, books, and personal items be clearly marked with the student's name so that lost items may be easily identified. Many items are unidentified and go unclaimed. During the last week of each quarter, a table will be set up outside the office displaying all lost belongings. These belongings will have a chance to be claimed before being donated to charity.

### **MONEY**

Students are strongly encouraged not to carry large amounts of money at school. If this does become necessary, the best practice is to bring a check for the proper amount.

### **VALUABLE PROPERTY**

Textbooks, articles of clothing, and personal possessions should all be clearly marked with the student's name. Do not bring radios, televisions, electronic games, tape players, cameras, hair dryers, curling irons, headphones, CD players, cameras, electronic organizers, laptop computers, or other expensive equipment to school. **Lexington Elementary School will not assume any responsibility for items lost or stolen at school.**

### **SPECIAL EDUCATION SERVICES**

Eligible students are provided special education services based upon their individual educational program (IEP). Lexington School District has a continuum of service delivery models to meet all student needs. Every student with identified disabilities is instructed in compliance with his/her IEP. Children ages three (3) through twenty-one (21) years with exceptional needs to qualify for special education are also eligible for admission

### **STUDENT VISITORS**

Students must request and seek permission through the principal's office to bring a student visitor to school. Students should make arrangements for visitors at least one day in advance. Visitors' privileges may be revoked at any time. Opening and closing weeks of school, including final examination days, and days preceding vacation periods are not appropriate times for visitors.

### **FIELD TRIPS**

Field trips are an extension of the academic program. Students who exhibit inappropriate behavior in school may be excluded from field trips. By enrolling a student in Lexington Elementary School, parents/guardians understand there is some risk of injury to their child when participating in a school-related field trip. It is understood that parents/guardians release, discharge, and indemnify the staff members and parent volunteers for injury and any damages to persons or property that may result from a student's participation in a

field trip.

It is understood that in case of a medical emergency, every effort will be made to contact parents or the emergency contact person prior to administering medical treatment. However, if it is inadvisable to delay treatment, parents/guardians authorize and hold harmless staff members or a designated parent, acting on behalf of the parents/guardians to consent to and authorize such diagnostic procedures and medical care at a recognized hospital or emergency care facility. Parents/guardians also agree to be responsible for all reasonable charges for such treatment.

### **ASSEMBLIES**

Assembly programs are typically held in the gymnasium and are considered an extension of the classroom. Students are expected to enter promptly, show respect for the program through proper and acceptable conduct, and return to classes in an orderly manner.

### **TEXTBOOKS**

Textbooks are rented to students for their use during the school year. Pupils are required to take proper care of rented textbooks. Teachers will examine all books issued to students under their charge at the end of the school year. Books that are damaged beyond what could be described as normal wear, damaged deliberately or by gross carelessness, or lost, must be paid for. The building administrator and teacher shall determine the fair value, taking into consideration the original cost of the book and the condition in which the pupil originally received it.

If a parent is unable to pay the book rental fee, an "Application for Free/Reduced Books" form should be completed at the school office.

In cases when students move from our district, a book rental refund will be prorated. All textbooks and Learning Center materials must be returned and financial obligations must be cleared. The refund shall be a percentage based on the week in which the student leaves the school. In some cases, there may be no refund.

## **School Safety**

### **SCHOOL SAFETY**

The student body of Lexington Elementary School and the Lexington School District are partners in an effort to assure a safe school environment. Students understand and agree the search of a student's desk by school officials and/or police are valid methods to assist in making Lexington Elementary School a safe and secure school. The students and staff likewise agree that the use of video cameras located in various parts of the school building serves to promote further additional security for safe schools.

### **VOLUNTEERS AND VISITORS**

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways by helping in the Learning Center, office, classrooms, and other areas. If you are interested in becoming a volunteer, please contact one of the school offices. All volunteers are required to undergo a criminal background check before being allowed to work with our students. Once approved, volunteers are not required to wear ID badges.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID badge indicating they are visitors. When visitors leave, they need to return to the office and sign out.

All visits to a classroom should be prearranged with the classroom teacher. Parents and guardians are invited to visit classrooms during the school year, but avoid testing days and the weeks prior to and following vacation periods. Small children accompanying parents may disturb the classroom process and are not encouraged to attend.

### **EMERGENCY DRILLS-FIRE, SEVERE WEATHER, AND OTHER**

Emergency drills are held to acquaint all personnel and students with the necessary emergency procedures. Each teacher will instruct their students on the procedures to be followed in case of an emergency; such directions are posted in each classroom. Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) fire evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

### **ASBESTOS MANAGEMENT PLAN**

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.

## Cafeteria

### **BREAKFAST PROGRAM**

Serving of breakfast in our cafeteria begins at **7:45 A.M.** each day. The current price of elementary school student breakfast is \$1.35 and an adult breakfast is \$1.35. Students' accounts will be debited as they exit the breakfast line. Students eating breakfast should arrive no earlier than **7:45 A.M.** Bus students should go to the cafeteria upon arrival at school.

### **LUNCH PROGRAM**

All elementary school students have a hot lunch available to them. Students may choose to purchase the hot lunch or may bring their own lunch. All students are expected to eat a lunch.

The current price of an elementary school student lunch is \$2.30 and an adult lunch is \$2.60. White or chocolate milk can be purchased for \$.35 for those eating cold lunch or wanting extra milk with their hot lunch.

### **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.
- **No cash or checks can be used in the cafeteria.**
- Students will use their **student identification number** on a card (kept by our teachers for elementary students - Junior/Senior High School students will memorize their numbers) that will be used as each student exits the cafeteria line.
- Weekly reminders are sent out to parents via email if their student's account balance is \$10 or less. Elementary students also get a paper notification and a payment envelope at this time.
- 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, and vegetable 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.

## Student Records

### **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.***

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

**PROTECTIVE ORDERS AND DIVORCE DECREES**

It is the policy of the Lexington School District that each school cooperates as much as is reasonably possible with all parents/guardians of students in the school district. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

**ENFORCEMENT OF VISITATION RIGHTS**

The Lexington School District is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

**STUDENT INSURANCE**

Optional student accident insurance is available. Contact the Lexington Elementary School office for more information.