

Lone Jack Middle & High School Student & Parent Handbook
Revised June 2019

Mission

Our mission is to empower all students to be responsible, future-ready citizens.

Vision

Our vision is to inspire students to achieve excellence.

Commitments

We believe all individuals have potential and we must commit to the following behaviors.

- We commit to providing a safe environment where students are exposed to diversity and culture.
- We commit to encouraging students to find a passion and achieve self-defined success.
- We commit to celebrating success while continually striving for excellence and improvement in all we do.
- We commit to equipping students with the knowledge and skills necessary to thrive in society.
- We commit to implementing systems to support the needs of the whole child.
- We commit to providing a trusting, collaborative, and transparent partnership with our stakeholders.
- We commit to fostering a culture that encourages staff to positively engage and impact student success.

TABLE OF CONTENTS

The Family Educational Rights and Privacy Act.....	2
Enrollment and Class Status.....	6
Class Attendance.....	7
Grades and Graduation.....	8
Support Services.....	11
General Information.....	16
Rules and Regulations.....	20
Penalties for Inappropriate Behavior.....	23
Student Discipline.....	27
Safety Program & Emergencies.....	33
Activities Guidelines.....	35
Accountability Sheet Example.....	37
Consent Form.....	38

Please visit Lone Jack Middle & High School main office for a paper copy of this document, or access it at lonejack6.net.

The Lone Jack School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated groups (*school board policy AC*). The following person has been designated to handle inquiries regarding the non-discrimination policies:

*Lone Jack Superintendent,
313 S. Bynum Rd. Lone Jack, MO. 64070
(816) 697-3539*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Lone Jack School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Lone Jack School District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lone Jack School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- A.** To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- B.** To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- C.** To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- D.** In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- E.** To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- F.** To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- G.** To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- H.** To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- I.** To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- J.** To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

K. Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

All policies are subject to administrative discretion and decisions can be appealed to administration, then the superintendent, and lastly the Board of Education.

Notice of appeal to the Board must be made in writing, 72 hours in advance of the next regularly scheduled board meeting.

PUBLIC NOTICE FROM THE LONE JACK C6 SCHOOL DISTRICT

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The **Lone Jack C6 School District** assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The **Lone Jack C6 School District** assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The **Lone Jack C6 School District** assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The **Lone Jack C6 School District** has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the **Lone Jack C6 School District central office at: 313 S Bynum Road Lone Jack, MO 64070, 8am-3pm Monday through Friday.**

This notice will be provided in native languages as appropriate.

Contact the LJC6 Special Education Director with any inquiries regarding this notice.

Mrs.Kelly Stockhorst- High School
816.697.3539
kstockhorst@lonejackc6.net

ESSA PARENTS RIGHT TO KNOW:

Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Dear Parent or Guardian: Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

ESSA Complaint Procedures:

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES 1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives. Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents General Information

- What is a complaint under ESSA?
- Who may file a complaint?
- How can a complaint be filed? Complaints filed with LEA
- How will a complaint filed with the LEA be investigated?
- What happens if a complaint is not resolved at the local level (LEA)? Complaints filed with the Department
- How can a complaint be filed with the Department?
- How will a complaint filed with the Department be investigated?
- How are complaints related to equitable services to nonpublic school children handled differently? Appeals
- How will appeal to the Department be investigated?
- What happens if the complaint is not resolved at the state level (the Department)?

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)

- What is a complaint? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
- Who may file a complaint? Any individual or organization may file a complaint.
- How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
- How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
- What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.

I. ENROLLMENT AND CLASS STATUS

RESIDENCY

Parent(s) or Legal Guardian(s) must actually reside with the student within the Lone Jack C6 School District boundaries. “Residence” is the permanent primary physical location where a person lives and sleeps. The residence of a minor child is presumed to be the residence of the parent(s) or guardian(s) who have legal physical custody of the child.

- If the student’s parents are divorced and share physical custody, the student’s residence is the location where the student lives the majority of the time – with the primary or majority custodial parent (court documents will be required).
- If the student is not living with a parent, the Lone Jack C6 School District requires that a responsible adult obtain legal guardianship through the court system (notarized letters from parents giving “guardianship” to others are acceptable).
- A temporary resident within the Lone Jack C6 School District boundaries solely for the purpose of attending a Lone Jack C6 District school shall not be considered residency.

ENROLLMENT

Students must enroll and attend a full day of school. The following additional guidelines must be met before the student is officially enrolled:

- A current enrollment sheet must be completed and on file.
(STUDENT ENROLLMENT VERIFICATION (RSMO 167.151-2))
- An emergency data sheet is to be filled out at the beginning of each school year or upon arrival of transfer students. This information will be kept in SIS.
- For information on transfer students from home school or unaccredited schools, please contact our counselor’s office at (816) 697-3539.

CLASS STATUS

- To qualify for sophomore class status, a student must have earned six (6) units of credit prior to the beginning of the school year.
- To qualify for junior class status, a student must have earned twelve (12) units of credit prior to the beginning of the school year.
- To qualify for senior class status, a student must be enrolled in enough courses to meet graduation requirements.

WITHDRAWING FROM SCHOOL

The student, parents, or guardians shall notify the counselor’s office when a student wishes to withdraw from school. All supplies and materials must be turned in. Each student should pick up a form from the counselor, which is to be signed by individual teachers indicating that books and materials have been returned. All outstanding fines, and/or fees must be paid. Transcripts will be forwarded upon the request of the school to which the student is enrolling. A copy of health records will be provided to the parent upon request.

II. CLASS ATTENDANCE

ATTENDANCE POLICY

Regular attendance is vital for students to gain the full benefits of our school program. Students are discouraged from missing school for any reason other than illness or family emergency. Any student who is absent for more than eight (8) days during any one semester may not receive semester credit for the course in which the absences have occurred. Classes missed due to authorized school activities or field trips do not count as absences under this policy. All out-of-school suspensions count as absences as well. This policy will be applied on an individual course basis each semester. In the event an absence is necessary, the following procedures will be followed:

- Parents/Guardians shall notify the school office by phone (816-697-3539) **before** 9:00 a.m., or in writing for each day of the student's absence. This also applies when a student needs to leave school (as described in Section VI). This call will **verify parental knowledge** of the student's absence.
- **For safety consideration of the student**, parents/guardians will be contacted when an absence has not been verified.

CONSEQUENCES OF CONSISTENT OR EXCESSIVE STUDENT ABSENCES

Following the eighth (8) absence in one semester from a class, the student, and the student's parent/guardian will be notified that an attendance hearing will be held. The attendance hearing will take place to determine whether class credit should be denied due to excessive absenteeism. Exceptions may be made under this policy for extenuating circumstances as defined below:

- Illness or health condition for which a **physician's note is required** relative to the necessity for the student's absence from classes. This note must be signed and dated and will cover the student only for the date seen and days requested to remain home by the physician.
- Absences for medical purposes for which the physician or dentist's certification of appointment is required.
- Absences to comply with legal orders. Certification from the proper authority is required.
- College visits may be excused for **juniors and seniors**, if cleared through the counselor's office and approved by administration, before the visit, and documentation is presented to administration after the visit. Juniors must be accompanied by a parent on their college visit.
- Failure of school bus to provide reasonable available transportation for a student.
- Three hours to secure a driver's license (one time).

Determination for a waiver of the attendance policy may be acquired through an appeal to the attendance committee. The Principal and student's parent/guardian may present written documentation, notes, excuses, etc. to the committee for their consideration.

Students are responsible for gaining make-up assignments from teachers – it is NOT the teacher's responsibility. A reasonable length of time for completing make-up assignments is one day for each day missed. An absence the day prior to an announced test will not excuse the student from taking the test as scheduled.

FINAL EXAMS

Final examinations may be used as a major evaluation of student achievement when they are conducted in such a way that they effectively evaluate the achievement of the goals and objectives on which learning activities have been based. Therefore teachers and others may use those means of measurement or appraisal which directly relate to the goals and objectives of the curriculum.

Lone Jack Middle and High School holds students to high standards and strives to prepare students for their future whether this is college or career readiness. The Course Syllabus for each class will outline expectations for final exams. The syllabus will explain the format of the final (comprehensive exam, presentation, essay, etc.) and teacher requirements for completion of final. In a district wide effort to continually improve our instructional practices based on current student data, most classrooms will expect students to complete a pre-course assessment in the first days of the semester based on Missouri Learning Standards. The pre-tests, in comparison to final exams, allow for the district to track and examine data for learning and instruction based on student growth.

III. GRADES AND GRADUATION

GRADES

Each teacher keeps a record of scores made from class work and test scores. Every three weeks of each semester, progress reports are distributed to all students via email indicating their average grade at that time. If you do not have an email address on file with the district, a hard copy will be sent home with the student. At the end of the semester students will receive semester grades. The semester grade is an indication of achievement for an eighteen-week period and is not an average of two-quarter grades. The semester grade determines class rank, academic honors and is recorded on the student's transcript.

A student who receives an F in a required class will be required to repeat the applicable semester the next year or complete the appropriate credit recovery course through the counseling office.

GRADE POINT AVERAGE

The grade point average is one indication of overall performance of a student in the classroom. The cumulative grade point average for the four years of high school is recorded onto the permanent record. Only semester grades are used in calculating the cumulative grade point average. The following point scale is used at Lone Jack School for calculation of grade point averages:

Grade point average is calculated by dividing the total number of grade points by the total number of semester grades. For a list of weighted courses, please see the course catalog.

WEIGHTED GRADES

Grade	Point Value
A	4.33
A-	4.00
B+	3.67
B	3.33
B-	3.00
C+	2.67

Grade	Point Value
C	2.33
C-	2.00
D+	1.67
D	1.33
D-	1.00
F	0.00
I	Incomplete

UNWEIGHTED GRADES

Grade	Point Value
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33

Grade	Point Value
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
I	Incomplete

SIS/PARENT PORTAL

Student information (lunch balances, grades, attendance history, etc.) can be accessed via our website www.lonejackc6.net 'Parent Portal Log-In.' To obtain a username and password a parent email will be required to be on file with your student's record. Questions regarding SIS Parent Portal can be sent to technology@lonejackc6.net.

HONOR ROLL

Honor roll will be calculated by the counselor's office. At the end of semester grading periods, semester grades will be used for the calculation instead of quarter grades.

Students with a grade point average of 3.67 or higher will be listed on the high honor roll. Students with a grade point average of 3.00 or higher, but less than 3.67, will be listed on the honor roll.

GRADUATION HONORS

Latin Honor System

In an effort to recognize more students, keep a level playing field, and stay consistent with colleges and universities, Lone Jack High School utilizes the Latin Honor System.

- 4.0 or higher: Summa Cum Laude (*with highest honor*)
- 3.667-3.999: Magna Cum Laude (*with great honor*)
- 3.5-3.666: Cum Laude (*with honor*)

Class rank or percentile will only be reported directly to college/scholarship in the highly unlikely event that it must be reported in order for the student to be considered. Other than those unique circumstances, class rank information will not be available to colleges, scholarships, students, or families.

GRADUATION REQUIREMENTS

Diploma Requirements

Twenty-five (25) units of credit will be required to graduate from Lone Jack High School. The accumulation of credit begins in the ninth grade, with the exception of 8th grade algebra. Students must pass an examination over the United States Constitution and an examination over the Missouri Constitution. The following will be requirements:

<u>Courses</u>	<u>Credits Required</u>
Language Arts.....	4
Mathematics [^]	4
Science* [^]	4
Social Studies (<i>American History I, American History II, Government</i>)	3
Fine Arts (<i>Music or Art only</i>)	1
Practical Arts.....	1
Spanish I (<i>College bound students need 2 credits</i>).....	1
Physical Education.....	1
Health.....	1/2
Personal Finance.....	1/2
Electives.....	5
	TOTAL 25

*If a student receives 3 Ag Science credits, this will waive a single Science credit toward graduation, OR alternatively, if a student receives 3 PLTW credits, this will waive a single Science credit toward graduation.

*Students attending CCC or STA may waive the additional math and science credit requirement that LJ requires but the state does not, however, students must complete 25 credits to graduate.

Students must have completed 20 pre-approved hours of community service to graduate.

COMMUNITY SERVICE

As a part of all Senior Level English classes, during the first semester, students will complete a “Research in Action, Community Service” reflection essay. Students will research a charitable organization and complete one (1) excused day from school of community service, giving time to that chosen organization. At the conclusion

of this research and community service, the students will write a capstone reflection essay, in their English course. This day will count for up to eight (8) hours of their required twenty (20) hours of community service in order to graduate. For more information, please contact Bailey Appleton, Lending Heart Community Service Coordinator at bappleton@lonejackc6.net.

DUAL ENROLLMENT

Seniors, having earned 21 credits and on track to graduate, may enroll at a Missouri public college. There should be an agreement in writing, signed by representatives of the college and the Lone Jack School District, to insure compliance with state regulations. Students will be responsible for the payment of tuition and for their transportation to and from the college classes.

SCHEDULE CHANGES

Each student has the opportunity to meet with the guidance department and college & career planning staff to schedule their courses for the year. All schedule changes must be completed with the direction of the guidance office and by administrative approval. Students who have chosen to not turn in scheduling paperwork by the required date are automatically scheduled by the counselor. Extenuating circumstances will be reviewed by administration.

MOCAP -- MISSOURI COURSE ACCESS & VIRTUAL SCHOOL PROGRAM

Senate Bill 603 established MOCAP, MO Course Access & Virtual School Program. MOCAP requires districts accept and pay for virtual course credit. Beginning Summer 2019, Lone Jack High School will be utilizing LAUNCH Online Learning. Students can request enrollment by providing the guidance office with reasoning pertaining to how online courses fit into their path for graduation. Students will commit to the work, the calendar and the teacher's expectations for the course. Students will have to attain administrative approval for all LAUNCH requests and administrators can refuse enrollment if believed to be in the best educational interest of the student. More information on LAUNCH online learning can be found at fueledbylaunch.com.

IV. SUPPORT SERVICES

BUS TRANSPORTATION

LJC6 contracts with First Student, Inc school transportation company. A student's bus ride to and home from school is an extension of their school day. Any actions and behaviors which may result in discipline or consequences will be viewed in the same manner as those which happen on school grounds.

If there is a question or concern about your bus route, stop other transportation question, First Student dispatch phone number is **(816) 765 - 3100**.

LOCKERS

A locker will be assigned to each student at the beginning of the year or upon transfer to LJHS. Students may not change lockers without approval from the office. The locker is school property and is provided for the convenience of the student. Persons authorized by the school administration can make periodic inspections. The school administration has the right to remove school property or items that do not belong at school from the

lockers without the student's permission. At the discretion of the Principal and any present law enforcement, any items found, may or may not be returned depending upon potential legal actions. **Students should not keep valuable items in lockers as the chance for theft exists.**

TEXTBOOK, RESOURCES AND SUPPLIES

Students will be furnished all textbooks and supplies except paper, pencils and other general items of this nature. Some classes will require a class fee for purchase of supplies. All textbooks belong to the school and are to be returned in good condition. Students may be charged up to the replacement cost of a book if it is lost or damaged. Students are responsible for equipment and materials loaned to them during the school year. More resources are provided each year through technology. Students are expected to follow the Acceptable Use Policy issued by Lone Jack C6 School District. Teachers will provide information to parents on the expected use of websites and any assignments to be completed online.

CASS CAREER CENTER / SUMMIT TECHNOLOGY ACADEMY

Students may apply to attend the Cass County Career Center at Harrisonville or the Summit Technology Academy in Lee's Summit during their junior and senior years. These students will be required to be in attendance, following both Lone Jack and CCC/STA school calendars. Specific programs and requirements are explained in the spring. Please contact the counseling department with any questions.

RESPONSE TO INTERVENTION

In an effort to meet the diverse and individual needs, and ensure high levels of learning for all students at Lone Jack High School, we will be dedicating time to providing students with meaningful intervention and enrichment. This time will be reserved for teachers to allow specific students to receive small group instruction on items they may be struggling with, failing to complete in a timely manner, or exceeding teacher expectations.

RETESTING POLICY

Lone Jack Middle and High School believes in mastery learning. Grades should be a reflection of students' mastery of the Missouri Learning Standards and various national standards presented in our courses. We also recognize learning happens at different rates and times for individual students. LJC6 will allow and offer student retesting of material based on the following Retesting Guidelines:

1. Student receives an ACCOUNTABILITY FORM (see pg. 45) when a 75% or less is earned on any test. Any student can request a retest, but the retesting procedures must be followed.
2. Student must communicate with teacher and use RTI opportunities for tutoring or completion of missing work.
3. Student must schedule retest at next available Wednesday School or time approved by teacher. It is recommended retest is completed within two weeks of original exam.
4. All late work must be turned in to retest.
5. Any study guide or expected assignments for continued study of material must be completed prior to retest.

6. The course syllabus will outline the determination of the test grade once retest is taken.

WEDNESDAY SCHOOL

In addition to Response to Intervention, Lone Jack Middle & High School will be offering additional times for students to come in and work with teachers in small group settings. These times will be scheduled throughout the school year, and may fluctuate, depending on the current need. Wednesday School will be held in classrooms and will be reserved for teachers to allow specific students to receive small group instruction on items they may be struggling with, failing to complete in a timely manner, or exceeding teacher expectations. Wednesday School is offered twice monthly from 3:30pm – 5:30pm.,

LUNCH PROGRAMS

Lone Jack C6 provides both breakfast and lunch options each day for students. Other daily options are also provided when available.

Lunch Account Information

Students are expected to prepay for school lunches. Families may do so by turning in check or cash to the front office or by using the district online payment option.

Negative Lunch Account Balances

Students are expected to prepay for school lunches. Cashiers will notify students daily if their account balance falls below \$5.00 negative. In the event a student's account reaches \$10.00 negative, the parents will be notified that an alternative meal will be given. This alternative Grab & Go Meal includes a cheese sandwich, a serving of fruit and vegetables, a serving of yogurt or cheese stick and milk. Students with a negative lunch balance will not be allowed to purchase any ala-carte items, including milk to go with a sack lunch from home.

NATIONAL SCHOOL LUNCH PROGRAM / BREAKFAST PROGRAM

Children need healthy meals to learn. **Lone Jack C6 School District** offers healthy meals every school day. Breakfast costs **\$1.90**; lunch costs **\$2.75 at the elementary and \$3.00 at the Middle School High School**. Your child(ren) may qualify for free or for reduced price meals.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to any district office.
2. WHO CAN GET FREE MEALS? All children in households getting Food Stamps, Temporary Assistance, or the Food Distribution Program on Indian Reservations can get free meals regardless of income. Also, your child(ren) can get free meals if your household income is within the free limits on the Federal Income Eligibility Guidelines.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. CAN HOMELESS, RUNAWAY AND MIGRANT CHILDREN GET FREE MEALS? Please call **Lone Jack C6 Schools, Central Office at (816) 697-3539** to see if your child(ren) qualify, if you have not been informed that

they will get free meals.

5. WHO CAN GET REDUCED PRICE MEALS? Your child(ren) can get low cost meals if your household income is within the reduced price limits.
6. SHOULD I FILL OUT AN APPLICATION IF I GOT A LETTER THIS SCHOOL YEAR SAYING MY CHILD(REN) ARE APPROVED FOR FREE OR REDUCED PRICE MEALS? Do not complete the attached application if you have recently received notification from your school that your child(ren) has been certified to receive free meal benefits for the 2019-2020 school year.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child(ren) is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving Food Stamps, Temporary Assistance or other benefits. If you lose your job, your child(ren) may be able to get free or reduced price meals.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Lone Jack C6 School Board President, 313 S. Bynum Road, Lone Jack, MO 64070.**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally get. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
15. WE ARE IN THE MILITARY; DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Exclude military combat pay received by service members during a deployment.

All other allowances must be included in your gross income.

A complete Free and Reduced Price School Meals Application is available at lonejackc6.net, or in any Lone Jack C6 School District office.

Should your financial situation change throughout the school year, this program is always available.

If you have other questions or need help, call **(816) 697-3539**.

HOMELESS STUDENTS

(School Board Policy IGBCA)

The Lone Jack C-6 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.

Migratory children who meet one (1) of the above-described circumstances.

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

SUICIDE PREVENTION

School is a natural and effective place to deliver suicide prevention programming. Schools can create a safe environment to teach students the signs and symptoms of depression and suicidal thinking, while also training faculty and staff to respond to concerns. The Lone Jack C6 School District will be using the nationally recognized, evidence-based SOS Signs of Suicide® Prevention Programs to educate youth and provide training for school personnel.

National Suicide Prevention Lifeline is 1-800-273-8255.

Youth America Hotline, toll free peer to peer hotline 1-877-YOUTHLINE (968-8454)

V. GENERAL INFORMATION

BELL SCHEDULE

7:45	Warning Bell	
7:50 - 8:40	1 st Hour	
8:44 - 9:34	2 nd Hour	
9:38 - 10:28	3 rd Hour	Lunch
10:32 -11:22	4 th Hour	10:32 – 11:00 CCC & STA
11:26-12:43	5 th Hour	11:00--11:22 6th Grade
12:47-1:37	6 th Hour	11:26 – 11:51 A 7th-8th Grades
1:41-2:31	7 th Hour	11:52 – 12:17 B 9th-12th Grades
2:35 - 3:15	8 th Hour	12:18 – 12:43 C 9th-12th Grades

EARLY RELEASE

7:50 - 8:40	1 st Hour	
8:44 - 9:34	2 nd Hour	Lunch
9:38 - 10:28	3 rd Hour	10:32 – 10:55 A / CCC & STA
10:32 -11:49	4 th Hour	10:58 – 11:21 B
11:53-12:30	5 th Hour	11:24 – 11:49 C

VISITORS

All visitors must check in at the Principal's office and receive a visitor's pass before proceeding through the building. **NO EXCEPTIONS.** Student-aged visitors are not permitted to attend classes or lunch shifts.

Closed Lunch Shifts & Lunch Visitors

Students are expected to eat lunch at school every day they are in attendance. Students are not permitted to leave school for lunch and return. If you are visiting a student for lunch, you will be provided a specific guest space to join them.

In order to maintain student confidentiality and safety standards for all students, the Lone Jack C-6 School District will implement the following procedures for lunch visitors and guests:

- Parents are invited to join *their child* for lunch after checking in at the office.
- Parents may eat only with their own child at the child's designated lunch time, and should sit in our special visitor lunch space. We will call students to the office to meet up with their guest(s).
- ***Any photographs taken should NOT include children other than the child they are signed in to visit.***
- Students will thank visitors and say goodbye when the lunch period ends as guests check out in the office.
- If you are planning on coming in for lunch, please notify the office prior to your child's lunch time. If you would like to order an adult school tray lunch, please call the school before 9:00 a.m. so that the cafeteria can be informed.

DISTRICT VOLUNTEER PROCEDURES

Please visit lonejackc6.net COMMUNITY tab to view full definitions and procedures for volunteering in Lone Jack C6 Schools. Main Office assistants can provide you with locations for fingerprinting, etc.

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools. The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

ACTIVITIES FEES

All Lone Jack High School students will be required to pay an annual \$40.00 activity fee. The cost will not exceed \$80.00 for two or more students in the same family. This fee will entitle all students with a Lone Jack student ID free admittance to home activities. Activities not included will be tournaments and fundraisers.

STUDENT PARKING PERMIT

In order to be eligible to drive to school, students will be required to purchase a student parking permit for \$20.00 (\$5 per quarter). No exceptions. Each student will be assigned a designated parking space within the school parking lot. Anyone not having a proper permit will not be allowed to drive their vehicle (any motorized mode of transportation) to school. Parking beyond the school grounds (i.e. - on side streets near the school) will not be permitted per local law enforcement.

HEALTH SERVICES, PRESCRIPTION AND NON-PRESCRIPTION MEDICATION, AND HUMAN SEXUALITY INSTRUCTION

If your child is ill, a parent/guardian must come and pick the child up as soon as possible. It is very important that we prevent the spread of communicable disease. Please keep your child at home if you suspect he/she might be coming down with an illness, so the illness is not spread to other students. Please notify the school before 9:00 a.m. when your child is ill, especially if he/she has contracted a contagious disease. We appreciate your consideration in following these guidelines: Students with a fever of 100 or higher should stay at home. Students should be fever free for 24 hours without the aid of fever reducing medication, before returning to

school. Students should be free of continuous coughing. Students should remain home until 24 hours after the last episode of vomiting. Students with diarrhea may return to school once they are accident free and able to make it to the bathroom. Students should remain home for 24 hours after taking their first dose of antibiotic for an infection. Students with conjunctivitis (pinkeye) are excluded from school until they have received one dose of prescribed medication. Students with chickenpox should be excluded from school for 7 days after the appearance of a rash. All spots must be scabbed.

For prescription medication, the student's physician shall provide the school with a written request that the student be given medication during school hours. The **parent/guardian must bring** the medication, in its original container, to the school and complete and sign the appropriate documentation. The prescription medication will be stored in the office in the original container only and the student must come to the office to take the medication. The **parent/guardian must pick up** any unused or excess medication. Students may carry inhalers and epinephrine pens with a doctor's order once they've demonstrated how to correctly use and at the nurse's discretion.

The school district will provide non-prescription drugs to students who have a signed med consent on file (you can find the consent on the district website or in office); these drugs include acetaminophen, ibuprofen, allergy eye drops, and tums. Students may have up to 10 doses in a semester and then parents will be required to provide the medication to be taken (the procedure stated above for signing in meds will be followed). Any non-prescription medication not listed above will require a written doctor's order for administration during the school day. Students may ONLY carry cough drops/lozenges on their person during the school day, all other medications prescription/non-prescription will be administered by authorized school personnel.

Lice is not a disease as defined by the Department of Health, but is considered a nuisance and spreads very quickly. If your child is found to have head lice, he/she will be sent home. Once the student is treated, before being readmitted to school, the nurse/school personnel will examine your child's hair and, if free of live bugs, he/she will be readmitted to class. The nurse/school personnel will continue checking daily until hair is free of nits. If at any time live lice are found, your child will be sent home until the treatment is complete, and all lice are gone. In order to prevent spreading, please contact the school as soon as you are aware that your child might have head lice.

Physical Examinations and Student Health Screenings

(School Board Policy JFC)

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

In general, the school district will not conduct physical examinations of a student without parental consent to do

so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the district is conducted that is:
Required as a condition of attendance.

Administered by the school and scheduled by the school in advance.

Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening.

Parents or eligible students will be given the opportunity to opt out of the above-described non emergency, invasive physical examination or screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Missouri State High School Activities Association (MSHSAA) will be required to follow the rules of that organization.

All parents will be notified at least at the beginning of the school year of the district's policy on physical examinations and screening of students. Parents will also be notified within a reasonable period of time after any substantive change in the policy.

Human Sexuality Instruction

(Board Policy IGAEB)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Further detail on BOE policy IGAEB is located on lonejackc6.net DISTRICT tab, School Board.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction.

DANCES

Homecoming and Courtwarming dances will be for students in grades nine through twelve. Dates must be under 21 years of age to attend. (The exception to this rule is prom. The Principal reserves the right to deny a student

and/or date to prom.)

- Students must register an out-of-school date with the Principal prior to the dance. Students will be held accountable for the behavior of their date and are expected to inform them of the rules.
- The seventh and eighth grade will hold separate dances in the Fall and Spring. These dances will be open only to Lone Jack 7th and 8th grade students.
- In lieu of dances, 6th grade students will continue their student holiday parties/field trips for both Halloween and Valentines Day.

FUNDRAISING

Classes and organizations may undertake a reasonable number of fundraising activities. The Activity Director or Assistant Principal must be aware and approve all fundraising activities. The Principal and Superintendent will also approve the fundraising activity to be placed on the activities calendar in the AD office. The following restrictions or guidelines will apply to fundraising activities:

- Candy or other items that compete with the school lunch program will not be sold during the school day.
- Items to be sold must be signed for by each student. The student selling the product must return the item or the money. Students should request a receipt.
- All money collected by students should be turned into the Sponsor daily. Sponsors are to turn money into the office on a daily basis and receive a receipt.
- All checks should be made payable to Lone Jack School District, not individual sponsors.

STUDENT COUNCIL

The Student Council is organized to serve Lone Jack High School students, faculty and administration by providing leadership and cooperation for formulating school policies, student activities and projects.

The organization is structured with four executive officers: President, Vice-President Secretary and -Treasurer. Students who wish to participate in Student Council will have the opportunity to apply with the Student Council Sponsors who will explain the process in detail.

STUDENT IMAGES & SCHOOL WEBSITE & SOCIAL MEDIA

Each year, families received a consent form in the student handbook which includes student records. This consent includes district photographs taken during any school day by teacher, administrator or other authorized staff. These photos are used to share with families via district webpages and/or social media pages. ***If you do not wish images of your child's photograph to be posted in this way, please contact the school front office.***

VI. RULES AND REGULATIONS

The following policies, rules and regulations will apply to all students of Lone Jack High School including those in attendance at district instructional and support programs, as well as at school-sponsored activities. Off-campus misconduct, which is not school-related and which adversely affects the educational climate, will

be subject to these policies, rules and regulations. This includes, but is not limited to, social media. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. All policies, rules and regulations will be in accordance and comply with the Safe School Act of Missouri.

For more information on the Code of Student Conduct and Discipline Code, see School Board Policies JFCC and JFCF.

DRUG AND ALCOHOL ABUSE

(School Board Policy JFCH, JHCD, IGAEA, and JG)

The Lone Jack C-6 School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

**Counseling and Rehabilitation and Reentry Programs:*

Alcohol & Drug Rehab Helpline	816-298-0732
Drug Rehab Kansas City Missouri	816-287-2633
New Concept & Associates, S.A.C	816-468-4684
Research Medical Center	816-276-3303
Truman Medical Center Behavioral Health	816-404-5700

**Listing of any resources does not constitute endorsement by the Lone Jack School District.*

SEARCHES BY SCHOOL PERSONNEL

(School Board Policy JFG)

- School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.
- Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.
- It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school
 - premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district

policy.

- The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.
- School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.
- During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

AUTOMOBILES AND MOTORCYCLES

- Students who drive to school should park and lock their vehicles upon arrival. Vehicles are to be parked in the east parking lot of the high school.
- Students may not leave the parking lot until all school buses have turned onto Highway E.
- Students are not to be in or around cars during the school day without approval from the Principal's office.
- Unsafe operation or misuse of a vehicle will result in disciplinary action.
- When entering/exiting the parking lot, students follow the directional arrows.

DRESS CODE

(School Board Policy JFCA)

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable. Extremes in dress, personal hygiene, and overall personal appearance that cause a disruption to the school environment will be addressed by the administration.

The goal of our dress code is not to limit a student's freedom of expression or speech.

Rather, our goal is to keep our students focused on our intended purpose, which is helping our community raise responsible, focused, and well educated youth, who are ready for life after high school.

- Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually-oriented statements including double-entendres (Hooters, etc.) or other suggestive language on clothing are not permitted. Any dress

or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.

- Faculty and administration reserve the right to ask students to remove any head covering or sunglasses if inappropriate in nature, causes concern or causes a distraction in the academic setting.
- Short dresses, short skirts, short shorts or cut-off shorts that promote inappropriate exposure, are not permissible. Any holes in jeans will follow the same guidelines. Shirts must cover any sides, midriff, and/or cleavage.
- Shirts, dresses, and tops must have shoulder straps at least two inches wide. A general rule of thumb is to use three (3) fingertips to check the width of shoulder straps.
- All undergarments are to be covered.
- Excessively tight-fitting clothing may be deemed inappropriate for school.
- Appropriate and safe shoes or sandals will be worn at all times.
- Coats and backpacks are to be worn to and from school ONLY and must be placed in student lockers during the school day. Purses and drawstring backpacks are also discouraged unless permission is granted by administration. Students should be prepared for variations in temperature by keeping a sweatshirt and/or sweater in their locker.

All dress code guidelines are at the discretion of staff, teachers, and administrators.

VII. PENALTIES FOR INAPPROPRIATE BEHAVIOR

Students who violate any of the rules in the preceding section or rules established by the proper authority are subject to disciplinary action. Obviously, all possible types of misconduct cannot be listed in this handbook.

Students are expected to exhibit acceptable behavior at all times.

All inappropriate behavior will be subject to one or more of the following:

Written documentation made in the student's record, parents or guardian contacted, the appropriate law enforcement agency contacted, the student suspended from school or classes, recommendation made for expulsion of the student, appropriate restitution made by the student or other forms of disciplinary action include detention, ISS, Saturday School and suspension from participation in school activities.

SUSPENSION FROM SCHOOL

The Board of Education has authorized the suspension from school of a student by the Principal for a period not to exceed ten school days and by the Superintendent for a period up to one-hundred-eighty days. Suspended students are temporarily not members of the student body. Consequently, those students will not be permitted to participate in or attend any school-sponsored activity, whether such activity is held on a regular school day or on a weekend. Suspended students are not permitted on school grounds for any reason without prior approval of the Principal/Superintendent.

Students suspended from school have the following rights:

- The student shall be given an explanation of the charges against him/her.
- The student will be granted an opportunity to tell their version of the incident.
- The student's parents or guardian shall be notified by the administration.
- The student and parents shall be informed that they have the right to appeal this suspension to the Superintendent.
- A conference may be held with both the parents and student before a student will be permitted back in school following an out-of-school suspension

DETENTION

Detention period (7:00 to 7:30 a.m. or 3:15 to 3:45 p.m.) will be held Monday thru Friday of each week. It is a time when the student is assigned to arrive before, or after school for any infraction of unacceptable student behavior. Detention periods will be served immediately before school at a place designated by the teacher or Principal. Students tardy to a detention or missing a detention will be assigned additional detention time or possible ISS. If there is a conflict of detention time, the parent or guardian must make prior arrangements through the Principal's office. Students must bring homework or reading material to detention and work.

PRIVATE DINING

Private dining will be held in a classroom with a supervisor. Students will be asked to report to the designated area after they get their lunch tray.

SPECIAL EDUCATION STUDENTS

Public Law 94-142 Special Education:

The Lone Jack School District, along with the Department of Elementary and Secondary Education, recognizes the need for providing free appropriate educational programs for various handicapping conditions through special education programs.

The Lone Jack School District will be responsible for providing appropriate services to any children residing in the district, who are visually handicapped, hearing impaired, mentally handicapped, behavior disordered, physically handicapped, speech and language impaired, other health impaired, learning disabled, deaf/blind, autistic, multi-handicapped, and severely handicapped. The Lone Jack C-6 District will also be responsible for providing appropriate services to any children residing in the district needing early childhood special education.

If you know of any children in the school district who fall into the above areas and are not receiving help, please notify the Superintendent of Schools, or the District Coordinator of Special Education Services at 697-3539. All information is confidential.

All State and Federal regulations pertaining to educational services for the handicapped student will not be violated in regard to disciplinary action.

DUE PROCESS

The Lone Jack C-6 School District shall follow all applicable due process procedures for all student discipline matters. In the event of situations requiring suspension or expulsion, sections 167.161 and 161.171 RSMo will be followed.

PRIVACY RIGHTS OF STUDENTS AND PARENTS

In developing and administering discipline policies, the Lone Jack C-6 School District will make every effort to respect the privacy rights of parents and students. School personnel should be cognizant of these rights and should exercise caution in potential cases of search and seizure, or cases in which law enforcement officials may be involved. The Lone Jack C-6 School District will adhere to all provisions of PL 90-247, Privacy Rights of Parents and Students, in maintaining records about discipline. The text of PL 90-247 may be found in appendix 4, pages 31-35 of Guidelines for Developing Discipline Policies in Missouri School Districts.

DISCRIMINATION, HARASSMENT, AND BULLYING POLICY

The Lone Jack School District is committed to creating a safe, supportive and bully free environment that provides a wide range of educational opportunities to allow each person to achieve full potential.

(School Board Policy JFCF, and AC)

In order to promote a safe learning environment for all students, the Lone Jack C-6 School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

- The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.
- The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.
- Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the

district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Compliance Officer:

Lone Jack Principal,

313 S. Bynum Rd. Lone Jack, MO. 64070

(816) 697-3539

Anti-Harassment Policy- Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Discrimination - Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Sexual Harassment - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.

- Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
- Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
- Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
- Physical contact or touching of a sexual nature, including touching of intimate parts and sexually

motivated or inappropriate patting, pinching or rubbing.

Hazing- Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying - For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber Threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Grievance - A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

TO REPORT BULLYING:

- Utilize the Bully Report form located at <http://lonejackc6.net/district/bullying/>
- Contact a district teacher or administrator.
- Utilize the Safe Student app for Iphone or Android, codes **Elementary 9010, HS 0110**

VIII. STUDENT DISCIPLINE

(School Board Policy JG)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is

judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Prohibited Conduct

(School Board Policy JG-R1)

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. *In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

	SCHOOL BOARD POLICY	1st Offense	Subsequent Offense
Academic Dishonesty	School Board Policy JG	No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.
Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.			
Arson	School Board Policy JG, JGF	Detention, in-school suspension, 1-180 days out-of school suspension, or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate
Starting or attempting to start a fire, or causing or attempting to cause an explosion			
Assault 1	School Board Policy, JG, JGF	Principal/Student conference, detention, in school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate
Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.			
Assault 2	School Board Policy, JG, JGF	Principal/Student conference, detention, in school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate
Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.			
Automobile/Vehicle Misuse	School Board Policy, JG	Suspension or revocation of parking privileges, detention, or in-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.			
Bullying & Cyberbullying	School Board Policy, JG, JFCF	Detention, in-school suspension, or 1-180 days out-of school suspension	1-180 days out-of-school suspension or expulsion.

Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.			
Bus Infraction (First Student Bus Company)	School Board Policy, JG, JFCC	Parent Notification	Bus Suspension- 1-180 Days
Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.			
Dishonesty	School Board Policy, JG	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.
Any act of lying, whether verbal or written, including forgery.			
Disrespectful or Disruptive Conduct or Speech	School Board Policy, JG, AC	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of school suspension, or expulsion.
Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.			
Drugs/Alcohol 1*	School Board Policy, JG, JFCH, JHCD	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion
Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.			
Drug/Alcohol 2*	School Board Policy, JG, JFCH, JHCD	In-school suspension or 1-180 days out-of-school suspension	11-180 days out-of-school suspension or expulsion.
Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, any vaping apparatus, or other liquid nicotine-delivery products (such as JUUL), counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.			
Drug/Alcohol 3*	School Board Policy, JG, JFCH, JHCD	1-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion.
Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.			
Extortion	School Board Policy, JG	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Threatening or intimidating any person for the purpose of obtaining money or anything of value.			
Failure to Care for or Return District Property	School Board Policy, JG	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.
Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.			
Failure to Meet Conditions of Suspension, Expulsion or Other Discipline Action	School Board Policy, JG	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for			

an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.			
False Alarms (see also "Threats or Verbal Assault")	School Board Policy, JG	Restitution. Principal/Student conference, detention, in school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of school suspension, or expulsion.
Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property			
Fighting (see also "Assault")*	School Board Policy, JG, JGF	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.			
Gambling*	School Board Policy, JG	Principal/Student conference, loss of privileges, detention, or in-school suspension	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of school suspension
Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.			
Harassment 1*	School Board Policy, JG, JFCF, AC	Principal/Student conference, detention, in school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.			
Harassment 2*	School Board Policy, JG, JFCF, AC	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.
Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.			
Hazing	School Board Policy, JG, JFCG	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion
Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.			
Incendiary Devices or Fireworks	School Board Policy, JG	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension
Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.			
Nuisance Items	School Board Policy, JG	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension
Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes			
Public Display of Affection	School Board Policy, JG	Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, or 1-10 days out-of school suspension.

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.			
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material*	School Board Policy, JG	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion
Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.			
Sexual Activity	School Board Policy, JG	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of school suspension, or expulsion.
Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.			
Technology Misconduct 1*	School Board Policy, JG, EHB, KKB, and EHB-AP1	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.			
Technology Misconduct 2*	School Board Policy, JG, EHB, KKB, and EHB-AP1	Confiscation, principal/student conference, detention, or in-school suspension.	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out of-school suspension, or expulsion.
Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.			
Technology Misconduct 3*	School Board Policy, JG, EHB, KKB, and EHB-AP1	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices. This includes refusal to remove earphones, buds and/or earpods when requested.			
Technology Misconduct 4*	School Board Policy, JG, EHB, KKB, and EHB-AP1	Confiscation. Principal/Student conference, detention, or in-school suspension	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out of-school suspension.
Use of audio or visual recording equipment in violation of Board policy KKB.			
Theft*	School Board Policy, JG	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension	Return of or restitution for property. 1-180 days out-of school suspension or expulsion.
Theft, attempted theft or knowing possession of stolen property.			
Threats or Verbal Assault*	School Board Policy, JG	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.			
Tobacco Possession*	School Board Policy, JG	Confiscation of prohibited product. Principal/Student conference, detention, or in school suspension.	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
Possession of any tobacco products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.			

Tobacco Use*	School Board Policy, JG	Confiscation of prohibited product. Principal/Student conference, detention, or in school suspension.	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
Use of any tobacco products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.			
Truancy or Tardiness*	School Board Policy, JG, JEA & JED-AP1, JED-AP2	3 Tardies will result in 3 days private Dining; 5+ tardies result in additional private dining and a detention.	When a student reaches 10 tardies/lates it results in 1 day ISS. 1 day ISS for every tardy past 10.
Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.			
Unauthorized Entry	School Board Policy, JG	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.
Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.			
Vandalism*	School Board Policy, JG, ECA	Restitution. Principal/Student conference, detention, in school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of school suspension, or expulsion.
Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.			
Weapons 1*	School Board Policy, JG, JFCJ	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion
Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.			
Weapons 2*	School Board Policy, JG, JFCJ	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.	Expulsion.
Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).			
Weapons 3*	School Board Policy, JG, JFCJ	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion
Possession or use of ammunition or a component of a weapon.			

NOTE: Administration will try to stay within the policy above. However, there are times when we must use our best judgment in dealing with discipline. The Administration reserves the right to adjust discipline as we deem necessary.

Formal Complaint

This notice should be on file in each school office and should be handed to any parent or patron who would like to make a formal complaint regarding any school district employee. For that function, the administrative procedure will be followed by carrying out these steps:

- Parent or patron should speak directly with the employee in question.

If no resolution...

- Parent or patron should speak directly with the immediate supervisor, vice-principal of the employee in question. (Please see the organizational chart for delineation of supervisory roles)
If no resolution...
- Parent or patron should speak directly to the district Lead Principal of schools regarding the matter.
If no resolution...
- Parent or patron should speak directly to the Superintendent of schools regarding the matter.
If no resolution...
- Parent or patron may ask to address the board of education in regard to the matter.

IX. SAFETY PROGRAM & EMERGENCY PROCEDURES

SAFETY PROGRAM

(School Board Policy EB)

The Board recognizes the necessity for a planned safety program to create a safe environment for the students attending, and for the professional and support staff employed by the school district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent and all professional and support staff. Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthful environment is encouraged by the Board. Safe practices will be a scheduled part of instruction in the classroom, laboratories and school shops. Proper supervision of students and other citizens using the school facilities will be required. Hazardous conditions indicated by inspectors will be reported to the Board and corrected. Each building administrator will develop and implement a safety program, report hazardous conditions to the superintendent and hold employees and students responsible for the observance of all safety rules and procedures. The district will fully utilize federal, state and local violence prevention programs and resources available to students, teachers or staff that the district determines are necessary and cost effective for the school district. By July 1, 2001, the superintendent will designate a school safety coordinator who will have a thorough knowledge of such programs.

EMERGENCY PLANS/SAFETY DRILLS

(School Board Policy EBC)

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train staff on emergency preparedness and violence prevention. Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in non disclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

Emergency Drills

Emergency preparedness drills (fire, severe weather, tornadoes, bus evacuation, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

District Emergency Plans

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.

*Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

Lone Jack Activities Guidelines

Welcome to the Lone Jack Activity programs. We are very excited that your child has chosen to participate in activities offered in the Lone Jack School District. Research indicates a student involved in co-curricular activities has a greater chance of success during adulthood, in support of that these programs have been established. Many of the character traits required to be successful participants will promote a successful life. Please use this handbook as your first resource for direction, information, and understanding of the district's activities. The activities staff thoroughly enjoys working with kids and will commit to helping your student grow, prosper, and develop as a high-character individual.

Activity and Athletic Programs

The LJ C-6 activities program provides the opportunity to learn life lessons, develop character and skills that will help our students reach their full potential while developing leaders and striving for excellence within a competitive environment.



MSHSAA

Lone Jack is a member of the Missouri State High School Activities Association. Therefore we are obligated to follow the MSHSAA Constitution and By-Laws that have been adopted by all the member schools.

Below are listed a few of the more common rules that are a concern to parents and students.

- Physicals and insurance are required before you can practice.
- You must have 14 practices before participating in any MSHSAA contests.
- All high school students must have passed 3 units of credit, the semester prior to the current season, to eligible for MSHSAA competitions.
- Junior high students are to have passed 3 units of credit, the semester prior to the current season, and can become eligible immediately upon raising their grades in 3 ½ units of classes.
- All students are to adhere to the 'Concussion Law,' as outlined by the MSHSAA handbook and physical form.

The complete MSHSAA handbook can be found at www.mshsaa.org. We recommend that you get familiar with this web-site. A lot of useful information can be found there.

Please make all checks payable to Lone Jack Schools. No checks should be made out to an individual coach/sponsor.

Basic Guidelines for Participation

1. When conflicts arise between two school sponsored activities the event with the higher ranking will determine the student's involvement (i.e. a game/activity ranks higher than a practice; or district game/activity rank higher than a conference game/activity, etc.)
2. School sponsored Trips:

All school sponsored trips must be cleared through the office and conform to the activities Handbook. Students on school sponsored trips **must GO AND RETURN** in the transportation designated by the school unless they are signed out by a present legal guardian.

No student will be released to anyone other than his/her legal guardian. Any special circumstances must be cleared by the administration prior to an event.
3. Students must be in attendance a full day to participate in any activity scheduled for that day (or the following day when applicable). Exceptions are granted with administrative approval only. The student must arrive to school no later than **8:10 am** to be eligible to practice or participate in any after school activity.
4. Suspensions, Truancies and After School Detentions:
 - a. When a truancy or suspension takes place, the student will be ineligible for participation until the administrative established disciplinary action has been fulfilled.
 - b. When an afternoon classroom detention has been given students may not be excused from that detention because of after school practice or rehearsal.
5. The use of alcohol, tobacco, or non-prescription drugs is illegal. Disciplinary action will be taken, which may result in his/her removal from the team/activity. (More defined in the student handbook, activities handbook and MSHSAA guidelines.)

Student Expectations

1. To develop positive school citizens and leaders.
2. To abide by the rules of the activity and the decisions of the coaches, sponsors and officials.
3. To promote sportsmanship and appreciation of activities so that the participant may function in society, both as a spectator and participant.
4. To develop pride in self, teammates, school and community.
5. To win and lose graciously.
6. Adhering to public laws and host school policies.

All Parents and Students are expected to familiarize themselves and adhere to all policies inside the Activities Handbook. A full copy of the handbook can be found at lonejackc6.net under the RESOURCES tab.

Lone Jack Middle & High School

Accountability Form

Request to Retest

Name: _____

Date: _____

Course: _____

Class Period: _____

Concept/Topic to Retest: _____

Date of initial test: _____

Last date to Retest: _____

Previous Score: _____

Desired Score: _____

List of any missing assignments:

- 1.
- 2.
- 3.
- 4.
- 5.

Did you complete the study guide or the unit test? _____

Study guide and all missing assignments must be completed in order to retest.

Assignments will not be accepted for credit after testing for unit is completed.

Additional Teacher Comments:

I am requesting the opportunity to retest on this concept/topic. I have, and will continue to ensure my best work is being presented and I have earned the grade I will receive.

Student signature: _____

Date: _____

Teacher signature: _____

Date: _____

LONE JACK JR. – SR. HIGH SCHOOL

CONSENT FORM

Acknowledgement of Handbook Receipt

I have received a copy of the Lone Jack Jr. – Sr. High School Handbook for 2019 - 2020. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner.

District Activities Program

If I am selected to represent the Lone Jack C-6 Schools Activities program I will sincerely endeavor to contribute my best to the success of that program. I understand that I represent my family, school and community. I understand that my participation in the Lone Jack C-6 Activities program is not a right, but a privilege. It is important that I present a positive image and serve as a role model for others. Therefore, I agree to abide by the provisions of the Student Handbook, Student Activity Handbook and Discipline Policy which is approved by administration and the Lone Jack School Board. I am also aware that if I do not live up to this agreement, I must accept the consequences for my behavior, which may include dismissal from the activities program(s).

Directory Information Notice

Regarding student records, federal law requires that "directory information" on my child be released by the district to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the following: *Student's name, participation in officially recognized activities and sports, weight and height of members in athletic events, photographs, and awards received in school.* In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the district to withhold about my child.

School Sponsored Trip Permission Notice

I give permission for my child to take all school-sponsored academic, athletic and extracurricular trips during the 2019 - 2020. I school year.

Guidance & Counseling Program

An integral part of the counseling program is to provide responsive services to students. The ethical guidelines of the American School Counselor Association emphasize the importance of **confidentiality** between school counselor and students at the same time recognizing the rights of parents. Counseling records do not become a part of the student's permanent record except as required by school policy. We may indicate that a student was seen by the Professional School Counselor; however, the topics discussed are not included unless required by the school board policy. The requirements of the Family Education Rights and Privacy Act (FERPA) are enforced—information will not be released to anyone outside our school without your written permission. The Counselor may talk with the classroom teacher about how she can help your child in the classroom; however, specific information will not be shared. Given this information, I consent for my child to participate in counseling, and I understand that participation is completely voluntary.

I realize that if school policies are violated, the procedure and penalties of those policies will be enforced.

By signing this document, I acknowledge that I have read and understand the Student Handbook, Student Activity Handbook and Discipline Policy.

Student Name (please print) _____

Student Signature _____

Date Signed _____

Parental/Guardian Agreement

By signing below I agree to abide to all of the decisions within these documents. I understand the possible consequences if my child violates these policies and I will support the decisions of the administration.

Parent's Name (please print) _____

Parent's Signature _____

Date Signed _____

This page is to be signed and returned to the Lone Jack Middle School & High School office.