

Our 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.

Please visit Lone Jack High School main office for a paper copy of this document, or access it at www.lonejackc6.net.

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

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

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

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

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

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

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

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

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

Upon request, the school discloses education records without consent to officials of another school

district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

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

- A.** To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- B.** To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- C.** To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- D.** In connection with financial aid for which the student has applied or which the student has received, if

the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- E.** To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- F.** To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- G.** To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- H.** To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- I.** To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- J.** To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- K.** Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

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

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

I. ENROLLMENT AND CLASS STATUS

A. ENROLLMENT

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

1. A current enrollment sheet must be completed and on file.
(STUDENT ENROLLMENT VERIFICATION (RSMO 167.151-2))
2. An emergency data sheet is to be filled out at the beginning of each school year or upon arrival of transfer students. This information will be kept in SIS.

For information on transfer students from home school or unaccredited schools, please contact our counselor's office at (816) 697-2215.

B. CLASS STATUS

1. To qualify for sophomore class status, a student must have earned six (6) units of credit prior to the beginning of the school year.
2. To qualify for junior class status, a student must have earned twelve (12) units of credit prior to the beginning of the school year.
3. 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 counselor's office when a student wishes to withdraw from school. All supplies and materials must be turned in. Each student should pick up a form from the counselor, which is to be signed by individual teachers indicating that books and materials have been returned. All outstanding fines, and/or fees must be paid. Transcripts will be forwarded upon the request of the school to which the student is enrolling. A copy of health records will be provided to the parent upon request.

II. CLASS ATTENDANCE

A. ATTENDANCE POLICY

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

1. Parents/Guardians shall notify the school office by phone (816-697-2215) **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 the student's absence.
2. **For safety consideration of the student**, parents/guardians will be contacted when an absence has not been verified.

B. CONSEQUENCES OF CONSISTENT OR EXCESSIVE STUDENT ABSENCES

1. Following the eighth (8) absence in one semester from a class, the student, and the student's parent/guardian will be notified that an attendance hearing will be held. The attendance hearing will take place to determine whether class credit should be denied due to excessive absenteeism. Exceptions may be made under this policy for extenuating circumstances as defined below:
 - 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 signed and 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 **juniors and seniors** (maximum of two per year), if cleared through the counselor's office, before the visit, and documentation presented to the principal after the visitation. Juniors must be accompanied by a parent on their college visit.
 - e. Failure of school bus to provide reasonable 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 Principal and student's parent/guardian may present written documentation, notes, excuses, etc. to the committee for their consideration.
3. Students are responsible for gaining make-up assignments from teachers – it is NOT the teacher's responsibility. A reasonable length of time for completing make-up assignments is one day for each day missed. An absence the day prior to an announced test will not excuse the student from taking the test as scheduled.

C. 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 90% or better in a class, miss two (14 class periods) or fewer days of school and have not been suspended and/or assigned a Saturday School may be exempt from taking finals in that class. Each class will be judged on an individual basis. Students may still be required to 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.

III. GRADES AND GRADUATION – 2017-2018

A. GRADES

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

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

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 School for calculation of grade point averages:

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

WEIGHTED GRADES

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

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

UNWEIGHTED GRADES

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

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

C. SIS/PARENT PORTAL

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

D. HONOR ROLL

Honor roll will be calculated by the counselor's 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.

E. GRADUATION HONORS

Latin Honor System

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

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

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

F. GRADUATION REQUIREMENTS

Diploma Requirements

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

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

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

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

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

G. COMMUNITY SERVICE

As a part of all Senior Level English classes, during first semester, students will complete a “Research in Action, Community Service” reflection essay. Students will research a charitable organization and complete one (1) excused day from school of community service, giving time to that chosen organization. At the conclusion of this research and community service, the students will write a capstone reflection essay, in their English course. This day will count for up to eight (8) hours of their required twenty (20) hours of community service in order to graduate. For more information, please contact Bailey Appleton, Lending Heart Community Service Coordinator at bappleton@lonejackc6.net.

H. DUAL ENROLLMENT

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

I. SCHEDULE CHANGES

Each student has the opportunity to meet with the counseling staff to schedule their courses for the year. All schedule changes must be completed at this time. Students who have chosen to not turn in scheduling paperwork by the required date are automatically scheduled by the counselor and no schedule changes will be permitted. Extenuating circumstances will be reviewed by administration.

J. DISTANCE LEARNING (Correspondence Courses)

All distance learning courses must have prior approval from Principal or Counselor to be accepted as credit. A maximum of two (2) credits will be accepted to meet graduation requirements. Lone Jack School District will accept distance learning course credits from pre-approved programs only. Courses must be completed three weeks prior to the end of the academic year.

IV. SUPPORT SERVICES

A. LOCKERS

A locker will be assigned to each student at the beginning of the year or upon transfer to LJHS. Students may not change lockers without approval from the office. The locker is school property and is provided for the convenience of the student. Persons authorized by the school administration can make periodic inspections. The school administration has the right to remove school property or items that do not belong at school from the lockers without the student's permission. At the discretion of the Principal and any present law enforcement, any items found, may or may not be returned depending upon potential legal actions.

Students should not keep valuable items in lockers as the chance for theft exists.

B. 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. Students are responsible for equipment and materials loaned to them during the school year.

C. CAREER CENTER / SUMMIT TECHNOLOGY ACADEMY

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

D. RESPONSE TO INTERVENTION

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

E. WEDNESDAY SCHOOL

In addition to Response to Intervention, Lone Jack High School will be offering additional times for students to come in and work with teachers in small group settings. These times will be scheduled

throughout the school year, and may fluctuate, depending on the current need. Wednesday School will be held in classrooms and will be reserved for teachers to allow specific students to receive small group instruction on items they may be struggling with, failing to complete in a timely manner, or exceeding teacher expectations.

Wednesday School- 3:30pm – 5:30pm

F. NATIONAL SCHOOL LUNCH PROGRAM / BREAKFAST PROGRAM

Children need healthy meals to learn. **Lone Jack C6 School District** offers healthy meals every school day. Breakfast costs **\$1.75**; lunch costs **\$2.60 at the elementary and \$2.85 at the High School**. Your child(ren) may qualify for free or for reduced price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to any district office.
2. WHO CAN GET FREE MEALS? All children in households getting Food Stamps, Temporary Assistance, or the Food Distribution Program on Indian Reservations can get free meals regardless of income. Also, your child(ren) can get free meals if your household income is within the free limits on the Federal Income Eligibility Guidelines.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
4. CAN HOMELESS, RUNAWAY AND MIGRANT CHILDREN GET FREE MEALS? Please call **Lone Jack C6 Schools, Central Office at (816) 697-3539** to see if your child(ren) qualify, if you have not been informed that they will get free meals.
5. WHO CAN GET REDUCED PRICE MEALS? Your child(ren) can get low cost meals if your household income is within the reduced price limits.
6. SHOULD I FILL OUT AN APPLICATION IF I GOT A LETTER THIS SCHOOL YEAR SAYING MY CHILD(REN) ARE APPROVED FOR FREE OR REDUCED PRICE MEALS? Do not complete the attached application if you have recently received notification from your school that your child(ren) has been certified to receive free meal benefits for the 2015-2016 school year.

7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child(ren) is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes, we may ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving Food Stamps, Temporary Assistance or other benefits. If you lose your job, your child(ren) may be able to get free or reduced price meals.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to:

**Lone Jack C6 School Board President,
313 S. Bynum Rd.
Lone Jack, MO 64070**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally get. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
15. WE ARE IN THE MILITARY; DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Exclude military combat pay received by service members during a deployment.

All other allowances must be included in your gross income.

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

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

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

G. HOMELESS STUDENTS

(School Board Policy IGBCA)

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

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

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

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English

proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

V. GENERAL INFORMATION

BELL SCHEDULE

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

EARLY RELEASE

7:50 - 8:40	1 st Hour	
8:44 - 9:34	2 nd Hour	Lunch
9:38 - 10:28	3 rd Hour	10:32 – 10:55 A / CCC & STA
10:32 -11:49	4 th Hour	10:58 – 11:21 B
11:26-12:15	5 th Hour	11:24 – 11:49 C

A. VISITORS

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

B. DISTRICT VOLUNTEER POLICY

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools. The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All

information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

School Volunteers

Definitions

Volunteer -- Any parent or person in the community who provides uncompensated service to the district. As used in this procedure, a “volunteer” does not include students participating in a district-sponsored program, such as tutoring or acting as an office or teaching assistant.

Chaperone -- A volunteer, usually a parent or guardian, who assists the district staff and is under the direct control of district staff but is never left alone with a student. Chaperones include room parents or persons who volunteer to assist with field days, class parties or other special occasions.

Screened Volunteer -- A volunteer who may periodically be left alone with students. Usually, screened volunteers commit to assist the school on a regular basis. Examples of a screened volunteer include persons who regularly assist in the office or library, mentor or tutor students, supervise children during field trips, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip.

All Volunteers

Volunteering in the district is a privilege, not a right. The Board, superintendent, principal or designee may decline or terminate the services of a volunteer for any legal reason. It shall be the responsibility of the building principal or designee to approve all screened volunteers to be placed in his/her building. Teachers may select and organize chaperones, unless otherwise directed by the principal.

All volunteers must receive training appropriate to the function they will serve while volunteering. If a volunteer is disruptive or acts inappropriately around the students, the teacher or principal will refuse the volunteer’s services and notify the superintendent or designee immediately.

Volunteers will provide support services but are not substitutes for the professional staff. Volunteers will work under the direction and supervision of district and building staff. Even screened volunteers who are left alone with a student will have an employee contact person or supervisor to monitor activities with students.

All volunteers will be expected to abide by the following rules:

1. Volunteers must follow the same dress code applicable to students.
2. Volunteers will not lend money or bring gifts other than stickers and greeting cards to individual students unless authorized by the building principal or designee.
3. Volunteers will not transport students.
4. Volunteers will keep all student information confidential.
5. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
6. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities.
7. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
8. Volunteers will use universal precautions to avoid contact with body fluids.
9. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district's computers.
10. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
11. Volunteers will not search students or student property.
12. Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
13. Volunteers must sign in and out of the office when entering or leaving the school and must document the hours volunteered in the school.
14. Volunteers must report suspected cases of abuse or neglect to the building principal.
15. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.

Screened Volunteers

1. District staff must direct persons wishing to serve as a screened volunteer to the superintendent or designee's office for volunteer certification.

2. Screened volunteers must consent to and complete a criminal background check prior to being left alone with a student and may be required to submit additional information at the superintendent or designee's discretion. All information collected regarding screened volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.
3. Screened volunteers will not have access to student education records and are bound to the same levels of confidentiality as that of school staff.
4. The building principal or designee will provide appropriate training for all screened volunteers.
5. Upon successfully passing the criminal background check, screened volunteers may submit a request to the district for full reimbursement of the cost of the background check. The district will not reimburse any expenses related to a background check that results in exclusion from volunteering with students.
6. Upon successfully passing the criminal background check, screened volunteers are required to self-report any activities or charges that, if convicted, would result in exclusion from volunteering with students. Failure to self-report such activity or charges prior to their next volunteering event will permanently disqualify the individual from serving as a school volunteer.
7. Individuals interested in serving as a screened volunteer may pre-register online for fingerprinting through the State Highway Patrol's Missouri Automated Criminal History Site (MACHS). The registration site is located at www.machs.mo.gov. Individuals without access to the internet may contact the fingerprint processing company, 3M/Cogent, directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on their behalf. A four-digit registration code is required in order to complete the online registration process. **The four-digit code for those volunteering in the Lone Jack Schools is 0950.** The fee for the criminal background check is currently set at approximately \$45.00.
8. The self-reporting provision (#6) applies to all three types of volunteers – Volunteers, Chaperones, and Screened Volunteers.

C. ACTIVITIES FEES

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

D. STUDENT PARKING PERMIT

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

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

If your child is ill, a parent/guardian must come and pick the child up as soon as possible. It is very important that we prevent the spread of communicable disease. Please keep your child at home if you suspect he/she might be coming down with an illness, so the illness is not spread to other students. Please notify the school before 9:00am, when your child is ill, especially if he/she has contracted a contagious disease. We appreciate your consideration in following these guidelines: Students with a fever of 100 or higher should stay at home. Students should be fever free for 24 hours 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 their first dose of antibiotic for an infection. Students with conjunctivitis (pinkeye) are excluded from school until they have received one dose of prescribed medication. Students with chickenpox should be excluded from school for 7 days after the appearance of a rash. All spots must be scabbed.

For prescription medication, the student's physician shall provide the school with a written request that the student be given medication during school hours. The parent/guardian must bring the medication, in its original container, to the school and complete and sign the appropriate documentation. The prescription medication will be stored in the office in the original container only and the student must come to the office to take the medication. The parent/guardian must pick up any unused or excess medication.

For non-prescription medications, parents must check these into the health room, in the original non-expired container, and complete and sign the appropriate documentation. Any non-prescription medications other than Tylenol, Motrin and antacids require a written doctor's order for administration during the school day. The school will not provide non-prescription medication for students to use. Students may ONLY carry cough drops/lozenges on their person during the school day. All other medication prescription/non prescription will be administered by authorized school personnel.

Physical Examinations and Student Health Screenings

(School Board Policy JFC)

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health. In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

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

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

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

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

Human Sexuality Instruction

(Board Policy IGAEB)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to requirements of state law, if the district chooses

to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or

entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

F. DANCES

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

Students must register an out-of-school date with the Principal prior to the dance. Students will be held accountable for the behavior of their date and are expected to inform them of the rules.

The seventh and eighth grade will hold separate dances in the Fall and Spring. These dances will be open only to Lone Jack 7th and 8th grade students.

G. FUNDRAISING

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

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 selling the product must return the item or the money. Students should request a receipt.
3. All money collected by students should be turned into the Sponsor daily. Sponsors are to turn money into the office on a daily basis and receive a receipt.
4. All checks should be made payable to Lone Jack School District, not individual sponsors.

H. STUDENT COUNCIL

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

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

VI. RULES AND REGULATIONS

The following policies, rules and regulations will apply to all students of Lone Jack High School including those in attendance at district instructional and support programs, as well as at school-sponsored activities. Off-campus misconduct, which is not school-related and which adversely affects the educational climate, will be subject to these policies, rules and regulations. This includes, but is not limited to, social media. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. All policies, rules and regulations will be in accordance and comply with the Safe School Act of Missouri.

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

A. DRUG AND ALCOHOL ABUSE

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

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

*Counseling and Rehabilitation and Reentry Programs:

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

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

B. SEARCHES BY SCHOOL PERSONNEL

(School Board Policy JFG)

1. School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.
2. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.
3. It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.
4. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.
5. School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.
6. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

C. AUTOMOBILES AND MOTORCYCLES

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

D. DRESS CODE

(School Board Policy JFCA)

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

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

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

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually-oriented statements including double-entendres (Hooters, etc.) or other suggestive language on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Hats (or other head coverings, including but not limited to hoods, bandanas, etc.) and sunglasses will not be permitted to be worn inside the school building unless approved by the Principal, a physician and/or the school nurse.
3. Chains and/or studded accessories are prohibited and will be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
4. Short dresses, short skirts, short shorts or cut-off shorts that promote inappropriate exposure, are not permissible. Any holes in jeans will follow the same guidelines.
5. Shirts and tops will be no lower than approximately one inch below the collarbone. A general rule of thumb is to use four (4) fingertips from the side and/or bottom of the neck. Shirts must cover any sides, midriff, and/or cleavage.

6. Shirts, dresses, and tops must have shoulder straps at least two inches wide. A general rule of thumb is to use three (3) fingertips to check the width of shoulder straps.
7. All undergarments are to be covered.
8. Oversized clothing which compromises the safety of students is not permitted.
9. Excessively tight-fitting clothing may be deemed inappropriate for school. Students must wear appropriate length clothing over any excessively tight-fitting pants. (Ex. yoga pants, spandex, leggings, etc.)
10. Appropriate and safe shoes or sandals will be worn at all times. Slippers/house shoes are not permitted.
11. Coats and backpacks are to be worn to and from school only and must be placed in student lockers (purses and drawstring backpacks are still allowed). Students should be prepared for variations in temperature by keeping a sweatshirt and/or sweater in their locker.

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

VII. PENALTIES FOR INAPPROPRIATE BEHAVIOR

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

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

1. Written documentation made in the student's record.
2. Parents or guardian contacted.
3. The appropriate law enforcement agency contacted.
4. The student 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, Saturday School and suspension from participation in school 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, those students will not be permitted to participate in or attend any school-sponsored activity, whether such activity is held on a regular school day or on a weekend; or whether the event is at Lone Jack or at another site where Lone Jack is a participant (i.e. - away football or basketball games, etc.). 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 him/her.
2. The student and parents shall be granted a hearing in order to give him/her 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 may be held with both the parents and student before a student will be permitted back in school following an out-of-school suspension

B. DETENTION/SATURDAY DETENTION POLICY

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

C. PRIVATE DINING

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

of the lunch period.

D. 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.

E. 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.

F. 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.

G. DISCRIMINATION, HARASSMENT, AND BULLYING POLICY

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

(School Board Policy JFCF, and AC)

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

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

2. The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.
3. The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.
4. Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Compliance Officer:

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

5. **Anti-Harassment Policy-** Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.
- a. Discrimination** - Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.
 - b. Harassment** - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.
 - c. Sexual Harassment** - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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

- i. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
- ii. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
- iii. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.

- iv. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
- v. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

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

e. 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.

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

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

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

VII. Student Discipline

(School Board Policy JG)

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 deemed 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.

(Student Discipline Guideline begins on next page)

	SCHOOL BOARD POLICY	1st Offense	2nd Offense	3rd Offense
Academic Dishonesty	School Board Policy, JG	Administrative Conference, Alternative Assignment at Reduced Credit	Administrative Conference, Zero on assignment	
Alcohol Possession/Use/Influence/ Sale*	School Board Policy, JG, JFCH, JHCD	OSS- 10 days and/or request for longer suspension or expulsion		
Arson*	School Board Policy, JG, JGF	OSS- 10 days and/or request for longer suspension or expulsion		
Assault or Battery*	School Board Policy, JG, JGF	OSS- 10 days and/or request for longer suspension or expulsion		
Bullying/Hazing*	School Board Policy, JG, JFCF	Penalties assigned according to severity of behavior		
Bus Infraction (Apple Bus Company)	School Board Policy, JG, JFCC	Parent Notification	1 Day off Bus	3 Days off Bus
Computer Misuse/Network Misuse (Major)*	School Board Policy, JG, EHB, KKB, EHB-AP	3 days OSS, 1 year network suspension	5 days OSS, permanent network suspension	OSS- 10 days and/or request for longer suspension or expulsion
Computer Misuse/Network Misuse (Minor)	School Board Policy, JG, EHB, KKB, EHB-AP	2 weeks network suspension	30 days network suspension	180 days network suspension
Damage to Property/Vandalism*	School Board Policy, JG, ECA	Restitution plus penalties will be assigned according to severity of offense.		
Disruption of School Activities	School Board Policy, JG, AC	Administrative Conference	Removal from activity	15 Day suspension from school related activities
Disruptive Behavior-Minor	School Board Policy, JG, AC	Administrative Conference	Detention	1-10 Days ISS
Disruptive Behavior-Major*	School Board Policy, JG, AC	Saturday Detention	1-10 Days OSS	10-180 Days OSS
Dress Code Violation	School Board Policy, JFCA	Students will be asked to change clothes. If they don't have a change of clothes, clothes will be provided for them.		
Drug Possession/Use/Influence/ Sale*	School Board Policy, JFCH/JHCD	OSS- 10 days and/or request for longer suspension or expulsion		
Electronic Device Misuse (7th-8th Grade Cell Phone...Before and After School ONLY; 9th-12th Grade Cell Phone...Students can use their Cell Phone during passing time and lunch.)	School Board Policy, JG	If an electronic device is misused during class time, it will be sent to the office to be picked up at the end of the day with Administrative Conference	If electronic device misuse continues, parent/guardian will be contacted and asked to retrieve the phone from the office with Administrative Conference.	
Failure to serve detention	School Board Policy, JG	2 Detentions	1 Day ISS	
False Reporting/setting disaster alarms/bomb threats*	School Board Policy, JG	OSS- 10 days and/or request for longer suspension or expulsion		
Fighting*	School Board Policy, JG, JGF	OSS- 1-10 days and/or request for longer suspension or expulsion		
Food/Drink in Classroom	School Board Policy, JG	Administrative Conference	Detention	2 Detentions
Gambling*	School Board Policy, JG	Detention	1-10 Days ISS	1-10 Days OSS

	SCHOOL BOARD POLICY	1st Offense	2nd Offense	3rd Offense
General Misconduct	School Board Policy, JG, JFCJ	Teacher Conference	Administrative Conference w/ phone call home	Detention
Hallway Violation/Cutting Class	School Board Policy, JG	3 days private dining	Detention	1-10 Days ISS
Harassment*	School Board Policy, JG, JFCF, AC	Administrative Conference	Detention	1-10 Days OSS
Headphones During Instruction	School Board Policy, JG	Administrative Conference	3 Days Private Dining	5 Day Private Dining
Insubordination/ Open Defiance of Authority	School Board Policy, JG, JFCJ	Detention	Saturday Detention	1-10 Days OSS
Misbehavior in lunch	School Board Policy, JG	1 Day Private Dining	3 Days Private Dining	5 Days Private Dining
No Planner	School Board Policy, JG, JFCJ	Administrative Conference	Private Dining	3 Days Private Dining
Non-Sanctioned Group Activities*	School Board Policy, JG, JFCJ	OSS- 1-10 days and/or request for longer suspension or expulsion		
Parking/Driving Violations*	School Board Policy, JG, JFCJ	Administrative Conference	1 Week Parking Privileges Revoked	1 Month Parking Privileges Revoked
Physical Aggression	School Board Policy, JG	1 Hour Detention	1-10 Days ISS	1-10 Days OSS
Possession of a Weapon*	School Board Policy, JG, JFCJ	OSS- 10 days and/or request for longer suspension or expulsion		
Possession or use of potentially dangerous items*	School Board Policy, JG, JFCJ	Penalties assigned according to severity of behavior		
Profanity/ Demeaning Language/ Inappropriate Gesture (verbal or written)	School Board Policy, JG, AC	Detention	1-10 Days ISS	1-10 Days OSS
Public Display of Affection	School Board Policy, JG	1 Day Private Dining	3 Days Private Dining	Detention
Sexual Harassment*	School Board Policy, JG, AC	Penalties assigned according to severity of behavior		
Sexual Misconduct*	School Board Policy, JG, AC	OSS- 1-10 days and/or request for longer suspension or expulsion		
Tardies/Late to School	School Board Policy, JG	3 Tardies/Lates- 3 Days Private Dining	1 Day Private Dining for every subsequent tardy/late	When a student reaches 5 tardies/lates, they will receive a detention for every subsequent tardy/late in addition to private dining

	SCHOOL BOARD POLICY	1st Offense	2nd Offense	3rd Offense
Theft-Major (any item valued at over \$150)*	School Board Policy, JG, ECA	Restitution, OSS- 10 days and/or request for longer suspension or expulsion		
Theft-Minor (any item valued at under \$150)*	School Board Policy, JG, ECA	Restitution, 1 Day ISS	Restitution, OSS- 1-10 days and/or request for longer suspension or expulsion	
Threat against persons or property*	School Board Policy, JG, AC	Administrative Conference, Penalty according to severity of crime		
Tobacco*	School Board Policy, JG	1 Day OSS	3 Days OSS	5-10 Days OSS
Truancy*	School Board Policy, JG, JEA	Saturday Detention	3 Days ISS	5 Days ISS
Verbal Abuse or Threat to Staff*	School Board Policy, JG, AC	3 Days OSS	5 Days OSS	10-180 Days OSS

* Asterisks indicate that violations of this type may be reported to the appropriate authorities.

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

POLICY DEFINITIONS

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

Academic Dishonesty- Academic Dishonesty is intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.

Alcohol Possession/Use/Influence/Sale –Alcohol is any intoxicating element. Under the Influence occurs when a student's behavior or mood has changed as a result of consumption of alcohol or drugs.

Arson – Arson is knowingly damaging property by causing a fire or explosion.

Assault/Battery - Assault/Battery is intentionally, knowingly, or recklessly causing any physical injury to another person

Bullying/Hazing- Bullying/Hazing is the verbal, written, physical, or psychological abuse of another student by means of threats, intimidation, insults, taunts, challenges or other aggressive behavior while on school grounds, buses or at school-sponsored events or activities.

Bus Infraction- Bus Infractions include any action/incident involving a student which may jeopardize the safety or well-being of other students.

Computer misuse/Network misuse (minor) - Computer/Network Misuse is altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; and/or using technology for uses

outside of legitimate educational purposes.

Damage to Property/Vandalism- Damage to Property/Vandalism is the willful act of defacing or destroying any building, fixture, vegetation or property either intentionally or unintentionally.

Disruptive Behavior- Disruptive behavior is creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.

Dress Code Violation- *See Lone Jack High School Dress Code*

Drugs/Paraphernalia- Drugs/Paraphernalia are chemical substances, narcotics, prescription or nonprescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the district's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term 'drugs' includes anything that looks like drugs or which is presented as drugs. Drug Paraphernalia is any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug. Under the influence occurs when a student's behavior or mood has changed as a result of consumption of alcohol or drugs.

Drug/Alcohol Sales- Drug/Alcohol Sales is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol on district property, at a district-sponsored event, or on school-sponsored transportation.

Electronic Devices - Electronic Devices may not interfere with the learning, safety or well-being of others. Jr. High students may not use cell phones during school hours. High School students may only use their cell phones in-between classes and during lunch period. Cell phone cameras are not allowed in any restrooms or locker rooms.

Fighting - Fighting is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner.

Gambling - Gambling is to risk money or anything of value on the outcome of anything involving chance.

General Misconduct- General Misconduct is any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.

Harassment - Harassment is the persistent or repeated annoying or tormenting of another.

Insubordination/Open Defiance of Authority- Insubordination/Open defiance of authority is intentionally resisting or disregarding the authority of district personnel. Includes, but is not limited to, the failure to respond to a reasonable request.

Non-Sanctioned Group Activities- Non-Sanctioned group activities is an activity or affiliation of an on-going loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in gang-type or inappropriate activity.

Parking/Driving Violations- Parking/Driving Violations include improper driving or parking of a vehicle on school district property without permission, parking in prohibited areas, and/or improper driving to or from campus.

Physical Aggression- Physical Aggression means rough boisterous play or behavior. This could include, but is not limited to tussles, minor confrontations, pushing, shoving or other physical provocation.

Possession or use of potentially dangerous instruments- Possession or use of potentially dangerous instruments means anything that under the circumstances in which it is used, attempted to be used, or threatened to be used, and/or is readily capable of causing physical injury.

Profanity/Demeaning Language/Inappropriate Gesture- Profanity/Demeaning Language/Inappropriate Gesture is the use of inappropriate or obscene language or gestures to the extent that it disturbs the educational process or environment.

Public Display of Affection- Public Display of Affection is kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create a disturbance.

School Sponsored Activities - A School Sponsored Activity is any event which is sponsored, attended or supervised by the district or district personnel either on or off campus.

Sexual Harassment- Sexual Harassment is discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)

Sexual Misconduct- Sexual Misconduct is the use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, de-pantsing, pulling another's underclothing, possession or distribution of pornographic materials.

Tardy - Tardy is failure to be at a designated location at a specified time.

Theft - Theft is taking property that belongs to another without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school.

NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance.

Threat against persons or property- Threat against persons or property is the attempt to frighten, compel or deter by actual or implied threats. This includes, but is not limited to bullying.

Tobacco/ Paraphernalia- Tobacco/Paraphernalia refer to smoking tobacco (e.g. cigarettes, cigars, electronic cigarettes) and smokeless tobacco (e.g. dip, chew, snuff). Tobacco Paraphernalia is any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, and lighters.

Truancy - Truancy is when a student leaves the school campus or school-sponsored and/or supervised activity without express authorization of the teacher, administrator or responsible school employee.

Verbal Abuse- Verbal Abuse is the use of profanity or any derogatory language directed toward another individual.

Expulsion - Expulsion is the permanent removal of a student from school and district. Expulsion requires action by the Governing Board.

Restitution -Restitution is providing an equivalent replacement or compensation for damages or loss of

personal or district property and/or time. (The District can facilitate and encourage, but is not responsible for, enforcing monetary replacement of a loss.)

Sexual Materials - Sexual Materials covers the use or possession of pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment.

Staff - Staff refers to any employee of the Lone Jack C-6 School District and those working as contracted employees of the district including bus drivers, volunteers and coaches.

Formal Complaint

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

1. Parent or patron should speak directly with the employee in question.
If no resolution...
2. Parent or patron should speak directly with the immediate supervisor of the employee in question.
(Please see the organizational chart for delineation of supervisory roles)
If no resolution...
3. Parent or patron should speak directly to the Superintendent of schools regarding the matter.
If no resolution...
4. Parent or patron may ask to address the board of education in regard to the matter.

IX. EMERGENCY PROCEDURES

Regular training/drills will take place throughout the course of the school year for all 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 in 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 call.
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 long looping siren

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 call. 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, etc.
5. If students are outdoors, keep them away from buildings, trees and power lines.

Step Two:

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

Step Three:

Administration and emergency officials will assess building for damage before students and staffs are allowed to return

ACTIVE SHOOTER PROCEDURES

Signal: In the event of a dangerous intruder, no code phrases will be used.

All Clear: Directions from the Principal

Initial Steps

1. During transition times, teachers should gather nearby students in their classroom.
2. Teachers will close and lock their doors.
3. Teachers and students should move out of line of sight.
4. Lights should be off, and window shades should be down.
5. P.E. students or students outdoors should not return to the building. They should evacuate to the nearest off campus shelter location.
6. Maintain a calm atmosphere and remain in the locked classroom until the "all-clear" is given.

The Three Outs: When security and prevention measures fail and a shooter is in your school; you have only three response options.

1. LOCK OUT- Keep the shooter out of your room or facility.
2. GET OUT- Run away from the shooter.
3. TAKE OUT- Fight back against the shooter. (*Absolutely the Last Resort*)

LOCK OUT

While no location can offer total protection from a shooter, implementing a "lockdown" inside a securable location provides some degree of protection. The purpose of a lockdown is to delay or slow down the shooters' progress until law enforcement arrives.

While locking the door is a vital component, there are methods of reinforcing the lockdown that can further deter an attacker. These methods are called target hardening and can include:

- Barricading doors: Use desks, chairs, shelves, etc. Note: barricades are most effective if the doors open towards the barricade. However, even if the door opens away from the barricade (usually into the hallway), stacked objects can delay an attacker.
- Tying off doors: This action limits the attacker's ability to open doors; even if they are unlocked. Generally, tying off doors is used to reinforce doors that open out (towards the hallway) where barricades have limited value. There are several methods to tie off doors, and more than one should be attempted.
 - o Tie one end of a belt or electric cord around the handle and secure the other end around a corner, out of site. If the end cannot be secured, have several people hold it, while around a corner and out of site. This will reinforce any type of door.
 - o For handicap accessible handles (levers that are pushed downward to open the door), chair or stool legs may be wedged between the handle and door, with at least ¼ of the chair extending beyond the door frame. When the door is pulled to open, the chair catches on the doorframe.
 - o Doors that have folding hinges above the door may be reinforced by tying the folding hinge tightly so that it cannot expand and allow the door to open.

GET OUT

If you cannot lock the shooter out of your location, teachers will attempt to help students GET OUT of the area by running away.

An example of when to implement a "Get Out" approach may be if you are in the cafeteria when a shooter enters. Since the shooter is already in the cafeteria, there is no point in attempting to implement a "Lock Out"; so the students will be directed to run out through any available exit.

Note: The Get Out approach should be implemented using a secondary exit (ground floor windows or exits) if the attacker attempts to defeat the lockdown. If Get Out is not an option, the Take Out or fight back

approach should be implemented as soon as the attacker attempts entry.

TAKE OUT

The Take Out option is to be used as a **last resort**.

If the attacker is in your immediate area and blocking your path, and there is no way you can Lock Out or Get Out; you must then fight back and Take Out the shooter using any available means.

Lone Jack Activities Guidelines

Philosophy

The Lone Jack School District believes that interscholastic activities will complement the secondary curricular program, and as such become a vital part of a student's complete educational experience. The experiences from participation in these activities will help to develop mental, physical, social and emotional well-being leading to good citizenship. Student participation in these activities is a privilege and with it come the responsibilities and code of conduct. The following are general guidelines for participation and need to be reviewed prior to participation in any interscholastic activities.

MSHSAA

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

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

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

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

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

Basic Guidelines for Participation

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

2. School sponsored Trips:

All school sponsored trips must be cleared through the office and conform to the activities Handbook. Students on school sponsored trips **must** GO AND RETURN in the transportation designated by the school unless they are signed out by a present legal guardian. **No student will be**

released to anyone other than his/her legal guardian. Any special circumstances must be cleared by the administration prior to an event.

3. Students must be in attendance a full day to participate in any activity scheduled for that day. Exceptions are granted with administrative approval only.
4. Suspensions, Truancies and After School Detentions:
 - a. When a truancy or suspension takes place, the student will be ineligible for participation until the administrative established disciplinary action has been fulfilled.
 - b. When an afternoon classroom detention has been given students may not be excused from that detention because of after school practice or rehearsal.
5. The use of alcohol, tobacco, or non-prescription drugs is illegal. Disciplinary action will be taken, which may result in his/her removal from the team/activity. (More defined in the student handbook and MSHSAA guidelines).
6. **Care of Equipment:** It is each individual's responsibility to maintain their own equipment. Uniforms or equipment that is checked out to each individual student is the sole responsibility of that student. Students are responsible monetarily for that equipment or uniform should it become lost, stolen or damaged. Students will not be checked out a uniform or equipment for another season or activity unless everything has been turned in from prior seasons.

Student Expectations

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

LONE JACK JR. – SR. HIGH SCHOOL

CONSENT FORM

Acknowledgement of Handbook Receipt

I have received a copy of the Lone Jack Jr. – Sr. High School Handbook for 2017-2018. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner.

District Activities Program

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

Directory Information Notice

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

School Sponsored Trip Permission Notice

I give permission for my child to take all school-sponsored academic, athletic and extracurricular trips during the 2017-2018 school year.

Guidance & Counseling Program

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

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

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

Student Name (please print) _____

Student Signature _____

Date Signed _____

Parental/Guardian Agreement

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

Parent's Name (please print) _____

Parent's Signature _____ Date Signed _____

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