Dear Student and Parents:

On behalf of our staff, we are very pleased to invite and welcome each one of you to Summit Ridge Academy! Our staff and administration are excited about engaging you in the opportunities, activities and rewarding challenges that await you at Summit Ridge Academy.

We are extremely proud of our voluntary intervention program. The Summit Ridge Academy staff members and administration are committed to each student and will provide a caring environment in which you can get back on track for graduation through the use of alternative strategies. We strongly encourage you to commit to your Transition Plan, created to address your specific needs. Our focus is to help you help yourself experience change and progress that leads to a healthy and productive life.

You are one of our most important resources and greatest assets. You, your parents, your teachers, staff and administration must partner together to ensure a sense of belonging, mastery, independence and generosity. Let us all partner together as we approach the 2019-2020 school year.

We have developed this handbook to assist you in understanding our unique agreements and procedures. We have included a school calendar to assist you in planning activities throughout the year. We hope you will find the both helpful and informative. Please feel free to contact us.

Sincerely,

Andy Campbell
Principal, Summit Ridge Academy

Ryan Town
Asst. Principal, Summit Ridge Academy
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ESSENTIAL PRINCIPLES

Purpose and Function “What’s Summit Ridge Academy All About?”

Summit Ridge Academy is a voluntary program for students facing educational struggles. Our primary function is to help students get back on track for graduation through the use of a credit recovery program. Due to the design and implementation of a condensed curriculum, students are able to earn more credits in a shorter amount of time. We understand there are many factors influencing a student’s success. Therefore, we take a holistic approach toward educating each student by way of creating a student plan that addresses the unique needs of each student. In addition to providing researched-based academic supports, we provide supports and services for our students’ social, emotional, and spiritual needs as well.

By enrolling at Summit Ridge Academy, students enter into a partnership. As with any partnership, those involved agree to common goals. Each partner commits to their role in the partnership and holds the each other accountable for following through with their role. At Summit Ridge Academy, “Failure is NOT an Option.” Each staff member is committed to each student and will utilize every means at their disposal in which to ensure your success. Therefore, it is critical both the student, and parent/guardian(s), commit to the SRA Student Agreements. These agreements were created to facilitate our commitment to you, and you must, therefore, commit to them. Students that do not commit have, historically, a significantly harder, and shorter, experience at SRA, and thus fall short of their goals. Students who so not commit, those whom consistently resist help, support, interventions, and relationships, will forfeit their opportunity to attend SRA.

By design, we utilize proven strategies that help all students be successful in school. Because SRA is a unique program, offering unique opportunities, we have the flexibility to utilize alternative interventions not offered to students in a traditional setting. These interventions were created by using research-based best practices, as well as, cutting-edge strategies, and combining them into a unique, personalized and effective, approach to student support. Understand, these interventions are only as effective as the student’s willingness to implement them. Information alone does not change your unsuccessful perceptions and habits. What is learned must be applied (just being here is never enough). SRA cannot assure your success until you are willing to trust and implement these interventions.

SRA Mission Statement

Our mission is to motivate, educate, and empower each student for success in today's world.

SRA Vision

Summit Ridge Academy provides a meaningful and measurable learning experience for students who have not been successful in traditional school settings. We are designed for students who have struggled with attendance, behavior and/or academics. We are committed to providing a positive, student centered, safe, and academically comprehensive program that is sensitive to the varied learning styles of each student. We foster individual student accountability, creativity, self-reliance, and life-long skills to successfully transition students to their traditional schools, to the community, and to the world.

SRA Values

We will provide a safe, caring and orderly environment in which we:

- Foster partnerships with students, staff, families, and community
- Build personal relationships between staff and students to create a sense of belonging.
- Teach life skills to enable students to identify and make good personal and academic choices
- Model generosity and provide students opportunities to recognize their value within themselves and their community.

Our Philosophy
Most students who enroll at SRA have had a negative experience in the traditional school setting. Many have developed negative coping habits in order to deal with what they perceive as a limited choice of learning/behavioral options. Over time and through experience, they have come to believe that these limited behaviors are their best coping strategies to “survive” similar situations. These become negative habits. We recognize this and embrace it. We are intentional about making this experience different from past experience.

SRA is by design a Smaller Learning Community. The smaller number of students allows greater flexibility for staff to take the appropriate time to assess problems, search out causes, and develop intervention plans. We use this flexibility to address the struggles our students face by breaking from the traditional models of teaching, learning, and behavior management, thus creating a more personalized experience. We are focused on finding underlying causes, discovering triggers and negative coping habits to more appropriately address the behavior, rather than relying solely on negative consequences, or traditional school discipline. We aim to utilize strategies based on “where the student is” concerning their social and educational development and experiences.

Each student faces different struggles and each student has a different understanding of appropriate, positive coping habits. Therefore, we utilize intervention plans and strategies that are the most appropriate for that particular student, as opposed to, the idea of “one size fits all.” We aim to teach students that there are other options that they can use when they are faced with challenging situations. Rather than turning to their unsuccessful habits they have used in the past, students are taught to “replace” their old behaviors with a more appropriate one. Through practice, trial, and experience, students begin to learn that the outcomes, or consequences, of their new choices, are working in their favor. This positive reinforcement leads to new, positive coping habits.

All too often, students who have struggled, begin to believe that it is just easier to fail. We believes that NO student WANTS to fail, but rather the student uses failing as a safer way to deal with the stress that is created when faced with a challenging situation. But at Summit Ridge Academy, “Failure is NOT an Option!” We have created a structure of tiered interventions. If the student is not successful with one level of supports and interventions, they are provided another level of supports and intervention that are different and more specific to the student’s needs. And then another level is needed…This process continues until the student experiences success. When success is achieved over and over again, students develop a perception that encourages them to believe that, by taking advantage of available supports, they will experience success. This new perception now becomes their reality, and they soon believe that being successful is much easier than failing.

Pillars of the Program
SRA is designed to be a partnership among the student, parent, and the SRA staff. At SRA, four key values serve as the foundation for a successful partnership. These ideals are the pillars on which the program was created and continues to stand. Every program decision incorporates one or all of these pillars. It is imperative to understand both the ideal and practical application of each pillar.

Belonging
“Helping you feel connected and comfortable in order to experience the changes necessary to be successful. When you feel connected you are more willing to achieve success. This is achieved through the creation of a safe and accepting environment.”

Belonging is SRA’s primary goal is to help students feel connect and feel comfortable in order to experience the changes necessary to be successful. Therefore, we establish a sense of belonging through fostering a partnership with the students in a small learning community environment. Each student is greeted as he/she enter the building, walk the hallways, and enter the classroom. SRA starts the day in homeroom where each student is triaged to determine their readiness for the school day. Class sizes range from eight to sixteen students, occasionally seventeen. This class size ensures more opportunities for relationship building through team-building activities, one-on-one, small group, cooperative learning and many other classroom instructional strategies that create a learning environment that is engaging. Advisement is offered to students during the mid-morning, this time allows the student to eat snacks, talk with their friends, play games and interact with SRA staff in a comfortable setting. During the lunch period SRA student and staff have the opportunity to eat...
Mastery

“Helping you gain an understanding of what does and does not work for you. Choices you make are your best perceived survival strategies at that time. A negative perception will typically influence the use of negative strategies. This creates a negative perception loop, therefore, developing negative habits. By allowing SRA to help you help yourself, through a process of unlearning negative perceptions and learning positive ones, you can change your strategies and habits. When you use self-control and make choices that work for you, the healing process begins. Change in life is a process, not an event.”

Mastery is not only of the academic, but also mastery of self, in other words making “Good Choices”. SRA staff are highly qualified and experienced in working with students facing educational struggles in the areas of academics, attendance, and/or conduct, in order for the student to graduate high school. We use traditional and alternative strategies designed to address the unique needs of each student. The SRA staff use life skills and the contract agreements to enable the students gain an understanding of what does and does not work for them in the academics and personal choices.

Independence

“Helping you take responsibility for your own actions by providing grace with accountability. All of your choices result in positive or negative consequences. If you avoid accountability for consequences, learning ceases, and you create a self-imposed restriction of your opportunities. Learning influences change. In order to be liberated from this restriction and gain personal independence, you must have courage to accept change where change is needed.”

Independence is the ultimate goal. Independence is the student taking responsibility for his/her own actions. SRA staff provides grace with accountability as a student learns and gains a sense of independence and makes the changes necessary for success at SRA and in life. Student choices result in positive or negative consequences. Staff provides a number on interventions, constructive criticism, and encouragement that enables a student to make the changes necessary for success at SRA and life.

Generosity

“Regardless of our background, we are all connected. Our greatest resource is the healing power found within our community. As a member of this community, justice can be obtained if you learn to respect other’s humanity and general welfare. We cannot experience success alone because no one is safe until everyone is safe.”

Generosity is helping and connecting to others in the student’s community. SRA staff creates a leaning community that fosters kindness and generosity. Therefore, SRA staff not only model generosity, they provided students opportunities to recognize their value within themselves and their community by helping and connecting with others in the classroom and outside the classroom.
PROGRAM INFORMATION AND SERVICES

SRA CONTACT INFORMATION

Summit Ridge Academy
2620 SW Ward Road
Lee’s Summit, MO 64082
Phone: (816) 986-4120
Fax: (816) 986-4135
Website: sra.lsr7.org

Lee’s Summit, MO 64082
Administration…………………………986-4126
Guidance Office…………………………986-4123

Attendance Office…………………….986-4122
Phone: (816) 986-4120
Fax: (816) 986-4135

SRA Quick Reference
Attendance / Absences / Bus Info Mary Benes 986-4122
Course Scheduling Jennifer Ailshire 986-4123
Discipline Issues Ryan Town 986-4130
Driving / Parking Karen Stolfus 986-4126
Evening & Extended Day Program Shanon Whitaker 986-4132
Graduation Progress Jennifer Ailshire 986-4123
New Student Interviews Karen Stolfus 986-4126
Social/Emotional Health Damian Moses 986-4129
Substance Abuse Support Liaison Damian Moses 986-4129
Transportation Department Michele Barrero 986-2404
Work Study (CCE) Shelli Tucker 986-1499+7275

SRA Staff (all staff emails end with @lsr7.net)

Administration
Principal Andy Campbell 986-4125
Assistant Principal Ryan Town 986-4130

Guidance / Counseling
Guidance Counselor Jennifer Ailshire 986-4123
Education Therapist Damian Moses 986-4129
Therapist Lauren Spartz 986-4127

Support Staff
Administration Secretary Karen Stolfus 986-4126
Front Office & Attendance Secretary Mary Benes 986-4122
Tutor and Learning Lab Para Vincent Estevez 986-4122
Health Room & Nurse Kathy Parker 986-4124
School Resource Officer Robert Conard 986-4035

Teaching Staff
Communication Arts Steve Moore 986-1499+7021
Math Gerald Clevenger 986-1499+8553
Jef Jeff Diekmann 986-1499+8642
Science Nichole Wood 986-1499+7527
Social Studies David Bland 986-1499+8847
ACE, Independent Study, P.E. & Health John Eglich 986-1499+8363
Family & Consumer Science (FACS) Shelli Tucker 986-1499+7275
Missouri Options Program Matt Hague 986-4134
Special Education Andrea Cohen 986-1499+7558
Recovery/Transition Program Shanon Whitaker 986-4132
Middle School Program Carrie McAtee 986-1499
Gerald Clevenger 986-1499+8553

Tutor and Learning Lab Paraprofessional Vincent Estevez 986-4122
SRA PROGRAMS OF STUDY

Middle School Program
Hours of Attendance: Mon., Tues., & Thurs. (7:30 AM-1:30 PM), Wednesday (8:30 AM-1:30 PM) & Friday (7:30 AM-12:00 PM)
Attendance Requirements: 90% attendance each quarter.
M, T, Th Schedule: HAWKS, 1st Hour, 2nd Hour, 3rd Hour, Lunch, 3rd Hour, 4th Hour, 5th Hour
Wednesday Schedule: 1st Hour, 2nd Hour, 3rd Hour, Lunch, 4th Hour, Tutorials, 5th Hour
Friday Schedule: HAWKS, 1st Hour, 2nd Hour, 3rd Hour, 4th Hour, Lunch, 5th Hour
Grading Periods: 18-weeks (District Standard Passing Guide)

High School Program
Hours of Attendance: Mon., Tues., & Thurs. (7:30 AM-1:30 PM), Wednesday (8:30 AM-1:30 PM) & Friday (7:30 AM-12:00 PM)
Attendance Requirements: 90% attendance each quarter
M, T, Th Schedule: HAWKS, 1st Hour, 2nd Hour, 3rd Hour, Lunch, 3rd Hour, 4th Hour, 5th Hour
Wednesday Schedule: 1st Hour, 2nd Hour, 3rd Hour, Lunch, 4th Hour, Tutorials, 5th Hour
Friday Schedule: HAWKS, 1st Hour, 2nd Hour, 3rd Hour, 4th Hour, Lunch, 5th Hour
Grading Periods: 9-weeks (course curriculum equal to a semester length class)
Credit Earning Potential: .5 per class / 2.5 per quarter / 5.0 per semester / 10.0 per school year
Additional Credit Potential: CCE-.5 per quarter (11th & 12th grade) / extra course enrollment / on-line class

MO Options Program
Students enrolled in this program must attend 30 hours of school per week (Full Day Student), or a combination of reduced day at school and 15 hours of approved employment. A student must qualify for the reduced day option by scoring at a set standard on the Predictor HiSET. Students work in an independent study environment with a certified classroom teacher. Course work is composed of lessons designed to improve their mastery of five subject areas: Science, Math, Social Studies, Reading, and Writing, which will ultimately be assessed using a standardized end of course exams and the HiSET.

Full Day Student
Hours of Attendance: Mon., Tues., & Thurs. (7:30AM-1:30 PM), Wednesday (8:30 AM-1:30 PM) & Friday (7:30AM-12:00 PM)

Work-Study/CCE Student
Hours of Attendance: Monday, Tuesday, Thursday (7:30AM-10:54AM), Wednesday (8:30AM-11:08AM), & Friday (7:30AM-10:09AM)

** Work-Study students must score at a set standard on the HiSET Predictor Test before being allowed to Participate in the Work-Study/CCE Program

GRADUATION INFORMATION

Graduation Requirements (Refer to the District Student Policy Guide)

Early Graduation (Refer to the District Student Policy Guide)

Community Service Requirement (Refer to the District Student Policy Guide)

Senior Check Out Procedure
Senior Check Out Forms
  a) All graduating seniors are expected to complete a check out form from SRA. This includes signatures from teachers, counselors, and administrators to verify the student has met all requirements.
b) After the student has completed the SRA Check Out Form, they must return to their home school to complete the Final Check Out Form. Students will not be allowed to complete the home school form until the SRA form is

Fines
This is part of the senior check out procedure. All unpaid fines, current or past, must be cleared up prior to graduation. If the fine was incurred at the home school or summer school, payment can be made through SRA.

Senior Exit Survey
As part of the Senior check-out policy, all Seniors are expected to participate in a computerized exit survey. SRA appreciates feedback about our program.

Graduation Ceremonies
LSHS/LSNHS/LSWHS High School Graduation
Seniors who have met all graduation requirements and have earned a traditional high school diploma (26 credits or Regular Diploma MO Options) are welcomed to attend their home school’s Graduation Ceremony. MO Options students are eligible to participate in graduation ceremonies at their home school if they have passed all parts of the Hi-Set exam AND earned 1.0 credits in EACH of these three categories: Fine Art, Physical Education, and Practical Art. Students will not get to participate if they have an incomplete Senior Check-Out Forms, unpaid fines, and/or other outstanding obligations. Also, students currently on disciplinary probation may not be able to attend. The student and parent should contact their home school administration to make this determination.

Summit Ridge Academy Graduation Ceremony
Students who reach graduation requirements though the MO Options program that have not earned 1.0 Fine Art credit, 1.0 Physical Education credit, and 1.0 Practical Art credit are not eligible for the graduation ceremony at their home school. Instead, SRA will hold a Graduation Celebration at Summit Ridge Academy, in which the students’ families are invited to celebrate the student’s success in a more intimate setting. These students still receive their diploma from either LSHS, LSNHS, or LSWHS.

STUDENT SERVICES

Transportation Services
Bus Transportation
The school district provides free bus transportation for all students living within the school's boundary. Arriving at school by any other method is a personal choice. Problems with private transportation resulting in late arrival will be unexcused. Students are expected to be respectful to their bus drivers and to abide by the bus rules. School rules and appropriate discipline still apply. If a student gets in trouble on the bus, school discipline will apply. Please call the transportation department at 986-2400 for questions regarding bus transportation.

If parents wish for their child or children to board or leave the bus at an unassigned bus stop, the parents of all involved students need to send signed notes that must also be signed by the student's appropriate administrator. Bus notes should be delivered to Administration prior to the start of 3rd hour. The notes must be presented to the bus driver each time in order to board or leave the bus.

Personal Transportation
Students are permitted to park on school premises as a matter of privilege, not a right. Student parking privileges can be revoked. Arriving at school by private is a personal choice. Problems with private transportation resulting in late arrival will be unexcused. Student responsibilities when driving to school include:
Students must have a valid parking permit to park on campus. Students may purchase these for $25 in the office. If a student transfers from another school within the district and has purchased a parking permit, he/she may exchange the home school parking permit for a SRA parking permit.

Parking illegally will result in fines, detentions, parking permits revoked, and/or towing of the vehicle. There are no warnings for non-permit vehicles.

Students must park in the designated marked area.

The 15 m.p.h. speed limit and all patterns, rules and regulations must be observed.

Parking in a yellow-marked area, fire zone, visitor, teacher, or reserved spot will result in an automatic fine.

Parking in a handicapped zone could result in a ticket being issued by the Lee’s Summit Police as well as by the school.

Motorcycles must abide by the automobile regulations.

Speeding or careless and reckless driving in the parking lot can result in police action along with school discipline. Police can issue tickets for careless and imprudent driving, endangerment of a minor, or other violations. School discipline includes, but is not limited to, detention, suspension and/or loss of driving privileges.

During the school day, students are not permitted to go to their parked cars, be in the parking lots, or drive their cars between classes without the permission from an administrator.

Those students riding in automobiles are expected to be in class on time. Any absence or tardy due to private transportation will be unexcused.

All parking fines are $20.00.

Consistent with the community’s expectation that school officials sustain a safe school environment, the Lee’s Summit schools will cooperate with appropriate law enforcement agencies. The parking lot and all cars parked on campus can be subject to search. The parking lot WILL BE searched periodically. This may include use of canines for the search.

The R-7 School District is not responsible for student vehicles and or vehicle contents while parked on district grounds.

Students attending Summit Technology Academy, Cass Career Center, or Joe Herndon Area Technical Center are required to adhere to the policies of those schools as well as those of the R-7 District.

Students are not allowed to drive to Vo-Tech School, unless administrative approval has been granted. Violation may result in disciplinary actions, including suspension, removal from the tech school, or loss of credit.

Fines and discipline will be assessed for the following parking violations:

- Students with valid parking permits that fail to properly display permits will get two warnings. Any tickets after the first two warnings for not properly displaying the permits will result in fines.
- Students with valid parking permits that park illegally will be assessed fines without warning. This includes parking in fire lanes, outside parking lanes, in the wrong parking lot, or staff/reserved/handicapped parking.
- Students parking on campus without purchasing a valid parking permit will receive a $20 fine.
- Unauthorized or duplicated hang tags will result in a $20 fine, discipline based on forgery, and possible referral to the Lee's Summit Police Department.

Parking Lot and Campus Safety

Skateboarding, or the use of any type of skates, is not allowed on school property. School Discipline will apply to violators. Also, riding bicycles around the parking lot, for the purpose of entertainment or exercise, rather than personal transportation, will not allowed. Once a student arrives at school, by bus or personal transportation, they are required to directly enter the building. Waiting in or around cars, walking onto Lee’s Summit West Campus, or leaving campus is not permitted. All students must have prior administrative approval to be on the LSW campus.

Nutrition Services
A well-balanced and nutritional breakfast and lunch program is offered at reasonable prices. Supplementary snacks are also available. Students may purchase food, bring their own food, or use a combination of both plans. Students will need to utilize their ID number to facilitate their purchases. Students are not to share this number with anyone. Breakfast is served from 7:30 AM-7:50 AM. No breakfast will be served after 7:50 AM without administrative approval (this would only be for extenuating circumstances). District approved snacks are available during the extended break between second and third hour. Lunch will be served from 12:35-1:00.

Cafeteria Procedures

- Students will line up as one group at the north door and wait to be escorted to LSW by SRA lunch supervisors. Being tardy (not arriving in the north lobby before dismissal) will be classified the same as any other tardy.
- LS R7 follows a “closed campus” lunch policy. Students may not leave campus for lunch and return to school. Students may bring their lunch to school.
- All students must go to lunch, whether they are eating or not, unless they receive direct permission from administration. Unexcused absences from lunch will result in disciplinary action.
- Students will walk directly to the cafeteria serving area to purchase their food. Students are not allowed to mingle in the cafeteria or stop to talk to LSW students.
- Students are expected to remain in the cafeteria during their lunch periods. They are not allowed to use the restroom without permission. Enough time is allotted at SRA while waiting to be escorted to lunch. In addition, students need to stay in their seats throughout lunch. Students are not allowed to mingle or walk around.
- Each student is expected to return his/her tray, utensils and trash to the designated area. Leaving trash or trays on their table will result in discipline.
- Students are allowed to leave only when instructed to do so by SRA lunch supervisors.
- Students will not be allowed to take any uneaten food back to their classes. Students need to plan accordingly.
- Students will return to SRA as one group. It is the students’ responsibility to finish their lunch and return their trays before dismissal. Students who are late returning from lunch will receive discipline.
- Once the students have returned to SRA, Students need to move to their next class. No food or drinks will be allowed to be taken to class rooms.
- Appropriate behavior is expected at lunch. School conduct rules will apply in the cafeteria. In particular, students should not engage in horseplay, use profane language, or be disruptive or unreasonably loud.
- Take-out food cannot be delivered to students. Prior approval from the administration must be received for any food brought from the outside.
- Students may not invite guests to lunch with them at LSW. If a parent wants to eat lunch with their student, they can remain at SRA to eat together.

Health Services

Health Room

The school attempts to maintain a safe and healthy environment. A health clerk, trained in CPR and first aid, works under the supervision of the R-7 registered professional nurses. First aid care will be administered to sick and injured students. In the case of serious illness or accidents, parents will be notified immediately.

- Students who become ill at school MUST report to the health room with a pass from the current hour’s teacher. Any student leaving school early because of illness MUST check out through the office.
- Student use of personal cell phones to contact parents during the school day regarding personal illness is prohibited. School landlines are available.
- Students will not be allowed to go to vehicles to get medication or go home for medication without permission from an administrator.
- Student’s prescription medication(s) that are needed during the school day should be registered with the school nurse and kept in the Health Room, not kept in vehicles.
Communicable Disease Guidelines
It is very important that we prevent the spread of communicable disease. The following guidelines should be followed:

- Students should be fever free without the use of fever reducing medicine for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain at home until 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home for 24 hours after taking the first dose of antibiotic for an infection.
- Parents are encouraged to report communicable illness when calling students in ill to the health room staff.
- Students may be excluded from school if one or more of the following exists: Diarrhea, fever of 100 degrees or greater, nursing recommendation based upon physical condition, rash undiagnosed, or unvaccinated students in times of disease outbreaks.

Required Immunization of Students
Students cannot enroll or attend school unless immunized as required by Missouri law. It shall be the duty of the parents or guardian of every student entering the School District to furnish the school satisfactory evidence of immunization or exemption from immunization against disease as mandated by Missouri State Law.

Any student who has attended any R-7 school during the last school year will not be allowed to pick up a schedule or attend classes unless the immunizations needed are up-to-date. Students new to the R-7 School district must present immunization records. All immunizations must be up-to-date before a student will be permitted to enroll, pick up a schedule or attend class. Satisfactory evidence of immunization shall be a statement, certificate of record from a physician or other recognized health facility, or appropriate personnel stating that the required immunizations have been given to the student and verifying the type of vaccine and the month day, and year of administration. Sports physicals are not acceptable documentation as a current immunization record.

It is unlawful for any child to attend school unless the child has been immunized according to state law or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school nurse.

- Medical Exemptions: A child shall be exempted from the immunization requirement upon certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child’s health or life, or the child has documentation of laboratory evidence of immunity to the disease.
- Religious Exemption: A child shall be exempted from the immunization requirement if a parent or guardian objects. Student or parent must provide a statement on the appropriate form from the Department of Health and Senior Services (DHSS) referencing the immunization of that child violates his/her religious beliefs.
- Immunizations in Progress: A child may continue to attend school as long as the immunizations series has been started and satisfactory progress is being accomplished according to the guidelines of the Missouri Division of Health. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law. Immunizations may be given by the family doctor or may be obtained at the Jackson County Health Department – 313 S. Liberty, Independence. Please call 404-6415 for times or more information. An adult MUST accompany the student with written permission for the immunizations by the parent or guardian, and provide students immunization records to clinic staff. (Reference Board Policy JHCB)

Student Medication Policy

a. Administration of Medications to Students (Reference Board Policy JHCD)

b. Over-the-Counter Medications

High school students may carry and self-administer legal nonprescription medications that have been listed on the High School Non-prescription Medication Card and signed by the student and
parent/guardian. Over-the-counter medications must be in the original container, taken per label directions, and are not to be shared with other students.

c. **Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber’s written direction, and a separate document is not needed.

d. **Self-Administered Medications**

An authorized prescriber or a student’s IEP or 504 team including district nursing staff may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

- The medication was prescribed or ordered by the student’s physician.
- The physician has provide a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician’s designee the skill level necessary to use the medication.
- The student has demonstrated proper self-administration technique to the school nurse.
- The student’s parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

e. **Emergency Medication**

All student-occupied buildings in this district are equipped with pre-filled epinephrine syringes that can be administered in the event of severe allergic reactions that cause anaphylaxis. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

f. **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime had occurred.

**Accidental Insurance**

The R-7 School District does not have accident insurance on students in the school district. The cost of providing this insurance would be prohibitive. With this in mind, as a supplement to the family's own health insurance, the Board of Education is making available a nominally priced student accident insurance plan. This plan has been offered in the R-7 School District for a number of years and is a contract between the family and the insurance company.

**SRA Traditions**

Students at Summit Ridge Academy have developed many traditions since the doors opened in the spring of 1997. Those traditions have united the student body with a spirit of school pride. Whether at an activity or in the classroom, SRA students show their school pride in all they do. Being proud of their school, teachers, activities, and each other, has made the many diverse students become united as a single student body.
The symbolism of the SRA colors and the names given to the mascot all echo the pride of belonging in an excellent school environment.

**School Colors:**
- **Burgundy**—power and pride of heritage
- **Mascot:** Hawks—proud, noble, and fierce
- **Khaki**—intelligence, dignity, security, and maturity

**Activities**
Activities are an important part of student life and the school’s educational program. Activities stimulate interest in different fields, provide friendships with others who have the same interest, and help promote a feeling of belonging to the school. In order to keep enthusiasm within the activities, students should support the organization to which he/she belongs. These activities and organizations have completed all procedures to achieve charter status:

b. **Student Program Review Survey**
Since its conception, SRA has valued student input for the development of the program. SRA acknowledges that students have a unique perspective and believes the program benefits from gaining insight from students’ opinions. SRA has created student surveys to gather this information. There are four times throughout the school year students complete the survey. Each survey focuses on different aspects of the program. These areas are explained below:

- **Peer and Staff Relations**—Developing positive relationships is very important to building a sense of belonging. This survey asks students their opinion about how well students get along with each other and with staff. It asks what SRA can do to improve both relationships.
- **Student Privileges**—Students can earn privileges for good grades, attendance, and behavior. This survey asks students about privileges they like or don’t like; asks students for recommendations for alternative privileges.
- **Programs and Services**—SRA knows that students have a life outside of school that directly affects their school success. SRA provides programs or services to help support student health, security, and welfare. This survey asks students about their knowledge of these services and their effectiveness.
- **Academic, Attendance, and Conduct Expectations**—SRA holds a high standard for grades, attendance, and conduct. This survey asks students what support they need to achieve these standards. Also, it asks for input about amending the standards.

c. **Service Learning Fieldtrip**
Generosity is one of SRA’s pillars, therefore, it is important to provide students opportunities to participate in generous acts. On the morning before Thanksgiving Break, students will divide into 5 different groups. Each group will travel to a different service opportunity within our community. Students directly engage in serving the community. Afterwards, the entire student body and staff meet back at SRA to share in a Thanksgiving meal together.

d. **Community Resource and Health Fair**
In April, many community groups participate in a fair at SRA focused on educating students about community services and healthy quality of life choices. Students move from booth to booth gathering information and receive give-a-ways for products, gifts, or special offers.

**Extracurricular Involvement**
a. **Activities / Athletics**
Students enrolled at SRA are still students of their homeschool. If the student is in good contract status, has good citizenship, and meets MSHSAA academic standards, they are eligible to participate in extra-curricular activities and athletics. Students would need to provide their own transportation to the home school after school is released. Students enrolled in the MO Options Program are not eligible to participate in MSHSAA regulated activities.

b. **Home School Dances and Parties**
During the school year several home schools will sponsor dances and parties. Dances are open to enrolled members of the high school students in good standing. The following regulations have been established by the student body for dances or parties. These rules will be enforced:

- Student IDs are required for all student dances.
- Students leaving the building during the dance or party may not return without the prior approval of a sponsor.
- School guests must be in the ninth grade or not have reached their 21st birthday and must be accompanied to a dance or party by a student enrolled in LSHS, LSNHS or LSWHS.
- Some dances are restricted solely to LSHS, LSNHS or LSWHS students or solely to LSHS, LSNHS or LSWHS students and their registered guests.
- Rules regarding guests will be announced prior to the event. Students are held responsible for all actions of their guest and are expected to inform them of all rules and regulations.
- Guests must leave the dance and school property at the same time the home school student they are registered with leaves.
- Only one guest per student is allowed, and all non-LSHS, LSNHS or LSWHS guests must obtain prior administrative approval. Guest registration forms are available in the Activities Office.
- No alcoholic beverages of any kind are allowed. Students or guests who have been drinking will be sent home with a parent or guardian or a designee of the parent/guardian. This incident will become a part of their disciplinary record and appropriate action will be taken.
- Students will be expected to dress appropriately. Formal dress is required to attend Homecoming and Courtwarming dances. Jeans are not permitted.
- Proper respect should be paid to all sponsors.
- Students currently assigned to In-School-Suspension or on Out-of-School Suspension are not eligible to attend.
- Students must be picked up at the published end time of the dance. Students who remain on campus beyond 15 minutes of the end time may face disciplinary consequences.
- *Students attending Summit Ridge Academy will need to call Administration at their home school for additional information to attend dances*
- High School students must be in attendance the last four class hours of the event day unless approved by an administrator. Middle School students must be in attendance five and a half clock hours of the event day unless approved by an administrator.
- Students who are suspended or on a district-level probation cannot attend dances or activities.
2019-2020

DISTRICT STUDENT POLICY GUIDE

PARENTING INFORMATION

- Lee’s Summit CARES
  Parenting Resources
  www.lscares.org

TO REPORT THREATS/VIOLENCE AGAINST STUDENTS, TEACHERS, OR SCHOOLS

- Emergency Services 911
- Missouri School Violence Hotline 1-866-748-7047
- Child Abuse Hotline 1-800-392-3738
- Rape Crisis Hotline 816-531-0233
- LSWHS TEXT-A-TIP 274-637

SPECIAL NEEDS AND SERVICES

- Suicide Prevention Hotline 1-800-SUICIDE
- Alcohols Anonymous 816-471-7229
- Narcotics Anonymous 816-531-2250
- Domestic Violence Hotline 816-HOT-LINE
- Hope House 816-461-4673
STUDENT ASSISTANCE PROGRAM

Lee’s Summit R-7 Drug-Free Programs are committed to creating and maintaining “communities of caring”—supportive, nurturing, healthy climates that foster and support proactive, pro-social, healthy growth and development of all students. In cooperation with families, community systems and social service agencies, Lee’s Summit R-7 Drug-Free Programs will create and provide a comprehensive student service delivery system that will encompass a continuum of care, including: prevention, education, and health promotion; intervention; referral and linkages to health and social services; ongoing support services.

The goal of the Student Assistance Program is to reduce specific risk factors contributing to tobacco, alcohol, and drug use and related behavioral problems among youth, and to strengthen specific protective factors to ensure young people’s health and well-being.
DISTRICT DIRECTORY INFORMATION

Tony L. Stansberry Leadership Center
301 NE Tudor 64086986-1000
R-7 Health Services 986-1120
R-7 Transportation Services 986-2400

THE BOARD OF EDUCATION
The Board of Education is composed of seven unpaid local citizens elected at-large by citizens in the district to a three-year term. The Board is established by the state legislature to provide schools to children in the district. Board meetings are open to the public and are held at 7 P.M. on the second Thursday of each month at the Stansberry Leadership Ctr., 301 NE Tudor Rd., Lee’s Summit, Missouri. The Board sets the policies by which the schools operate and hires a staff to administer those policies.

President — Mrs. Julie Doane
Vice President — Mr. Ryan Murdock

Members:
Mrs. Jacqueline Clark
Mrs. Kim Fritchie
Mr. Dennis Smith
Mr. Mike Allen
Dr. Judy Hedrick

DISTRICT ADMINISTRATION

The following webpage will direct you to the Lee’s Summit R7 District Administration team:

Lsr7.org/district/administration/

DIRECTORY OF SCHOOLS

Lee’s Summit West High School (Grades 9-12) ..... 986-4000
Information Line 986-4001
2600 S.W. Ward Road

Lee’s Summit High School (Grades 9 - 12) ..... 986-2000
Information Line 986-2001
400 S.E. Blue Parkway

Lee’s Summit North High School (Grades 9-12) ..... 986-3000
Information Line 986-3001
901 N.E. Douglas

Campbell Middle School (Grades 7-8)
1201 N.E. Colbern Rd 986-3175

Pleasant Lea Middle School (Grades 7-8)

600 S.W. Persels Rd 986-1175
Summit Lakes Middle School (Grades 7-8)
3500 S.W. Windemere Dr 986-1375

Summit Ridge Academy
2600 S.W. Ward Road 986-2190

Summit Technology Academy
777 N.W. Blue Parkway 986-4126

Cedar Creek Elementary
2600 S.W. Third. 986-1260

Greenwood Elementary
804 W. Main, Greenwood 986-1320

Hawthorn Hill Elementary
2801 S.W. Pryor Rd 986-3380

Hazel Grove Elementary
1901 N.W. Blue Parkway 986-3310
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<th>School Name</th>
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<tr>
<td>Highland Park Elementary</td>
<td>400 S.E. Millstone</td>
<td>986-2250</td>
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<tr>
<td>Lee’s Summit Elementary</td>
<td>110 S. Green Street</td>
<td>986-3340</td>
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<tr>
<td>Longview Farm Elementary</td>
<td>1001 S.W. Longview Farm Rd 986-4180</td>
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<tr>
<td>Mason Elementary</td>
<td>27600 E. Colbern Road, Lake Lotawana 986-2330</td>
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<tr>
<td>Meadow Lane Elementary</td>
<td>1421 N.E. Independence</td>
<td>986-3250</td>
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<tr>
<td>Pleasant Lea Elementary</td>
<td>700 S.W. Persels 986-1230</td>
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<tr>
<td>Prairie View Elementary</td>
<td>501 S.E. Todd George Rd 986-2280</td>
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<td>Richardson Elementary</td>
<td>800 N.E. Blackwell Road 986-2220</td>
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<td>Trailridge Elementary</td>
<td>3651 S.W. Windemere 986-1290</td>
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<tr>
<td>Underwood Elementary</td>
<td>1125 N.E. Colbern 986-3280</td>
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<td>Westview Elementary</td>
<td>200 N. Ward Rd. 986-1350</td>
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<td>Woodland Elementary</td>
<td>12709 S. Smart Rd 986-2360</td>
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<tr>
<td>Summit Pointe Elementary</td>
<td>13100 E. 147th Street 986-4210</td>
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<tr>
<td>Sunset Valley Elementary</td>
<td>1850 SE Ranson Rd 986-4240</td>
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<td>Great Beginnings Early Childhood</td>
<td>905 N.E. Blue Stem 986-2460</td>
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<td>Parents as Teachers</td>
<td>905 N.E. Blue Stem 986-2460</td>
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COMMON SENSE STATEMENT

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district’s and school’s missions will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use “common sense” in making decisions about their behavior choices. Discipline is progressive based on the number of infractions.

PUBLIC NOTICE

PROGRAMS FOR HOMELESS STUDENTS

The Lee’s Summit R7 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.

ASBESTOS

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Lee’s Summit R-7 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Lee’s Summit R-7 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lee’s Summit R-7 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of
children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Lee’s Summit R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed anytime Monday - Friday from 8:00 a.m. – 4:00 p.m. at the Stansberry Leadership Center, located at 301 NE Tudor Road, Lee’s Summit, Missouri.

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

**Anti-Discrimination Law Compliance**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment.

The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

**Collateral Prohibitions**

- As part of this obligation, the Board is also prohibited from, and declares a policy against:
- Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- Aiding, abetting, inciting, compelling or coercing discrimination; and
- Discrimination against any person because of such person’s association with a person protected from discrimination due to one or more of the above-stated characteristics.

**Compliance Officer Appointment**

To ensure that these obligations are met, the Board designates the following individual to act as the district’s nondiscrimination laws compliance officer, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district-wide:

Associate Superintendent of Human Resources
301 NE Tudor, Lee’s Summit, Missouri, 64086
Phone (816) 986-1004, Fax (816) 986-1170
504 compliance can be directed to:
Director of Special Services
301 NE Douglas, Lee’s Summit, Missouri, 64086
Phone (816) 986-1000, Fax (816) 986-1170

This grievance procedure exists to provide formal resolution of complaints that policy AC has been violated. Please refer to Board policy AC for procedures and definition.

STUDENT RECORDS

Provisions and Guidelines
- Education records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*.
- Teacher and staff comments on student records will be confined to matters related to student performance.
- It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

Review of Education Records by Parents or Eligible Students
- Education records shall be open for inspection by parents of a student or an eligible student. Both parents have access to their child’s school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent’s access to the student’s education records must be filed with the school principal in order to certify to the district that a parent’s access rights are limited or denied pursuant to the court’s directions.
- Parents or eligible students should submit to the student’s school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent’s child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
- If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student’s privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in Section G of this regulation.

Transfer of Education Records
The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. However, if the student’s record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.

Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police, or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an
offense, and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled.

Annual Notification of Rights to Parents and Students

The district shall annually notify parents of students currently in attendance, or eligible students in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible students at the beginning of the school year.

Parents and/or students may request that the district not use a student’s social security number at the time of enrollment.

Release of Education Records

Disclosure of information from a student’s education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions:

The district may disclose education record information without consent when the disclosure is:

- To school officials who have a legitimate educational interest in the records.
- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To authorized representatives of state and local educational authorities.
- To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement’s or juvenile justice authorities’ ability to effectively serve, prior to adjudication, the student whose records are released.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- To parents of a child who is not an eligible student, or to the child.
- To comply with a judicial order or a lawfully issued subpoena.
- In connection with a student’s request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities 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 relating to these programs.
- To appropriate parties in a health or safety emergency.
- To other persons authorized to receive education records pursuant to FERPA.
- The school district will maintain a record of all requests for and/or disclosures of information from a student’s education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student. This paragraph does not apply if the request was from or the disclosure was to the parent or eligible student, school officials within the district who have a legitimate educational interest in the student’s
education records, a party with written consent from the parent or eligible student, a party seeking “Directory Information,” or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

**Appeals Procedures**

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Parents or eligible students interested in the appeals procedure can reference R-7 Board Policy JO-R.

**STUDENT DIRECTORY INFORMATION**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

**General Directory Information** – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

- Student's name; date of birth; parents’ names; grade level; enrollment status (e.g., full-time or part-time);
- student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

**Limited Directory Information** – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the
Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses and telephone numbers.

**Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law. If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law. Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

**Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

**Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

If one does not want Lee’s Summit School District to disclose this directory information from a child’s education records without prior written consent, the parent/guardian must notify the Registrar in writing at LSNHS, 901 N.E. Douglas, Lee’s Summit, MO 64086, within ten days of receiving this handbook.

**SURVEYS AND COLLECTION OF STUDENT INFORMATION**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of survey, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where
the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

**Consent Required**
In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

**Notice and Opportunity to Opt Out**
In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above listed activities will occur or are expected to be scheduled.

**Notification of Policy and Privacy**
In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.]

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Parents who believe their rights have been violated may file a complaint with:  Family Policy Compliance Office, US Department of Education. 400 Maryland Ave., SW Washington, D.C. 20202-5920

Public Solicitations & Advertising In District Facilities

The Board of Education recognizes that business and cultural organizations make available for public use much information that is of great value in advancing student education. Much of this information is not available through other sources. Board of Education Policy provides for the use and dissemination of information from private sources that tends to strengthen the curriculum and benefit the students while also protecting students and families from exploitation by companies, organizations or groups. More detailed information regarding solicitation and advertising is available in the complete Board of Education Policy.

Human Sexuality Curriculum Notification

Human sexuality curriculum may be delivered through courses in Family and Consumer Sciences, Biological and Life Sciences, Health and Wellness, and Social Sciences. Specific descriptions of individual courses are included in the High School Course Description Book. Parents and students are encouraged to review course descriptions prior to enrollment.

When parents prefer that their child not receive instruction in the human sexuality curriculum, a written notice must be provided to the classroom teacher.

ACTIVITY AND ATHLETIC INFORMATION

Activity/Athletic Programs Available

Activity Programs

Clubs are an important part of student life and the school’s educational program. Clubs stimulate interest in different fields. They provide friendships with others who have the same interest. They help promote a feeling of belonging to the school. In order to keep enthusiasm within the club, the student should support the organization to which he/she belongs.

The athletic program provides activities for many different interests and talents. Please contact the Activities Office for further information and eligibility requirements.

All students must have a completed physical on file in the Athletic/Activity Director’s office in order to participate in any sport. Physicals must be dated on or after February 1st of the previous school year to be current.

MSHSAA Activity/Athletic Participation Fees

The R-7 athletic/activity program goal reflects that student activities and athletics are an integral part of the total secondary educational program because they provide experiences that will help students to acquire additional knowledge and skills, plus they help students gain the attributes of good citizenship.

Students wishing to participate in any high school MSHSAA sponsored activity will be charged $50 for yearly participation. In addition, students wishing to participate in a high school MSHSAA sponsored sport will be charged a $50 participation fee. A maximum participation fee of $100/family will be charged for participating in high school activities. Also a maximum participation fee of $100/family will be charged for participating in high
school interscholastic sports. Please consult your building assistant principal/activities director for any questions or concerns regarding the high school participation fee.

The following guidelines will assist with implementation for the collection of fees:

1. The student will not be allowed to participate in an activity/athletics at the high school until the fee is paid in full. It is the intent that all participation fees will be collected at registration. If a student decides to participate in a high school activity later in the school year, students must pay fees in the activities office.

2. If a student is cut from a team but has already paid the fee, he/she will be reimbursed.

3. If a student quits or is suspended from a team or performing group after the first scheduled event, no refund will be granted.

4. If a student is injured during or after the first scheduled game so that he/she can no longer compete, the fee will not be refunded.

5. Other extenuating circumstances, such as a student transferring to another district prior to the first activity or season or a student being placed on homebound, may be considered by the building administrator for reimbursement.

6. Students qualifying for the free lunch program will be exempt from the activity participation fee. Students qualifying for the reduced lunch program will pay 50% of the participation fee. Student/parent should contact the building principal to verify their free or reduced lunch status. Each case will be evaluated independently.

*SEE LISTED MSHSAA ACTIVITIES/SPORTS BELOW

<table>
<thead>
<tr>
<th>Activities</th>
<th>Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball Swim/Dive B/G</td>
<td>Bands</td>
</tr>
<tr>
<td>Flag Guard/Winter Guard</td>
<td>Softball</td>
</tr>
<tr>
<td>Cross Country B/G</td>
<td>Choirs*</td>
</tr>
<tr>
<td>Football</td>
<td>Track &amp; Field B/G</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Scholar Team</td>
</tr>
</tbody>
</table>

*(Concert/Mens/Womens/Chamber)*

**National Collegiate Athletic Association (NCAA)**

Before a student is eligible to participate in college athletics at the NCAA Division I or Division II level, the NCAA Clearinghouse must certify the student. Part of that certification process includes making sure that the student has successfully taken the required number of core courses. The required number of core course is listed below. For further requirements to be deemed eligible contact the Guidance Office.

**CORE UNITS REQUIRED FOR NCAA CERTIFICATION**

<table>
<thead>
<tr>
<th></th>
<th>Division I</th>
<th>Division II</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Core</td>
<td>4 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Mathematics Core</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Science Core</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Social Studies Core</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>From English, math, or science</td>
<td>1 year</td>
<td>2 years</td>
</tr>
<tr>
<td>Additional Core: (English, math, Science,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
social science, foreign language, computer science, philosophy, non-doctrinal religion)  4 years  4 years

**Total Core Units Required:** 16  16*

Be sure to look at your high school’s list of NCAA-approved core courses on the Eligibility Center’s Web site to make certain that courses being taken have been approved as core courses. The web site is www.eligibilitycenter.org.

**Additional Clubs Offered**

All three high schools offer a variety of school site-based, chartered clubs. These clubs may be curricular or non-curricular in nature. Check with the high school Activities Office for a complete listing of clubs, sponsors, and contact information.

**Athletic Passes**

**High School Events**

Students may purchase athletic passes for $35. This pass will admit the student to all home football, soccer, volleyball, wrestling, and basketball events. Regular admission to these events would cost over $150. Tournaments, invitational events, and MSHSAA events hosted by the school are special events, and the pass cannot be used for admission.

**District Events**

A coupon ticket worth $30 admission value for athletic events at any Lee’s Summit West High School may be purchased for $20 at the R-7 District Offices, at the administration offices of any high school, or at the gate of any varsity event. Any unused ticket can be used the following school year.

**Dances and Parties**

During the school year, several classes and organizations will sponsor all-school dances. Dances are open to all enrolled members of the high school and one administrator approved registered guest. The following regulations have been established by the Student Senate for all-school dances or parties and will be enforced:

- Student IDs are required for all student dances.
- Students leaving the building during the dance or party may not return without the prior approval of a sponsor.
- **Students who are not picked up within 15 minutes of the completion of the dance will be subject to discipline from administration.**
- All school guests must be in the ninth grade or and not have reached their 21st birthday and must be accompanied to a dance or party by a student enrolled in LSWHS.
- Some dances are restricted solely to LSWHS students or solely to LSWHS students and their registered guests.
- **Guests must leave the dance and school property at the same time the LSWHS student they are registered with leaves.**
- Rules regarding guests will be announced prior to the event. Students are held responsible for all actions of their guest and are expected to inform them of all rules and regulations.

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• Only one administrator approved guest per student is allowed, and all non-LSWHS guests must obtain prior administrative approval. Guest registration forms are available in the Activities Office.

• Some events, such as Fifth-Quarter Parties, will be open to only students enrolled at LSWHS; no guests will be allowed.

• No alcoholic beverages of any kind are allowed. Students or guests who have been drinking will be sent home with a parent or guardian or designee of the parent/guardian. This incident will become a part of their disciplinary record and appropriate action will be taken.

• Students will be expected to dress appropriately. Formal dress is required to attend Homecoming and Courtwarming dances. Jeans are not permitted.

• Proper respect should be paid to all sponsors.

• Students currently assigned to in-school suspension or on out-of-school suspension are not eligible to attend.

• All LSWHS students who want to attend Prom must have no fines and fees before purchasing tickets. All tickets must be purchased prior to the end of the day, the Friday before Prom. NO TICKETS WILL BE SOLD AT THE DOOR FOR PROM.

Students must be in attendance the last four clock-hours of the event day unless approved by an administrator.

MSHSAA Athletic Eligibility Transfer Policy

All eighth grade students who are interested in playing sports at the high school level need to be aware of the transfer policy of the Missouri High School Athletics Association (MSHSAA).

The following standards are for the purpose of assuring fairness to all students:

• Upon promotion from the 8th grade or the highest grade of a junior high school administered as a separate unit within a school system, a student may be eligible only at the public high school located in the public geographical attendance district in which the student’s parents reside or any nonpublic high school located in the nonpublic geographical attendance district in which the student’s parents reside.

Any student who chooses to attend a school other than those specified above shall be eligible only at the sub-varsity level in all sports for 365 days from the date of promotion from the eighth grade or the highest grade of a junior high school administered as a separate school system.

NO HAZING POLICY

Hazing is defined as, including, but not necessarily limited to, any action or situation created, whether on or off school premises, which might reasonably be expected to result in mental or physical discomfort, embarrassment, harassment or ridicule.

This definition includes the following activities: paddling, creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or related activities; requiring or encouraging the wearing of apparel in public that is conspicuous and normally not considered in good taste; public stunts and morally degrading or humiliating games and activities; late work sessions, excessive time demands or
other requirements that interfere with academic performance; demanding or encouraging any other activities that conflict with civil law and/or school policies.
Disciplinary consequences will occur to anyone or any team found to be guilty of hazing. According to Missouri State statutes, “consent” to hazing is not a defense.

CLOSED CAMPUS
Students are not allowed to leave school grounds once they have arrived by any means of transportation without authorization from a school official. Any student who has scheduled authorization to leave school before dismissal must check out at the attendance office. Students in violation of this policy will be assigned an after-school detention and may have their parking permit revoked if they drive off campus.

College Visits
Juniors and seniors will be allowed verified college visits. These visits are excused absences, but are NOT classified as a school activity when calculating outstanding attendance eligibility.

DOCTOR AND DENTAL APPOINTMENTS
Doctor and dental appointments are excused with proper documentation. Since dental and doctor’s appointments are an important part of any health or hygiene program, LSWHS will honor appointments as follows:

- Parental permission or appointment cards must be presented at the attendance office prior to leaving school to be classified excused. Failure to make prior arrangements will result in an unexcused absence until verification is received in the office.
- If the student must leave while class is in session, please notify the teacher prior to the beginning of class.
- Arrangements must be made with the attendance office in case of an emergency.
- Before leaving for a doctor or dental appointment, students must sign out in the attendance office.

Driver’s Test
Students will be excused for no longer than three consecutive class periods to take a driver’s test.

Early Checkout and Finals
Students and parents are reminded that students are not to check out early at the end of the semester.
- Students who miss final examinations due to early checkout will lose ten percent of their semester grade.
- In emergency situations a student may request early check out with administrative approval. Parent contact will be made by the administration.
- Students with approval will be given the opportunity to take their finals on two designated evenings after school during the week of finals.

FAILURE TO CHECK IN/OUT OF SCHOOL
Students must check in to school at the attendance window if arriving after the tardy bell to first hour. Students must also check out of school at the attendance window if leaving before their regularly scheduled exit time.

Homebound Students Attendance on Campus
Homebound students are not permitted on campus without prior administrative approval. All homebound students, immediately upon entering the building, must check in at the office and receive a “visitor” badge.

**ILLNESS DURING THE SCHOOL DAY**

- If a student becomes ill after arriving at school, he/she must report to the health room with a pass from the current hour’s teacher.
- If the student is too ill to remain in school, the health room personnel will contact the parents/guardian.
- Student’s use of personal cell phones to contact parents in the event of illness for permission to leave school is prohibited.
- Communicable Disease Guidelines (see Health Services) will be followed.
- If the student does not check out through the health room and attendance office, he/she will be classified as unexcused. Any classroom work missed must be made up.

**Jobs**

Students who work after school have the responsibility to take care of their school obligations, including after school detention, before being excused from school each day. Students seeking jobs or participating in job training must do so on their own time. Students will not be excused from school to look for jobs. Interviews scheduled at a specific time can be met by having a parent make arrangements in advance with the administration.

**LATE TO SCHOOL**

The Lee’s Summit School District procedure for Late to School, Class Skip, and Truancy infractions related to school arrival will now be combined into one infraction titled Late Arrival. Any student arriving beyond five minutes past the beginning of school will be assigned as follows per semester.

Five minutes past start of school through midpoint of first hour class:

1. Warning
2. 2-hour/Parent Contact
3. 2-hour/Parent Contact
4. 4-hour/Parent Contact
5. 4-hour/Parent Contact
6. 2 x 4-hour/Parent Contact
7. 2 x 4-hour/Parent Contact
8. 3 Days ISS/Parent Contact
9. Consequences for 8+ at administration discretion

More than one-half of first hour class through conclusion of second hour class:

1. 2 x 1-hour/Parent Contact
2. 4-hour/Parent Contact
3. 3 Days ISS/Parent Contact
4. 5 Days ISS/Parent Contact
5. 10 Days ISS/Parent Contact
6. Consequences for 6+ at administration discretion
Beginning of third hour or later:
1. 4-hour/Parent Contact
2. 2 x 4-hour/Parent Contact
3. 3 Days ISS/Parent Contact
4. 5 Days ISS/Parent Contact
5. 10 Days ISS/Parent Contact
6. Consequences for 6+ at administration discretion

These situations, while not an exhaustive list, are examples of Late Arrivals that will carry disciplinary consequences if unexcused:
- Oversleeping
- Missing the bus
- Car trouble
- No ride to school
- Just late

Class Skips
- Absence from all or part of a class without authorization from a parent or administrator is classified as a class skip.
- A parent will be contacted for each incident.
- The first one-hour class skip will result in assignment of two one-hour detentions; the second one-hour class skip will result in a four-hour detention.
- Subsequent class skips will result in suspension. Each class skip is unexcused and carries a one-percent cumulative grade reduction per each class hour or period.

TARDY POLICY
- Students are expected to be in the classroom ready to begin work when the tardy bell rings.
- Students who arrive after 7:35 a.m. must report to the attendance office for an admit slip.
- Students who are five or more minutes late to hours two through seven will be sent to the office with a discipline referral card for a conference with an administrator.
- Students who are tardy to class, should take a seat quietly and at the convenience of the teacher, explain his/her lateness. If a student is detained by the office or by a teacher, the student should obtain a note from the person who detained him/her. All tardies will be considered unexcused unless written verification is provided by the teacher.
- Students having unexcused tardies will be assigned detention. Failure to attend detention for excessive tardies may result in four-hour detention, in-school-suspension or out-of-school suspension.
- Students must purchase a new planner if the tardy card is removed.

Tardy Card Policy
Two tardy cards are in the student planner. One will be valid each semester.
When a student is less than five minutes tardy to class, the teacher will sign the appropriate space on the tardy card.
If:
• the teacher signs the 8th tardy, OR
• the tardy card is full, OR
• the student does not have his/her planner with the card inside,

Then:
• the teacher sends the student immediately to the office. The teacher will also file a discipline notice of the tardy with the office.

The disciplines for the tardy office referrals are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Detention Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th</td>
<td>Two 1-Hour Detentions</td>
</tr>
<tr>
<td>9th</td>
<td>Two 1-Hour Detentions</td>
</tr>
<tr>
<td>10th</td>
<td>One 4-Hour Detention</td>
</tr>
<tr>
<td>11th</td>
<td>One 4-Hour Detention</td>
</tr>
<tr>
<td>12th</td>
<td>Two 4-Hour Detentions</td>
</tr>
<tr>
<td>13th</td>
<td>Two 4-Hour Detentions</td>
</tr>
<tr>
<td>14th</td>
<td>3 days ISS</td>
</tr>
</tbody>
</table>

(Tardy 15 and beyond will be decided by the administration)

• If a student is more than five minutes late, the student will be issued a discipline notice and sent immediately to the office.

• When a late student does not have a planner, the student will be sent to the office and assigned the appropriate detention. NOTE: Even if it is the first tardy referral, two hours of detention time will be assigned. If there are still open spaces on the card, the student may still use the tardies on the card.

Trips and Educational Travel

• If any student must miss school for a trip, the following requirements must be met:

  • A parent must make arrangements with the administration of the school for the absence at least two days in advance. (This time is needed to notify teachers and make necessary arrangements relating to schoolwork.)

  • The student will receive one day for each approved day missed to turn in all the make-up work. Students are asked to arrange make-up work prior to the trip. All required projects are due before leaving if the project falls due during the absence.

  • Refer to attendance procedures for effects on credits due to absence from school.

  • **Parents are encouraged not to schedule vacations immediately following the end of the school year due to possible calendar adjustments as a result of inclement weather.**

TRUANCY

Truancy is defined as being absent from school for two consecutive daily classes or one or more block classes without authorization from the parent and/or school administration. A parent will be contacted for each incident of truancy from school.

• For the first truancy, the student will be assigned a four-hour detention.
• For the second truancy, the student will be assigned two four-hour detentions.
• For the third truancy, the student will be assigned a three-day suspension.
• Each day of truancy carries a one-percent grade reduction in each class missed.
• Subsequent truancies will result in five to ten days of suspension.

Unexcused Absence From Lunch

Students failing to be in lunch without authorization from the teacher and/or office will be assigned a four-hour detention. Parents will be contacted. Subsequent skips will result in additional four-hour detentions, in-school suspension, and/or loss of parking permit if the student left campus in his/her vehicle.
CITIZENSHIP/CONDUCT EXPECTATIONS

ACADEMIC INTEGRITY

Academic integrity is defined as the conscious intent on the part of students and staff to honestly and responsibly use original, unique yet informed thoughts, ideas, opinions, and products toward the achievement of personal or professional academic goals.

A violation against the Academic Code of Ethics is an act which could deceive, cheat, or defraud so as to promote or enhance one’s academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code. Students in IB courses are expected to follow the Lee's Summit West International Baccalaureate Academic Honesty Policy.

A violation of the Academic Code of Ethics may result in disciplinary action.

Violations could include, but are not limited to:

- **Plagiarism**—Failure to use original, unique yet informed ideas, thoughts, works, images, or products, with the intent to represent the work of others as one’s own.
- **Cheating**—The willful intent to use sources improperly for personal gain.
- **Forgery/Falsifying documents**—Counterfeiting documents for personal unwarranted advantage in terms of grades, standardized testing, academic standing, recognition, post-secondary placement, eligibility, and privileges.

- The first offense will result in a zero on the assignment, teacher-parent contact, and administrator-student conference.
- A second cheating offense will result in a zero on the work and a three-day in-school suspension.
- A subsequent incident of cheating will result in a five to ten-day suspension and loss of credit in that course for the semester.
- A student may be ineligible for National Honor Society (NHS) for such an offense.

Acts of plagiarism will be held to those same standards. A student’s responsible use of computer hardware and software materials and the academic integrity of school work completed using these resources will be held to the same standard as that for conventional assignments. Students taking IB courses should also reference the IB Academic Honesty policy.

Assembly Guidelines

School assemblies require mature behavior on everyone’s part. Each student assumes additional responsibility when he/she becomes part of a large gathering. Manners are the outward expression of a person’s character. Each student is responsible for the following assembly guidelines:

- Report to the assigned area and the designated faculty member.
- Take an assigned seat immediately and remain seated until dismissed by the person in charge of the program (the bell is not a dismissal signal).
- All students and staff members are expected to attend all school assemblies unless excused by the administration.
- Students not sitting in their assigned area will receive an after school detention.
- Food or drinks are not permitted in the Performing Arts Center (PAC) or the Fieldhouse.
Buying, Selling, Trading of Products

With the exception of school-approved fundraisers, buying, selling and trading of merchandise is prohibited on school grounds and will be subject to disciplinary action.

Selling of personal items to other students is also prohibited on school property. Students participating in the sale or receipt of such property will face disciplinary actions ranging from detention to suspension.

COMMONS/CAFETERIA PROCEDURES

• Students are not allowed to leave the campus during their lunch period.
• Students are not allowed to leave the cafeteria during lunch without permission of a supervisor.
• All students are required to go directly to the cafeteria for their lunch shift. Tardiness to the cafeteria will be classified the same as any other tardy.
• Unexcused absences from lunch will result in disciplinary action.
• Students are to remain in the cafeteria until dismissed by the cafeteria supervisor.
• Each student must return his/her tray, utensils and trash to the designated area.
• When dismissed in the cafeteria, students should push their chairs under the tables, leave the tables clean for the next shift, and proceed to their next assigned class. All trash must be disposed properly.
• Take-out food cannot be delivered to students. Prior approval from the administration must be received for any food brought from the outside.
• All students will be expected to act like young adults during their lunch period. Good manners should prevail at all times. Creating disturbances in the cafeteria or not leaving the table clean will result in a clean-up duty assignment or office referral.

DISRESPECT/REFUSAL/INSUBORDINATION TO STAFF

In order to maintain the safety of the school environment, inappropriate language, gestures, or aggressive verbal or physical behavior toward any staff member will result in disciplinary action.

Other examples of disrespect include but are not limited to: defiance of authority, lying to staff, and refusal.

Refusal to comply with a staff request can result in the maximum disciplinary consequence being assigned. Such insubordination may result in up to a ten-day suspension with a referral to the Superintendent for possible long-term suspension.

DISTRIBUTION OF MATERIALS

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material that is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute expressions which:
• Are obscene to minors;
• Are libelous;
• Are pervasively indecent or vulgar or contain any indecent or vulgar language (elementary schools);
• Advertise any product or service not permitted to minors by law;
• Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religion or ethnic origin);
• Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

• Name and phone number of the person submitting request.
• Date(s) and time(s) of day of intended distribution.
• Location where material will be distributed.
• The grade(s) of students to whom the distribution is intended.

Within 24 hours of submission, the principal (or designee) will render a decision. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

**DRESS CODE/APPAREL EXPECTATIONS**

Lee’s Summit R7 recognizes the value of allowing individual student self-expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to student learning.

No procedure will impose dress and grooming rules based on gender in violation of Title IX or discriminate based upon race, color, religion, sex, national origin, ancestry, disability or age. All dress code procedures will adhere to health and safety codes and comply with applicable law.

Enforcement of the dress code will consider the usual habits of the students, which aid in developing each student’s fullest potential as a unique human being in a positive, inclusive learning environment. Extremes in wearing apparel or personal appearance that disrupts the learning process or interferes with the intended function of the school will not be acceptable.

Clothing and accessories must be:

- clean and in good repair
- free from display or advertisement of any alcohol, drugs, tobacco, weapons, violence, sexual innuendo, gambling or reference to gang affiliation.
- free from depictions or illustrations that demean or negatively represent any gender, race, color, ethnicity, religion, national origin, disability, sexual orientation, gender identity or gender expression.

Examples of school dress that are NOT PERMISSIBLE include:

- Backless, bare midriff, spaghetti strap garments, half shirts, halter tops, ripped or torn clothing which promotes inappropriate exposure, sunglasses, mesh tops, tube tops, or underwear worn as outer garments. Short dresses, short skirts, short shorts or cutoff shorts worn in such a manner as to promote inappropriate exposure.
- Any item that presents a safety issue (chains, spikes, dangerous jewelry, safety pins, etc.).
- Pants, shorts and skirts must sit neatly at the waist, without sagging or showing underwear.
• Shoes or sandals should cover the foot to allow students to walk safely.
• As a matter of accepted practice and courtesy, hats are not to be worn in the hallways and classrooms. This includes stocking caps, scarves, bandanas, sweatbands and other headwear.
• Hats and long coats must be stored in lockers prior to the start of school.

The school may restrict any student from attending classes or school activities when that student’s dress, general appearance, and/or conduct creates safety, health, or discipline problems. All policy violations will be dealt with on a case by case basis and may involve a parent and/or school counselor.

**ELECTRONIC DEVICE POLICY**

The possession and use of Electronic Devices (E-Devices) is a privilege, not a right. The school may revoke the privilege of possessing and using E-Devices at any time at its sole discretion. E-Devices include devices used to communicate, receive, send, store, record or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information which shall include, but not be limited to, pagers, cellular phones, iPods, Personal Digital Assistants (PDAs), MP3 players, laptops, portable music players, CD players, game players, cameras, video cameras, GPS, etc. The school is not responsible for lost or stolen E-Devices or any damage to the E-Device, its programs or its contents.

E-Devices may be carried by the students during the school day, but must be carried in an off or silent mode. E-Devices shall not be used to connect to district electronic equipment or district electronic networks at any time. E-Devices may be used as follows:

- E-Devices may be used, viewed or listened to by students before or after school and during the student's assigned lunch period in the commons only at the table areas, but doing so shall be in violation of this policy if it results in a disruption to the educational environment or any school activity or impairs the morale or good conduct of other students.
- Students may use E-devices for listening purposes in the classroom at teacher discretion, however, any other use will be prohibited in the classroom.

No camera or video-cable electronic device may be used in the locker rooms or restrooms at any time. Students violating the E-Device policy may subject their electronic device to the possibility of confiscation and search by administration in accordance with the law.

To comply with a request by the Lee’s Summit Police Department, absolutely ALL cellular telephones, pagers, and any two-way communication devices MUST be turned off when an emergency lock-down, fire, or tornado situation is announced.

Publishing or sharing images or recordings of inappropriate conduct (i.e. fighting, harassment) taken in the school environment is not acceptable and subject to disciplinary action up to 10 days OSS.
INAPPROPRIATE MATERIALS

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including but not limited to, pornography or depictions of nudity, violence or explicit death or injury. Violation of this standard may result in up to ten days suspension with a referral to the superintendent for the possibility of up to 180 days suspension.

SEXUAL ACTS

Acts of sex or simulated acts of sex are prohibited on school district property or at school district events. Violation of this standard will result in up to ten days suspension with a referral to the superintendent for the possibility of up to 180 days suspension.

GAMBLING/WAGERING

Gambling/wagering is prohibited on school property. Gambling is defined as betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Disciplinary consequences will result from gambling/wagering on school property.

FORGERY

 Forgery of passes or any other item is against the law. Forgery of another’s name on any item will result in disciplinary consequences and possible referral to the Lee’s Summit Police School Resource Officer.

Teachers will expect students to:

• Bring the planner to class daily.
• Record assignments and due dates in their planners. In an effort to make the best of school opportunities, teachers will also help with time management and academic progress by providing advice about handbook use. Plus, the planner may be used to:
• Relay messages from the school to home and routine matters.
• Communicate daily (by parents and teachers) through the daily section in the planner.

OFFICE CONDUCT

Any student in the office for disciplinary reasons is to sit quietly until approached by an administrator or secretary. Failure to behave in a mature fashion while in the office will result in additional disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Displays of affection are not appropriate at school. This includes during the school day as well as at after-school activities.
STUDENT IDENTIFICATION CARD

The school issues a picture ID card to each student for security, identification, library checkout, and activity purposes.

- The picture ID is required to be in the student’s possession at all times during the regular school day and at all school sponsored activities.
- Students will be expected to produce it for an employee when requested.
- If lost, a new card must be purchased for $10 by the student.

TELEPHONE USE

- Students should NOT use the telephone during class time.
- All students involved in after-school activities should make necessary arrangements in advance. Office phones will not be available for this purpose. In case of emergency, the activity sponsor will provide a phone for the student’s use.
CLASSROOM RESPONSIBILITY FOR STUDENTS

Students are responsible to be in regular attendance, to be in the right place at the right time, to be prepared (books, handbook planner, assignments, supplies, etc.), and to have positive intentions supported by genuine effort.

AFJROTC Uniform Policy

Students should be self-motivated to wear their uniform properly. Wearing the uniform on designated, weekly uniform days is a course requirement. Each student must wear the uniform all day during the minimum designated number of assigned uniform days in order to successfully complete course requirements and receive a passing grade.

CLASSROOM PREPARATION

Students are expected to have all materials necessary to participate in class daily. The following will occur if the student is not prepared to participate:

- 1st Verbal Warning; 2nd Teacher Commitment Conference
- 3rd 25-min. Detention and Teacher/Parent Contact
- Subsequent Offenses—Office referral, parent contact and detention assignment.

Computer Lab

Students are to report ANY irregularity with the computer or related equipment immediately to the supervisor in the lab. The student will be held accountable for any unreported situation, problem, or violation at the computer station.

Food or Drink In the Classroom or Hallway Areas

Eating and drinking in class is a distraction from the learning process and causes additional cleaning expense and wear on the facility.

- No food or drink is to be sold or consumed in the classroom or in the hallway with carpet.
- No food or drink is allowed in carpeted classrooms or carpeted hallways.
- The purchase of snacks and drinks should be planned accordingly.
- Those students found with food or drink, other than water, on carpeted areas will be assigned discipline.

Gym Clothes/Dressing Out

Students who are enrolled in physical education are required to wear appropriate gym clothes. The school does not provide or sell gym clothing or towels.

The following process will be followed for failure to dress-out:

1st Warning/Commitment Conference
2nd 25 Min. Detention/Teacher Contacts Parent
3rd 1-Hour Detention (Meet with Administrator)
4th Two 1-Hour Detentions
5th  4-Hour Detention
6th  Two 4-Hour Detentions
7th  Course Failure

**Learning Lab**

**Student responsibilities in Learning Lab:**
- Arrive daily with a planner
- Maintain the planner on a daily basis within academic classes by listing in-class activities, homework assignments and future key dates.
- Come prepared to work. This includes arriving with all necessary materials.
- Stay on task for entire learning lab period. Talking is not allowed.
- Complete class material before becoming involved in any other activity.
- Arrive with planners pre-signed when needing to move to other areas of the building.
- No games, walkmans, radios, electronic games or calculator games allowed.
- For students wanting to drop or add a class, existing change procedures will be followed.
- Only those students enrolled in the lab will be allowed entrance.

**Use of the Planner in Learning Lab:**
- The planner is required in learning lab.
- The planner should be the major communication tool that drives student activities within the learning lab.
- Students need to actively write down assignments within regular classes so they and the learning lab teacher will have more specific directions as to what should be accomplished.
- Teachers should use the student’s planner as a tool to communicate with the learning lab teacher concerning assignments and activities the student needs to accomplish.
- Learning lab teachers will actively review the student’s planner on a daily basis to ensure the student is spending time wisely.
- Learning lab teachers will educate students regarding expectations and proper use of the planner.

**Make-up Work**
- Make-up work for all absences is the responsibility of the student. Students are to make arrangements with their teachers for work missed upon return to school. **One class day for make-up will be allowed for each class day absent.**
- For extended absences, a parent can call the office before 9:00 a.m. on the second day and pick up homework after 3:00 p.m the next school day. Make-up work requests need to picked up as arranged; unclaimed work will be promptly returned to teachers.
- For unexcused absences, students have the opportunity to make up missed work; however, at the end of the grading period, the student’s cumulative grade will be reduced one-percent for each day of unexcused absence.
- Exceptions may be made for long-term assignments, tests scheduled in advance, and/or dual credit (college credit) courses.
- Cumulative absences of ten days or more during a semester could result in reduction or loss of credit.
NETWORK ACCESS

All students have a user ID and password that gives them access to the computer network and a home directory on the “H” drive. Students are responsible for following the Network Acceptable Use Policy. Please refer to Board Policy AUP and EHB for complete guidelines and procedures.

LEE’S SUMMIT R-7 SCHOOL DISTRICT NETWORK ACCEPTABLE USE POLICY (AUP)

The purpose of the Lee’s Summit R-7 District’s (hereafter referred to as the District) network, including Internet access and other technological resources is to support and enhance communication, learning, and teaching. Acceptable uses of the network are activities which promote the District’s goals and objectives and advance the mission of the District.

Technology Responsibilities

• The district’s technology resources exist for the purpose of maximizing the educational opportunities and achievement of district students.
• Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all student users granted access to district’s technology resources. Development of students’ personal responsibility is itself an expected benefit of the district technology program.
• The district technology resources may be used only by authorized students and is a privilege, not a right. No student will be given an ID, password or other access to district technology if he or she is considered a security risk.
• By entering the district-provided login and password to the system, a person becomes an authorized user and agrees to follow the district policies and procedures. All users shall immediately report any security problems or misuse of the district’s technology resources to an administrator or teacher.
• In addition, students must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district’s technology. A user ID with e-mail access, if granted, is provided only on the condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.
• All other expressive activities involving the district’s technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Acceptable Technology Use Rules (AUR)

• All users of the District’s technology resources will follow the following rules and responsibilities:
• Sharing one’s user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
• Students will be held accountable to the Lee’s Summit R-7 procedures and policies as published in the student handbook and board policy manual.
• Students with school assignments have priority over students who do not. Students may not use a computer without staff supervision.
• Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
• Mass consumption of technology resources that inhibits use by others is prohibited.
• Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
• Users who subscribe to online services that charge fees are solely responsible for all charges incurred.
• Users are required to obey all laws, local, state, federal and/or international, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
• Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
• Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
• Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
• Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person’s rights under applicable laws is prohibited.
• Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
• District software may not be copied or loaded on a computer not owned by the district unless permitted by the district’s license and approved by the district. All users will use the district’s property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users can be held accountable for any damage they cause to district technology resources. All damages incurred due to the misuse of the district’s technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Violations of Network Acceptable Use Policy (AUP)
• Students violating any of the above listed AUP expectations and students who play computer games, attempt to access private e-mail servers, or download or visit inappropriate sites or chat rooms should expect the following consequences:

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• Immediate lock-down of student’s account
• Discipline referral to office
• Disciplinary consequences include but are not limited to detentions and suspensions depending upon the situation. Because of the changing nature of technology, staff members will determine whether students are in violation of the AUP.

CONNECT2LEARN (CHROMEBOOK GUIDELINES)

Qualifications:
A K-12 student who is actively enrolled in any of the schools in the Lee’s Summit R-7 School District qualifies for use of a district-owned Chromebook. All students/parents/guardians will have an opportunity to participate in an orientation session. All students/parents/guardians are required to review and sign the Connect2Learn Student/Parent Agreement and submit payment for the associated insurance fee.

Title:
The legal title to the borrowed device belongs to Lee’s Summit R-7 School District and shall at all times remain as such. Your right of possession and use of the borrowed device is limited to and conditioned upon your full and complete compliance with the expectations detailed in the Connect2Learn Student/Parent Handbook and the District’s Technology Usage Policy EHB & EHB-AP1. Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on the district-owned device.

Receiving Device:
Students, along with parents/guardians, will be required to sign the Connect2Learn Student/Parent Agreement and remit payment of insurance prior to student’s receipt of a Chromebook. This form will be made available and required annually. All students new to the district following the initial device distribution phase will also be required to have a signed Connect2Learn Student/Parent Agreement on file, as well as district receipt of insurance payment. Orientation will be available for these students and parents/guardians once a device has been assigned to the student.

Returning Device:
Students will turn in their Chromebooks at the end of each school year unless they are enrolled in R7 Summer Learning. Students will also turn in Chromebooks when they transfer to another building in the district, or transfer out of the district. Students who withdraw from the Lee’s Summit R-7 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost ($374 for non-touchscreen model and $422 for touchscreen model). Students who refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney’s fees, incurred by the district to recover the Chromebook or any owed fees.

Loss, Damage, or Theft:
By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school administrator and technology department personnel of the appropriate building immediately. A device is deactivated by the district in these cases. In the case of theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the law enforcement report to the appropriate staff member as soon as it is
available. Failing to report theft in the manner described herein will result in the missing property being categorized as lost rather than stolen. In the case of damage to a borrowed device, the user must report the incident to the technology department personnel or the appropriate building staff member within one school day of the occurrence. If negligence is determined in the device damage, the borrower may be assessed repair costs.

Terms of Agreement:
A user’s right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by the District for noncompliance, terminated upon withdrawal from active enrollment in the District, or terminated due to a change in schedule/attendance arrangement.

Student Usage
- Student Chromebooks and associated materials are provided by the Lee’s Summit R-7 School District to students. If used in compliance with all expectations detailed in this handbook and the District’s Technology Usage Policy EHB & EHB-AP1 and then returned without damage as described in the “Repair Costs” section below, no additional fees or financial obligations are issued at the time of return of the borrowed property.

District Costs
- According to the terms of the district’s current lease agreement, the cost for each Chromebook as leased by LS R-7 is $374 for non-touchscreen model / $422 for touchscreen model.

Mobile Device Insurance Fee:
All students are required to participate in the mobile device insurance fee program. Students are responsible for protecting the Chromebook from loss or damage, but if an accident or loss does occur, the costs associated with such incidents are outlined in the process below. Students who qualify for free or reduced priced lunches or are otherwise financially stressed are eligible for a reduction of the insurance fee. Parents must complete the Mobile Device Fee Reduction request form in order to be considered for this opportunity. If the device is damaged or destroyed, the student/parent is still responsible for the costs associated as outlined. For families qualifying for the fee reduction, the district will work with the family to determine a payment plan for this amount.

Annual Mobile Device Insurance Fees – collected prior to device deployment and as part of the annual school registration process: Each student will be required to pay an annual $30 insurance fee. Through a formalized waiver process, families of need will be charged $15 annually.

Repair and/or Replacement Costs to the student issued device:
First incident ANNUAL basis:
- No fee for the first incident of accidental damage to device. Repair is made and a notification made to parents/guardian.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator required.
- $150 for lost or stolen device and a parent/guardian meeting with principal required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.
- Full price for lost, stolen or damaged AC adapter. The new power adapter will not be issued to the student until the fee is paid.

Second and subsequent incidents on an ANNUAL basis:
- The student will be required to pay an additional $50 for a second and for each subsequent incident during the school year. Parent/guardian meeting with administrator.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator required.
- Full price for lost or stolen device and a parent/guardian meeting with principal required. Devices reported as stolen outside of school require an official police report to the school administration. If the
fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.

- Full price for lost, stolen or damaged AC adapter. The new power adapter will not be issued to the student until the fee is paid.

Note: Accidental damage is determined at the time of the incident and within manufacturer’s parameters.

Chromebooks Not Returned:
Students who transfer out of the Lee’s Summit R7 School District without returning the Chromebook and the charger will be charged the full cost of the device and the district will consider all legal rights at its disposal, which may include turning this device over to law enforcement and reporting it as a stolen device. In that case, the district will sign a criminal complaint regarding loss of property as stated in Board Policy EHB, Technology Usage.

Loaner Chromebooks:
Students who borrow a loaner Chromebook while theirs is being repaired must return the loaner prior to receiving their repaired device, as a student is not allowed to have more than one Chromebook in their possession at a time. Damage to the loaner Chromebook will be assessed to the student per the following: (Note: the loaner Chromebooks are Samsung models and costs are different from the Dell devices)
- Lost loaner Chromebook and/or loaner Chromebook not returned to the district- $75 fine
- Lost loaner power supply - $15 fine
- Damage to the loaner Chromebook - costs will be based on the parts damage - not to exceed $75

Special Accommodations/Restricted Access:
- Parent/Guardian-Initiated Accommodations: It is the belief of Lee’s Summit R-7 School District that every student should be granted equal access to the resources provided by the school district for learning. It is not the District’s recommendation that a student be restricted access to any learning resource granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to the District’s provided resources, a written request by the student’s parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, approved by a school administrator, and placed on file with the school’s technology department, a student may be granted “as needed only” or “by teacher request only” access to their Chromebook, rather than having it issued permanently into the student’s possession.
- Administrator-Initiated Restrictions: Noncompliance with the expectations of the Connect2Learn Student/Parent Handbook or violation of the District Technology Usage Policy EHB & EHB-AP1 can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will continue to be afforded to students who abide by the District’s Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.
- Students with Disabilities: Lee’s Summit R-7 School District is committed that all students will have the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be removed and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.
Handling, Care & Use:
- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via your assigned Chromebook.
- Students are always responsible for their own device.
- Your Chromebook is only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your Chromebook.
- You are prohibited from taking photos or videos at school or while on district transportation without prior approval from a teacher or administrator.
- Make sure you start each school day with a fully charged battery on your Chromebook.
- Make sure the device logs on to the school district’s network daily to receive necessary updates that are critical to keeping the device safe and operational.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector.
- Make sure your device is never exposed to liquids or other foreign substances.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Make sure the surface of your device is not altered or defaced. Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel.
- Make sure that only school district personnel troubleshoot, diagnose, or repair your borrowed device. Do not allow third party service people to handle your assigned Chromebook. This will void the warranty and you will be responsible for all damage associated with the device.

Security, Storage, & Treatment:
- Keep the Chromebook powered off and protected when not in use.
- Do not carry, hold, lift, or suspend the Chromebook in the air by the screen/display.
- Make sure to completely power off the Chromebook before inserting it into a protective school bag to transport home.
- Handle the Chromebook with caution. Do not throw, slide, drop, toss, etc. the Chromebook.
- Take your Chromebook home every day for nightly storage and charging of the battery. Do not leave it in your school locker or classroom overnight.
- Keep a Chromebook at home out of reach of younger or older siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- Secure the Chromebook out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle either on school grounds or at a private residence.
- Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the Chromebook will receive secure storage if you have it at school related activities, performances, sporting events, etc.

Home Network/Wireless Usage:
- LS R-7 Chromebooks are designed to work as a single, independent workstation in a home wireless network that allows for such.
- LS R-7 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if your home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your device Internet access away from school. For a current map of free public Wi-Fi in the city of Lee’s Summit, please visit connect2learn.lsr7.org.
• LS R-7 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.

Content Filtering:
• The district will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. See board policy EHB and EHB-AP for more details.
• The district’s content filter will also filter content on student Chromebooks when they off the district’s network and connected to the internet.
• Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.
• Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.
• If a student encounters content which is questionable, a report should be directly made to a R7 teacher for immediate investigation.

Printing:
• The use of Google Apps for Education encourages an environment of sharing information electronically instead of printing on paper. This is a cost savings as well as an eco-friendly move for the environment.
• The District recognizes there will be times when a student may need to print. Students can pull up Google Documents from any district desktop or laptop computer and have the ability to print. Specific printing instructions and locations vary by building. Students will need to ask the teacher for specific building printing information.
• LS R-7 will be unable to troubleshoot any difficulties that may be encountered when interacting with home printers if a student chooses to print something at home.

Social Media and Online Safety Guidelines for Students During the School Day:
• All student social media accounts (e.g. Facebook, Twitter, etc.) will be PERSONAL accounts. School related pages should be created by school personnel such as an activities sponsor, coach, teacher or administrator.
• Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn’t want others (familiar and unfamiliar) to see and share.
• It is acceptable to disagree with someone else’s opinions, however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
• Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
• Stop, Block, and Tell! (Don’t respond to any cyber bullying message; block the person sending the message; tell a trusted adult.)
• Linking to websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people’s intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other’s thoughts. It is good practice to hyperlink to sources of which you might refer.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use images.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s identity.
- If you see inappropriate material that makes you feel uncomfortable or is not respectful, report it to a parent or teacher right away.

Restroom Access
- A student may use the restrooms before and after school and between class periods.
- Everyone using the restrooms is expected to keep them clean. No loitering is permitted.
- **If a student is feeling ill, he/she should report to the health room immediately.**
- Students must NOT remain in the restroom.

RECORDING OF CLASSES

Creating a video or audio in the school setting is prohibited unless being done so for specific curricular reasons as determined by school officials.

Schedule Change Policy
**Before the first meeting of a class,** schedule changes will not be made unless one of the following criteria is met:
- The student does not meet the prerequisite shown in the course description.
- The student is approved to participate in a work program or to enroll in courses at some other school/college.
- Administrative reasons based on error, class imbalance, course additions, hour changes, vocational school schedule, graduation requirements, clerical assistant, etc.

**After the semester begins,** schedule changes will not be made unless one of the following criteria is met:
- Student does not meet the prerequisites as shown in the course description.
- Student class placement is inappropriate for ability level.
- Student is approved to participate in a work program or to enroll in courses at some other school/college.
- Administrative reasons based on error, class imbalance, course additions, hour changes, vocational school schedule or graduation requirements.
- If the student does not meet one of the criteria above and drops a class after the 10th school day of the semester, an “F” will be recorded on the transcript and included in the student’s GPA calculation.

**Students who want to change out of a year-long class at the end of the first semester must meet the following guidelines:**
- The teacher, parent and administrator must confer and agree.
- Any student wishing to withdraw from an IB class must meet with the IB Coordinator, counselor, course instructor, and his/her parent.
• Students who plan to drop an IB course during the testing year must arrange to do so before November 1st to avoid exam fees.
• Student must get “Changing a Year-Long Class at Semester” form from his/her teacher.
• The parent, teacher and administrator must sign the “Changing a Yearlong Class at Semester” form.
• Student must make an appointment with his/her counselor to make the change.

A teacher may request that a student be removed from the year-long class at the end of the first semester based on a conference between a teacher and parent concerning a students’ academic or behavioral difficulties under the following guidelines:
• Both the parent and teacher must agree to place the student in another class.
• If both parties are not in agreement, an administrator will review the situation.
• If a change is made to another section or subject in the department, the sending teacher is responsible for giving the student’s grade (at the time of transfer) to the new teacher.

Change of Teacher
• The teacher and parent must confer about the problem.
• After working on the problem for at least two weeks, the teacher and the student must decide if they can work together.
• The student and parent must request a teacher change.
• There must be a meeting with the student, teacher, parent, counselor, and assistant principal to discuss the problem.
• If a decision is reached to make a change, the student will be placed into a section with available capacity.
DISCIPLINE POLICIES

The law provides teachers with considerable authority over the control and education of the child, once the parent sends his or her child to the public schools.

• Authority of the teacher is given by law and is not delegated by the parent.
• Authority is granted to the teacher by the state as an essential part of teaching responsibility.
• The teacher stands in place of the parent when the child is under the teacher’s supervision and care.

COMMON SENSE STATEMENT

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the District’s and school’s missions will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use “common sense” in making decisions about their behavior choices. Discipline is progressive based on the number of infractions.

Detention Periods

If a student is scheduled by a member of the high school staff to report for detention before or after school, he/she must report to that teacher at the prearranged time within three days. If the detention cannot be arranged with the teacher, he/she must make arrangements with administration.

• Failure to serve a teacher detention will result in assignment of a one-hour after-school detention.
• Failure to serve a one-hour detention will result in assignment of a two-hour detention.
• Failure to serve a two-hour detention will result in assignment of a four-hour detention.
• Failure to serve a four-hour detention will result in three days of In-School Suspension (ISS).
• Missing three four hour detentions will result in the student being placed on disciplinary probation.
• Students are allowed to reschedule one one-hour after school detention and one Four-Hour detention per semester. An administrator must approve all others.

DRUGS AND ALCOHOL

Any student in possession of, buying, under the influence of, or using a controlled substance, illegal drugs, drug paraphernalia, alcohol, mood altering chemicals or non-prescription drugs, or any student who represents any substance as one of the above, will be suspended for up to ten days with a possible referral to the Superintendent, which could result in a suspension of up to 180 days.

A second drug offense during a student’s high school career will result in an automatic ten-day suspension and referral to the Superintendent for long-term suspension or expulsion.

The verbal or written agreement to sell or transfer intoxicants, alcohol, and/or physical or mind-altering chemicals (illegal drugs) or any substance a student represents as a controlled substance on a school property or at school-sponsored activities will result in up to a ten-day suspension and a referral to the superintendent, which could result in a suspension of up to 180 days or expulsion.
School discipline shall be imposed independent of court action. Local law enforcement agencies will be contacted in accordance with Safe Schools Act guidelines. Consistent with the community’s expectation that school officials sustain a safe school environment, the Lee’s Summit Schools will cooperate with appropriate law enforcement agencies in conducting periodic, unannounced searches requiring the utilization of canine units.

- Over-the-counter medications are only permitted in the original bottle, taken according to package directions, and registered in the healthroom.
- As provided in Missouri law, possession of prescription medication on school property without valid prescription for the medication is unlawful. Any person less than 21 years of age who violates this provision is guilty of a class “C” misdemeanor for a first offense and a class “B” misdemeanor for any second or subsequent offense.
- Also, Missouri law states that distribution of prescription medication on school property to any individual who does not have a valid prescription for such medication is unlawful. Any person less than 21 years of age who violates this provision is guilty of a class “B” misdemeanor for a first offense and a class “A” misdemeanor for any second or subsequent offense.

HABITUALLY DISRUPTIVE STUDENTS

Students classified as “Habitually Disruptive” will be placed on Disciplinary Probation. The habitually disruptive student in the secondary schools of the Lee’s Summit R-VII district:

- Negatively affects the learning environment;
- Detracts from a safe school environment;
- Has repeated student administration referrals because of chronic behaviors;
- Is non-responsive to traditional progressive disciplinary measures;
- Does not change behaviors, even after systematic alternative interventions.

INAPPROPRIATE AND PROFANE LANGUAGE

Inappropriate language of any nature, including racial and sexual comments, is not acceptable in the school environment.

- A slip or outburst will result in a minimum of 4 hour detention to suspension.
- Profanity or obscene language directed at a student or staff member will result in a three to ten-day suspension.

Personal Property

Personal belongings of the student are the sole responsibility of the student.

The school and the R-7 School District are not responsible for reimbursement for the loss of personal items. Responsible use of all lockers and personal property, appropriate to the school environment, minimizes risk of loss.

Those students who have gym classes should lock their valuables in their gym locker and not leave them in bags on the floor in the locker room.

Students should not bring large sums of money or expensive electronic devices to school.
Students who have large bags containing sports equipment should not carry them in the hallways during school. A designated location for storage of the bags needs to be set up with the coaches of those sports.

**SUSPENSION RULE**

The following is a summary of Board of Education policy JGD regarding the suspension of students:

**Authority of Principals**

Principals are charged with the basic responsibility for development of regulations regarding student conduct, dress, and appearance as may be needed to maintain proper decorum in schools under their supervision and shall have the authority to suspend pupils from school in accordance with regulations and guidelines established by the Board of Education.

**SUSPENSION OR EXPULSION**

The authority of the Principal, Superintendent of Schools, and Board of Education to suspend or expel students, as provided for in sections 167.161 and 167.171, Revised Statutes of Missouri, shall be exercised only in conformity with the provisions of said statutes and of the rules of the Board governing method and procedure, specification of charges, right of appeal, right to counsel, and of hearing.

Student behavior shall not be prejudicial to the learning process, the good order and discipline of the school, or tend to impair the morale or good conduct of the school.

Students placed on suspension will receive a one-percent reduction from the cumulative grade for each hour assigned per day of suspension. However, the first five (5) days of ISS or the first five (5) days of OSS do not carry a one-percent reduction from the cumulative grade per school year. Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

For any suspension ten days or less, the superintendent’s or designee’s review and determination shall be final.

**Disciplinary Probation**

A student can be placed on disciplinary probation as a result of:

- Repeated referrals based on chronic misconduct and neglect.
- Chronic behaviors that have resulted in loss of academic credit.
- Re-entering school after becoming void of contract at SRA.
- Returning to school following a voluntary drop from school.

A student/parent/administrator conference will be held to notify the student and parents of the consequences of the probation that requires suspension for subsequent discipline infractions. The following progressive steps will be utilized:

- The first incident will result in a minimum three-day out of school suspension;
- the second incident will result in a minimum five-day out of school suspension;
- The third incident will result in a ten-day out of school suspension and a referral to the Superintendent for long-term suspension.
THEFT

Acts of stealing are an attack upon the entire school community. For acts of stealing, students will be suspended for a three to ten day period. Restitution will also be required.

TOBACCO, TOBACCO PRODUCTS, AND IMITATION PRODUCTS

The high school will not tolerate a student’s possession or use of tobacco at school or at school activities. Use of smokeless tobacco and or e-cigarettes will carry the same penalties as smoking violations.
  • A student found carrying or storing any tobacco product on school grounds will be assigned a minimum of a 4 hour detention.
  • A student found using tobacco products and or imitation products may result in up to 3-10 days suspension.
  • Possession and or use of tobacco will result in a referral to Lee's Summit Police Department.

VANDALISM (CARE OF THE BUILDING)

Students are responsible for keeping the building in excellent condition at all times. Any destruction of property or vandalism, writing on walls and furniture is in violation of state laws and is considered a misdemeanor (MO166.040).

This could result in a suspension from school. Students will be held responsible for the cost of repairs.

The school and school facilities belong to the students and parents. The condition of the building reflects the students’ self-respect.
GRADUATION INFORMATION

COMMUNITY SERVICE REQUIREMENTS

The service-learning requirement is based on our goal to prepare young adults to become active and productive citizens. We learn by doing, and community service is one means of educating students to be good citizens. The service hours have proven to be beneficial in enhancing students’ self-esteem while increasing growth in social awareness and social commitment.

The following community service guidelines were established by the Required Community Service Committee in October, 1991, and are to be utilized as a guide for required community service for graduation and for the Advanced Studies Program and other weighted courses.

• Community service is volunteer work for which no other credit or monetary compensation is received.
• Ten hours of community service is a requirement for graduation from high school. A student will not participate in graduation ceremonies or receive a diploma who has not performed the ten hours of community service.
• The required community service for graduation is to be completed by the end of the student’s junior year.

Community Service General Guidelines

Students are responsible for making the necessary contacts to schedule service hours. Project ideas are posted on the Habits of the Heart bulletin board and the school website. All projects that are not posted must be pre-approved by the Community Service Coordinator. There is no obligation to accept projects that have not been pre-approved.

• Community service cards must be signed by a supervisor present at the project location. All information on cards must be complete. Cards will not be accepted with a parent’s signature as the supervisor.
• All community service cards must be turned in to the Community Service Coordinator.
• New students who enroll the second semester of their senior year must complete five hours of service if enrolled before the last six weeks of school.
• Projects may be performed in Lee’s Summit or outside our city since our community extends to our world.
• Check with the A+ Program and IB Coordinators about specific community service program requirements.

Weighted Courses

• All International Baccalaureate Diploma candidates are to work with the IB coordinator as well as the Community Service Coordinator on completion of hours. All IB students are subject to the Habits of the Heart guidelines for weighted courses.
• Students enrolled in Pre-IB courses are not required to complete service hours for weighted credit.

GRADUATION REQUIREMENTS

Graduation requirements shall be a minimum of twenty-six units of credit.

In addition to the program of study for graduation, a student shall pass proficiency exams concerning the Missouri and the United States Constitutions to qualify for graduation from the District and complete 10 hours of
approved community service. Additional graduation requirements may be established to meet specific programs of study.

**CORRESPONDENCE COURSES**

Students interested in taking correspondence courses should see their counselor. A maximum of four courses (two units of credit) of correspondence work will be accepted toward graduation. Correspondence courses must be completed and grades received in the guidance office by May 1. Those approved institutions who provide the opportunity for students to complete correspondence courses normally ask for a two-week window for grading and posting of grade purposes. Students who complete correspondence courses after the May 1 deadline are not guaranteed of courses being graded and grades posted before graduation. All requirements must be finished to participate in the graduation ceremony, including correspondence courses.

**College Preparatory Certificate**

The District shall participate in the College Preparatory Studies Certificate Program sponsored by the Missouri State Department of Elementary and Secondary Education.

**EARLY GRADUATION**

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student’s parents or guardians of the student’s decision if the student is dependent. The student will receive a diploma if the student has met the Lee’s Summit R-7 School District’s graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities.

**GRADUATION—REQUIRED CREDITS**

**High School Academic Graduation Requirements**

<table>
<thead>
<tr>
<th>Curriculum Area</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>4 Units (Must include 1 unit in a core English class for each grade 9-12)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 Units (Must include 1 unit each Am. Hist. and World Hist.; .5 unit each Am. Govt. and Modern Global Issues)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 Units (Must include 1 unit Algebra I and 1 unit Geometry or</td>
</tr>
<tr>
<td>Subject</td>
<td>Units</td>
</tr>
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</tr>
<tr>
<td>Alg/Geom I, Alg/Geom II, and Alg/Geom III</td>
<td>3 Units</td>
</tr>
<tr>
<td>(Must include 1 unit Biology or Adv. Studies Biology I and 1 unit Advanced Studies Chem., Chem I or ICP)</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>3 Units</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 Unit</td>
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<tr>
<td>Practical Arts</td>
<td>1 Unit</td>
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<tr>
<td>Physical Education</td>
<td>1 Unit</td>
</tr>
<tr>
<td>(Must include .5 unit of Foundations of Fitness)</td>
<td></td>
</tr>
<tr>
<td>General Electives</td>
<td>9 Units</td>
</tr>
<tr>
<td>Health</td>
<td>.5 Unit</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>.5 Unit</td>
</tr>
<tr>
<td>Totals</td>
<td>26 Units</td>
</tr>
</tbody>
</table>

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SCHOOL SAFETY

Student safety and wellness is of paramount importance at Lee’s Summit West High School. The staff has been trained in safety crisis management, and the District and building have an established crisis management plan. In addition, LSWHS employs a School Resource Officer and a Campus Supervisor. Any concerns with safety should be reported immediately to an administrator, counselor, or school resource officer.

MISSOURI “SAFE SCHOOLS” ACT

In accordance with Missouri House Bills 1301 and 1298, the “Safe School” legislation provides the following safeguards for the local school district. The act establishes the crime of “assault while on school property” if the person:

• Knowingly causes physical injury to another person; or
• With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
• Recklessly engages in conduct which creates a grave risk or serious physical injury to another person, and the act occurred on school or school district property or in a vehicle at the time of service to the district, or arose as part of a school district sponsored activity. Assault while on school property is a class D felony.

Additionally, school administrators are required to report crimes to the proper authorities. When a pupil allegedly commits a crime, the incident must immediately be reported to the police and the school superintendent.

A school board is authorized to immediately remove through suspension or expulsion a pupil upon finding by a principal, superintendent, or the board that such pupil poses a threat of harm to self or others, based upon the child’s prior conduct.

No school board is permitted to readmit or enroll a pupil who has been suspended or expelled for having committed certain felonies.

School officials have a duty to maintain a proper educational environment that is conducive to learning. Consistent with the community’s expectation that school officials sustain a safe school environment, the Lee’s Summit R-7 schools will cooperate with the appropriate law enforcement agencies conducting periodic, unannounced searches of lockers and vehicles.

ASSAULT (VERBAL OR PHYSICAL/CONFRONTATION)

Threats, swearing, acts of intimidation, bullying or physical assault will not be tolerated. Assault is considered to be unprovoked injury to another person. Students involved in such actions will be subject to a 10 day suspension with a possible disciplinary referral to the superintendent. Local law enforcement agencies will be contacted in accordance with Safe Schools Act guidelines.

CONCEAL AND CARRY FIREARMS LEGISLATION

Anyone carrying a firearm, including individuals with a conceal and carry permit, will not be allowed on any elementary or secondary school property without the consent of a school official or the district school board. This includes possession of a firearm in a vehicle on the premises of an elementary or secondary facility.
DISASTER AND FIRE ALERTS

General Student and Staff Instructions for Building Evacuation Plans

• Leave everything on or under desk in classrooms except purses and other valuable items.
• Remain seated until dismissed by teacher one row at a time.
• Leave the classroom and building in single file.
• Maintain silence. No talking or visiting during any type of emergency movement. This will make it possible for staff and leaders to give verbal instructions if needed.
• NEVER RUN—move rapidly, but do not run, push or shove.
• Take grade books for roll check.
• Leave the classroom door unlocked but closed.
• Assemble in the designated areas and remain together as a class.
• Remain in the assembly area until called to return to the building, and then return directly to the assigned classroom. Stopping at restrooms, water fountains, etc., is not permitted.

In addition to the above directives:

• Each teacher shall post emergency procedures in the room.
• Each classroom will have a diagram of the evacuation route for fire and tornado emergencies. Students should follow the directions given by the staff and administration, moving quickly and quietly to the assigned areas.
• Every student and staff member must recognize the safety factor and seriousness of these drills and situations. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action is needed at all times.

Consequences for Unauthorized Fire Alarm Activation

• In the event that no emergency exists, persons activating or in any manner tampering with the fire alarm system may receive maximum disciplinary consequences. This includes 10 days of suspension and a disciplinary hearing referral to the superintendent, plus referral to the Lee’s Summit Fire Marshall.

Fire Alarms/Fire Extinguishers

Fire alarms and fire extinguishers are designed to enhance the safety and welfare of teachers and students. Students who are involved in any way with removing or activating fire extinguishers or fire alarms may be suspended from school for up to ten days, be prosecuted for violating the Lee’s Summit Fire Code, be referred to the Lee’s Summit Fire Marshall, and be referred to the school superintendent for disciplinary hearing.

FIGHTING

Students who fight will be suspended for up to ten school days and a possible referral to the superintendent for long-term suspension and will not be allowed to return until a student-parent-administrator conference is held. Fighting or peace disturbance may result in arrest or a peace citation for assault and/or peace disturbance. Fighting that disrupts the decorum of the hallways, cafeteria, performing arts center, or classroom will result in a suspension from school for up to ten days.
**Gang Related Behaviors**

The displaying of currently recognizable gang-related graffiti, publications, clothing, jewelry, written or oral expressions, hand signaling, and body posturing may result in disciplinary action.

**HARASSMENT**

Harassment of any form whether verbal or physical, against another person based on age, color, creed, disability, gender, marital status, national origins, race or religion is prohibited and will subject a student to disciplinary action.

Any act of racial harassment is prohibited. Racial harassment is defined as inappropriate or unwelcome language or behavior, including, but not limited to demeaning an individual (put downs, teasing, insults), or creating an intimidating, hostile or offensive environment.

Any act of sexual harassment is prohibited. Sexual harassment is defined as inappropriate or unwelcome behavior or language which creates a hostile environment, including sexual threats, sexual proposals, sexually suggestive language and/or gestures and unwanted physical contact based on gender or of a sexual nature. Students are not to engage in: sexual jokes or gestures (verbal or written), sexual or racial slurs; sexual or racial threats; sexual or racial pictures and drawing; requests for sexual favors or other unwelcome sexual advances.

Any act of harassment should immediately be reported to an administrator or other staff member. Students involved will be subject to disciplinary action consistent with R-7 Board policy.

**Incendiary/Combustible Devices**

The possession or use of any fireworks or similar material will result in a suspension of up to ten days.

The possession or use of lighters, matches, or other flammable products may result in suspension of up to ten days with a possible referral for long-term suspension.

**Laser Lights**

Serious injuries have resulted from inappropriate and irresponsible use of laser lights. These lights are not to be brought to school. Students found in possession of a laser light may face disciplinary action.

**PHYSICALLY DISRUPTIVE BEHAVIOR**

Any student, who engages in pushing, shoving, or any physically disruptive behavior will be sent to the office for disciplinary consequences. This applies whether or not any physical injury results.

**SCHOOL VISITORS**

- Parents may visit classes under specific circumstances as determined by and with prior administrative notification.
- All visitors, other than parents, will not be permitted unless approved by school administration.
- Anyone other than enrolled students must report to the office immediately upon entering the building.
- Visitors must sign in and receive a “visitor” badge to be worn while in the building.
• The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

WEAPONS

Weapons including guns, knives, mace, or any items designed to inflict injury to others are prohibited on school grounds.
• Violation of this policy will result in suspension and referral to the Superintendent.
• Look-alike weapons are to be held to the same standards.
• Water guns or water dispensing devices are prohibited.
SCHOOL SERVICES

Accident Insurance Availability
The R-7 School District does not have accident insurance on students in the school district. The cost of providing this insurance would be prohibitive.

With this in mind, as a supplement to the family’s own health insurance, the Board of Education is making available a nominally priced student accident insurance plan. This plan has been offered in the R-7 School District for a number of years and is a contract between the family and the insurance company.

Campus Access (After School)
General supervision of students is not provided by the school after 3 p.m. As a result, students who do not ride the bus home must make arrangements to leave campus by 3 p.m. Students on campus after 3 p.m. must be under the direct supervision of a staff member. Disciplinary consequences may result for students found on campus unsupervised after 3 p.m.

Fines
Students may receive fines for but not limited to the following:
Library – overdue, damaged, lost, stolen materials
Textbooks – lost, stolen, damages to textbooks
Classroom materials and school property
Athletics – uniforms, equipment, trainer supplies
Extracurricular – fundraising monies, uniforms, other fees
Cafeteria – food services charges and expenses
All fines must be cleared by the end of the school year in which they were incurred. A student may be prohibited from attending activities including Prom and/or receiving tickets to the school’s graduation exercises.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling is an integral part of Lee’s Summit West High School’s total educational program. The Missouri Comprehensive Guidance Plan is followed as a model for implementing this program.

The components of this Plan include:
• Guidance Curriculum [curriculum geared toward career planning exploration, knowledge of self and others, and educational vocational development]
• Individual Planning [activities that help students plan, monitor, and manage their own learning, personal, and career development]
• Responsive Services [activities to meet immediate student needs with counseling, consultation, referral, or information],
• Support Services [management activities that establish, maintain, and enhance the total guidance program].

The student-counselor relationship at LSWHS is one in which a student has freedom to express ideas and feelings in order to gain a more meaningful understanding of their self and their environment. LSWHS counselors
are available to assist students and parents in seeking information and examining alternate possibilities in a variety of situations.

In an effort to provide ready communication with students and parents, the guidance department publishes THE TITAN bulletin weekly and it is available on-line through the district website. Included in this publication are significant test dates, career exploration opportunities, college representative visits, scholarship opportunities, and other relevant information. LSWHS Registrar’s Office is open all summer. Counselors will be available from 8:00 a.m. to 4:00 p.m. prior to the first day of school. During the school year counselors are available from 7:10 a.m. to 3:00 p.m. Student appointments may be made before school, between classes, and after school. In some instances, students may be scheduled during regular class time. Appointments are highly recommended. Students or parents may call if they have any questions or to schedule an appointment at 986-4003.

Students with last names beginning with the following alphabet see the corresponding counselor:

**Tutoring**

Tutoring is offered for all students before or after school. Students should consult each department’s scheduled times. Students may also make other arrangements when needing assistance with coursework based on teacher availability.

**SPECIAL EDUCATION SERVICES**

Special education services are offered in all areas of exceptionality based on the Individualized Education Plan of identified students.

**HEALTH SERVICES**

**Health Room**

The school attempts to maintain a safe and healthy environment. A health clerk, trained in CPR and first aid, works under the supervision of the R-7 registered professional nurses. First aid care will be administered to sick and injured students. In the case of serious illness or accidents, parents will be notified immediately.

- Students who become ill at school **should** report to the health room with a pass from the current hour’s teacher. Any student leaving school early because of illness **should** check out through the health room.
- Student use of personal cell phones to contact parents during the school day regarding personal illness is discouraged.
- Students will not be allowed to go to vehicles to get medication or go home for medication without permission from an administrator.
- Student’s prescription medication(s) that are needed during the school day should not be kept in vehicles. (*See prescription medication section.*)
- Any medical documentation, including activity restrictions and releases, **must** be filed with the health room. Any activity restrictions should include the physician’s contact information and an end date.

**Student Allergy Prevention and Response**

Each school will attempt to identify students with allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have. For prevention,
prepackaged items used in concessions, fundraisers, and classroom activities must include a list of ingredients and nutritional information on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

**Latex Balloons**

All Lee's Summit R-7 Schools are a latex-reduced environment. Please check with the school prior to bringing in latex balloons

**Communicable Disease Guidelines**

It is very important that we prevent the spread of communicable disease. According to Missouri Statute 167.191 RSMO, the following guidelines should be followed:

- Students should be fever free without the use of fever reducing medicine for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain at home until 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home for 24 hours after taking the first dose of antibiotic for an infection.
- Parents are encouraged to report communicable illness when calling students in ill to the health room staff.
- Students may be excluded from school if one or more of the following exists: Diarrhea, fever of 100 degrees or greater, nursing recommendation based upon physical condition, rash undiagnosed, or unvaccinated students in times of disease outbreaks. *Missouri Statute 167.191*

**Required Immunization of Students**

(Reference Board Policy JHCB)

- All immunizations must be up to date before any student will be permitted to enroll, pick up a schedule, or attend school.
- It shall be the duty of the parents or guardians of every student entering the school district to furnish the school satisfactory evidence of immunization or exemption from immunization against disease as mandated by Missouri law (Section 167.181.1).
- Satisfactory evidence of immunization shall be a statement, certificate of record from a physician or other recognized health facility, or appropriate personnel stating that the required immunizations have been given to the student and verifying the type of vaccine and the day, month, and year of administration. Sports physicals are not acceptable documentation as a current immunization record.
- Medical Exemption A student shall be exempted from the immunization requirements upon signed certification by a licensed doctor of medicine (MD), doctor of osteopathy (DO), or his or her designee indicating that either the immunization would seriously endanger the student’s health or life or the student has documentation of disease or laboratory evidence of immunity to the disease. The Department of Health and Senior Services form Imm.P.12 shall be placed on file with the school immunization health record for each student with a medical exemption. This need not be renewed annually.
- Religious Exemption A student shall be exempted from the immunization requirements if a parent or guardian objects in writing to the school administrator that immunization of that student violates his/her religious beliefs. This exemption on Department of Health and Senior Services form Imm.P.11A shall be
signed by the parent or guardian and placed on file with the school immunization health record. This need not be renewed annually.

- **Immunizations in Progress** students may continue to attend school as long as they have started an immunization series and provide satisfactory evidence indicating progress is being accomplished. A Department of Health and Senior Services form Imm.P.14 shall be completed and placed on file with the school immunization health record of each student with immunizations in progress. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and exclusion shall be initiated immediately.

**Administration of Medications to Students (Reference Board Policy JHCD)**

The Lee’s Summit R-7 School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district’s educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare, and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

Medication not within recommended dosage on the package insert or manufacturer’s direction shall not be given without consultation/verification by the school nurse with the prescriber, upon which a decision shall be made on the administration of medication. The district should not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

**Over-the-Counter Medications**

High school students may carry and self-administer legal non-prescription medications that have been listed on the High School Non-prescription Medication Card on the **STUDENT MEDICAL INFORMATION FORM**
and signed by the student and parent/guardian. Over-the-counter medications must be in the original container, taken per label directions, and are not to be shared with other students.

**Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber written directions, and a separate document is not needed.

**Self-Administered Medications**

An authorized prescriber or a student’s IEP or 504 team including district nursing staff may recommend that an individual student with a chronic health condition assume responsibility for his or her own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow any student to self-administer medications unless:

- The medication was prescribed or ordered by the student’s physician.
- The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician’s designee the skill level necessary to use the medication.
- The student has demonstrated proper self-administration technique to the school nurse.
- The student’s parents have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

**Emergency Medication**

All student-occupied buildings in this district are equipped with pre-filled epinephrine syringes that can be administered in the event of severe allergic reactions that cause anaphylaxis. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

**Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime had occurred.

**NUTRITION SERVICES**

A well-balanced and nutritional breakfast and lunch program is offered at reasonable prices. Supplementary snacks are also available. Students may purchase food, bring their own food, or use a combination of both plans.
Students will be assigned an ID number to facilitate their purchases. Students are not to share this number with anyone. Breakfast is served from 6:55 a.m.-7:25 a.m., and lunch periods run during fourth or fifth periods.

Free and Reduced Price Food Services
School officials will determine student eligibility for free and reduced price meals, snacks and milk in accordance with state and federal law. Eligible students will be provided meals, snacks and milk either free or at a reduced price if state and federal resources for school food programs are available. The superintendent or designee may establish rules and procedures as needed to accomplish this goal.

The criteria for determining a student's need and the procedures for securing free and reduced price meals, snacks and milk for the student will be outlined and publicized each year by the district in accordance with law. The criteria and procedures are established at the state and federal level. Applications are made available in main office.

District-Wellness Program
The Board recognizes the relationship between student wellbeing and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

RETURNED CHECK FEE
Beginning July 1, 2004, the Lee’s Summit R-7 School District will charge a $25.00 fee on all checks returned to the District as uncollected.

LOCKERS

- Each student is assigned a hall locker with a built-in combination lock.
- Students must always keep this locker locked.
- Students are not to reveal the combination to any other student. Items of extraordinary value should not be left in lockers or brought to school.
- Students must use only their assigned locker. School lockers and storage lockers are the property of the school district and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.
- Personal locks may not be maintained on lockers.
- Students should report to the office immediately any locker that is not working properly.
- Each physical education student will be issued a combination lock for a physical education locker. The lock must be locked at all times and is to be returned at the end of each semester. All items of value, including calculators, MUST be locked in the PE locker to be secure.
- Consistent with the community’s expectations that school officials sustain a safe school environment, the Lee’s Summit Schools will cooperate with local law enforcement agencies in conducting periodic unannounced locker inspections, including canine searches.
**LOST AND FOUND**
Students who find lost articles are asked to take them to the office where the owner can claim them.

**TEXTBOOKS, EQUIPMENT, AND MATERIALS**

- All high school textbooks, workbooks and instructional materials are issued by the school on a loan basis and are to be returned at the end of the school year in good condition.
- Each student is responsible for everything in his/her locker. It is everyone’s responsibility to keep his/her locker locked.
- The service charge for the school year will be $6. This charge is for all lockers, library, Student Senate, assemblies, and other school activities.
- Any book, equipment or material loaned to a student will be charged to the student’s account at replacement cost if it is not properly returned.
- Students requiring financial assistance in paying of fees or costs should see an administrator.
- Communication Arts students receive a writing handbook to be used throughout their high school years. Students must purchase a new copy if lost.

**AUTOMOBILES/PARKING**

Since bus transportation is provided free of charge, students are permitted to park on school premises as a matter of privilege, not of right. Student parking privileges can be revoked.

**Student responsibilities when driving to school include:**
- Students must have a valid parking permit to park on campus. Students may purchase these for $25 in the office.
- Parking illegally could result in fines, detentions, suspensions, parking permits revoked, and/or towing of the vehicle. There are no warnings for non-permit vehicles.
- Students must park in the designated marked spots.
- The 15 m.p.h. speed limit and all patterns, rules and regulations must be observed.
- **Parking in a yellow-marked area, fire zone, visitor, teacher, or reserved spot will result in an automatic fine.**
- Parking in a handicapped zone could result in a ticket being issued by the Lee’s Summit Police as well as by the school.
- Motorcycles must abide by the automobile regulations.
- **During the school day, students are not permitted to go to their parked cars, or be in the parking lots.**
- Those students riding in automobiles are expected to be in class on time. **Any absence or tardy due to private transportation will be unexcused.**
  - **All parking fines are $20.00.**

Fines and discipline will be assessed for the following parking violations:
• Students with valid parking permits that fail to properly display permits will get two warnings. Any tickets after the first two warnings for not properly displaying the permits will result in fines or discipline.
• Students with valid parking permits that park illegally will be assessed fines without warning. This includes parking in fire lanes, outside parking lanes, in the wrong parking lot, or staff/reserved/handicapped parking.
• Students parking on campus without purchasing a valid parking permit
• Vehicles parked on campus will be subject to a periodical search.
• Unauthorized or duplicated hang tags will result in a $20 fine, discipline based on forgery, and possible referral to the Lee’s Summit Police Department.
• The R-7 School District is not responsible for student vehicles and or vehicle contents while parked on district grounds.
• Students attending Summit Technology Academy, Cass Career Center, or Joe Herndon Area Technical Center are required to adhere to the policies of those schools as well as those of the R-7 District.
• Students are usually not allowed to drive to Vo-Tech School. Violation may result in disciplinary actions, including suspension or removal from the technical school, with loss of credit.

Parking Lot Safety
• Students are not permitted to go to parked cars or be in the parking lots without permission from an administrator.
• **Students may not go to parked cars or the parking lots before entering buses to leave campus, or before attending after-school or four-hour detentions.**
• Consistent with the community’s expectation that school officials sustain a safe school environment, the Lee’s Summit schools will cooperate with appropriate law enforcement agencies. The parking lot and all cars parked on campus will be subject to search. **The parking lot WILL BE searched periodically.**
• Speeding or careless and reckless driving in the parking lot can result in police action along with school discipline. Police can issue tickets for careless and imprudent driving, endangerment of a minor or other violations. School discipline includes but is not limited to detention, suspension and/or loss of driving privileges.
• Skateboarding or the use of any type of skates is not allowed on school property. School discipline will apply to violators.

STUDENT TRANSPORTATION SERVICES

The safety of all students riding the bus to and from school is a responsibility we all share. It takes all of us working together to ensure safety: students, parents, bus drivers and school officials. The District has established the student conduct expectations listed below to ensure that all students are transported in the safest environment possible. Students who fail to observe these expectations will be subject to disciplinary action. Their failure to do so may affect the safety of others. Failure to follow bus expectations and regulations may result in suspension of bus riding privileges as well as school consequences depending on the seriousness of the violation.

If you should have any issues or concerns and need to talk with your child's driver, it is best to call the Transportation Office at (816) 9862400 to schedule a time. If you need to approach the bus please do not step
into the bus but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule which limits the driver’s available time at individual stops. Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Lee’s Summit School District supports this law and has posted warnings on all buses.

For more information please log on to:
http://www.lsr7.org/schools/bustransportation/

Safe Riding Expectations and Tips for a Safe School Bus Ride

1. Follow the bus driver's directions.
2. Be at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.
3. Line up in a single line at the side of the road.
4. Sit on your seat, not on your knees or backpack.
5. Speak quietly to each other.
6. Keep hands, feet and other items to yourself on the bus.
7. No food/drinks/gum/candy on the bus.
8. Ensure your student knows the danger zone.
9. The safest stop is the stop with an adult present.

Mobile Electronic Devices
IPads, cell phones and other similar electronic devices are permitted to be used on the school bus as long as the user follows these expectations:

● Must be in a backpack or other holder while boarding and departing the bus so hands are free to use handrails.
● Sound must be muted or the user must use headphones, ear buds or something similar. ● No material in violation of District policy and procedures.
● Do not share content with other students outside the seat compartment they are in.
● Must not create a distraction for the driver.

The above only applies to the school bus, each building has their own expectations for usage of mobile electronics. Please contact your school for their specific practice.

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district’s, schools’ and transportation department’s missions will not be acceptable. If the action creates an environment in which learning, safety, and caring for others is not the primary focus, disciplinary action will result. Students are expected to use “common sense” in making decisions about their behavior choices.
FOOD SERVICE MANAGEMENT

(Meal Charges)

All students that attend Lee’s Summit R-7 are provided the opportunity to purchase meals at each school cafeteria in accordance with the National School Lunch/Breakfast Program. The following guidelines shall be followed in the instance that a student finds it necessary to charge their meal due to a lack of funds in his/her account.

Parents/guardians are solely responsible for providing their children with meals, either through money to purchase meals at school or by packing a meal from home. If for any reason a parent/guardian cannot afford to provide a meal for their child, they can apply for Free and Reduced meal benefits. A hard copy application may be printed from our district website at: www.leessummitschoolnutrition.com. Applications (in most languages) are available. A household may also apply for free and reduced meals online at: www.heartlandapps.com.

Parents/guardians are encouraged to deposit money in their student's meal account by accessing our nutrition online payment portal at: www.myschoolbucks.com to make sure adequate money is readily available to purchase school meals. This will eliminate the need for parents/guardians to send money with the child each day. Parents/guardians can also deposit money by sending a check or cash directly to the school or with their student in an envelope with the student’s ID number, name and amount of deposit.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the School and Nutrition Services website, and information about charging meals will be included in the student handbook.

Employees

Employees will not be allowed to charge meals.

Students

1. A student may not accumulate more than five (5) unpaid meal charges. When a student has accumulated five (5) meal charges the student will be provided an alternative meal.
2. Students may not charge à la carte items. Students are expected to pay for à la carte items prior to or at the time of receipt.
3. A student with money in hand will not be denied a meal even if the student has past due charges. Cash may be used to purchase a meal or à la carte items.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. When a student has reached the charge limit they will be provided an alternate meal.
**Interventions**

The district will provide the following notifications when a student/employee reaches specific unpaid meal charges:

1. After a student accumulates five (5) unpaid meal charges, School Messenger will notify household of negative account balances not more than two times per week.
2. Nutrition Services will provide administration a list of student charges on a weekly basis.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Additionally, the district will provide the following interventions via the principal and/or counselor:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the principal or counselor could assist.
2. Make repeated attempts to contact the parents/guardians to inquire about any assistance that might be needed to complete the free and reduced price meals application, discuss the situation and any other concerns the principal or counselor may have after meeting with the student, provide other resources as applicable and resolve the situation.
3. Provide other resources as applicable.

**Notifications to Parents/Guardians**

The district will provide timely notification to parents/guardians when account balances run low (when applicable) and when account balances include unpaid charges. Parents can sign up for free at [www.myschoolbucks.com](http://www.myschoolbucks.com) to receive email alerts for low balances.

**Debt Collection**

**Delinquent Debt**

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

**Bad Debt**

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs.

**End of Year Negative Balances**

By law, Nutrition Services is not allowed to pay for bad debt. Therefore, each school will pay for their student's outstanding meal charges at the end of each year. Parents will be required to re-pay the school when the following year enrollment is conducted.

**Donations**
The district accepts donations from individuals or groups to help students and their families clear delinquent meal debt. Except as provided in Policy KH, donations for delinquent meal debt can be made to the Nutrition Services Angel Fund or to individual schools. Donations are accepted at Nutrition Services (702 SE 291 Highway, Lee's Summit, MO 64063) or at the school's cafeteria.

Refunds

Any student accounts with positive balances at the end of the school year will be automatically carried over to the next school year. If requested, the balances will be refunded to the account owner. Students who will be graduating or have left the district will have account balances refunded to the account owner or transferred to another student account at the request of the account owner. Requests for refunds should be submitted to Nutrition Services, 702 SE 291 Highway, Lee's Summit, MO 64063, Telephone: 816-986-2200.

Unclaimed Funds

All refunds must be requested within 90 calendar days of the last day of the current school year. Unclaimed funds (under $5.00) for graduated seniors will be refunded at each school's cafeteria prior to the last day of the regular school year. Unclaimed funds $5.00 or greater for graduated seniors will be refunded by the District during the month of June, annually. After 90 calendar days from the last day of the current school year, unclaimed funds of students no longer enrolled, will become the property of the Lee's Summit R-7 Nutrition Services Angel Fund.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.