

# LEXINGTON ELEMENTARY SCHOOL

“INVESTING TODAY, IMPROVING TOMORROW”

## STUDENT-PARENT HANDBOOK

2009-2010

### INTRODUCTION

Our primary goal is to provide a successful educational experience for each student. Such success will depend upon the cooperative efforts of students, parents, and school personnel. The school looks forward to working with all of our families throughout the coming year.

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.

Dale Heidbreder, Principal

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**PLEASE SIGN, DETACH AND RETURN TO YOUR CHILD’S CLASSROOM TEACHER BY FRIDAY, August 28, 2009.**

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND REVIEWED THIS HANDBOOK WITH YOUR SON AND/OR DAUGHTER.

NAME(S) OF STUDENT(S): \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_

# LEXINGTON COMMUNITY UNIT # 7 SCHOOL DISTRICT

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## STUDENT-PARENT HANDBOOK 2009-2010



### **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 modeling 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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Ben Kahle, Vice-President  
Marsha Killian, Secretary  
Bruce Klein  
Randy Winterland  
Mike Kelley  
Andy Schuler

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## 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

The Nurse's Office is accessible through the elementary office. 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 their 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 for 24 hours before returning to school. This policy will be strictly enforced, in order to protect all students and staff.

If a student is on medication for a contagious illness, (eg: pink eye, strept throat, etc) 24 hours of treatment is required before returning to school.

### 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, 6th and 9th grades, and any student participating in sports must also have a **current physical** on file in the office. Physicals are good for one year 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 be filled out properly in order to meet state requirements. **We will be 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 is required.**

All students need a series of DTP, Polio, MMR, Varicella(chicken pox), and Hepatitis vaccines. Students entering 9th grade need a Tetanus booster. There must be documentation of all **immunizations**.

**Lead screening** is a required part of the health examination (for children age 6 or younger) prior to admission to preschool or kindergarten. Your healthcare professional must complete the **Lead Risk** section of your form.

An **eye exam** is required for children entering Kindergarten and for any new student enrolling for the first time. The vision law is a new requirement by the state effective fall 2008. As with any other health forms, it must be turned in at the start of the school year.

A **diabetes screening** is now a required part of the health examination. It must also be documented on the form by your healthcare professional.

The **dental law states** that before May 15 all children in Kindergarten, 2nd and 6th 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/her 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.

## **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 certified nurse. All medications will be kept 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.

## **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 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.

A peak flow meter is kept in the nurse's office with individual mouthpieces. Using the peak flow meter is the only way to truly assess how well a student's lungs are functioning. It will be used upon request for the inhaler and repeated 10-15 minutes after use of the inhaler. If an inhaler will be used at school or if the student will be carrying an inhaler, proper forms must be completed. 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. The form requires parent/guardian signatures. All forms will expire at the end of the school year.
  - The inhaler must be in the original box with the pharmacist's label.
2. Carrying an inhaler

- A “*Medication Authorization Form*” must be completed by the physician and kept on file at the school. The form requires **parent/guardian and student signatures**. All forms will expire at the end of the school year.
- The inhaler must be labeled with the student’s first and last name.
- 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.

### **HEAD LICE POLICY**

In order to control the outbreak of head lice, Lexington Elementary School has a “no nit policy.” The following policy will be followed:

- Inspections done on individuals at teacher 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, as part of a random classroom check. (Several students will randomly be chosen from the class and sent to the nurse’s office, one student at a time.) 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 students 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 or nits are found.
- If nits/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 or nit removal, 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 and/or nits.
- A “needy student” fund will be established to provide assistance to families who find the purchase of treatment shampoo a hardship.

### **VISION AND HEARING SCREENING**

The school nurse gives vision and hearing screenings at appropriate grade levels. Special education students and new students 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.

## **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’s note indicating the nature of the prolonged illness or injury and the anticipated return to full participation.

### **LEARNING CENTER**

The Learning Center is open from 8:00 a.m. to 3:15 p.m. each school day. A wide variety of books, magazines, newspapers, films, records, reference items, and equipment are available to students for study and enjoyment.

### **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-virused;
- Using the hardware, software of 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; and
- 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 the *Technology Code of Conduct* and have signed and returned the appropriate authorization form. 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.

Users of hardware, software or any networks available through the District are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Do not reveal the personal addresses, passwords or phone numbers of other students or colleagues.
- Do not use the networks in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the networks to be private property.
- Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
- Recognize that electronic mail (e-mail) is not private.
- Be polite. Do not become abusive in your messages to others.

## **HOMEWORK**

Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should be used to:

- Develop responsibility and good study habits.
- Encourage growth of the individual student to his/her full potential.
- Enhance communication skills.
- Apply knowledge to real-life situations in a meaningful way.
- Logically connect or challenge facts and ideas.
- Provide each student an opportunity to develop independent judgment.
- Think critically and problem solve.

The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly acquired skills or apply recent learning to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills in order to monitor and complete assignments within the allotted time frame.

Equally important and often overlooked is the fact that homework is an exercise in developing responsibility and good

study habits. These are skills that are essential to students being successful in school, as well as later in life. Accepting the responsibilities related to homework means the student needs to independently take direction, manage time, and complete the work to the best of his/her ability. Homework is about learning to make choices about when to do homework, how to do homework, where to do homework, and when to turn it in.

### **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 **10:00am** 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 junior high or 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, the test should be taken with the class.

### **MAKE-UP WORK**

All assignments and tests missed due to absence must be made up, regardless of the reason for a student's absence. Students will generally be allowed the number of days absent to make up work missed due to excused absences. Students will generally be allowed the number of days absent, not to exceed one week, to make up work missed due to unexcused absences. However, students may be required to take previously announced tests or turn in long-term assignments and projects on the day they return to school.

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. Students should be fully prepared to take any announced exam that was scheduled before his/her absence. The following guidelines should be used in setting deadlines for completion of make-up work:

- Make-up: excused and unexcused - given one day's notice, a student may be required to take a test or complete other make-up work at a prearranged time. The penalty for not completing this work will be decided by the teacher. The student must meet deadlines for tests and class work. It is the student's responsibility to be aware of all class assignments.
- Prearranged - as determined prior to absence.
- School-Initiated Absence (field trips, contests, performances, etc.) – assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. Students may be withheld from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor, or coach as early as possible to discuss any such problems.
- Suspension - (see Suspension From School)

### **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 (except for the 1<sup>st</sup> 9 weeks-report cards are given to parents at parent/teacher conferences). Report cards should be signed by parent(s)/guardian(s) and returned to school immediately.

Progress reports may be mailed 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.**

## **TEACHER REQUESTS**

There are many factors to take into account when putting a class together, including numbers of boys and girls in each class, having a variety of abilities in each class, consider children who work well together, and considering social, emotional and academic needs. The goal is to divide the classes as evenly as possible and place students in the best possible setting.

All teacher requests must be submitted to the principal's office. If a parent/guardian desires a specific teacher, **the parent/guardian must put the request in writing**. The request should include your child's name, the name of the teacher requested, **the reason why** the parent/guardian has chosen this teacher, and should be **signed** by the parent/guardian.

The principal will try to accommodate the parent's requests; however, all requests may not be able to be approved. **The final decision shall rest with the school administration.**

## **Attendance Procedures**

### **ARRIVAL TIME PROCEDURE**

Students should plan to arrive at school AFTER 8:00 AM unless other arrangements have been made with the principal or students are participating in supervised activities. There is no supervision before 8:00 AM. The opening bell rings at 8:10 and the students are expected to be seated and ready to begin at 8:15. After students arrive on school grounds, they must stay until the end of the scheduled day. Leaving school grounds without permission after arrival is not permitted and may result in disciplinary action by the principal.

### **REGULAR DISMISSAL 3:15p.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. Students are to leave the building by 3:25 p.m.

### **REGULAR DISMISSAL – LEXINGTON BUS RIDERS**

All students who are transported by Lexington buses must exit through the east doors to the bus lane.

### **REGULAR DISMISSAL – CAR TRANSPORTATION**

All students who are picked up after school by car should exit the west doors and be picked up in the west parking area.

### **REGULAR DISMISSAL – WALKERS**

Walkers may exit through the west or east doors.

### **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. WJBC 1230 AM, WBNQ 101.5 FM, or WBWN 104.1 FM provides early dismissal information. The Lexington website will also have this information <http://www.lexington.k12.il.us> . Please do not call the school office or the Unit Office for this information.

### **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 his/her pass, which will be his/her pass for readmission to class.

### **ATTENDANCE PROCEDURE**

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). This will be required 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 first and last name.

### **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 babysit; (b) helping a parent at home (especially the day before a holiday); (c) going shopping; (d) vacation, visiting friends or relatives; and/or (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, Learning Center materials, and clears all financial obligations, he/she will be eligible for a refund of the unused portion of your Book Rental charges. The student's records will be forwarded as soon as the office receives written authorization for the records to be released.

### **TARDINESS TO SCHOOL**

- If students are not in class at 8:15 a.m., they 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 will receive consequences for repeated unexcused tardies.**

### **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.

### **ASSIGNMENTS FOR THE STUDENT WHO IS ABSENT DUE TO ILLNESS**

(See page 12)

### **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.

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

**Students leaving the building during any extra-curricular activities, athletic games, etc. will not be re-admitted to the scheduled event. 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).

### **FALSIFICATION OF ATTENDANCE INFORMATION**

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention or suspension from school.

### **TRUANCY**

Truancy is defined as unauthorized absence from a class or classes. **This includes arriving late to school for an unexcused reason.** If a student is truant, the following consequences will be applied:

- 1<sup>st</sup> Incident If truant one-half day or more, lunch recess detention and parent/guardian contact may result. Reports to proper law enforcement agencies may be made.
- 2<sup>nd</sup> Incident One or two additional lunch recess detentions may result. Parent/guardian conference required in most cases. Reports to proper law enforcement may be made.
- 3<sup>rd</sup> Incident Two or three additional lunch recess detentions may result. Parent/guardian conference required in most cases. Reports to proper law enforcement agencies may be made.

### **TRUANCY PROCEDURES**

According to the State Board of Education: Excessive absenteeism is defined as those students who have **missed 10% out of the last 180 school days, or 18 days.**

The law also states that a school district may, at any time, require a health examination (paid by parent/guardian) if the school deems necessary. Therefore, during the school year, the school will be requiring medical documentation once a student has missed over 18 days (unless doctor notes have already been received). A parent will be required to come in during school hours for a conference after a student has reached 18 absences. The conference may be held with the school nurse and the school counselor. The purpose will be to discuss the reasons for those absences. At this time parents/guardians will be given a physical form and be required to take their child to a physician for a complete physical. This form will need to be completed and signed by a doctor and returned to school within two weeks.

The school will make every effort to inform parents of excessive student absences. However, it is the responsibility of the parent to see that their child is in regular attendance. The law is specific that the parent has the obligation to see that their child is in school.

Daily attendance is mandatory for successful completion of school. All parents/guardians will be notified on the report card of the number of absences the student has accumulated. Students participating in school-sponsored activities such as field trips, sports events, etc., will be excused from classes and are responsible for completing missed assignments.

Normally, for each incident of truancy, a parent/guardian contact is required and/or lunch recess detentions are made.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense, and a chronic truancy petition will be filed when the student has been truant 10% of the last 180 consecutive school days.

### **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 ages three (3) to twenty-one (21) years with exceptional needs to qualify for special education are also eligible for admission.

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, Good News card, 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, being responsible, expressing a caring attitude, being respectful, and showing 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 with winners being eligible to win a T-shirt. Also, we will draw one winner from each grade level and they will receive a Purple Pride Certificate. This certificate will allow the students to go to the Purple Pride treasure chest to choose a prize. All Purple Pride Award winners are posted on our Character Counts mural.

Classes will also have an opportunity to be the Class of the Week one time during the school year. On Monday of that week, Mr. Heidbreder will bring the Purple Pride bear and a Purple Pride banner to the special class of that week. During the week, students from that class can carry the Purple Pride bear everywhere they go during the school day. The bear should remind all of our students to be on their best behavior and set an example for others to follow.

On Friday of that week, the chosen class will celebrate being the Class of the Week with a pizza party in their classroom. Every class will have a chance to be the Class of the Week sometime throughout the school year.

## **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. The policy is subject to an annual review by Citizens Advisory Committee representing the District.

### **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 before school, after school, or during lunch. Students will be given written notice at least one day before the assignment is to be completed. Students must arrange for their own transportation after a detention assignment. Detention forms must be signed and returned, and detentions must be completed as assigned. A missed detention will be doubled.

### **SUSPENSION FROM SCHOOL**

If a student is suspended from school for a serious violation of school policy or rule, he/she 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 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 or 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, or 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 electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar electronic paging devices.
- 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, promise to join, or be 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.
- Excessive tardiness.

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 in possession by consumption of 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. At the discretion of the administration, the ten-day suspension may be reduced to five (5) days 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 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:

- Have a drug-alcohol assessment. The family must have an appointment prior to the student's return 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**

Pagers, beepers, walkie-talkies, and other 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, bumping will be considered in this category. An excuse such as "This is my friend," or "I was only kidding" is not acceptable.

### **BULLYING**

Bullying behaviors are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating, and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapon possession, gang affiliation and/or prejudicial attitudes. When such behaviors or characteristics are demonstrated, parents will be notified by a building administrator of potential consequences that range from an administrative conference to expulsion. In addition, parents will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation.

### **RACIAL, ETHNIC OR RELIGIOUS HARASSMENT**

Racial, ethnic or religious harassment is specifically prohibited and will not be tolerated. Language, gestures, apparel or behaviors that show disrespect, intimidate, threaten or cause injury on the basis of racial, ethnic or religious origin or background will constitute racial, ethnic or religious harassment. Consequences for engaging in racial, ethnic or religious harassment may range from verbal reprimand to suspension or expulsion from school and a report sent to appropriate law enforcement agencies.

### **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
  - ❖ Substantially interfering with a student's educational environment;
  - ❖ Creating an intimidating, hostile, or offensive education environment; depriving a student of educational aid, benefits, services, or treatment; or
  - ❖ Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body; spreading

rumors related to a person's alleged sexual activities; or discussion of sexual experiences.

Students may report suspected sexual harassment to any teacher, school counselor or administrator. A parent, friend or advisor in making such a report may accompany students. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for an informal meeting of the parties involved and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation.

Lexington Elementary School respects the rights of every student to be free from harassment, including sexual orientation harassment. Sexual harassment is against the law.

Consequences for engaging in sexual harassment may range from verbal reprimand to suspension or expulsion from school, and the offender may be reported to appropriate law enforcement agencies.

### **HAZING (HARASSMENT)**

Hazing is specifically prohibited and will not be tolerated. Hazing is any behavior engaged in by a student or students for the purpose of holding up any student or students to embarrassment, ridicule or humiliation. Consequences for engaging in hazing may range from verbal reprimand to suspension or expulsion from school.

### **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. 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, a 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 24-1 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 alike" 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 effect 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 address 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.

### **SNOWBALLS**

Throwing snow and/or ice presents a serious safety hazard to persons and property, and is prohibited. This prohibition includes snow and/or ice thrown onto school grounds from adjacent property or at vehicles. Violators will be subject to appropriate disciplinary action.

### **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.
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. Golf balls, baseballs, roller skates, heelys, pogo balls, skateboards, or other items deemed inappropriate by staff are not acceptable for playground use.
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.
11. Keep hands and feet to self.

### **PLAYGROUND CONSEQUENCES**

1<sup>st</sup> time... Sit out remainder of recess/set time of recess.

2<sup>nd</sup> time... Sit out the remainder of the recess. Meet with Principal and parent may be contacted.

3<sup>rd</sup> time... Lunch recess detention. Meet with Principal and parent note sent home.

4<sup>th</sup> time... Lunch/ recess detention. Meet with Principal and parent note sent home.

5<sup>th</sup> time... Lunch/ recess detention for determined set of days. Further infractions will result in a parent-principal conference.

### **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**

Food items, including candy, may be eaten only in the cafeteria during the assigned lunch periods, except for special projects that have been scheduled by a staff member and approved by the administration. **NO GLASS** containers are permitted.

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

Frisbees, cards (such as but not limited to Yu-Gi-Oh & Pokemon), games, roller blades, scooters, skateboards, laser pointers, electronic organizers, laptop computers, chains hanging out of pockets, cameras and sound equipment such as radios and tape/disc players not assigned for classroom use by a teacher interfere with the educational process and are not permitted in school or on school grounds. Other items, too numerous to mention, that have no acceptable purpose for school also 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**

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

### **HALLWAY TRAFFIC**

Students are expected to pass from class to class in an orderly manner, following all instructions from supervising teachers. Students should always walk with the flow of traffic, and proceed directly to their next class. Traffic moves best on the left side of the halls.

## **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. **The telephone number is 365-2741.**

### **BICYCLES**

Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

### **PEDESTRIANS**

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

## **Bus Behavior**

### **BUS RULES AND DISCIPLINARY PROCEDURES**

**Any questions regarding transportation should be directed to the Transportation Director (Dale Heidbreder), 365-2741.**

#### **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 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. Listen to the following radio stations: WJBC 1230 AM, WBNQ 101.5 FM, WMLA 1440 AM, WIHN 96.7 FM, 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 headphones, 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 procedure will be used in disciplining a rider.

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

- **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 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.

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.

### **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 leaving from
- 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.

#### **STUDENT BULLETIN BOARD**

All items to be posted for display anywhere in the building must be approved by administration.

### **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.

### **TELEPHONE**

Only emergency calls may be made in the main office. All students are responsible for making arrangements to stay after school ahead of time so parent/guardians are informed and unnecessary phone calls are avoided. Do not plan to receive calls at school. Only messages of an emergency nature can be delivered. **Students are not to use cellular telephones or pagers at any time during the school day.**

### **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.

### **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.**

### **PETS VISITING CLASSROOMS**

Pets are welcome to visit our school.

Our preferences:

1. Parents/Guardians bring in the pet at a set time and take it with them when they leave
2. Check into the office and get a visitors pass (please let the office know ahead of time).
3. Students should not touch the animals and keep a safe distance. Sometimes for a dog, it is best to do this outside so the dog does not feel trapped. It can be a troubling experience for some dogs to be pushed into a room full of children.

### **CELEBRATIONS AND ACTIVITIES**

Celebrations will be scheduled periodically, under the sponsorship of various school classes or organizations. These celebrations will be for Lexington Elementary students only. At no time will Lexington Elementary activities be considered occasions for dates, nor will flowers, new clothes, or any other extraordinary expenses be required.

### **GIFTS**

The Principal must approve any plans for a gift exchange or collection of money for a gift before a gift is purchased or any money is collected. In general, gift exchanges among students will not be approved.

### **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.

### **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.

### **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.

### **VOLUNTEERS AND VISITORS**

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the Learning Center, office, classrooms, and a multitude of other ways.

Volunteers must sign-in in the office and wear an ID indicating they are volunteers. This helps us know who is working in the building in addition to our regular staff. When volunteers leave, they should stop in the office to sign-out and return the ID.

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 indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID.

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. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

### **VISITOR PARKING**

Visitors may park in the east parking lot or on Cherry Street. **Do not park in the bus lane** or the loading zone.

### **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 advisable to delay treatment, parent/guardian 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, or are damaged deliberately or by gross carelessness, or are 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, 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.

### **EMERGENCY PROCEDURES**

Plans have been made to protect students' safety when emergencies occur. Students should become familiar with fire exit plans posted in each classroom. In any emergency, silence and complete cooperation with teachers' instructions are essential. When evacuating the building or moving to a shelter area students should walk rapidly, but not run. Assume that all alarms are genuine until proven otherwise. If parents/guardians feel it is necessary to pick up their child in the case of a natural disaster, they must report to the office. The student will be paged over the intercom or sent by a teacher from the office. Parents/guardians should not take their student out of the building without checking in the office. Parents/guardians may only pick up their own child.

### **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.

## **Student Records**

### **STUDENT RECORDS**

Education records maintained by the school include identifying data (student's name, name and address of parent or guardian, certified copy of the birth certificate and sex), elementary grades, semester grades for secondary subjects, standardized test scores, medical records, attendance records and disciplinary records. Access to student records is controlled and limited to school administrators, counselors, teachers, secretary, nurse, truant officers, and special education personnel. Parents must give written consent before any records will be released to persons or agencies other than educational institutions. Parents have access to the records of the student. Such access shall be by appointment with the Principal. A hearing may be requested to challenge the contents of the student's records. This request must be made in writing to the Principal. Anecdotal reports are not part of the student's permanent record.

- Student temporary records *must* include information regarding serious disciplinary infractions (involving drugs, weapons or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction.
- Student temporary records must be maintained for *at least* five years after the student has transferred, graduated or otherwise withdrawn from the school.
- Information maintained by law enforcement professionals working in a school will not be considered student records.
- Schools may release certain information contained in student records to "juvenile authorities" that request such information before the adjudication of the student.

### **DISCLOSURE OF STUDENT RECORDS**

Disclosure of student records without consent may be made "in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons" 20 U.S.C. Section 1232 g (b)(1)(I). The FERPA regulations now state that nothing in the statute precludes a school from including in a student's education records appropriate information about discipline taken against the student for conduct that posed a significant risk to the safety or well being of that student or other members of the school community or from disclosing that information to teachers and school officials, in that school or other schools who have legitimate educational interests in the student's behavior.

### **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.

### **CHANGE OF ADDRESS OR TELEPHONE**

Please report to the office immediately any change of home address, home or parent's work telephone number, or any other important information which the school may need in order to contact a parent or guardian in case of an emergency.

### **STUDENT INSURANCE**

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

### **STUDENT NAME USED IN SCHOOL**

All students must use the name on their certified birth certificate for student work in the classroom, permanent record items mentioned under Student Records on page 30, and all extra-curricular activities. Exceptions will only be made if students are legally adopted or have legally changed their name and those documents have been provided to the elementary school office.

## **Cafeteria**

### **LUNCH PROGRAM**

Every elementary school students has a hot lunch available to them. Students may choose to purchase the hot lunch or may bring their own lunch.

The cost of an elementary school student lunch is \$1.50 and an adult lunch is \$2.25. Parents wishing to eat a hot lunch with their children must notify the school office by 9:00 AM. White or chocolate milk can be purchased for \$.35 for those eating cold lunch or wanting extra milk with their hot lunch.

All students are expected to eat a lunch.

An electronic lunch ticket program called Accu-Scan was added to our cafeteria over the summer of 2004. The change occurred because our past system did not provide accurate daily lunch meal counts that are needed to be turned into the state. The state requires that all school districts have accurate lunch information. Thus, a new system was needed to comply with state regulations.

### **How does the system work:**

Basically like a debit account system that banks currently use:

- **No cash or checks will be used in the cafeteria**
- Each student will have an account that parents/students can credit in the Elementary School and Junior/Senior High School offices.
- Students will bring money (cash/check) in a standard envelope provided by us to their office of attendance and each secretary will credit his/her account.
- 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 lunch line.
- No cash will be used in the cafeteria because accounts will be debited as each student goes through the line.
- If needed, students will be able to charge up to \$10.
- 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. Reduced students may charge up to \$5.

- Free breakfast/lunch students will not have the ability to charge extra items to their account unless they have credited their account to a positive balance.
- Reminders will be sent home periodically to let elementary parents see what their child has in his/her account.
- It is helpful for our office if parents pay a minimum of two week's (\$15) to a month's (\$30) worth of lunches at time. This will help us eliminate the cost of sending payment reminders home with our students and forcing students to charge lunches.
- Please take advantage of crediting your child's lunch account for purchasing milk on a weekly basis (\$1.75) for our cold lunch folks or those who would like to have extra milk with their lunch. This will avoid a daily crediting of a quarter in the office.
- Parents can 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.
- This process allows our students more time to eat because the counting out and changing of cash is eliminated.

### **BREAKFAST PROGRAM**

Serving of breakfast in our cafeteria begins within the first few weeks of the school year. Students in Preschool through 12 grades are welcome to participate. The regular priced breakfast will be \$1.00. 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.

### **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.

### **PARENT OR GUARDIAN STATE PUPIL TRANSPORTATION REIMBURSEMENT INFORMATION**

#### **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, for example, bus fares or mileage reimbursement for private automobiles at \$0.505 per mile.

If you can answer **yes** to the following questions for the 2008-09 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, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, 2009, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2009.

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, 2009, 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 2005-2006 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.

If you have any questions or concerns, please feel free to contact me.

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**“Investing Today, Improving Tomorrow”**