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Welcome to Lone Jack Primary and Elementary Schools! We encourage you to learn about our schools and to take an active role whether you are a parent or a student. Our schools offer many opportunities for involvement during the year and it is our hope that you find an activity that suits your personality and needs.

We have prepared this booklet in order to provide you with information about our school and to foster better understanding between the school, parent, and student. Please read it carefully with your child and place it in a convenient location for quick and easy reference. We believe that a strong relationship between the parent/guardian and the school is essential in order to provide the child with a positive attitude toward school and learning.

On behalf of the staff, we invite you to visit us at school. We hope you will become an active member of our parent programs and our PTA program. We welcome you to volunteer when you can. Working together, we will be able to provide your child with the best possible education.

Lone Jack Elementary Vision Statement:

We, the Lone Jack Elementary School Community, believe in the importance of continued growth in our partnership to support the ongoing process of learning, growing, and creating for all students. We will:

- Empower all students to be active learners and problem solvers.
- Create a nurturing environment that will enhance self-esteem, build on strengths and meet the individual needs of all students.
- Be responsible citizens showing integrity, honesty, and respect for others and ourselves.
- Achieve academic excellence for all students.
- Utilize basic skills and technology to better prepare all students for an ever-changing world.
- Unite together to develop a love for lifelong learning.

Lone Jack C-6 Philosophy and Mission Statements:

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.

Absence Policy

The Lone Jack School District believes that good attendance is essential to the success of the student's school career. We want to encourage parents to help their child/children develop this good habit. Students who have chronic absences miss instruction that cannot be replaced. Parents should avoid scheduling family trips or vacations during the school year.

An excused absence occurs when the student has been ill, there is a death in the family, or the student has a doctor or dentist appointment. A student who is absent more than three consecutive days must have a doctor's permit in order to obtain an excused absence. All class work missed due to excused absence may be made up.

A student will be allowed to miss 5 days each quarter. After the 5th absence in a quarter, a letter of notification will be sent to the parent. When a child has missed an excessive amount of absences, the parent/guardian, student, teacher, counselor and the principal will conference. Chronic absences can be considered educational neglect and may need to be reported to appropriate authorities.

Please call the school by 9:00 a.m. on any day your child is either absent or tardy. Please inform the school in case of contagious disease or prolonged absence. This will enable our health service staff to take appropriate action.

Absences/Make-up Work

For each day missed, the student has the same amount of time to make up work. (i.e. 2 days absent, 2 days to make up work). Make up work for absences will be prepared after the student has missed two full days of school. The work will be left in the office after 3:30 p.m. on the second day. Please do not call the school for make up work before that time. The following conditions require a note from parent/guardian:

- Restricted physical activities (limited P.E. participation or outside play)
- Need for extra restroom privileges.
- Need for medication administered through the office. (see health section)
- Any special problems concerning your child.
- Doctor or dental appointments during school hours.

AM/PM Kids Club

The AM/PM Kid's Club is a before and after school child care program established by the Lone Jack School District to meet the needs of working parents. The AM/PM Kid's Club's purpose is to provide a safe, well supervised, homelike environment as a choice for parents who have a need for child care. Our goal is to provide each child the opportunity to explore, be creative, to feel confident, to feel cared for and nurtured, and to pursue, at his own pace, activities of interest.

The AM/PM Kid's Club is available to all elementary school children (K-6th) on a non-discriminatory basis. The AM/PM Kid's Club is open from 6:00a.m. - 8:00a.m. and 3:30p.m. - 6:00p.m. on all regular or summer school days. Enrollment may be for full time, part-time, or on an as needed basis. The program is also available to all elementary children on school holidays, teacher workdays, and early release days if there is sufficient

need. Currently the AM/PM Kid's Club is located in the Primary Building. The school and child care program work together compatibly, sharing space and equipment. The Kid's Club follows through by supporting all school policies. Bus service will be provided between the 2-6 grade building and the Primary Building for Kid's Club.

Attendance

Primary Building - K-1: School starts promptly at 8:12 a.m. Students who arrive after that time miss important instruction time and are considered tardy. Parents may not drop students off at school before 7:55 a.m. School is dismissed at 3:12 p.m. Second - Sixth Building: School starts promptly at 8:20a.m. Students who arrive after that time miss important instruction time and are considered tardy. Parents may not drop students off at the school before 7:55a.m. School is dismissed at 3:20 p.m. All car riders and walkers will be dismissed after all of the buses have left the school driveway.

Tardies

Students are expected to be in their classroom prior to the start of classes each day. It is important for students to be at school on time in order to experience all instruction and learning opportunities. When tardy, a student must be signed in by his/her parent/guardian at the office. Excessive tardies each quarter will result in the following:

- 3 tardies – letter sent home to parent
- 4 tardies – letter sent home to parent and parent conference
- 5 tardies – student will serve in-school suspension
- Subsequent tardies – 5 or more tardies will result in automatic In-School suspension

Awards:

Principal's Honor Roll Average of 90% or above in all classes.
 B Honor Roll Average of 80% or above in all classes.
 (Both honor Rolls are for grades 3rd-6th. To be on either honor roll, a student cannot have Ds or Fs during the quarter.)

Reading Circle

In order to qualify for a Reading Circle Award, students must read a minimum number of books in each grade as stated below.

	K	1	2	3	4	5	6
Fiction				11	12	13	14
Nonfiction				5	6	7	8
Totals	10	12	14	16	18	20	22

Book It! Award

The Book It! Award is sponsored by Pizza Hut. The students are awarded pizza certificates based upon various criteria that are decided by the classroom teacher.

Citizenship Award

Citizenship awards are given each year at the Awards Assembly to two students from each class who have displayed exemplary citizenship. Criteria on which these awards are presented are: following the classroom rules, respect/appreciation of fellow students, and thoughtfulness for others.

Presidential Awards for Academic Achievement

The Presidential Academic Achievement Award is presented annually to sixth grade students to recognize and reward students for educational excellence. This top award is given to students who have maintained a 90% or above on a 100% scale throughout their Elementary years, high achievement in reading and math annually on standardized testing, and have demonstrated exemplary citizenship or community service.

Bullying Prevention:

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.

Students at Lone Jack Elementary/Primary Schools are encouraged to be respectful of others at all times. The Character Plus Character Education Program is incorporated into classroom learning at each grade level in order to teach proper character traits for lifelong success as a citizen of good character. Any offenses of bullying are documented by school personnel and the principal is notified. Possible actions for bullying include contacting parent/guardian of students involved and removing student from peer contact. Extreme cases of bullying or consistent repetition will result in in-school suspension/out-of-school suspension and notification of proper authorities.

Bus Rules and Procedures

- Students must be at the designated bus stop 3 to 5 minutes prior to pickup time. Parents and student will be notified of the approximate pick-up time.
- Regular schedules must be observed. The bus cannot wait for tardy passengers.
- Please be on time.
- Parents and student should contact the transportation director in advance when they will not be riding the bus.
- Students must observe driver's instructions at all times.
- Students must wait for the bus at their designated stop. Never stand by the roadway. A student who must cross the roadway to board and/or depart from the bus shall pass in front of the bus no closer than ten (10) feet, look in both

directions and proceed to cross the roadway only on signal from the driver. Never walk behind the bus.

- A student will depart from the bus at the designated point unless written permission to get off at a different scheduled point is given to the driver by the parents/guardian or school personnel. The permission notice must be initiated by the building administration.
- All students shall be received and discharged through the right entrance door. The Emergency Door is for emergency use only.
- Students riding an alternative bus must first receive approval from the Transportation Director. Upon approval a parent/guardian must send a written note to the building administration stating the alternative bus number and the address where the student will be departing the bus.
- If your child is going home with another student, there must be a note from each student's parents/guardians. We must receive authorization from both sets of parents/guardians or the student will be sent to his/her regular destination.

Video cameras may be used on buses transporting students to and from school or extra curricular activities. Students will not be notified when a recording device has been installed on their bus.

Student Conduct On Buses

All rules and regulations of the Lone Jack C-6 School District apply to all students riding on a school bus. Behavior on school buses that violates school policy may result in a student being suspended from riding on the bus or having other disciplinary action taken.

- The driver may assign a student a seat.
- Students shall remain in a normal forward facing position with feet and hands out of the aisle while the bus is in motion.
- Book bags and other belongings shall be kept out of the aisle.
- Permission to open windows must be obtained from the driver. All articles and objects shall remain within the walls of the bus until the student departs.
- Never extend any portion of your body outside the bus.
- Waste containers are provided on all buses for use by the riders. Putting trash on floor of the bus is prohibited.
- Quiet talk and subdued laughter will help prevent the diversion of the driver's attention.
- A student who damages seats or other equipment will be expected to pay the cost for repair and/or replacement.
- Throwing objects, standing while the bus is moving, putting trash on the floor, placing any part of the body out of windows, scuffling, loud talking, screaming, shouting or inappropriate behavior on the bus will not be permitted.
- Respectful communications among riders and driver shall be observed at all

times.

- Animals, glass containers and balloons are not permitted on buses. All balls must be inside a bag or backpack.
- Eating, drinking and the use of tobacco products of any kind are prohibited.
- Knives, firearms, weapons or facsimiles thereof are prohibited.
- Electronic equipment (radios, headsets, CD players, MP3's, tape players) is not allowed on the bus.
- Riders shall observe the rule of "quiet" when the bus is approaching and crossing railroad tracks.
- Failure to follow these regulations may result in suspension from transportation.

Bus Discipline Slips

First Referral:

Warning by the principal. Call parents, if necessary. Notification of parents by written referral copy. Signed referral should be returned to the school.

Second Referral:

Automatic one-day suspension from riding the bus. Parent notification. Parent conference, if necessary. Signed referral should be returned to school.

Third Referral:

Automatic three-day suspension from riding the bus. Parent notification and possible conference with the superintendent. Possible exclusion from riding the bus for the remainder of the year or referral to the Board of Education.

Fourth Referral:

Automatic five-day suspension from riding the bus. Parent notification and possible conference with the superintendent. Possible exclusion from riding the bus for the remainder of the year or referral to the Board of Education.

Fifth Referral:

Student will be suspended from riding the bus for the rest of the school year. Dangerous behavior will result in suspension on first occurrence, i.e.

- Fighting
- Abusive language or action toward the bus driver or student
- Physical damage to the bus
- Any action that prevents safe operation of the bus

Code of Conduct

This Code of Conduct is from the Lone Jack C-6 School Board Policy. It is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of our school. For further information, please see the Board Policy located in the offices of each school building.

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 officials and documentation in student's discipline record.

Subsequent Offense:

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

Assault

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

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

First Offense:

In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offenses:

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

Bus Misconduct

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.

Cheating

Any attempt by a student to alter school performance by the use of: the work of others, hidden answers, stealing answer keys or any blatant disregard for honesty in personal achievement.

First Offense:

The student receives a zero for the project, paper or activity. Principal/Student conference, parent notification, possible in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense:

Student receives a zero for the project, paper, or activity and a possible failing grade for the quarter. In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Disparaging or Demeaning Language

Use of words or actions, verbal, written, pictorial or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

First Offense:

Principal/Student conference, in-school suspension, or 1-10 days out-of-school

suspension.

Subsequent Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Disrespectful Conduct or Speech

Verbal, written, or symbolic language or gesture that is rude, vulgar, defiant, or considered inappropriate to public settings.

First Offense:

Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Disruptive Speech or Conduct

Conduct or verbal, written, pictorial, or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense:

Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Drugs/Alcohol

A. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs 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:

1-180 days out-of-school suspension, notification to law enforcement officials, and documentation in the 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, 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:

1-180 days out-of-school suspension, expulsion, and notification to law enforcement

officials, and documentation in the student's discipline record.

Extortion

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense:

Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

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, in-school suspension, or 1-180 days out-of-school suspension or expulsion, and possible documentation in the student's discipline record*; immediate report to law enforcement.

Subsequent Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*; immediate report to law enforcement.

Fighting

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

First Offense:

Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in the student's discipline record*.

Subsequent Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

Sexual Harassment

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

First Offense:

Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record*

Subsequent Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

B. Physical contact that is sexually harassing.

First Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, report to appropriate officials and possible documentation in student's discipline record*.

Subsequent Offense:

11-180 days out-of-school suspension or expulsion, report to appropriate officials and documentation in student's discipline record.

Theft

Theft, attempted theft, or knowing possession of stolen property.

First Offense:

In-school suspension or 1-180 days out-of-school suspension, or possible notification to law enforcement officials, and possible documentation in student's discipline record*.

Subsequent Offense:

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

Tobacco

A. Possession of any tobacco products on school grounds, bus, or any school activity.

First Offense:

Principal/Student conference or in-school suspension.

Subsequent Offense:

In-school suspension or 1-10 days out-of-school suspension.

B. Use of any tobacco products on school grounds, bus, or any school activity.

First Offense:

In-school suspension or 1-3 days out-of-school suspension.

Subsequent Offense:

In-school suspension or 1-10 days out-of-school suspension.

Truancy

Absence from school without the knowledge and consent of parents/guardians and/or school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:

Principal/Student conference or 1-3 days of in-school suspension.

Subsequent Offense:

3-10 days of in-school suspension.

Vandalism

Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record*, appropriate restitution.

Subsequent Offense:

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

Weapons

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 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:

In-school suspension or 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record*.

Subsequent Offense:

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

B. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device in 571.010 RSMo., or any instrument or device as a dangerous weapon in 18 U.S.C. 930(G)(2).

First Offense:

One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record. Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

In-School Suspension will be spent in the ISS room. A qualified person will supervise the room. The student will complete work and receive credit.

Out-Of-School Suspension: student will not be in school and will not receive credit for any work missed.

State Mandates:

- Any student fighting may be suspended/expelled up to one year.
- Any student bringing a weapon to school may be suspended/expelled for up to one year.
- A student who is suspended from one school is not eligible to transfer to another school.

The Superintendent is to report to the appropriate juvenile or family court, the suspension of any student in excess of 10 days or a student who has been in possession of a controlled substance or a weapon.

Curriculum

Curriculum is approved by the Board of Education and is subject to constant evaluation and improvement. Any student wishing to deviate from that curriculum must receive approval from the Board of Education.

Discipline

It is the goal of the staff of Lone Jack Elementary to develop the growth of responsible, thinking children. It is our desire to give students the decision-making tools they need in making right choices. At all times, we will encourage the child to be responsible for his/her choices and to learn from the natural consequences of his/her decisions. We will strive to guide the student to make those positive choices, which will allow the development of a positive self-image while promoting responsible citizenship.

Classroom Guidelines

Productive learning can take place when the student:

- Has books, supplies and completed assignments, etc. ready when class begins.
- Follows the teacher's directions and cooperates while in class.
- Raises hand before speaking out in class.
- Keeps hands, feet, and other objects to him/herself.
- Treats everyone with courtesy and respect.
- Behaves in such a manner that does not interfere with the learning of others.
- Does not chew gum, eat or drink in class
- Leaves radios Walkman, lasers, Discmans, MP3's, Cell Phones, Gameboys, Pagers, any electronic device at home. These items will be confiscated.
- Does not bring items to buy, trade or sell to school, regardless of intent. These items will be confiscated.

Dismissal Procedures

Bicycle Riders & Walkers

Only students in grades 5-6 may ride bicycles to school. Students who wish to ride bicycles or walk to school must have signed written permission from the parent/guardian, which must be placed in his/her file in the office. All students who are walking or riding bicycles will be dismissed to the office at 3:20. They will not leave the office until all of the buses have left the school driveway. Bicycles must be parked in the bike rack during the school day. Bicycles will not be ridden during the school day. The school assumes no responsibility for the bicycles at school. Any student riding a bicycle to school without a permission slip will have the bicycle kept at school until a permission slip is brought or a parent picks it up.

Car Riders

Grades K-1: Parents who wish to pick their child up after school need to send a note to school that informs the school staff of their wishes. All children who are car riders are released inside the building in the cafeteria. Parents/guardians must go inside

the building to sign the child out. The parking lot on the north side of the building should be used when delivering children to and from school.

Grades 2-6: Parents who wish to pick their child up after school need to send a note to school stating their wishes. Parents/guardians should pull into the North parking lot forming a line cueing up to the double doors on the south end of the circle drive. As you pull to the front of the building in the line, your child/children will be sent out to your vehicle. **Please do not pull around other vehicles if children are boarding.** This method should be used in dropping off students in the morning also during the drop off time of 7:55-8:15. A staff member will be at the double doors on the south end of the circle drive to supervise. (If students are dropped off before or after this time, they will need to enter the doors at the new front office.) The parking lot area/drive in front of the new front office will be restricted to buses only between 7:45 and 8:15 a.m. and 3:10 and 3:30 p.m. The circle drive will now be used for parent pick-up/drop-off instead of buses.

Parent Pick-Up for an Appointment

If your child has an appointment close to dismissal time, be sure to pick him/her up before 3:00 p.m. Please send a note telling the teacher and the office personnel that you will be picking up your child just before 3:00 p.m. for an appointment. You will need to pick up your child at the Office at the time you have designated. Your cooperation in this matter will help to relieve parking, bus and office congestion at dismissal time. Please use the appropriate parent pick-up procedure above after 3:00 p.m. Please call the office prior to 3:00 p.m. to inform us of any changes to your child's pick-up procedure for that day.

Dress Code

Students are encouraged to dress in a comfortable, healthy, and clean manner at all times. Dress guidelines:

- Shoes must be worn at all times.
- Hats must be removed in the building.
- T-shirts and sweatshirts must be neat and clean. All shirts must be buttoned.
- The length of skirts, dresses, or shorts must extend below the fingertips when standing with hands fully extended at the side.

Unacceptable Dress

- Cut-off tops, bare backs, and midriff.
- Low cut necklines on shirts
- Offensive, demeaning messages on clothing.
- Any display of alcohol, tobacco, or other drugs.
- Mesh or see-through clothing.
- Spandex or stretch pants/shorts.
- Tank tops or shirts/tops with spaghetti straps or sagging large armholes.

- Jeans with holes above the knees.
- Sandals, cowboy boots or platform-type shoes for P.E. or recess.
- Low rider pants

When in the judgment of the principal, a student's appearance or mode of dress is deemed inappropriate; the student will be required to make modifications. Class time missed due to wearing inappropriate clothing will be counted as tardiness or absence.

Emergency Card Procedures

When emergencies occur at school, we need be able to reach parents immediately. For that reason, it is very important that we have a complete up-to-date emergency card when your child is enrolled. It is imperative that we have a number, which you or another party responsible for your child, can be reached. Please report any changes in your telephone number at home or your place of employment or change in your address, to the school office immediately. Students will not be released to any person(s) not listed on the emergency card unless notified by parent/guardian.

Entrance Requirements

The following are required for students that are enrolling: 1.) Birth Certificate 2.) Immunization Records (Any student not current with immunizations will not be admitted to school) 3.) Social Security Number 4.) proof of residency. New students must be accompanied by a parent or guardian.

Kindergarten

To be admitted to kindergarten in the Lone Jack C-6 School District, a child must be five (5) years of age by August 1.

Extra Curricular Activities

Students in grades K-6 may not be “dropped off” at high school or elementary events. They must be accompanied by an adult. **Students are expected to sit with that adult while in attendance at special events. They may not be up and running around inside or outside the building.**

Field Trips

Classes are given the option to take an annual field trip. Each student will be assessed a minimal charge. Permission slips are distributed prior to the trip and must be signed and returned before the student is permitted to participate.

Health

The Health Services Department of the Lone Jack School District is dedicated to providing the most appropriate services to the students in our district. Many students are able to attend school because of the effective use of medication in the treatment of illness and disability. Some medication regimens necessitate the administration of medication during school hours. Safe and effective administration of medication, therefore, requires adherence to policy.

Medication Policy

Written, or faxed, orders must be given by a licensed physician for all medications. This includes any prescription medications. The order should include the name of the medication, dosage, route of administration, and time medication is to be given. An appropriately labeled prescription bottle will be sufficient. Any changes to the medication must be received in writing from the prescribing physician.

- Medication not within recommended dosage in the Physicians Desk Reference (or appropriate pharmaceutical reference) shall not be given without a consultation/verification with the physician by the nurse, following which a decision will be made by the nurse on the administration of the medication.
- The parent/guardian of the student must supply the school district with the necessary information for the medication administration form. This form must be completed and signed by the parent/guardian when he/she delivers the medication to the school.
- Medication must be brought to the school in the original container by the parent/guardian. **Students cannot bring medication to the school.** Prescription containers must be appropriately labeled (by the pharmacist) with the student's name, name of the medication, strength, dosage schedule, physician name, and date prescribed.
- Medication must be administered by the nurse or designated personnel. The nurse will give the first dose of any new medication.
- Only the parent/guardian may pick up excess or unused medications from the health room. All medications need to be picked up at the end of each school year. The school nurse will dispose of unclaimed medication.
- All medication records will be kept confidential.
- Non-medicated cough drops may be brought to school and held by the teacher. The teacher may then give to the student as needed.

Student Health Screenings

Periodic health screening will be held of all students at various grade levels in accordance with the Lone Jack C-6 Compliance Plan. Screenings include: academic, cognitive, speech/language, social/emotional/behavioral, vision, hearing and health/motor.

Illness

If your child is ill, a parent/guardian must come and pick up the child 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 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 fever of 100 or higher should stay at home.
- Students should be fever free for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain home until 24 hours after the last episode of vomiting or diarrhea.
- Students should remain home for 24 hours after taking the first dose of antibiotic for an infection.
- Students with conjunctivitis (pinkeye) are excluded from school until they have received one dose of the prescribed medication.
- Students with chicken pox should be excluded from school for 7 days after the appearance of a rash. All spots must be scabbed.

Lice

Lice is a communicable disease and spreads very quickly. If your child is found to have head lice, he/she will be sent home immediately. A parent/guardian is required to accompany the child when he/she returns to school. Before being readmitted to school, the nurse/school personnel will examine your child's hair and, if free of nits and lice, he/she will be readmitted to class. If any nits and/or lice are still present, your child will be sent home until the treatment is complete, and all lice and nits are gone. In order to prevent spreading, please contact the school as soon as you are aware that your child might have head lice.

Homework Policy

The philosophy supporting this policy is to ensure that students process and enhance the requested assigned skill, while also learning the importance of their own personal responsibility in their academic and social development. It is our desire to encourage each student to complete homework on time, in order to be ready to build on or add to the next skill. The homework policy will ensure that the student has practiced and processed the skill taught and, at the same time, that he/she will understand the consequences when work is not completed, much like they will as adults in the real world.

Late Homework

The late homework policy for the Lone Jack Elementary is for grades 3-6. What constitutes late work? Work that is not completed during the regular class time or a homework lesson assigned by the teacher is to be completed at home that same evening and must be turned in to the classroom teacher upon his/her request. Late work includes work that is left at home or on the bus. If a student hands in homework within 24 hours

after it is due, he/she will receive a maximum of 60% of the possible grade. After that time the student will receive 0%.

Ice Cream

Ice cream is sold for \$0.75 Monday - Thursday. On Friday the cost is \$0.50. Students must eat most of their lunch before purchasing ice cream. Students may not loan money or purchase ice cream for others.

In School Suspension

In the event a student is required to serve an in school suspension due to disciplinary action, the student's parent/guardian must transport him/her to and from school on that day. **The parent/guardian must sign the student in/out at the office at the appropriate start/release times for that building.**

Insurance

Optional student insurance is available. It covers accidents, which occur at school. It also covers accidents, which occur on school provided transportation. Please read the brochure, which lists the types of injuries that are covered, and the extent of the coverage

Library Rules

- Books and magazines are checked out for one week. They may be rechecked, but must be brought to the library to do so.
- At the Primary, students may only check one book out at a time. At the Elementary, no more than 2 books and 1 magazine are to be checked out at a time.
- Reference material may be checked out and taken to the classroom, but must be returned at the end of the day. Reference material may not be taken home.
- A student is responsible for lost or damaged books or magazines
- The same rules of behavior that apply in the classroom apply in the library.

Lost and Found

Parents are encouraged to mark clothing and student items. Please check the lost and found box periodically. At the end of each month the lost and found items will be donated to a worthy cause.

Lunch and Breakfast Program

Breakfast

Breakfast is available each morning from 7:55-8:10 a.m. at the Primary Building and 8:00-8:15 at the Elementary Building. Breakfast will not be served after 8:10 a.m. at the Primary Building and 8:15 a.m. at the Elementary Building. Breakfast fees will be charged to the student's lunch account. Breakfast is \$1.40, subject to change. The reduced cost of breakfast is \$0.30

Lunch

Each student will have a lunch/breakfast account. Checks and money will be deposited into each student's lunch account. Lunch, breakfast and extra milk or, in some cases, extra entrees and ala carte items may be charged against the balance. Ice cream may not be charged to the lunch/breakfast account. If students wish to purchase ice cream, they will need to bring extra money to purchase ice cream. (see ice cream). Please send all checks and cash in a sealed envelope with the child's name, grade, teacher's name, and the purpose of the money. Prices are subject to change after the first semester. Lunch is \$2.00. The reduced cost of lunch is \$0.40.

The price of lunch is as follows:

5 days	\$10.00
10 days	\$20.00
20 days	\$40.00

Parents/Guardians are welcome to eat lunch with their child. The adult lunch is \$2.75. Please notify the appropriate school before 9:00 a.m. so that the cafeteria can be informed. To be courteous to the students, please do not bring any outside food from restaurants. No canned or bottled pop is allowed in the cafeteria.

Charges

Nutrition is so very important, that if a student does not have money in his account or forgets to bring money or a lunch, the student will be allowed to charge lunch for up to three days. When a student has no money in the lunch account, an envelope with a label on the outside saying that the account has been zeroed out, will be sent home. Please return the envelope with a check or cash to the school the next day. The student may not charge more than three lunches and a hot lunch will not be provided until the charges are paid. A peanut butter sandwich and a carton of milk will be available for the child for \$1.00 after 3 lunch charges.

Free/Reduced Lunch Program

Free and reduced lunch/breakfast is available at both Lone Jack Elementary and Lone Jack Primary. An application must be filled out for each child. Forms will be sent home with your child in August, or you may pick one up at the office, or request that a form is sent home with your child at any time during the year. The completed forms should be returned to the office in a sealed envelope. The envelopes are sent to the Superintendent and all information remains confidential.

Office/Hall Pass

Students are not to be in the hallway without a pass. If a student is to go to the office, nurse, counselor, etc. a pass will be needed. It will be given to the student by the teacher, the receiver will initial the note, and the student will return it to his/her teacher.

Parties and Birthday Invitations

Students may distribute party invitations at school only in those instances where all of the students in the class will be invited to the event. If your child wishes to invite only a few students in the class, then the invitations **cannot** be handed out at school. We suggest mailing them or hand delivering them to a child's home. Three scheduled parties will be held during the school year. The Fall party and the Valentine's party are provided by the room parents. The Christmas party is planned by the individual classroom teacher. Refreshments are served at each party. Parties usually begin no earlier than 2:00 p.m.

Pictures

Individual color pictures are taken each fall. All children should have pictures taken, but no one is required to purchase pictures. Group pictures will be taken in the spring. To order pictures, you must pay for them on or before the day they are being taken. Retakes will be available at a later date.

Playground Rules

- On cold days, students should dress warmly--coats, boots, gloves, hoods, or caps, as all students will go outside providing the weather is not dangerously cold
- Students who are recovering from an illness may stay inside if a parent note is sent to school. Periods longer than 3 days will require a doctor's note.
- When the temperature is 20 F. or below, or the wind chill is 20F or below, students will remain inside.
- For the safety of all students on the playground, students are not allowed to:
 - Throw snowballs or rocks
 - Stand, twist, or push swings
 - Use hardballs
 - Play tackle or touch football
 - Slide with others when going down the slide
 - Slide down any other way than feet first
 - Go opposite way of others on the monkey bars
 - Jump on the suspension bridge
 - Wear sandals, platform shoes or cowboy boots on the playground or in P.E. class

Release of Children During or After School

Children are not permitted to leave the school grounds by themselves during the school day. We do not encourage early dismissal of students with the exception of doctor and dental appointments. All students must be signed out at the secretary's desk when leaving the school.

School Program Performances

Parents are encouraged to bring their children and attend the special programs that students perform. These performances are the culmination of the student's hard work and are important to the student. When a child is missing from a performance, it takes away

from the program as it was practiced. All siblings and other children not directly involved in the program activities should be supervised and with the adult at all times.

School Transfers

The principal shall be notified by the parents/guardians before a student transfers to a new school district. All supplies and materials must be turned in and fees and fines paid before the transfer is completed.

Sexual Harassment

The Board of Education is committed to maintaining a work environment for students and employees that is free of sexual harassment.

Staying After School

After school hours, students may not remain in the school or on the school grounds without permission from their parent/guardian and a school authority. Please make other arrangements if your child is to be picked up and you cannot be on time to pick up your child. Students and parents are to make arrangements in advance. Students will not be allowed to call home after school.

Student Alcohol/Drug Abuse

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Lone Jack C-6 School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

The school administrator or teachers shall have the right to conduct searches, which 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 event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion, or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

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.

Such programs shall a) inform students that drugs and alcohol are harmful and dangerous; b) address the legal, social and health consequences of drug and alcohol use; and c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The district shall provide information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall be provided with this information.

This district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Suspected Child Abuse/Neglect

The law states that the school act as a mandatory reporter and must report to the Department of Family Services any unexplained bruises, bumps, scratches, etc. or any other indications of abuse or neglect.

Technology Rules

Students must exercise proper care and use of all technology equipment. Misuse of any technology equipment may result in the loss of technology privileges for up to a year. The Lone Jack C-6 School District provides students and staff with a service called the Network. The Network is a computer service, which includes the use of computers, servers, email and the Internet.

Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. However, some of the Network's systems may contain offensive material. Even though it is impossible to have control over all the information on the Network, the district has in place several ways to prevent access to inappropriate materials and to provide a positive, productive education experience. The privilege of using the Network is conditional upon adherence to the following guidelines and rules.

Terms and Conditions of the Contract

Personal Responsibility: As a representative of this school, the user will accept personal responsibility for their reporting any misuse of the Network to the appropriate individuals (supervising teacher, principal, and/or Director of Technology). Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest: pornography, unethical or illegal solicitation, racism, sexism,

inappropriate language, and other issues described below.

Acceptable Use: The use of an assigned account must be in support of education and with the educational goals and objectives of the Lone Jack C-6 School District. The user is personally responsible for this provision at all times when using the Network and additionally agrees to the following acceptable use conditions:

- Use of the organization's Networks or computing resources must comply with rules appropriate to that network.
- Transmission of any material in violation of any United States or other State law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use of the Network by commercial agencies with the intent of profiting is generally not acceptable.
- Use of the Network for product advertisement or political lobbying is prohibited.
- The user will conduct himself in a manner consistent with school policy and expectations when communicating across the Network (e-mail, chat rooms, videoconferencing).
- The user understands that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that he or she can be prosecuted for violating those laws.
- Students will not use the Network for the following, except for a specific class project: e-mail, Chat, Instant Messaging, Blogging, Xanga, or any Xanga-like service.

Privileges

The use of the Network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The District has the right to decide what use is appropriate and the District decision is final. The staff or faculty of Lone Jack C-6 School District may request at any time that the Network Administrator deny, revoke, or suspend specific user accounts. The District also reserves the right to monitor individual use.

Network Etiquette and Privacy:

The user is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite. Do not send or encourage others to send abusive messages.
- Use appropriate language. Never use profanity, vulgarities, or any other illegal or unethical language. Illegal activities of any kind are strictly forbidden.
- Maintain appropriate privacy. Do not reveal personal information over the Network, or the personal information of others.
- Avoid disruptions. Do not use the Network in any way that would disrupt use of the Network by others (i.e. downloading programs, files, for the service it is providing. Lone Jack C-6 School District will not be responsible for any damages suffered while on the Network. These damages include loss of data as

a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or human errors and omissions. Use of any information acquired from the Network is at the user's own risk. Lone Jack C-6 School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

Security:

Security on any computer system is a high priority because there are so many users. If the user identifies a problem with security on the Network, he or she will notify Technology Staff at once. The user will never demonstrate the problem to other users. The user will never reveal or use another's account without the written permission of that person. All use of the system will be under the user's own account.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, tampering with system files, and entering into areas of the Network, which are considered off-limits. Any vandalism will result in the loss of network services, disciplines or graphics unless authorized by the Technology Staff).

Network Protection

Do not use questionable diskettes or software not licensed by the district on any district computer. Use caution when using e-mail to avoid potential problems and do not download attachments unless authorized by Technology Staff.

Services

The Lone Jack C-6 School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. Lone Jack C-6 School District will not be responsible for any damages suffered while on the Network. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or human errors and omissions. Use of any information acquired from the Network is at the user's own risk. Lone Jack C-6 School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

Updating

The Network may occasionally require new registration and account information from the user to continue service. The user must notify the system administrator of any changes in the user's account information.

Consequences of Violations

Consequences for violations of this contact may include, but are not limited to:

- Suspension from all or some network resources
- Revocation of some or all network resources
- In-school suspension
- Out-of-school suspension
- School expulsion
- Legal action and prosecution by law enforcement authorities

The district has the right to restrict or terminate network access to any or all users at any time and for any reason. The district further has the right to monitor network activity in any form that it sees fit in order to maintain the integrity of the network.

Telephone Calls

Please do not expect teachers or children to be called to the phone during the school day unless there is an emergency. You may contact teachers before and after school or leave a message with the school secretary requesting they call you as soon as they have an opportunity.

Student Phone Use

Students will not be allowed to use the school phone unless they have permission, and then only if it is an emergency. Students will not be allowed to call home for forgotten homework, lunches, instruments, or other items.

Toys At School

Toys should not be brought to school. Toys will be confiscated and kept in the office until parents come to pick them up. Lasers, Discman, Gameboys, trading cards, or electronic devices of any kind should not be brought to school. **This includes cell phones.**

Special Education Notice – Public Law 94-142

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, including those attending private or parochial school, who visually handicapped, hearing impaired, mentally handicapped, behavior disordered, physically handicapped, speech and language impaired, other health handicapped. The Lone Jack School District will also be responsible for providing appropriate services to any children residing in the district needing early childhood special education.

The Lone Jack School District local compliance plan is available for public inspection in the office of the Superintendent of Schools.

If you know of any child in the school district who falls into the above areas and are not receiving help, please notify the Superintendent of Schools or the Coordinator of

Special Education Services at 697-3539. All information is confidential.

A Notice Concerning the Census of Handicapped Children and Youth

The Board of Education of the School District shall take care of cause to be taken annually a special census of handicapped and severely handicapped children under the age of twenty-one residing in the district, including those attending private or parochial schools. The census shall include the name of the child, the name and address of the parent or guardian, the birth date and the age of the child, the handicapping condition or conditions, and the services provided to the handicapped child. Where medical or other information is available, it shall be used in establishing the handicapping condition or conditions or, if such information is not available, the statement of parents or other qualified observers of the child shall be accepted for the census report pending competent medical, psychological or other recognized evaluation. The census report shall be on forms provided by the State Department of Education on or before May fifteenth of each year. The census may be a continuous census, but only those residing in the district as of May first of each year shall be reported, including those attending private or parochial schools. If the school district is in a special school district, a copy shall also be sent to the special school district. In the event a district fails to make and submit such a census in the required form, the State Board of Education may withhold any state aid; under Sections 152.670 to 162.995 or Chapter 163, Rms., until such time as the census is received. (162.695, Rms.)

As a parent, you are guaranteed the right to inspect any such information which is subject to collection and to require the accuracy of such information.

Access by any unauthorized person which would identify an individual child without informed consent of the parent, is expressly forbidden. The parent or guardian may request that the records be amended if they consider the data is incorrect, misleading, or violates the student's rights.

This agency maintains the responsibility for the confidential maintenance of this information and for the destruction of this information following the termination of services for that child. If you have questions regarding the collection procedure, you may contact the School District Office, or you may contact directly:

Director, Special Education Project
Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102

No Child Left Behind

The Lone Jack C-6 School District is required to inform parents of certain information according to the No Child Left Behind Act of 2001 (Public Law 107-110). Upon request, our district is required to provide to you, in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- In addition to the information that parents may request, districts must provide to each individual parent:
- Information on the achievement level of the parent's child in each of the state academic assessments as required and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Visiting the School

Please feel free to visit the school at anytime, however, please report to the secretary's office to sign in. We encourage you to visit and see what is occurring in your child's classroom. Children love it when parents visit! It is usually best to wait until school has been in session a few weeks before visiting since children need time to get accustomed to their new routine and classmates. Please contact the teacher prior to your visit.

Remember a visit is not the time for a parent teacher conference, if you feel that you would like to conference with the teacher set an appointment at that time.

In the fall, you will be invited to a Back to School Night and an Open House in the spring. These are ideal times to visit your child's classroom and examine the wide variety of educational materials your child is using.

Guidelines For Visitors to School

In the 1999-2000 school year, the Lone Jack School Board developed the following guidelines for visitors to the schools.

- It is expected that cordial manners and friendly public relations will be practiced by all employees and students of the District toward all legitimate visitors in our buildings. Unauthorized visitors, however, shall be considered trespassers and subject to arrest and prosecution. Signs directing visitors to report to the principal's office should display a friendly "welcome" as well as a warning to trespassers.
- Parents, guardians, Board of Education members, and volunteers are welcome and encouraged to come into the schools. However, they must report to the principal's office on entering the building and sign in and out, so that the office will be aware of their presence. When a patron of the school has a need to visit a classroom, or for a conference with a teacher or counselor, an appointment should be made, if possible, one day in advance, so the staff member may proceed with his/her assigned duties without undue interruption.
- The Board discourages using the school as a site for non-custodial parent/child

visitation. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian.