

*Philosophy of Education: A child learns best in an environment that provides opportunities for success, thus enabling the child to develop a healthy self-concept. Feelings of worth, a realistic assessment of abilities and meeting intellectual challenges foster lifetime appreciation for knowledge and learning skills.*

*Mission:* The Lone Jack School District, in partnership with family and community, will provide the instruction and encouragement for students to become literate, self-disciplined, independent, life-long learners. We will strive to create a safe environment that fosters the development of dynamic individuals who display compassion and positive social behavior.

***All policies are subject to administration 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 72 hours in advance of the next regularly scheduled board meeting.***

*NOTE: The terms "he" and "she" will be used interchangeably in this handbook. All "he" and "she" references refer to all persons, regardless of gender.*

## **I. ENROLLMENT AND CLASS STATUS**

### **A. ENROLLMENT**

Students must enroll and attend a full day of school. Each student must be enrolled in at least seven courses. The following additional guidelines must be met before the student is officially enrolled.

1. An emergency data card is to be filled out at the

beginning of each school year or upon arrival of transfer students.

2. A current enrollment card must be completed and on file.

(STUDENT ENROLLMENT VERIFICATION (RSMO 167.151-2))

## **B. CLASS STATUS**

To qualify for sophomore class status, a student must have earned five units of credit prior to the beginning of the school year.

To qualify for junior class status, the student must have earned eleven 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.

## **C. WITHDRAWING FROM SCHOOL**

The student, parents, or guardians shall notify the Principal 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 office, which is to be signed by individual teachers indicating that books and materials have been returned.

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**

## **A. ATTENDANCE POLICY**

Regular attendance is vital if students are to gain the full benefits of the 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. In the event absence is necessary the following procedures will be followed:

1. Parents/Guardians should notify the office by phone (697-2215) 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 student absence.
2. **DUE TO SAFETY CONSIDERATIONS FOR THE STUDENTS, PARENTS/GUARDIANS WILL BE CONTACTED WHEN AN ABSENCE HAS NOT BEEN VERIFIED.**
3. Students whose parents/guardians have contacted the office concerning their absence will not need an admit slip. These students' names will appear on a list published every morning with the hours of their absences. Those students whose parents/guardians have not contacted the principal must come to the office in the morning between 7:55am to 8:10am with a note from their parents/guardians explaining their absence.

## **B. RATIONALE FOR ATTENDANCE POLICY**

When students miss school, they miss something valuable. Habitual absence has an adverse effect upon a student's learning. Regular classroom instruction, when lost, cannot be entirely regained. In addition, good high school attendance helps to prepare a student for attendance requirements placed upon him as an adult at work or in other social settings. The Board of Education has adopted the attendance policy to create positive attendance outcomes for all students. Classes missed due to authorized school activities or field trips do not count as absences under this policy. This policy will be applied on an individual course basis each semester.

1. On the eighth (8) absence in one semester from a class the student, the student's parents or guardian will be notified that an attendance hearing will be held to determine if there will be a waiver of the attendance policy. The attendance hearing will take place before credit is denied for excessive absenteeism. **Suspension will count as days absent from school.** For students to receive credit in any course for a semester, they must be in attendance ninety per cent of the classes that have met for the semester. Exceptions may be made under this policy for extenuating

circumstances as defined below.

- a. 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 dated and will cover the student only for the date seen and days requested to remain home by the physician.
  - b. Absences for medical purposes for which the **Physician or dentist's certification** of appointment is required.
  - c. Absences to comply with legal orders. Certification from the proper authority is required.
  - d. College visits by **seniors (maximum of two {2})**, if cleared through the counselor's office, before the visit, and documentation presented to the principal after the visitation.
  - e. Failure of school bus to provide reasonably available transportation for a student.
    - f. Three hours to secure a driver's license (one time).
2. Determination for a waiver of the attendance policy may be acquired through an appeal to the attendance committee. (The committee will consist of the high school principal, the counselor, and two teachers.) The Principal and student's parents or guardian may present written documentation, notes, excuses, etc. to the committee for their consideration. Possible outcomes for the appeals committee may include, but not be limited to, the following:
- a. Full waiver for absences, all work missed will be completed, and credit will be received.
  - b. A provisional waiver will be granted. Hours missed will be recovered through equal time exchange. For each hour missed, an hour will be served, all work missed will be completed, and credit will be granted.
  - c. A disciplinary waiver may be issued. Hours missed will be made-up through a two-for-one exchange. For each hour missed, two hours will be served and all work missed will be completed, and credit will be granted **(MAXIMUM**

**ALLOWABLE DAYS TO BE RECOVERED WILL BE FOUR (4) DAYS).**

- d. No waiver granted. No credit will be received.

The decision of the committee may be appealed to the Superintendent. The decision of the Superintendent may be appealed to the Board of Education. When making an appeal, appropriate documents should be presented to the persons hearing the appeal.

- 3. It is extremely important that students realize and understand the EIGHT (8) absences built into the ATTENDANCE POLICY ARE NOT TO BE CONSIDERED AS APPROVED DAYS TO SKIP CLASSES, but they should be used **ONLY** as indicated in the policy.
- 4. Students are responsible for getting make-up assignments from teachers. A reasonable length of time for completing make-up assignments is one day for each day missed. **Missing the day before a test that was announced while the student was present will not excuse the student from taking the test as scheduled.**
- 5. When any student has been absent any one semester for as much as four (4) days, the principal shall notify the student and parents or guardian relative to the fact and possible results of additional absences. The parent or guardian will be invited to discuss the problem with the principal, and will be advised that **MORE THAN EIGHT (8) ABSENCES IN ONE SEMESTER, IN ONE CLASS MAY RESULT IN THAT STUDENT NOT RECEIVING CREDIT.**

**C. TRUANCY**

A student is considered truant if they dismiss themselves from class or from the school building and/or school property without written permission from the principal's office. A student who is truant will have disciplinary action. Absences without parental permission are also considered truancies.

**D. TARDIES**

Punctual and regular attendance is necessary in a well-ordered

school for the proper training of the individual student and to avoid disruption of classroom activities. Students are tardy if they are not in or at their appropriate workstation when the tardy bell rings. Students may also be assessed a tardy for non-attendance of first hour without an acceptable reason. Teachers will mark all students who are tardy. The office will be notified for the purpose of accumulation. To discourage the practice of being tardy, tardies are generally considered to be unexcused unless the student has a note from the teacher or the office.

By following a few simple suggestions students can avoid being tardy.

1. Determine in advance (before school) the items that will be needed for each class.
2. Arrange these items in an orderly fashion in your locker.
3. Become familiar with the daily bell schedule in Section VI.
4. DO NOT use the passing time between classes to visit.

Tardies first period. Any student who is late to school first period must report directly to the office. A parent excuse by phone or written note is required for admittance. Office will issue a pass so that the student can report to first hour class.

Tardies second thru seventh period will be handled by the teacher and then referred to the principal.

## **E. 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.

Students will be rewarded for good school attendance, grades, and conduct on a semester basis. This will be done in the following manner:

FIRST AND SECOND SEMESTER—Students who receive a “C” or better grade in all classes, miss two (14 class periods) or fewer days of school and have not been suspended and /or assigned more than three ISS days will be exempt from taking finals. Students may take the final but the final score will count only if it helps the student’s grade. Final exams will also be taken in classes in which college credit is received by students’ no matter the situation.

## **Student Eligibility for the A+ Program**

Students who graduate from a designated A+ high school may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri if they meet the following requirements:

1. Complete an A+ participation agreement that includes the signatures of the participating student and his/her parent/guardian.
2. Complete fifty hours of unpaid tutoring or mentoring for other students through a school-sponsored program.
3. Attend a designated A+ school for three consecutive years immediately prior to high school graduation.
4. Graduate from a designated A+ school with a cumulative grade point average of **2.5 or higher** on a 4.0 non-weighted scale. The A+ Schools Program does not permit rounding up of GPA percentage.

## **III GRADES AND GRADUATION**

### **A. GRADES**

Each teacher keeps a record of scores made from class work and test scores. At the 4 ½ and 13 ½ week of each semester deficiency notices will be distributed to all students. Each student must return their deficiency sheet by the designated date or receive a detention for each day it is late. At the end of 9 weeks progress reports are distributed to all students indicating their average grade at that time. 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.

\*Grades are indicated by letters, symbols and meanings are:

A – Excellent

- B - Superior/above average
- C - Average
- D - Below average
- F - Failure - no credit earned
- Inc. - Incomplete

A grade of incomplete will become an F if work is not made up within a two-week period of time from when the student returns to school. A student who receives an F in a required class will have to repeat the applicable semester the next year. "Plus" and "minus" divisions will also be used.

### B. 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 for calculation of grade point averages:

WEIGHTED GRADES		UNWEIGHTED GRADES	
Grade	Point Value	Grade	Point Value
A	4.33	A	4.00
A-	4.00	A-	3.67
B+	3.67	B+	3.33
B	3.33	B	3.00
B-	3.00	B-	2.67
C+	2.67	C+	2.33
C	2.33	C	2.00
C-	2.00	C-	1.67
D+	1.67	D+	1.33
D	1.33	D	1.00
D-	1.00	D-	0.67
F	0.00	F	0.00

The grade point average is calculated by dividing the total number of grade points by the total number of semester grades.

### C. HONOR ROLL

Honor roll will be calculated by the office and posted at the end of each semester. 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.

#### **D. VALEDICTORIAN AND SALUTATORIAN**

To be eligible for Valedictorian and Salutatorian student must attend Lone Jack High School for at least three consecutive years. Valedictorian and Salutatorian will be determined on eight semester average. Extenuating circumstances will be reviewed by the administration.

#### **E. Weighted Courses**

Courses, which will be considered weighted, are:

1. College English 101 and 102
2. US History 111
3. US History 112
4. College Algebra

Requirements of all weighted courses are:

1. Comprehensive final
2. At least one oral or written report or a major project
3. Offered only to juniors or seniors or with special permission from the teacher and principal.
4. Will be taught on an advanced and academically rigorous level

Weighted courses will be reviewed by a committee at the end of each year and new courses may be added at this time with a one-year waiting period. AP courses will be weighted if the student takes the final state examination.

#### **E. GRADUATION REQUIREMENTS**

##### **REGULAR DIPLOMA REQUIREMENTS**

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

Units

Language Arts	4
Mathematics	3
Science-	3
Social Studies (American History, World History, ½ unit of Government & ½ unit of Personal Finance required)	3
Fine Arts (Music or Art only)	1
Practical Arts (1/2 credit technology)	1 1/2
Health	1/2
*Other Communication Skills	1
Physical Education	1
Electives	7
TOTAL	25

\*Can be met by Speech/Drama/Debate, Foreign Language, or Desktop Publishing.

**Students must have completed 10 hours of community service to graduate.**

#### HONORS DIPLOMA REQUIREMENTS

Twenty-seven (27) units of credit are required to receive an "Honor Diploma". You must have an accumulated GPA of 3.33 on a 4-point scale. To receive a State College Preparatory Certificate, you must meet all requirements for a Lone Jack Honors Diploma and score at or above the National average on the ACT test. The following are requirements:

Units

Language Arts	4
Mathematics (Alg. I and above)	4
Science(Physics or Chemistry required)	4
Social Studies (American History, World History, ½ unit of Government & ½ unit of Personal Finance Required)	3
Fine Arts (Music or Art only)	1
Practical Arts (1/2 credit technology)	1 ½
*Other Communication Skills	2
Physical Education	1
Health	½
Speech	½
Electives	5 ½
TOTAL	27

\*Can be met by two years of Foreign Language.

**Students must have completed 15 hours of community service to graduate with an honors diploma.**

#### **F. DUAL ENROLLMENT**

Seniors currently enrolled, having earned 22 credits, may enroll in post secondary courses, for the A.M. (1st through 3rd hours) or for the afternoon (5th through 7th hours), at a Missouri public community college. A student is eligible for yearlong dual enrollment. There should be an agreement in writing, signed by representatives of the college and the 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.

#### **G. TRANSFER STUDENTS FROM HOME SCHOOL OR UNACCREDITED SCHOOLS**

Students must have 60 hours of instructional time for 1/2 unit of credit and 120 hours of instructional time for 1 unit of credit. If a student transfers from a non-accredited school or home school they must present a log to the principal and counselor to verify their transfer credit. At which time, the student will be placed at what is thought to be their appropriate grade level. Credit will be given at the end of one year, provided there is academic achievement at the level of placement. Testing must also verify this appropriate placement. WE WILL ONLY TAKE CREDIT FROM

## UNACCREDITED INSTITUTIONS ONCE PER STUDENT.

Students leaving the Lone Jack School District to attend an unaccredited school or to be home schooled will **NOT** be given credit for his unaccredited schooling or his home schooling if he returns to the Lone Jack District.

**ALL SUMMER SCHOOL** must be from an accredited institution. If there are any further questions, refer to the Counselors Office or the Principal's Office.

### **H. ADDING OR DROPPING CLASSES**

All full-time students are to be enrolled in seven classes for credit. Students wishing to add or drop a class are to do so during the first three days of the semester. Schedule changes will only be made with the consent of teachers, parents, principal, and, counselor.

### **I. TRANSFERING SENIORS**

Any senior enrolling at Lone Jack High School from another school must meet either the graduation requirements of the school from which they are transferring or Lone Jack whichever is higher.

### **J. Distant Learning** (Correspondent Courses)

All distant learning courses must have prior approval from Principal or Counselor to be accepted as credit. A Maximum of 2 credits will be accepted to meet graduation requirements.

## **IV. SUPPORT SERVICES**

### **A. GUIDANCE SERVICES**

The guidance counselor works with students in four areas:

1. Career exploration
2. Academic planning
3. Personal counseling
4. Tests and interpretation of tests

## B. LIBRARY

The library is for the use of the students and faculty for reference materials and to check out books. The librarian will attempt to assist students in finding books for class or personal use. A procedure for checking out materials will be posted in the library. The library will be open daily from 8:00 AM until 3:20 PM.

## C. 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, which do not belong at school from the lockers without the student's permission. **STUDENTS SHOULD NOT KEEP VALUABLE ITEMS IN LOCKERS AS THE CHANCE FOR THEFT IS PRESENT.** Students will be asked to be present in the search of their lockers. At the discretion of the Principal parents may be involved in the search and if items are found, they may or may not be returned depending on legal actions.

## D. LUNCH PROGRAM

A hot lunch program will be provided for students at a cost to be determined annually. Lunch shifts will be published at the beginning of the year. Students should report immediately to the cafeteria on their assigned lunch period. Students must remain in the cafeteria until the lunch period is completed. Students who need to leave the cafeteria should request permission to do so from the cafeteria supervisor.

The following additional guidelines will apply:

1. Teachers are to go directly to the head of the line so they can be back in their rooms to receive students at the end of the lunch shift.
2. Each student will be assigned a lunch account number. Students are to place money in their account mornings before school. There will be no exchanged of money in the lunch line. Lunch items are to be purchased through the students lunch account number.

## **E. TEXTBOOKS 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. If a student had to purchase their own books the cost would be between \$125 and \$200 per year. Students are responsible for equipment and materials loaned to them during the school year.

## **F. HEALTH SERVICES**

If a student becomes ill during the school day or requires first aid, he/she should report to the Principal's office. Should a student be seriously ill and need to be sent home, parents will be notified. For this reason every student should have an emergency phone number on file in the office. Any student who is ill must have permission from the office before calling parents or leaving the building.

## **G. ACTIVITIES FEES**

All Lone Jack High School and Middle School students will be required to pay a \$40.00 activity fee. If over two students the cost will be \$80.00 for two or more. This fee will entitle all students with a Lone Jack student ID admittance to home activities. Activities excluded will be tournaments and fundraisers.

# **V CAREER CENTER**

Students may apply to attend the Cass County Career Center at Harrisonville during their junior and senior year.

Specific programs and requirements will be explained in the spring. Students who wish to attend the Career Center will be given the opportunity to apply. Usually the number of applicants exceeds number of slots available. When this happens a committee of faculty members will review the applicants records and select the permissible number of students. Factors considered include:

1. Attitude
2. Attendance
3. Citizenship

4. Work habits
5. Ability to meet graduation requirements

Students selected to attend the Career Center will attend the afternoon session. They will be able to earn three units of credit at Lone Jack and three units of credit at the Career Center. A bus will leave Lone Jack at about 11:10 and return at about 2:30 each day the Career Center is in session. The following additional guidelines will apply:

1. Students are to ride the school bus provided. There are provisions for driving or riding in a private vehicle if the students complete a driving permit form. Students riding or driving without permission will be disciplined.
2. Students are not to miss class at Lone Jack in order to make up time at the Career Center.
3. Students are to attend Lone Jack when school is in session. When the Career Center is in session and Lone Jack is not the students are expected to attend their afternoon classes at the Career Center. When Lone Jack is in session and the Career Center is not the students will be expected to report to school first hour. Exceptions to this rule include Winter break and Spring break.
4. Seniors are not permitted to begin a two-year program at the Career Center
5. When Lone Jack is not in session but the Career Center is, transportation will be provided.
6. Violations of the Career Center bus discipline rules will result in the following:
  - a. First referral - 1 hour detention and principal student conference.(principal discretion)
  - b. Second referral-No less than 1 day bus suspension
  - c. Third referral-No less than 3 day suspension
  - d. Fourth referral - Automatic removal from the Career Center bus for the remainder of the school year and removal from the program.

7. Violation of these, or any policies developed by Lone Jack High or the Career Center may result in the student losing the privilege to attend the Career Center.

## VI GENERAL INFORMATION

### A. DAILY BULLETIN

Daily bulletin announcements will be emailed to each teacher and will be read over the intercom during third hour. A copy of the bulletin is posted in the cafeteria.

### B. BELL SCHEDULE

#### Monday-Tuesday-Thursday-Friday

8:00	Warning Bell	
8:05 - 8:56	1 <sup>st</sup> Hour	
9:00 - 9:51	2 <sup>nd</sup> Hour	
9:55 - 10:46	3 <sup>rd</sup> Hour	
10:50 - 12:11	4 <sup>th</sup> Hour & Lunch	10:46 - 11:13 A 11:17 - 11:42 B 11:46 - 12:11 C
12:15 - 1:09	5 <sup>th</sup> Hour	
1:13 - 2:07	6 <sup>th</sup> Hour	
2:11 - 3:05	7 <sup>th</sup> Hour	

#### Wednesday (and on an Assembly Day)

8:05-8:52	1 <sup>st</sup> Hour	
8:56-9:43	2 <sup>nd</sup> Hour	
9:47-10:34	3 <sup>rd</sup> Hour	
10:38-11:54	4 <sup>th</sup> Hour	10:34-10:59 A 11:03-11:27 B 11:31-11:54 C
11:58-12:45	5 <sup>th</sup> Hour	
12:49-1:36	6 <sup>th</sup> Hour	
1:40-2:27	7 <sup>th</sup> Hour	
2:31-3:05	SEMINAR	

#### 2 HOUR DELAY SCHEDULE

10:05-10:40	1 <sup>st</sup> Hour	
10:44-11:57	4 <sup>th</sup> Hour	Lunch 10:40-11:03 A

		11:07-11:30	B
		11:34-11:57	C
12:03-12:34	2 <sup>nd</sup> Hour		
12:38-1:09	3 <sup>rd</sup> Hour		
1:13-1:44	5 <sup>th</sup> Hour		
1:48-2:29	6 <sup>th</sup> Hour		
2:33-3:05	7 <sup>th</sup> Hour		

### EARLY RELEASE

8:05-8:28	1 <sup>ST</sup> Hour		
8:32-8:57	2 <sup>nd</sup> Hour		
9:01-9:26	3 <sup>rd</sup> Hour		
9:30-9:54	5 <sup>th</sup> Hour		
9:58-10:20	6 <sup>th</sup> Hour		
10:24-10:46	7 <sup>th</sup> Hour		
10:50-12:05	4 <sup>th</sup> Hour		
		Lunch	
		10:46 - 11:13	A
		11:17 - 11:42	B
		11:46 - 12:05	C

### C. LOST AND FOUND

A lost and found department is maintained through the Principals office. Students who either lose or find items should report this to the office. Loss of property may be minimized by placing the owner's name on every article and by not leaving personal items unattended.

### D. TELEPHONE CALLS

A phone is located in front of the high school and cafeteria for student use. It is to be used before or after school and during lunch. Use of the phone will not be accepted as an excused tardy to class. The phones in the office are for school personnel use only. Unless it is an emergency, students will not be called out of class to answer the phone. However, messages will be taken and relayed to the student.

### E. VISITORS

**All visitors must check in with the office and receive a visitor's pass before proceeding through the building.** Student age visitors are not permitted to attend classes.

## F. PRESCRIPTION AND NONPRESCRIPTION MEDICATION

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 will provide a written request that the school district comply with the physician's request. 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.

For non-prescription medication the student may carry enough legal non-prescription medication to last them through the day. Students must check in all medications to the health room, in the original container, and complete and sign the appropriate documentation. The school will not provide nonprescription medication for student's to use.

## VII. STUDENT ACTIVITIES

Lone Jack High School provides a variety of **extra-curricular** activities for students. Activities and organizations exist to develop lasting hobbies and avocations, encourage participation in student government and develop awareness of service to others.

When events become interscholastic the MSHSAA academic requirements shall apply. Any event that involves two or more schools in which there is competition, a rating or ranking of schools shall be considered an interscholastic extra-curricular activity. Such events are under jurisdiction of the MSHSAA and the academic requirement applies.

ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC EXTRA-CURRICULAR ACTIVITIES IS A PRIVILEGE --- NOT A RIGHT ESTABLISHED BY LAW. Rules or standards of eligibility have been developed by the Missouri State High School Activities Association and by the Lone Jack C-6 Board of Education. Only by meeting the standards

contained in the rules of eligibility can a student achieve the privilege of representing Lone Jack High School in any competition with other schools. Coaches for specific sports have the authority to develop training and other rules they deem necessary for the best interest of individual players and the team. The following summary of the rules of eligibility is merely to alert the students to possible problem areas. STUDENTS SHOULD CONTACT THE PRINCIPAL AND/OR COUNSELOR WHENEVER THERE IS DOUBT CONCERNING ELIGIBILITY.

TO MAINTAIN ELIGIBILITY A STUDENT MUST:

1. Maintain a standard of conduct in and out of school so as not to reflect discredit upon the student or Lone Jack High. A student who is expelled or who withdraws from school is ineligible for 365 days.
2. Students must be passing all classes. Any student that receives an "F" in any class on a deficiency or progress report will be placed on academic probation. Students on academic probation may continue to practice but will lose the privilege to compete in any activity. Once a student receives an "F" the student will be ineligible on a week by week basis. Once a student has brought their grade to passing they must notify the office in writing with a teachers signature by the end of the day on Friday to resume competition. Reinstatement of eligible student will take place on Monday of the following week. If a student receives an "F" for semester or has a semester GPA below 1.33 they will remain ineligible until the first deficiency report is issued. Any student who fails to earn a minimum of 3 credits, (pass 6 classes) per semester will be ineligible for the entire semester as per MSHSAA standards.
3. A student must enter school within the first eleven days of the semester to be eligible to participate that semester.
4. Students who are on the ineligible list will not be allowed to participate in any activity or extra-curricular event outside of the classroom. (ie. Dances, field trips, and any Missouri State High Athletic Association event.)

All organizations and activities will be under the supervision of a faculty sponsor appointed by the principal. Meetings, events, and scheduling are to be arranged through the office and all activities must have the prior approval of the Principal.

**IN ORDER TO PARTICIPATE IN AN ACTIVITY, A STUDENT MUST ATTEND A FULL DAY OF SCHOOL ON THE DAY OF THE ACTIVITY. SPECIAL ARRANGEMENTS MUST BE MADE WITH THE PRINCIPAL IN ADVANCE. FOR EVENTS SCHEDULED ON NO-SCHOOL DAYS, THE STUDENT MUST ATTEND A FULL DAY OF SCHOOL ON THE SCHOOL DAY IMMEDIATELY PRECEDING THE ACTIVITY. SPONSOR DISCRETION IF STUDENTS ATTEND AWAY EVENTS.**

## **A. ATHLETICS**

Inter-scholastic athletics play a key role in the development of the extra-curricular program. The purpose of the athletic program is to develop leadership, good sportsmanship, new friendships, and a friendly rivalry with other schools.

Good sportsmanship should be stressed and displayed at all athletic contests. When an opponent comes to our school, we are the hosts and they should be treated as guests. We should always display respect for officials, coaches, players and fans involved.

Lone Jack is a member of the I-70 Conference which consist of the following schools: Concordia, Crestridge, Orrick, Santa Fe, St. Pau, Crestridge, Wellington-Napoleon and Lone Jack.

## **B. ASSEMBLIES**

Assemblies are considered part of the educational program and are designed for (1) student participation, (2) disseminating information to students, and (3) scheduling programs, which serve an educational purpose. Assemblies require mature behavior on everyone's part. Each individual must assume additional responsibility when they become part of a large gathering. At assemblies students are to:

1. Take seats immediately and remains seated until dismissed by the person in charge of the assembly.
2. Talk in a normal fashion. Shouting at friends as they enter is not appropriate.
3. Stop talking when the person who is in charge of the assembly indicates the program is ready to start. It

is rude to carry on a private conversation or distract other people during the assembly.

4. Attend all assemblies during the school day unless excused by the Principal.

### **C. CHEERLEADING/DANCE**

Lone Jack High School will have cheerleading and dance squads for the football and basketball programs. Cheerleading and dance squads must meet the same academic and citizenship standards expected of athletes.

Cheerleaders and dance squads will be chosen during the spring of the preceding school year. The sponsor will explain details concerning selection procedures, tryout routines, and performance expectations.

Junior high cheerleaders will be chosen in the Spring for the next year. The sponsor will determine tryout and performance guidelines.

### **D. DANCES**

Junior high (7th and 8th grades) dances will be separate from senior high dances. Homecoming and Courtwarming dances will be for students in grades nine through twelve. Dates must be under 21 years of age to attend. (Exception to this rule is prom and then the principal reserves the right to decide whom a student brings to the prom dance.)

The seventh and eighth grade will hold a dance in the fall and spring. These dances will be open only to Lone Jack seventh and eighth grade students.

The following rules/guidelines will apply to high school dances:

1. Students must register an out-of-school date with the principal before the dance. Students will be held accountable for the behavior of their date and are expected to inform them of rules. No dates 21 or over will be allowed to attend the

dance.

2. The doors will be opened at an announced time.
3. Students (or dates) who leave the dance will not be permitted to return to the dance.
4. Use of tobacco by students (or dates) will not be permitted.
5. Alcohol (or other drugs) will not be allowed. Students or guests who have been drinking or using other drugs, or smell like alcohol or other drugs will be suspended and their parents or guardians will be called to the school.
6. Anyone suspended from school may not attend the dance.
7. In order to participate, students must attend a full day of school the day of the dance unless special arrangements have been made with the Principal.

## **E. FUNDRAISING**

Classes and organizations may undertake a reasonable number of fund-raising activities. The Activity Director must be aware and approve all fund-raising 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 fund-raising activities:

1. Candy or other items that compete with the school lunch program will not be sold during the school day.
2. Items to be sold must be signed for by each student. The student must return the item or the money. Students should request a receipt.
3. All money collected by the students should be turned into the sponsor daily. Sponsors are to turn money into the office on a daily basis and receive a receipt.

## **F. MUSIC**

Lone Jack High School will participate in the I-70 music clinic, district music festival and state music festival. Students must be enrolled in a music class to be eligible to participate in these events. The music director will explain additional eligibility standards to music classes at the beginning of the school year.

#### **G. 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 three executive officers: President, vice-president, and secretary-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 greater detail.

Each student is encouraged to be an active participant in the Student Council by being a member and/or contributing suggestions and help during the year. Copies of the constitution will be available for reference.

#### **H. TRANSPORTATION TO ACTIVITIES**

When school activities are out of town, ALL students involved are required to ride the bus or other transportation furnished by the school. The only exception to this regulation is made when the supervising sponsor releases the student directly to his parents or guardian. The parent or guardian must sign out the student before they are released. Permission for students to ride home with other than parent or legal guardian will only be given when the principal approves a signed note from both parents giving permission. Failure to comply will result in the student losing the privilege of riding on school transportation and thus not being allowed to participate in these activities. Other disciplinary action may also be taken.

### **VIII. RULES AND REGULATIONS**

These policies, rules and regulations will apply to all students in attendance in 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. 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 do comply with the Safe School Act of Missouri.

#### **A. AUTOMOBILES AND MOTORCYCLES**

Students who drive to school should park and lock their vehicles upon arrival. Vehicles may be parked in the east parking lot of the new high school. Students may not leave the parking lot until all the buses have turned on highway E. Vehicles are not to be parked in a manner that hinders the exit of another vehicle. *STUDENTS ARE NOT TO BE IN OR AROUND CARS DURING THE SCHOOL DAY WITHOUT APPROVAL FROM THE OFFICE.* Unsafe operation of a vehicle may result in disciplinary action. When exiting the parking lot, students need to leave in a counter clockwise direction.

#### **B. PUBLIC DISPLAY OF AFFECTION**

School is not the place for students to display their affections for each other. Arm-in-arm contact, hugging, kissing, etc., will not be permitted at school. Students will be warned and those who persist may be disciplined accordingly.

#### **C. BUS REGULATION**

In conformance with Missouri State school transportation code, all students riding Lone Jack public school buses, either on regular routes or on authorized school trips, shall follow the regulations as outlined by Durham bus service and or the school policy.

#### **D. CLASSROOM DISTURBANCES**

Proper classroom behavior is expected of all students. Inappropriate behavior not only interferes with the learning process of the student involved, but also violates the right other students have to a proper learning environment. Sleeping or lying down in the classroom is also considered to be a classroom disturbance. **STUDENTS WHOSE BEHAVIOR CAUSES THEM TO BE SENT FROM CLASS ARE TO REPORT TO THE PRINCIPAL.** These students will not be allowed to return to class until the Principal reviews both the student's and the teacher's version of the incident. Excessive disciplinary referrals from a class may result in the student

being dropped from the class and an F being recorded in the permanent record.

#### **E. DRUGS: STUDENT ALCOHOL/DRUG ABUSE**

Because of the physical, emotional and legal consequences involved in the illegal use, sale, or possession of drugs (this includes alcohol), students are prohibited from such involvement. Therefore, the use, possession or transfer of intoxicants, alcohol, and/or physical or mind altering chemicals (drugs) is wrong and harmful and are prohibited on or in school property, at school sponsored activities or events or in any vehicle while such vehicle is being used to transport students for the school district.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the school district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to take place. It is not fair to those students desiring to make the most of their educational opportunities to be exposed to unnecessary disruptions and distractions as caused by fellow students under the influence of drugs or alcohol or in possession of these substances.

1. For the purpose of this policy a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief or extended period of time. The substance may be taken into the body by inhalation through the respiratory system, absorption through the skin or body openings, ingestion through the digestive system, or injection into any of the body's fluid systems.
2. Any student of the school district in possession of/or under the influence of drugs without prior notification of the school nurse or respective school principal or superintendent shall be in violation of this policy. Moreover, any student in possession of or under the influence of alcohol is also in violation of this policy. Any quantity of drugs in the student's possession not previously cleared by Section 3 below shall be in violation.
3. This student handbook should be considered as documentation that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty.

Therefore, all medicines, "prescription or non-prescription" will be checked in at the office and administered at the discretion of administration, nurse or health aide.

4. The school administration shall have the right to conduct searches that are reasonable in scope of persons reasonably suspected to be in violation of this policy during or after school hours, on school property, or at any school event, whether at the school or at some alternate location.

5. Any student who, after being given an opportunity to present his version of the incident is found by the administration to be in violation of this policy shall be subject to disciplinary action.

**First Offense:** Possession of or attendance under the influence of any unauthorized prescription drug, illegal drugs, alcohol, narcotic substance, counterfeit drugs or drug related paraphernalia will be up to a 10 day suspension and a referral to the superintendent for additional consequences which may include 11-180 days out of school suspension. Notification to law enforcement officials. Re-admittance to school, on a probationary basis, will be predicated on acceptable counseling arrangements for the student and/or parents-guardian.

6. The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

## **F. FIGHTING AND ASSAULTS**

Physical conflicts among individuals will not be tolerated. Students have an obligation to conduct themselves in a manner to avoid any such incidents. Students who are threatened or challenged should remain calm and contact a staff member. Students who assault other individuals or make no effort to avoid fights but, in fact, encourage them in any manner will be subject to disciplinary action and local law enforcement agencies could be notified.

## **G. FOOD OR DRINKS**

No opened food or drinks will be allowed in the building other than the cafeteria. Do not bring food or drink in glass containers. The coke machines and snack machines are to be used only during lunch, and after school. Open cans of soda are not to be in the lockers. Water in bottles will be allowed.

## **H. HALL CONDUCT**

The halls are very crowded between classes as well as before and after school. Therefore, it is necessary to observe certain rules so that disruptions, confusion or other problems are kept to a minimum. Students are to be courteous to others in the hall. No running, shouting, whistling, slamming lockers and other forms of unnecessary loudness are permitted at any time. Do not loiter at lockers or stand in groups blocking the hallways. Please make an effort to keep the halls clean by placing waste paper and other refuse in trashcans.

## **I. HORSEPLAY**

Many people have been seriously injured by "just playing around." Running, shoving, scuffling, throwing in showers, etc., cannot be tolerated at school or at school-sponsored activities.

## **J. HAZARDOUS OBJECTS**

The health and safety of students are a primary concern of teachers, administrators, and parents. School personnel have the responsibility to attempt to protect students from unnecessary hazards. Objects, which are not necessary for routine schoolwork and which are potentially dangerous, will not be permitted on school grounds. The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. Violators will be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school. Any student who brings or possesses a firearm on school property will be suspended from school for at least one calendar year. The superintendent to the Board of Education may modify the suspension on a case-by-case basis.

**No knife Policy**—Pocketknives are not allowed at school. Any pocketknife found that is less than 4" blade length shall be subject to the following disciplinary action:

- a. Blade closed—2 detention
- b. Blade open—ISS
- c. Blade open with intent to harm—OSS

#### **K. LEAVING SCHOOL GROUNDS**

Students must always receive written approval from the office prior to leaving the building once they have arrived at school for the school day. Parent's approval must be obtained before students will be permitted to leave either in written form or via the phone. Students, who know they will be leaving, need to obtain a "leave the building pass" from the office before school. This pass is then given to the teacher from whose class you are leaving. In addition, students must sign out in the office when leaving, and sign in if they return the same day.

#### **L. INSUBORDINATION**

Students are expected to recognize the importance of cooperation with all school officials. Any student who refuses, through verbal or other actions, to IMMEDIATELY comply with any legitimate request of a teacher or administrator maybe subject to disciplinary action.

#### **M. THREATENING, PROFANE, INAPPROPRIATE LANGUAGE OR GESTURES**

All students have the right to attend school without having to hear profane and/or threatening language. Obscenities or name calling do not show respect for the rights of others. The fact that the obscenity was not directed at a specific person does not make the action any more appropriate or less subject to disciplinary action. This section also applies to written notes, drawings, or other materials. Students guilty of this behavior will be subject to detention, or other disciplinary action.

#### **N. SMOKING**

Students are not permitted to smoke (or possess such materials) at any time in the school building or on school grounds, including the school parking lot. This applies to all school-sponsored activities as well as the regular school day. This includes all Home and Away events.

Students observed smoking or chewing and found possessing materials (cigarettes, snuff, chewing tobacco, etc.) on school property during the school day or while any after school activity is in progress **WILL BE SUSPENDED**. The materials will be confiscated and the parents or guardian will be notified.

## **O. SEXUAL HARASSMENT**

Sexual Harassment of any student of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Lone Jack High School. Sexual Harassment may include sexually oriented jokes, remarks, cartoons, pictures, letters, pressure for sexual activity, physical contact, etc. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator.

## **P. STUDENT DRESS AND GROOMING**

Dress and grooming are generally considered a matter of individual taste. The primary responsibility of dressing appropriately for school is left to the students and their parents. It is hoped that students will take pride in their appearance.

Extremes in dress and/or grooming which may be a health or safety hazard or which may detract from a desirable educational setting are not appropriate for school. Students who, by their dress or grooming, detract from the educational program will not be allowed to attend class. The following specific guidelines will be observed:

1. Shoes are to be worn to prevent injuries and the spread of infectious diseases. (House shoes are not permitted)
2. Hats, headbands, sunglasses, chains, bandannas, accept those worn as jewelry are not to be worn in the school building by BOYS OR GIRLS.
3. Halter tops, bare midriffs, tank tops, see through

shirts, shirts exposing sides, shoulders, etc., are not to be worn in the school building. Shorts and mini-skirts may be worn if the length extends at least to fingertip. Jeans with holes in them above finger tips will not be permitted. Pants or jeans are not to be worn below the waist. No pajamas are to be worn to school except on spirit days.

4. Clothing that advertises products dealing with alcohol, tobacco, other drugs, etc., will not be permitted. Clothing with obscenities or sexually suggestive remarks printed on them will not be permitted. This includes all "Coed Naked" and "Big Johnson" shirts.
5. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
6. When a student's appearance or mode of dress is deemed inappropriate, the student will be required to rectify the problem and call parent before going home to change.
7. Class time missed due to wearing inappropriate clothing will be counted as tardiness or absence.

#### **Q. ELECTRONIC DEVICES, TOYS, ETC.**

MP3 Players/IPODs, and CD players, televisions, and toys are not permitted at school. Items that interfere with the classroom, will be confiscated by the teacher and turned over to the office. Disciplinary action will then be taken. At a teacher's request, and with prior approval of the principal, these items may be brought to school. Lectures may be recorded by the teacher to assist student learning at the request of the administration and or teacher in special cases.

#### **R. THEFT OR EXTORTION**

Stealing from students, school personnel and school buildings shall not be tolerated. A student who steals or extorts shall make specific arrangements with the Principal for acceptable

restitution. The student may also be subject to disciplinary action and may be reported to local law enforcement.

#### **S. VANDALISM**

The students and patrons of Lone Jack High School are fortunate to have these school facilities. Defacing or destroying school property in any manner, including marking on walls or furniture, will not be tolerated. Individuals destroying or defacing school property may be held liable under Missouri Law, Section 537-045. School pride and spirit as well as individual maturity is reflected in the condition of our school. It is the duty of each student to keep our school looking great.

#### **T. LEAVING CLASS WHILE IN SESSION**

After reporting to class students are expected to remain in class until the dismissal bell rings and dismissed by the teacher. Students guilty of this behavior will be subject to detention and or suspension.

#### **U. CELL PHONES**

Cell phones must be turned off between the hours of 8:05 to 3:05 when school is in session. If it is taken by a faculty member, it will be turned into the office and the following will occur

- 1<sup>st</sup> offense—warning and phone returned to student
- 2<sup>nd</sup> offense—50 minute detention and adult must pick phone up in office
- 3<sup>rd</sup> offense—ISS and phone must be picked up by parent with conference meeting
- 4<sup>th</sup> offense—OSS and phone picked up by parent

## **IX. 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. By the time a student reaches the seventh grade, he/she should have a concept of what

constitutes acceptable behavior.

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

1. Written documentation made in the student's record.
2. Parents or guardian contacted.
3. The appropriate law enforcement agency contacted.
4. The student being suspended from school or classes.
5. Recommendation made for expulsion of the student.
6. Appropriate restitution made by the student.
7. Other forms of disciplinary action include detention, ISS and suspension from participation in activities.

#### **A. 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, these 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; or whether the event is at Lone Jack or at another site where Lone Jack is a participant (i.e. away basketball games). 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:

1. The student shall be given written explanation of the charges against them.
2. The student and parents shall be granted a hearing in order to give him the opportunity to tell their version of the incident.

3. The student and parents shall be informed that they have the right to appeal this suspension to the superintendent.
4. The student's parents or guardian shall be notified by the administration.
5. A conference will be held with both the parents and student before a student will be permitted back in school following an out-of-school suspension

#### **B. SUSPENSION FROM CLASSES**

As an alternative to suspension from school, the administration may decide to suspend the student from classes. This form of punishment does not deny the student of his right to attend school. It merely reassigns him to an alternative educational program. The student may be suspended from one or all classes, depending on the nature of the offense. The following guidelines have been established:

1. The student will be advised of the duration of the suspension from classes and the assignments expected from him or her.
2. The location and special procedures to be followed will be explained.
3. The student must agree to cooperate and to follow the terms of the suspension from classes. Failure to uphold his part of the agreement will result in suspension from school.

#### **C. DETENTION POLICY**

Detention period (7:00 to 7:50 A.M.) will be held Monday thru Friday of each week. It is a time when the student is assigned to arrive before 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. When assigned a detention, students have the option of serving detention that same day, or the next school day. 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. Students tardy to a detention or missing a detention will be assigned additional detention time, or possible ISS.

## X DISCIPLINE CODE

### High School Five Basic Classroom Rules

- A. The student will be in his/her assigned seat when the bell rings.
- B. The student will have paper, pencil, notebook, books, completed assignments, etc., when the class begins.
- C. The student will raise his/her hand before speaking out in class.
- D. The student will follow the teacher's directions and cooperate while in class.
- E. The student will keep his/her hands, feet, and other objects to himself/herself.

### BUS DISCIPLINE

- A. First referral - Warning or detention by principal. Call parents and written notification to parents by written referral copy.
- B. Second referral - Automatic one-day suspension from riding bus. Parent notification. Parental conference with the administration, bus coordinator and bus driver if necessary.
- C. Third referral - Automatic three-day suspension from riding bus. Parent notification and conference with Superintendent required. Possible exclusion from riding the bus for the remainder of school year or referral to the Lone Jack Board of Education

XI Declarations

### 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.

### **B 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.

### **C. 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  
(Superintendent Office copy).

## XII Student Discipline

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of 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, or an aggravated circumstance of any offense or an 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 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 school playgrounds, parking lots, and school buses or at a school activity whether on or off school property.

1. Arson—Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: 11-180 days out of school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

2. Assault

- A. Attempting to cause injury to another person: placing a person in reasonable apprehension of imminent physical injury: physically injuring another person

First Offense: 1-180 days OSS, or expulsion, possible notification to law enforcement officials and

documentation in the student's discipline record.

Subsequent Offense: 11-180 days OSS or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- B. Attempting to kill or cause serious physical injury to another: killing or causing serious physical injury to another.

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- 3. Automobile/vehicle misuse—Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Building principals shall establish rules and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. All student motor vehicles parked on school property must be registered with the school. Students are not to move or be in automobiles/vehicles during the school day without permission from school officials. Failure to follow these rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.
- 4. Bus Misconduct (see Board policy JFCC)—Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.
- 5. 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 cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

First Offense: Principal/Student conference, Detention(s), ISS or 1-10 days of out-of school suspension

Subsequent offense: ISS or 1-180 days out-of school suspension, or expulsion, and documentation in student's discipline record.

6. Disparaging or Demeaning Language—Verbal, written, pictorial or symbolic works or gestures meant to harass or injure another person; i.e., threats of violence or defamation or a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense: Principal/ Student conference, Detention(s), ISS or 1-10 days of out-of-school suspension

Subsequent Offense: ISS or 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record\*

7. Disrespectful Conduct or Speech—Verbal, written or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.

First Offense: Principal/student conference, ISS or 1-10 day's out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record\*.

## **8. Drugs/Alcohol (see Board policies JFCH and JHCD)**

- a. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, V in section 202 of the Controlled Substances Act.

First Offense: 3-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs and/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 of the Controlled Substances Act.

First Offense: 5-180 day's out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**8. Extortion-** Threatening or intimidation any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student and parent conference, detention, ISS, or 1-10 days out-of-school suspension with documentation in student file.

Subsequent Offense: ISS, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

**9. False Alarms-** Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense: Principal/Student conference and/or 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record; immediate report to law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record immediate report to law enforcement.

**10. Fighting-** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/student conference, and /or 1-180 days out-of-school suspension, and documentation in student's discipline record notification to local law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record and notification to local law enforcement.

**11. Public Display of Affection-** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, ISS or 1-180 days out-of-school suspension, and documentation in student's discipline record.

Subsequent Offense: ISS or 1-180 day's out-of-school suspension, or expulsion, and documentation in student's discipline record.

**12. Sexual Harassment (see Board policy AC and regulation AC-R)**

- a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference, detention, ISS or 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

Subsequent Offense: ISS, 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record with possible notification to school attorney.

- b. Physical contact that is sexually harassing.

First Offense: Detention, ISS or 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record and reviewed by school attorney.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record and reviewed by school attorney.

**13. Technology Misconduct (see Board policy EHB and regulation EHB-R)**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other

disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: 1-180 days out-of-school suspension, suspension or Loss of user privileges, and/or detention, ISS and possible notification of law enforcement and documentation in the student's discipline record and depending on infraction, notification of local law enforcement.

Subsequent Offense: 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.

- b. Violation other than those listed in "a." of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Detention, ISS or 1-180 days out-of-school suspension, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension, expulsion, suspension or loss of user privileges, documentation in student's discipline record and possible notification of law enforcement.

**14. Theft**-Theft, attempted theft or knowing possession of stolen property

*First Offense: ISS and/or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record with notification of both parents involved.*

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**15. Tobacco**

- a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: 1 day OSS Principal/student/parent conference and confiscation of tobacco product, documentation in student file and possible notification of law enforcement officials.

Subsequent Offense: 1-10 days OSS, confiscation of tobacco product, documentation in student file and possible notification of law enforcement officials.

- b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: 3 days OSS, Principal/student/parent conference, confiscation of tobacco product, documentation in student file and possible notification of law enforcement officials.

Subsequent Offense: 10 days OSS, Principal/student/parent conference, confiscation of tobacco product, documentation in student file and possible notification of law enforcement officials.

- 16. **Truancy (see Board policy JEDA)**- Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/student/parent conference or 1-3 detentions, ISS and documentation in student file and possible notification of law enforcement.

Second Offense: 3-5 day ISS, Principal/student/parent conference, documentation in student file, and possible notification of law enforcement.

Subsequent Offense: 1-3 ISS,  
Principal/student/parent conference, documentation  
in student file, and notification of law  
enforcement.

**17. Vandalism (see Board policy ECA) – Willful damage  
or the attempt to cause damage to real or personal  
property belonging to the school, staff or  
students.**

First Offense: 3-5 days ISS, 1-180 days OSS, or  
expulsion, notification to law enforcement  
officials, and documentation in student's  
discipline record. Written notification to parents  
with a bill for restitutions cost.

Second Offense: 11-180 days OSS suspension or  
expulsion, notification to law enforcement officials,  
and documentation in student's discipline record.  
Notification in writing of the bill for restitution  
of loss will be given to the parents.

**18. Weapons (see Board policy JFCJ)**

a. Possession or use of any instrument or device other  
than those defined in 18 U.S.C. 921, 18 U.S.C.F.  
930(g)(2) or 571.010, RSMo. which is customarily used  
for attack or defense against another person; any  
instrument or device used to inflict physical injury  
to another person.

First Offense: ISS or 1-180 days OSS, or expulsion,  
notification to law enforcement officials and  
documentation in student's discipline record with written  
parent notification.

Subsequent Offense: 11-180 days OSS or expulsion,  
notification to law enforcement officials and  
documentation in student's discipline record with written  
notification to parents.

b. 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).

First Offense: One calendar years suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student's discipline record with written notification to the parent.

20. **Plagiarism-** Plagiarism is defined as the borrowing of ideas, opinions, examples, key words, phrases, sentences, paraphrases, or even structure from another person's work, including work written or produced by others without proper acknowledgment. "Work" is defined as theses, drafts, completed essays, examinations, quizzes, projects, assignments, presentations, or any other form of communication, be it on the Internet or in any other medium or media. "Proper acknowledgment" is defined as the use of quotation marks or indenting plus documentation for directly quoted work and specific, clearly articulated citation for paraphrased or otherwise borrowed material. Teacher must be able to prove, in writing, supplying verifiable sources.

First Offense: Students will be given 3 detentions and with the opportunity to rewrite the paper at a reduced percentage, teacher discretion. Parents will be notified by phone and in writing with documentation in student file.

Second Offense: 2 days ISS with 0 credit, notification to parents in writing and documentation in student file.

Third Offense: 1-3 days OSS, Notification to parents in writing, and documentation in student file.

### *XIII EMERGENCY PROCEDURES*

#### **FIRE DRILL PROCEDURE**

Signal: Fire Alarm

## All Clear: Directions from the Principal

For the purpose of safety, not necessarily from fire but from trampling and suffocation, certain basic rules must be observed.

1. Classes leave the room in single file, double file in the hall. All students and staff are to evacuate the building. Do not crowd the person in front of you. Avoid pushing in any form. WALK-DON'T RUN.
2. Remain quiet in order to hear emergency directions.
3. Follow the evacuation routes posted in each classroom. If these routes are not posted, students should proceed to the nearest exit. If an exit is blocked, the person who reaches the exit first should raise his hands over his head and everyone should make an orderly turn for the nearest exit.
4. Students are to assemble on the east parking lot. They should do so in groups according to the class they were in at the time of the alarm. Teachers will take roll.
5. All windows and doors should be closed and the lights turned off before the teacher leaves the room.
6. The teacher should be the last person to leave the room and should take the class record book along.
7. The principal or his designate will insure that all people in the building have heard, and are complying with, the fire alarm.

## **TORNADO DRILL PROCEDURE**

Signal: One continuous ring of the bell

## All Clear: Directions from the Principal

1. All students and staff will assemble in the designated areas for the classroom. Try to move students to inside wall of the building.
2. Remain quiet and walk to the shelter area by the routes posted in the classroom. Teachers will take roll. Specific details will be explained during the first tornado drill of

the season.

3. The principal or his designate will insure that all people in the building have heard, and are complying with, the tornado alarm.

### **BOMB EVACUATION PROCEDURE**

Signal: A series of loud tones from the fire alarm.

All Clear: Directions from the principal.

1. All occupants will immediately leave the building, following the same routes and exits as for a fire drill.
2. All persons congregate in groups, by classes, in the same general areas as for fire drills, except, at a greater distance away from the school building. Remain in your class groups until further instructions are given.
3. Teachers see that all doors and windows are open when they leave the rooms.
4. Personal belongings (i.e. jackets, purses) can be taken. Books, gym bags, etc. will be left behind.

### **EARTHQUAKE PROCEDURES**

Step One:

1. Drop and cover
2. Crouch under a desk or a heavy table
3. Try to move students to inside walls. (Stay away from outside walls and windows)
4. Stay away from windows, bookcases, cabinets, and mirrors, ect.
5. If students are outdoors, keep them away from buildings, trees, and power lines.

Step Two:

1. As soon as the all clear is sounded, EVACUATE the building following evacuation procedures used in fire drill.

Step Three:

2. Administration and officials will assess building for damage before students and staff is allowed to return.



