

## **Middle School Handbook Supplement**

***This Handbook provides information unique to Lexington Middle School and is supplemental to the District Student/Parent/Activities Handbook.***

### **Absences and Homework**

Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork:

(a) students who are pre-excused from school should have all of their schoolwork completed and turned in to the teacher before leaving school unless special arrangements have been made by the teacher and/or administrator;

(b) students who miss school due to an illness or other unforeseen circumstance will be allowed two (2) days for each day absent – up to five days total – to turn in missed homework given during the absence; additional days may be allowed by the teacher and/or administrator for special circumstances;

(c) suspended students must have all homework completed upon returning to school and shall be assigned in-school suspension if otherwise.

### **Eligibility List**

1. An “Eligibility List” will be published every Monday morning by roughly 8:30 AM.
2. “Failing” are those whose present QUARTER grade average is below 70%.
3. A student on the failing list for two or more consecutive weeks in one or more subjects is considered ineligible.
4. A student is ineligible - starting Monday after the list is published - until the following Monday. If the student is passing the subject(s) that caused the ineligibility, s/he shall be eligible that following Monday.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extra-curricular activities under the jurisdiction of the school.

### **Behavioral Expectations**

Please see chart contained in this document for typical disciplinary responses to various rule infractions.

### **Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container.
2. Forks and spoons should be placed in the pan with water, not thrown away.
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school. For a student to eat at home, parents must provide written authorization and transportation.

6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

#### Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

#### **Cell Phones and Other Electronic Devices (Policy 6025)**

Students may not use cellular (cell) phones or other electronic devices (e.g. beepers, ear buds, cellular telephones, MP3/CD players, radio headphones, laser lights, personal computers, etc.) while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices outside the building before and after school. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in lockers or a personal vehicle.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Additional information about cell phones is provided in board policy.

#### **Coats and Boots**

Middle School students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Middle School students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

#### **Face Coverings**

Students may be directed by the administration to wear cloth or multi-layer disposable face masks, or another approved face covering, to help prevent the spread of COVID-19 in school. Students are expected to wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting

mask must fully cover the students' nose, mouth and chin. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal. Failure to wear a face mask will result in disciplinary consequences as follows: 1st offense: warning and directive to wear the masks at all times-- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.

### **Grades**

Students will receive letter grades for their academic classes.

The middle school grading system is as follows:

| <u>Letter Grade</u> | <u>Percentage Grade</u> | <u>Computer Grade</u> |
|---------------------|-------------------------|-----------------------|
| A+                  | 98-100                  | 4.33                  |
| A                   | 93-97                   | 4.0                   |
| B+                  | 90-92                   | 3.33                  |
| B                   | 85-89                   | 3.0                   |
| C+                  | 82-84                   | 2.33                  |
| C                   | 77-81                   | 2.0                   |
| D+                  | 74-76                   | 1.33                  |
| D                   | 70-73                   | 1.0                   |
| F                   | Below 70                | 0.0                   |

### **Homework**

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

### **Honor Roll**

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language and computer science. Students who earn a quarter or semester academic average of 3.5 or higher will qualify for the honor roll.

### **Playground Rules**

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.

3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

### **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

### **Student Government ([Policy 5041](#))**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

### **Visitors ([Policy 5064](#))**

We welcome and urge visitation by parents. However, in order to ensure the safety and well-being of our school community, all visitors must check into the office upon arrival in the building.

### **Weapons**

In addition to the regulations outlined in the District Student/Parent Handbook, please comply with the terms contained in the following notice.

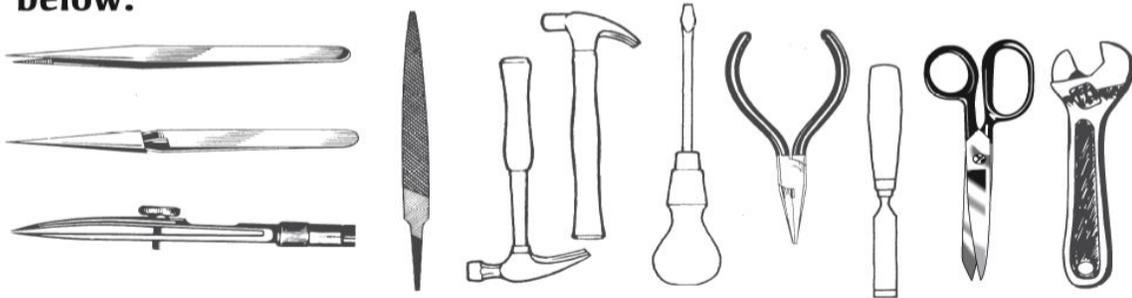
# Notice To All Students

The items below are used as tools  
in some of your classes:

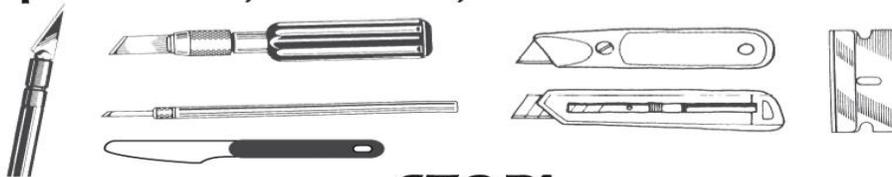
*exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class.*

**Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.**

Examples of some, but not all, unauthorized tools are shown below:



Examples of some, but not all, knives are shown below:



**STOP!**

***Leave Them In Class! Don't Bring Them!***

# CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences may be utilized at the discretion of the LMS administration. In some situations, the Extracurricular Policy may also be in force.

| <b>DISRUPTIVE ACT</b>  | <b>1<sup>st</sup> OFFENSE</b>   | <b>2<sup>nd</sup> OFFENSE</b>   | <b>3<sup>rd</sup> OFFENSE</b>   |
|--|---|---|---|
| <b>Academic Misconduct (cheating, plagiarism, etc.)</b>  | Detention, "0" credit for assignment (student may redo for 69% max), parent contact | ISS, "0" credit for assignment (student may redo for 69% max), parent contact | OSS, "0" credit for assignment (student may redo for 69% max), parent contact |
| <b>*Alcohol use and/or possession (Extracurricular Policy consequence as well)</b>   | Minimum 5 days OSS or *** (see below) depending on circumstances                    | *** (see below)   | *** (see below)   |
| <b>***Arson</b>  | *** (see below)   | *** (see below)   | *** (see below)   |
| <b>Assault:</b>  |   |   |   |
| <b>*Against a student</b>  | Minimum 5 days OSS and * (see below)  | *** (see below)   | *** (see below)   |
| <b>*Against school staff</b>   | Expulsion   |   |   |
| <b>*Mutual Consent</b>   | Minimum 5 days OSS and * (see below)  | *** (see below)   | Expulsion   |
| <b>*Bullying, Harassment</b>   | ISS or OSS  | Minimum 5 days OSS and * (see below)  | *** (see below)   |
| <b>*Bomb Incident (including threats)</b>  | *** (see below)   | *** (see below)   | *** (see below)   |
| <b>Bus/School Vehicle Insubordination</b>  | Warning, ISS, OSS, and/or suspension from bus route; parent contact                 | Warning, ISS, OSS, and/or suspension from bus route; parent contact           | Suspension from bus services; parent contact                                  |
| <b>Dress Code Violations</b>   | Warning and change attire   | ISS, change attire, and parent contact  | ISS or OSS, change attire, and parent contact                                 |
| <b>Disrespect/Insubordination</b>  | Warning or ISS or OSS or reassignment (depending on circumstances)                  | Minimum 5 days OSS and/or reassignment  | *** (see below)   |
| <b>*Drug Offenses (includes actual and imitations of controlled substances and paraphernalia)</b>  |   |   |   |
| <b>-Possession/Use</b>   | Minimum 5 days OSS or *** (see below)   | *** (see below)   | *** (see below)   |
| <b>-Sale/Distribution</b>  | *** (see below)   | *** (see below)   | *** (see below)   |
| <b>*Fire Alarms/Extinguishers</b>  | 5 days OSS and * (see below)  | 5 days OSS and * (see below)  | 5 days OSS and * (see below)  |
| <b>*Fire Paraphernalia (lighters, matches, fireworks, etc.)</b>  |   |   |   |
| <b>-Possession</b>   | Confiscate and ISS  | Confiscate and 3-5 days OSS   | Confiscate and *** (see below)  |
| <b>-Unauthorized Use</b>   | OSS and possible restitution  | OSS and possible restitution  | *** (see below)   |
| <b>*Gang-Related (graffiti, notes, symbols, hand signs, colors, speech, etc.)</b>  | 1-5 OSS   | Minimum 5 days OSS  | *** (see below)   |
| <b>*Theft.</b>   |   |   |   |
| <b>-Less than \$50</b>   | 1-5 days OSS and restitution  | *** (see below)   | *** (see below)   |
| <b>Greater than \$50</b>   | 5 days OSS or *** (see below), restitution  | *** (see below)   | *** (see below)   |
| <b>Parking Violations</b>  | Vehicles parked illegally will be ticketed, and/or towed at owner's expense.        |   |   |
| <b>Public Displays of Affection (PDA)</b>  | Warning to both students  | Parent contact  | ISS and parent contact  |
| <b>***Sexting*/Explicit Photo or Video Offenses (includes possession and/or distribution of sex-related material via electronic devices)</b> | ISS or OSS or Reassignment  | ISS or OSS or Reassignment  | ISS or OSS or Reassignment  |
| <b>*Tobacco Possession and/or Use (including vape/electronic devices)</b>  | Confiscate and 3 days OSS   | Confiscate and 4 days OSS   | Confiscate and 5 days OSS   |

| <b>DISRUPTIVE ACT</b>  | <b>1<sup>st</sup> OFFENSE</b>                                     | <b>2<sup>nd</sup> OFFENSE</b>                 | <b>3<sup>rd</sup> OFFENSE</b>                 |
|--|---|---|---|
| *Trespassing (includes non-students)   | Warning and/or police notification                                | Police notification, charges requested        | Police notification, charges requested        |
| **Vandalism (includes property loss or damage, abuse of property, graffiti, etc.)<br>-Less than \$50 | 1-5 days OSS and restitution                                      | *** (see below)                               | *** (see below)                               |
| -Greater than \$50   | 5 days OSS or *** (see below) and restitution                     | 5 days OSS or *** (see below) and restitution | 5 days OSS or *** (see below) and restitution |
| *Weapons (possession and/or use)   | See "Weapons/Firearms" section of Nebraska Student Discipline Act |   |   |
| Any Other Felony Violation   | OSS and or *** (see below)  |   |   |

### CLARIFICATIONS:

- Students recommended for expulsion will be OSS pending the expulsion decision.
- A parent conference may be necessary prior to a suspended student's return to school.
- Students suspended OSS will be allowed to complete missed assignments and tests.
- Administration will deal with each infraction individually, and determine the best, most appropriate action (may deviate from stated policy in special situations).

### DEFINITIONS:

- "ISS"- In-School Suspension
- "OSS"- Out-of-School Suspension (**Short term**=1 to 5 days, **Long term**=6-19 days)
- "Expulsion"- OSS for more than 19 days (either through the end of the semester or up to one year)

### INDICATORS:

- \* **LAW ENFORCEMENT NOTIFICATION**
- \*\*\* **LONG TERM SUSPENSION or MANDATORY REASSIGNMENT or EXPULSION**  
-In accordance with state statutes  
-Could also include law enforcement notification and/or restitution