



LEE'S SUMMIT
R-7 SCHOOLS
Learning for Life

Lee's Summit R-7 Early Childhood

2026-27

MISSION STATEMENT

We prepare each student for success in life.

VISION STATEMENT

Lee's Summit R-7 is an exemplary school district, graduating students who are college and career ready with the competitive advantage necessary to be successful.

Lee's Summit R-7 reflects a culture of respect and acceptance. Collaboration is an expectation that fosters mutual understanding and a focus on student achievement and staff development.

Lee's Summit R-7 encourages innovation and creativity, recognizing student learning as our fundamental purpose.

COMMITMENTS

We commit to:

- Engaging students in research-based programs in a technology-rich environment.
- Embracing open, honest two-way communication.
- Promoting continuous improvement through data-driven decision-making.
- Sustaining positive relationships among students, staff, families and community members.
- Ensuring a rigorous and relevant learning experience that leads to success for each student.
- Partnering with students in identifying and achieving their learning goals.
- Continuing a safe and caring environment.

(Submitted to the Lee's Summit R-7 Board of Education in May 2018.)

Board of Education Members

Ms. Stacie Myers, President; Ms. Erica Miller, Vice President

Mr. Rodrick Sparks, Dr. Kamile Johnson, Mr. Bill Haley,

Ms. Michelle Dawson, Dr. Nicky Nickens

Secretary -- Ms. Linda Ismert

Treasurer – Dr. Chad Hertzog

The Board of Education is a representative body elected by the registered voters of the Lee's Summit R-7 School District of Jackson County. The Board is responsible for the development of policies, rules and procedures to serve as guidelines for the general management and administrative actions of the district. Board Policy supersedes any and all procedures listed in this handbook. For a complete listing of Policies, Regulations, Procedures and Forms, please log onto lsr7.org, select District; Board of Education; Board Agendas, Policies and Minutes; and then select Policies. If you need additional information regarding a specific policy, please contact Human Resources at 816-986-1000.

DISTRICT ADMINISTRATION

Superintendent of Schools Dr. David Buck	816-986-1008
Associate Superintendent of Academic Services Dr. Christy Barger	816-986-1027
Associate Superintendent of Operational Services Dr. Steve Shelton	816-986-1009
Assistant Superintendent of Business Services Dr. Chad Hertzog	816-986-1016
Assistant Superintendent of Elementary Education Dr. Heather Kenney	816-986-1022
Assistant Superintendent of Equity and Student Services Dr. Jermaine Wilson	816-986-1039
Assistant Superintendent of Human Resources Dr. Leah Copeland	816-986-1003
Assistant Superintendent of Secondary Education Dr. Brian Linquist	816-986-1019
Executive Director of Curriculum Dr. Lisa Janeway	816-986-1086
Executive Director Human Resources Dr. Jennifer Spencer	816-986-1003
Executive Director of Public Relations Ms. Katy Bergen	816-986-1112
Executive Director of Special Services Dr. Staci Mathes	816-986-1012
Executive Director of Technology Ms. Megan Gretzinger	816-986-1063
Director of Assessment & Data Dr. Matt Jones	816-986-1059
Director of Career Education and Partners in Education Ms. Shannan Booth	816-986-1112
Director of Data Systems Ms. Kimberlee Leech	816-986-1032
Director of Educational Foundation Ms. Chrissy Symes	816-986-1079
Director of Online Learning Dr. Melanie Hutchinson	816-986-1067
Director of Nutrition Services Ms. Lori Danella	816-986-2200
Director of Professional Development Ms. Kristen Merrell	816-986-1059
Director of Student Support Dr. Jesi Cygan	816-986-1023
Director of Transportation Services Mr. Tony Bragulla	816-986-2400

NONDISCRIMINATION

The Lee's Summit R-7 School District is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in its programs, services, activities, and facilities. The District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The nondiscrimination policy prohibits harassment in any form, including verbal and physical harassment, unwelcome comments, jokes or statements of a discriminatory nature, and unwelcome advances.

The nondiscrimination policy (AC) may be found in its entirety online at lsr7.org.

The Board of Education has designated Dr. Jermaine Wilson, Assistant Superintendent of Equity and Student Services, located at 301 NE Tudor Road, Lee's Summit, MO, 64086; Phone (816) 986-1000; Fax (816) 986-1171, as the District's Compliance Officer. In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the Acting Compliance Officer: Dr. Jermaine Wilson, Assistant Superintendent of Equity and Student Services, 301 NE Tudor Road, Lee's Summit, MO, 64086; Phone (816) 986-1000; Fax (816) 986-1171.

PUBLIC NOTICE

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, mental retardation/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 at the Stansberry Leadership Center, located at 301 NE Tudor Road, Lee's Summit, Missouri, 64086.

EARLY CHILDHOOD & ELEMENTARY SCHOOL DIRECTORY

School	Address	Administrator
Cedar Creek Elementary 816-986-1260	2600 SW 3rd Street, LSMO 64081 ccc.lsr7.org	Angela Harris, Principal Andrew Engler, Asst. Principal
GBEEC (Legacy Park Campus) 816-986-2460	905 NE Bluestem, LSMO 64086 gbeec.lsr7.org	Sarah Mitchell, Principal
GBEEC (Paradise Park Campus) 816-986-3525	1021 NE Colbern Rd, LSMO 64086 gbeec.lsr7.org	Patti White, Principal
GBEEC (Pre-K Program) at Prairie View 816-986-4150	501 SE Todd George Pkwy, LSMO 64063 prek.lsr7.org	Katie Burt, Pri
Greenwood Elementary 816-986-1320	805 S Main, Greenwood, MO 64034 gwe.lsr7.org	Rachel Johnson, Principal Jedidiah Prickett, Asst. Principal
Hawthorn Hill Elementary 816-986-3380	2801 SW Pryor Rd, LSMO 64082 hhe.lsr7.org	Melissa Hunter, Principal Leinani Stout, Asst. Principal
Hazel Grove Elementary 816-986-3310	2001 NW Blue Parkway, LSMO 64064 hge.lsr7.org	Dr. Amy Westacott, Principal Crysti York, Asst. Principal
Highland Park Elementary 816-986-2250	400 SE Millstone Ave, LSMO 64063 hpe.lsr7.org	Stacy Orf, Principal Ryan McVay, Asst. Principal
Lee's Summit Elementary 816-986-3340	110 S Green Street, LSMO 64063 lse.lsr7.org	Tracy Sanders, Principal Megan Ringen, Asst. Principal
Longview Farm Elementary 816-986-4180	1001 SW Longview Park Cir, LSMO 64081 lfe.lsr7.org	Michael Orr, Principal Leinani Stout, Asst. Principal
Mason Elementary 816-986-2330	27600 E Colbern Rd, LSMO 64086 mae.lsr7.org	Ashley Imming, Principal Kelsie Sanders, Asst. Principal
Meadow Lane Elementary 816-986-3250	1421 N Independence Ave, LSMO 64086 mle.lsr7.org	Dr. Christine Johnson, Principal Dr. Tyler Cesonis, Asst. Principal
Pleasant Lea Elementary 816-986-1230	700 W Persels Rd, LSMO 64081 ple.lsr7.org	Leslie Mott, Principal Morgyn Riviere, Asst. Principal
Prairie View Elementary 816-986-2280	501 SE Todd George Pkwy, LSMO 64063 pve.lsr7.org	Amy Fennewald, Principal Misty Miles, Asst. Principal
R7 Online Learning 816-986-1005	501 SE Todd George Pkwy, LSMO 64063 r7oa.lsr7.org	Dr. Melanie Hutchinson, Director
Richardson Elementary 816-986-2220	800 NE Blackwell Rd, LSMO 64086 rhe.lsr7.org	Jason Koivuniemi-Berg, Principal Molly Williamson, Asst. Principal
Summit Pointe Elementary 816-986-4210	13100 E 147th Street, KCMO 64149 spe.lsr7.org	Brooke Morehead, Principal Dr. Courtney Graham, Asst. Principal
Sunset Valley Elementary 816-986-4240	1850 SE Ranson Rd, LSMO 64082 sve.lsr7.org	Rachel Flood, Principal Dr. Jena Bollinger, Asst. Principal
Trailridge Elementary 816-986-1290	3651 SW Windemere, LSMO 64082 tre.lsr7.org	Jennifer Kevern, Principal Steve Campbell, Asst. Principal
Underwood Elementary 816-986-3280	1125 NE Colbern Rd, LSMO 64086 uwe.lsr7.org	Chere' Swearingen, Principal Julie Kubiak, Asst. Principal
Westview Elementary 816-986-1350	200 NW Ward Rd, LSMO 64063 wve.lsr7.org	David Boulden, Principal Megan Ringen, Asst. Principal
Woodland Elementary 816-986-2360	1701 SE Smart Rd, LSMO 64086 wle.lsr7.org	Marsha Hasty, Principal Katie Whaley, Asst. Principal

School Hours			
School	Start Time	Dismissal Time	Early Release* Time
Great Beginnings Legacy Park AM Session	9:10	12:10	n/a
Great Beginnings Legacy Park PM Session	1:10	4:10	n/a
Great Beginnings Paradise Park AM Session	8:05	11:05	n/a
Great Beginnings Paradise Park PM Session	12:05	3:05	n/a
Great Beginnings Pre-K at Prairie View Full-Day*	9:00	4:00	1:40*

NOTE: Students should be dropped off no earlier than 10 minutes before starting time. School hours may be adjusted as decided by the Board of Education.

***EARLY RELEASE**

Each school year, early release days may be scheduled. On early release days, students attend for 4.5 hours. Breakfast and lunch are served. **NOTE:** Parents should make prior arrangements for their child's care on all scheduled early release days.

A SCHOOL CALENDAR IS AVAILABLE UPON ENROLLMENT IN AN EARLY CHILDHOOD PROGRAM.

LATE-START FRIDAYS PRE-K at Prairie View ONLY Full-Day: 10:00 am - 4:00 pm STRUCTURED TEACHER COLLABORATION DAYS			
August	28	January	8, 15, 22, 29
September	4, 11, 18, 25	February	5, 12, 19
October	2, 9, 30	March	5, 12, 19, 26
November	6, 13, 20	April	2, 16, 23, 30
December	4, 11, 18	May	7, 14, 21

ADA ACCOMMODATION REQUEST LINE

816-986-1475

The Americans with Disabilities Act (ADA) is the law that requires nondiscriminatory policies in institutions that serve the public, whether publicly or privately owned. It seeks to ensure that persons with disabilities are afforded the same rights as other Americans. The ADA contains five titles. The Lee's Summit R-7 School District comes under Title II of the ADA. The U.S. Department of Education's Office of Civil Rights (OCR) enforces Title II in public elementary and secondary education systems. The Lee's Summit R-7 School District has a formal ADA Transition Plan in place to address structural barrier and program access issues, but occasionally a patron may call the District or a specific facility to request assistance.

ADDRESS AND PHONE NUMBER CHANGES

Reference Board Policy EBBA-AP1

For the safety and well-being of the students, parents are asked to make certain the school office has the current home address and phone number, each parent's place of employment and phone number, and an emergency phone number. **PLEASE UPDATE THE SCHOOL OFFICE WITH ANY CHANGES DURING THE YEAR.** All information will be maintained and released in accordance with the regulations in the Family Educational Rights and Privacy Act (FERPA) of 1974.

ALTERNATIVE METHODS OF INSTRUCTION (AMI)

Reference Board Policy IC-2

State law allows schools to create a State-approved alternative method of instruction (AMI) plan to fulfill up to 6 days of time lost in the classroom due to events outside of the district's control, including inclement weather, a utility outage, or an outbreak of a contagious disease, where school would otherwise be canceled. In the event of a cancellation, the district may choose to hold instruction virtually and will notify families..

Lee's Summit R-7 Schools remains committed to providing students instructional activities and connections to the learning environment during periods of school closures. Teachers will email learning opportunities between 9 and 11 AM. AMI activities will be provided to families to continue instruction as 1:1 technology devices are not used in early childhood.

ANIMAL AND PET VISITS

Reference Board Policy ECG

Animals are not allowed on district property unless in accordance with law and policy (ECG) including, but not limited to, service animals, law enforcement, or animals used in instruction. Animal and pet visitation must be approved in advance by the building principal and classroom teacher. A parent must accompany and assume responsibility for the pet during visitation. Animals, insects, pets, etc. are not allowed on district buses.

ASSESSMENT (TESTING)

Reference Board Policy IL

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments, screening and progress monitoring.

ATTENDANCE: ABSENCES AND TARDIES

Reference Board Policy JED

The Lee's Summit R-7 School district maintains high expectations for students in their school attendance and punctuality. These factors have a positive effect on a student's grades and academic progress. In order to reach the goal of maximum educational benefits for each child, the process of education requires continuity of instruction, classroom participation, learning experiences and study. The regular interaction of students with one another and their participation in well-planned instructional activities are vital to this purpose. Attendance and punctuality play a significant role in a student's success at school and are essential life skills.

STUDENT ABSENCES

Reference Board Policy JED-AP1

As directed by the Board of Education, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance - A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent - A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy - A student is tardy if the student arrives after the expected time (2nd bell). Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy - A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Procedures for Excessive Absences/Tardies

When students must be absent, parents are to call the school office. For the sake of the child's health and the sake of others, children should not come to school when they are ill. Those who show signs of illness will be sent home. Any pupil not in the classroom at the ringing of the last bell is considered tardy. Students who arrive late shall have an adult come into the office with them and sign them in. (When a school bus is late, children are not counted tardy. However, when a daycare bus is late, children are counted tardy.)

Student attendance will be calculated on a per minute basis, including tardiness, partial days, early departure, and whole days of absences. A day of absence is defined as any combination of absences which total 396 minutes. Student attendance will be tracked by the district student information system and recorded daily until eight days of absent minutes are accumulated, at which time an 8-day benchmark letter may be sent to the parent/guardian. Subsequent letters may be sent at 15 or more days of absence.

Students who have accumulated eight days of absences prior to the end of the 1st semester will be monitored for the remainder of the school year. Students who have not reached the 8-day benchmark at semester will start anew. Lack of student attendance may result in referral to the Children's Division. Cooperative measures agreed upon by school and parents/guardians are the most productive approach to student attendance matters.

A 15-day letter will result in a conference to decide if intervention and/or referral is necessary for ensuring improved and sustained attendance. If attendance does not improve, a referral could be made to the Lee's Summit Police Department or other judicial institutions or community agencies. Through principal discretion, a letter may not be sent due to extenuating circumstances, including but not limited to death in the family, long-term, medically-documented illness, etc. If a letter is not sent, a phone call will be made to the home, documented on the letter, and the letter will be placed in the student's file. Student attendance records will be maintained on a district level and will transfer with the student to any Lee's Summit school.

BULLYING

Reference Board Policy JGCF

In accordance with state law and board policy JGCF, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name calling, put downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Bullying may also include cyberbullying or cyber threats. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a cellphone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. **Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment,** the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The principal or designee will initiate an investigation and document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity, when appropriate. .

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation or action.

CAFETERIA

Reference Board Policy EF

A breakfast and a hot lunch are served to students attending Prairie View Pre-K by the cafeteria every full day and early release day of school. Menus are available on the District website. Each day students select one entrée from several choices, plus fruits, vegetables, and choice of milk. Extra items may be purchased; however, parents may elect to put restrictions on this by contacting the Cafeteria Manager and having a note put on the child's account. Milk, juice and nutritious snacks may also be purchased by children who bring their lunches. Nutrient analysis of all menus is posted on the nutrition website.

Debit and credit cards can be used to pay for school meals online only by visiting the website: www.leessummitsschoolnutrition.com and clicking on the "my School Bucks" link. This website also allows parents to view their child's account balance and 90-day transaction history. In addition, MySchoolBucks offers a discounted program fee payment for student cafeteria accounts, which enables them to save on transaction fees. Sign up for OnePay using your checking account for payment. See the Nutrition Services website for more information (under Prepayment Options).

A student may not accumulate more than five unpaid meal charges. After a student accumulates \$5.00 of unpaid meal charges, SchoolMessenger will notify households of negative account balances, not more than 2 times per week. Unpaid meal charges will be considered delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Debts may be turned over to a collection agency.

No a la carte items may be charged (i.e. desserts, ice cream, snacks, beverages, extra entrées); and no a la carte items, except milk, may be purchased if a lunch charge is owed.

During lunch, if food is brought in for your child from home or elsewhere, it may only be provided to your child. Due to food allergies in some classrooms, it will be necessary to check food items against building's allergy lists as established by your child's school. **If your child has allergies or requires special dietary needs, you can obtain a form online on the district website or from the school nurse. Parents must submit these forms signed by a doctor to the nutrition office in order for the student's lunch account to be flagged for this purpose and meals substituted as requested by the doctor. Please contact Lindsay Salazar at 816-986-2205 for questions about special dietary restrictions.**

Apply online for free and reduced meals at www.heartlandapps.com. Remember to write down your confirmation number. Within 48 hours, you can go to www.school lunchstatus.com to check your child's eligibility status. Enter your confirmation number or student ID number and name. You will be able to print the result letter once it is available.

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 the individual school cafeteria Angel Fund. If your student is leaving the district and has a positive balance, you can also request the funds be transferred to the Angel Fund. Donations are accepted at Nutrition Services (702 SE 291 Hwy, Lee's Summit, MO 64063) or at the school cafeteria. If you have questions, please call 816-986-2200.

Nondiscrimination in School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. The programs include the National School Lunch Program, The Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to the USDA by: Mail (U.S. Department of Agriculture, Office of the Asst. Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410), Fax (202-690-7442) or Email (program.intake@usda.gov).

CELEBRATIONS AND DELIVERIES

Reference Board Policies ADF-1-AP1, JHCF and JHCF-AP1

Each school is responsible for the organization of school events. These celebrations are designed for currently enrolled R-7 early childhood students. Infants, other preschool, middle school and/or high school students are not allowed to attend celebrations. If food is part of a specific school celebration structure, due to an increasing number of students with life-threatening food and nut allergies, as well as students with special dietary or medical needs, it is required that any food for distribution and/or instruction will be nut free and be commercially labeled with ingredients.

Recognition of student birthdays is designed uniquely by each school. Parents/guardians should contact the classroom teacher or school office regarding these school-specific details. Birthday recognitions are intended to be a celebration of the child in meaningful ways absent of food. Outside food will not be accepted for all-class distribution as part of the birthday recognition. Birthday recognitions are designed to be an integrated part of the school day versus a time that interrupts the daily classroom or building routines or instructional time. **Invitations (including electronic invitations) for out-of-school parties cannot be distributed at school. Deliveries for students will not be accepted at school** (i.e. floral arrangements, balloon bouquets, food delivery services, such as DoorDash, etc.).

COMMUNICABLE DISEASES (PREVENTION AND CONTROL OF)

Reference Board Policies EBB, EBB-AP1, EBBA and EBBA-AP1

It is very important that the district help prevent the spread of communicable diseases. LSR7 follows Missouri State Statute 167.191 – Children with contagious diseases not to attend school. By board policy, we use the CDC, DHSS, and Jackson County Health Department for guidance of exclusion for communicable diseases and outbreak of a contagious disease.

1. Students must be fever-free (<100.4) without the influence of fever-reducing medication for 24 hours before returning to school.
2. Students must be free of continuous coughing.
3. Students must remain at home until 24 hours after the last episode of vomiting or diarrhea.
4. Students must remain at home for 24 hours after taking the first dose of an antibiotic for an infection.
5. Parents should report communicable illness when reporting the student absent from school.

6. Students will be excluded from school if one or more of the following exists: diarrhea, fever of 100.4 degrees or greater, nursing recommendation based upon physical condition, or unvaccinated students in times of disease outbreaks.

In case of an accident or illness at school, parents will be contacted. Current phone numbers for home and work for both parents are very important. Names and telephone numbers of relatives and/or friends who can assume temporary responsibility for your child until a parent can be reached need to be provided to the school as emergency contacts. If no one can be reached within an hour the 24 hour non-emergency Lee's Summit Police Department line will be called. No seriously ill or injured child will be sent home alone.

- Parents will be notified to pick up their child in the event of illness or serious injury. The general criteria for sending an ill child home will be a temperature of 100.4 degrees, vomiting, diarrhea, severe coughing, and suspicion of a communicable disease or the inability to participate in the normal classroom activity.
- Students must be symptom free (no fever, no diarrhea, no vomiting) for at least 24 hours without the use of fever-reducing medications, or anti-diarrheal medications before returning to school.

The school nurse cannot assume responsibility for any emergency treatment beyond first aid. The nurse is not permitted to diagnose and cannot be expected to treat an illness or injury that occurred away from school. A child who is ill (ex: fever, severe cold, vomiting, diarrhea) should be kept home.

EARLY EDUCATION CURRICULUM

The early childhood education centers in LSR7 use Project Construct and project-based learning. Early Childhood classrooms are designed for students to develop their knowledge and social-emotional skills through their interactions with the physical and social environment. The primary aim of Project Construct is to help teachers foster the development of each child as an independent learner. Project Construct classrooms give children the opportunity to make choices, collaborate, and exchange ideas and feelings. Children learn to regulate their behavior, solve problems, and think. The Project Construct framework is linked to state and national early childhood learning standards and the Desired Results Developmental Profile (DRDP), an assessment instrument for early childhood classrooms highly recommended by the Missouri Department of Elementary and Secondary Education (DESE).

Teachers provide a caring and nurturing environment while providing our students with a structured day that is developmentally appropriate. Parts of the day include circle time, storytime, center/work time, small group work, project work, journal/tabletop time, meals, snacks and outdoor play.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Reference Board Policies JO-1, KDA and KK

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally, except when a court order, statute or legally-binding document exists concerning special restrictions. (For the school's purpose, the parent who resides with the child is known as the custodial parent.) It is the responsibility of the custodial parent to provide the school principal a copy of such a court order, statute or legally binding document, if restricted access to students or student information is requested. Visitation schedules and parenting plans are agreements between parents and not binding on the district. The district will release a student to either parent in accordance with board policy unless otherwise directed by a valid court order. The district refuses to mediate visitation and custody disputes among parents/guardians and other relatives.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. If the non-custodial parent asks to take the child from school, the custodial parent may be called, in the presence of the non-custodial parent, to explain the request. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list.

DESTRUCTION AND/OR LOSS OF SCHOOL PROPERTY

Reference Board Policy JG-R1

As responsible citizens, students are expected to maintain and use school property appropriately. Textbooks and resource materials that are lost or damaged must be paid for by the students/parents. Students/parents will be expected to reimburse the school district for property defaced or damaged.

DIRECTORY INFORMATION (ANNUAL NOTIFICATION OF)

Reference Board Policies JO-1 and JO-AP1

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 email 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 and place 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; athletic performance data; 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: 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 for the purposes of encouraging membership or participation in the group or club; 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 email address and the parents' addresses and telephone numbers. The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent or eligible student.

If you do not want Lee's Summit School District to disclose this directory information from your child's education records, you must provide written notice to the building principal or opt out via annual online registration. This request will remain in force and part of your child's record until rescinded by parent or eligible student in writing.

DISCIPLINE GOALS

(Reference Board Policies JG, JG-R1)

- The **Student Code of Conduct** is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result

in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment to the extent allowed by law (see board policy JG-R1).

CONSCIOUS DISCIPLINE

We believe that students and teachers have the right to learn and teach in an emotionally and physically safe environment. Great Beginnings Early Childhood Programs use the Conscious Discipline framework to support social-emotional development and the creation of the School Family. Conscious Discipline promotes connections between families and schools, teachers and students, and students with other students to ensure the optimal development of all. The school family is created through routines, rituals, and structures. Conscious Discipline emphasizes feelings of safety and connection while building the School Family. Teachers and staff support children who are upset and help them find calm, identify their feelings, develop positive self-talk, and find strategies to feel better. This process helps children develop lifelong problem-solving skills and resilience.

STUDENT DISCIPLINE

Actions and Consequences

Board Policies JG, JG-R1, JG-R2

See also Board Policies: EHB, JFCC, JFCF, JFCG, JFG, JGD, JGF, KKB, and procedures EHB-AP1

All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses. (See board policies JG, JGD.)

School administrators are required by law to report certain crimes to law enforcement. Additionally, any crime listed in board policy JGF that is committed on district property, or on any school transportation or at any school activity must be reported by the appropriate school administrator to the law enforcement entity.

The principal, designee or other administrator or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and board policy JGF. Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences - (board policies JG-R1 and JGD) -

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and procedures is essential for permitting others to learn at school.

Therefore, administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct that endangers the student, other students or the property of the school. If a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to due process procedures in board policy JGD. The term "expulsion" refers to exclusion for an indefinite period.

All out-of-school suspensions discussed in these guidelines will require a conference between parent/guardian, principal, and/or other school personnel before the student will be allowed to return to class. Additionally, all behavior considered a violation of the Student Code of Conduct (board policy JG-R1 and page 12 of this handbook) will result in contact from school personnel with the student's parent/guardian. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action. The district may honor suspensions and expulsions from another in-state or out-of-state school district including private, charter or parochial school or school district pursuant to law and policy. (see board policy JGD)

All students who are suspended or expelled, regardless of reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason unless permission is granted by the superintendent or designee. When appropriate, the district (or building administrator) may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school.

Prohibited Conduct The following are descriptions of, but not limited to, prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of the students in the building.

Arson (board policy JG-R1) - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault (board policy JG-R1)

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

Bullying and Cyberbullying (board policy JFCF) - In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment. **Cyberbullying** is a form of bullying committed by transmission of a communication device. For more information, see page 8 of this handbook.

Bus or Transportation Misconduct (see board policy JFCC) - Any offense committed by a student on transportation provided by or through the district shall be disciplined in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. Transportation reviews and finalizes consequences related to bus misconduct. (See also page 34.)

Disrespect or Disruptive Conduct or Speech (board policies AC and ACA if illegal harassment or discrimination is involved) - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (board policies JFCH, JGCI, and JHCD)

1. Possession, sale, purchase transfer, manufacture, or distribution of any over-the-counter drug, herbal preparation, imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension

2. Possession of drug paraphernalia or possession of or attendance while under the influence of any unauthorized prescription drug, alcohol, illegal drug, controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, III or IV of the Controlled Substances Act, unauthorized inhalant, counterfeit substance, imitation controlled substance, any substance intended to create a false negative on a drug test, or any substance prohibited by law or policy.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase, transfer, manufacture, or distribution of any unauthorized prescription drug, alcohol, illegal drug, controlled substance (including marijuana, and marijuana-infused products) as defined under schedules I, II, III, or IV of the Controlled Substances Act, unauthorized inhalant, counterfeit substance prohibited on district property by law or policy, drug-related paraphernalia.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

Failure to Care for or Return District Property - Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the "Conditions of Suspension" on page 13 of this handbook.

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out of school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Report to law enforcement for trespassing if expelled.

False Alarms (See also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (See also "Assault") - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment, including Sexual Harassment (board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior) For more information, see page 22 of this handbook.

Hazing (board policy JFCG) - Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks (board policy JG-R1) - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension or 1-10 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.

Leaving School Grounds Without Permission - If a student leaves school grounds without permission, the parent/guardian will be notified. Authorities may be contacted to help ensure the child's safety. A conference will be conducted with the parent/guardian and school personnel. A plan may be developed to prevent future instances of this nature. Discipline rules may apply.

Nuisance Items (board policy JG-R1) - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually, Explicit, Vulgar or Violent Material (board policies AC, ACA and JG-R1) - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of school suspension, or expulsion.

Technology Misconduct (board policies EHB and KKB, and procedures EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention or 1-10 days in-school suspension.

Second Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Effective January 7, 2025, the use of personal electronic devices, including cell phones, is prohibited during instructional time for students in grades 9-12 and prohibited during the entire school day for students in grades K-8. Exceptions to this rule may only be granted with prior approval from the building principal or designee for academic purposes. Additionally, the use of any camera or video-enabled electronic device is strictly forbidden in locker rooms and restrooms at all times.

First Offense: Possible confiscation, search of electronic devices by administration in accordance with law, principal/student conference, detention or in-school suspension.

Subsequent Offense: Possible confiscation, search of electronic devices by administration in accordance with law, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft (board policy JG-R1) - Attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault (board policy JG-R1) - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco (board policy JHCD)

1. Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in board policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Unauthorized Entry (board policy JG-R1) - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

Vandalism (board policy ECA) - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (board policy JFCJ)

1. Possession or use of any weapon described in numbered paragraphs 3 or 4 of Policy JFCJ.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of any weapon described in numbered paragraphs 1 or 2 of Policy JFCJ.

First Offense: One calendar year suspension or expulsion, unless modified by the superintendent.

Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Other Inappropriate Behaviors (see board policy JG-R1) - Other inappropriate behaviors, including but not limited to, auto/vehicular misuse, extortion, gambling, public display of affection, and sexual activity, may be considered extreme and result in disciplinary action, including out-of-school suspension.

DISCRIMINATION

Grievance Procedures for Complaints Concerning Discrimination

Reference Board Policies AC, AC-AF 1-6, ACA

Definitions

Compliance Officer - The individual responsible for implementing policy, including the acting compliance officer when he/she is performing duties of the compliance officer.

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

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

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

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent of Equity and Student Services – Student Compliance Officer, or

Assistant Superintendent of Human Resources – Staff Compliance Officer

301 NE Tudor Road, Lee's Summit, Missouri, 64086; Phone (816) 986-1000.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Associate Superintendent, Academic Services

301 NE Tudor Road, Lee's Summit, Missouri, 64086; Phone (816) 986-1000

Investigation

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

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the

context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of board policy AC requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the board.
2. As an extension of the investigation and reporting, deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency, such as the Office for Civil Rights, law enforcement or the CD, is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in board policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of district policy based on the appropriate legal standards. If a violation of district policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of board Policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the

grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance or any alleged perpetrator may appeal the superintendent's decision to the board by notifying the board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the board, and the board may call for the presence of such other persons as deemed necessary. The board will issue a decision within 30 working days for implementation by the administration. The board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing within five working days of the board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the board is final.

Title IX Sexual Harassment Grievances are addressed under a separate board policy. For more information, see board policy ACA and/or Page 20 of this handbook.

DRESS AND GROOMING

Reference Board Policies JFCA and JFCA-AP1

Proper appearance is conducive to a positive self-concept and, thus, enhances the child's ability to attend to learning. School administration is aware of the many different styles of dress that are being worn today by students to school, church, and other formal activities. However, we wish to emphasize that when any type of clothing worn, or the way it's worn, causes a distraction in the classroom, or creates a health or safety problem, the student wearing such apparel will be asked to either change to more appropriate dress and conduct or leave the school premises.

Items Not Permissible As School Dress

- Clothing that advertises products dealing with or having references to profanity, alcohol, tobacco, drugs, sex, violence, or representing weapons or gangs or slogans that are suggestive or have double meanings will not be permitted.
- Wallet chains, spiked collars and wristbands are not permitted.
- Shoes are to be worn. Sandals, flip flops and platform shoes seem to be the cause for many accidents in Physical Education and on the playground. House shoes and shoes with wheels are not permitted.

School administrators may use discretion to determine whether or not the student's dress meets building guidelines. In addition, school administrators will support students and families in identifying what constitutes appropriate/inappropriate student dress.

The school reserves the right to restrict any student from attending classes or school activities when such student's dress, general appearance and/or conduct creates safety, health or discipline problems.

ELECTRONIC COMMUNICATION DEVICES

Reference Board Policies EHB, JG-R1, KKB, and procedure EHB-AP1

The use of personal electronic devices, including cell phones, is prohibited during the entire school day for students in grades K-8. Exceptions to this rule may only be granted with prior approval from the building principal or designee for academic purposes. Additionally, the use of any camera or video-enabled electronic device is strictly forbidden in locker rooms or restrooms at all times.

The use of electronic communication devices, including cell phones and smart watches, may result in an office referral, disciplinary action, and/or confiscation. The school district is not responsible for lost, damaged, or stolen devices.

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 lockdown, fire, or tornado situation is announced.

ELECTRONIC NON-COMMUNICATION EQUIPMENT

Reference Board Policies EHB, JG-R1 and KKB, and procedure EHB-AP1

Use and/or display of radios, recording devices, video games, electronic games and all other electronic equipment brought from home without teacher permission, which could potentially interrupt the learning environment, is prohibited during the regular school day. Use and/or display of these devices may result in confiscation and/or disciplinary action.

ENROLLMENT PROCEDURES

Reference Board Policies JEC-1, JECA-2, JECA-2 AP-1 and AP-2

All parents or guardians of elementary and early childhood students are required to provide proof of residency during enrollment/registration scheduled to occur in the summer prior to the start of school. Residency verification is required during these enrollment/registration sessions before students will be assigned to a classroom for the school year. Providing residency verification during summer registration will help R-7 staff prepare for school.

Early Childhood Programs

Immunization records, proof of residency and proof of age are required for children entering school for the first time. Additional information will be requested, such as emergency contact numbers, as needed. Schools may conduct screenings for the purpose of preparing for instruction and creation of class lists. Please visit each program's website for specific enrollment information and eligibility requirements (i.e., age requirements, qualifications, etc).

FACILITY/THERAPY DOG

Reference Board Policy ECG

As used in these guidelines, a "facility/therapy dog" is a dog used as a therapy dog within the meaning of board policy ECG that is supplied by someone other than the student using the therapy dog. A facility/therapy dog can be used within the LSR7 School District to provide support in the areas of social, cognitive, emotional and overall well-being; as well as, to promote hope and positive relationships throughout the district and community.

Annually, a letter will be sent home letting parents know if/when a facility/therapy dog will be in their child's school. Parents have the right to opt out of their student interacting with the dog due to fear or allergies. Therapy dogs and handlers must be trained and certified by passing a Public Access Test and receiving a good citizen certification. In addition, dogs are only put in situations where students voluntarily participate, thus avoiding risky contact.

FIELD TRIPS

Reference Board Policy IICA

As a part of the school program, children are taken on educational trips requiring bus transportation. When such trips are planned, permission slips will be sent home to be signed by parents. Walking trips within the area of the school may be made from time to time. To be eligible to participate in such trips, students must arrive at school prior to the trip. If leaving the activity with their parents prior to returning to school, the student must be signed out by his/her parent with approval of the principal. All educational trips are supervised by school personnel. Classroom teachers may request additional parent supervision. Volunteers and parent volunteers will be required to complete a background check consistent with board policy IICC. **No additional children, of any age, are allowed to accompany parents.**

FIREARMS (CONCEAL AND CARRY LEGISLATION)

Reference Board Policy ECA

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.

HARASSMENT

Reference Board Policies AC, AC-AF 1-6, ACA

SEXUAL HARASSMENT OF STUDENTS

Reference Board Policy ACA

Sexual harassment of students of either gender by employees or other students of the opposite or same gender is strictly prohibited in the Reorganized School District No.7. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment; or
- Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as **sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.**

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, school counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an investigation will be conducted by an individual authorized by the board. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with Policy JHG, Reporting Child Abuse. Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure AC-R at the appropriate level. Publications disseminated to employees and students will inform them of this policy.

Cross Refs: AC Nondiscrimination and Anti-Harassment AC-R; Legal Refs: Title VII of the Civil Rights Act of 1964, 42; U.S.C. 2000 E-2, 29 C.F.R. 1604.11; Meritor Savings Bank v. Vinson, 106 S. Ct 2399 (1986)

Reorganized School District No. 7, Jackson Co., Lee's Summit, MO

HEALTH SERVICES

Reference Board Policy JCHD

Health Rooms

The Health Services personnel of the Lee's Summit R-7 School District includes Registered Nurses (RNs), Licensed Professional Nurses (LPNs), Health Clerks and secretarial support. Our multidisciplinary team provides services, resources, and education to bridge the gap between health and wellness, and education and learning. Our school nurses provide the necessary professional expertise to assess, identify, monitor, and evaluate your student's health needs. All Health Services personnel are trained in CPR/AED and first aid.

Emergency Medical Treatment

LSR7 school personnel will authorize emergency medical care for a student in any emergency event that a parent and/or legal guardian cannot be reached or does not explicitly deny treatment once contacted. In the event of a life-threatening emergency, LSR7 will call Emergency Medical Services (EMS). All costs of medical attention and ambulances are the responsibility of the parent and/or legal guardian.

Food Allergies (See board policies ADF-AP & JHCF)

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 including an allergy action plan from the child's medical provider. The Health Services personnel will maintain the list of students with allergies.

The following should be followed if food is distributed in the classroom:

- Food items will be checked against the building allergy list that is provided via the school health room or classroom teacher.
- Any food to be consumed or used in classroom activities must be nut free and commercially labeled with ingredients or ingredients provided by the location where the food was processed.

Latex Allergy

All Lee's Summit R-7 schools are a latex-reduced environment. Staff will use non-latex gloves. Latex balloons are not allowed in the school buildings.

Head Lice (Reference LSR7 board policy JHC-AP2)

If your child has head lice, we ask that you notify the health room at your child's school. The health room staff may perform head lice checks on students if symptoms are observed while at school. If you have additional questions regarding head lice and head lice procedures, please contact the health room at your child's school.

Immunizations (board policies JHCB and JHCB-AP(1))

Immunizations required for school children in the State of Missouri are listed on page 21. Spanish translation: [Immunization Requirements 26-27 - Spanish](#)

- All immunizations must be up-to-date before any student will be permitted to attend school.
- It shall be the duty of the parents/guardians of every student entering the school district to furnish to 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: Students shall be exempted from the immunization requirements upon signed certification by a licensed doctor of medicine (MD), doctor of osteopathy (DO), or their 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. The Medical Exemption Card from DHSS, Imm.P.12 must be on file in the health room.
- Parent/Guardian Exemption: Students shall be exempted from the immunization requirements if a parent/guardian objects in writing to the school administrator. Parent/Guardian (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. Appropriate exemption cards must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. This need not be

renewed annually; however, if a new immunization becomes required, the original card must be updated. [Parent/Guardian Exemption](#) [Parent/Guardian Exemption - Spanish](#)

- 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 within the state-mandated requirements and timelines. A Department of Health and Senior Services form Imm.P.14 must 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.

Medication Administration in the School Setting (board policy JHCD)

The Health Services Department of the Lee's Summit R-7 School District is dedicated to providing the most appropriate service to the students of the district. Many students are able to attend school because of the effective use of medication in the treatment of illness and disabilities. Some medication regimens necessitate the administration of medication during school hours. Safe and effective administration of medication, therefore, requires adherence to the following:

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a completed *Administration of Medication to Students Parent Consent Form (JHCD-AF(5))*. **The parent/guardian must deliver all over-the-counter medications** to the health services personnel or their designee in the manufacturer's original packaging. Medication will only be administered in accordance with the manufacturer's label, unless a physician provides alternative instructions. If a question should arise, the district registered nurse reserves the right to refuse administration of the medication until further clarification is received and documented from the physician.

Prescription Medications (see also board policy JHCD-AP(1))

The parent/guardian must provide a completed *Administration of Medication to Students Parent Consent Form (JHCD-AF(5))* before the district will administer the prescription medication to the student. **All prescription medications are to be transported by an adult to health services personnel or their designee in the original pharmacy packaging with a current prescription label.** A current prescription label will be considered the equivalent of a prescriber's written order and a separate document is not needed. District staff should not administer the first dose of any medication. Parents/guardians are encouraged to administer medications themselves whenever possible.

Self-Administered Medication (see also board policy JHCD-AP(2))

The district may allow students with diabetes or other chronic health conditions to self-administer medication in accordance with board policy and the law. Please speak with your school nurse for more information.

Emergency Medication

LSR-7 student-occupied buildings are equipped with emergency-use medications. These medications will only be administered in accordance with written protocols provided by an authorized prescriber. Schools are equipped with epinephrine auto-injectors to be used in the event of a severe allergic reaction causing anaphylaxis, Narcan nasal spray to be administered in the case of a suspected opioid overdose, and albuterol to be administered for respiratory distress/asthma.

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.

Student Insurance (see board policy JHA)

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents/legal guardians. The district carries only general liability insurance. The district does make student medical insurance available to families for their individual purchase.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
2025-2026 CHILD CARE/PRESCHOOL IMMUNIZATION STATUS REPORT

Print

Submit

By January 15, 2026 this completed IMM.P-32 form must be forwarded to:
Missouri Department of Health and Senior Services
Bureau of Immunizations
P.O. Box 570
Jefferson City, MO 65102-0570
(573) 751-6124 toll free 1-800-219-3224
Fax: (573) 526-0238

Facility Name: _____
Address: _____ Address2: _____
City: _____ State: _____ Zip: _____
County: _____ DVN: _____
Mailing Address Correct: ☐ Yes ☐ No
(If no, please make corrections on the label to the right)
Phone: _____ Email Address: _____

If 10 or more preschool age children (birth to school entry) are enrolled, complete entire report and return by January 15, 2026.

If less than 10 preschool age children (birth to school entry) are enrolled, check box and return report by January 15, 2026

2025-2026	PRESCHOOL AGE GROUPS				
	0 thru 2 months	3 thru 4 months	5 thru 6 months	7 thru 18 months	19 months to Kindergarten entry
NUMBER ENROLLED: PLEASE ENTER THE TOTAL NUMBER OF CHILDREN ENROLLED - BY AGE GROUP					
DTAP/DT		1 dose	2 doses	3 doses	4+ doses
Children fully immunized	not applicable				
Children in progress					
Children with medical exemption					
Children with parental exemption					
Children in noncompliance with immunization record					
Children in noncompliance without immunization record					
POLIO (IPV)		1 dose	2 doses	2 doses	3+ doses
Children fully immunized	not applicable				
Children in progress					
Children with medical exemption					
Children with parental exemption					
Children in noncompliance with immunization record					
Children in noncompliance without immunization record					
HIB		1 dose	3+ doses	2+ doses	3+ doses
Children fully immunized	not applicable				
Children in progress					
Children with medical exemption					
Children with parental exemption					
Children in noncompliance with immunization record					
Children in noncompliance without immunization record					
HEPATITIS B	1 doses	2 doses	2 doses	2 or 3+ doses	3+ doses
Children fully immunized					
Children in progress					
Children with medical exemption					
Children with parental exemption					
Children in noncompliance with immunization record					
Children in noncompliance without immunization record					
PCV (Pneumococcal)		1 dose	2 doses	3 doses	4 doses
Children fully immunized	not applicable				
Children in progress					
Children with medical exemption					
Children with parental exemption					
Children in noncompliance with immunization record					
Children in noncompliance without immunization record					
MMR (MEASLES, MUMPS, RUBELLA)					1 dose
Children fully immunized	not applicable				
Children with medical exemption					
Children with parental exemption					
Children in noncompliance with immunization record					
Children in noncompliance without immunization record					
VARICELLA					1 dose or proof of disease
Children fully immunized	not applicable				
Children with proof of disease					
Children with medical exemption					
Children with parental exemption					
Children in noncompliance with immunization record					
Children in noncompliance without immunization record					
Prepared by: _____	Title: _____			Date: _____	

MOH 980-1200 (11-15)

IMM.P-32

LIBRARY MEDIA CENTER

Reference Board Policy IIAC

At Lee's Summit R-7 School District, our libraries are vibrant hubs of learning and exploration, going beyond just being places full of books. Our mission is to provide students and staff with easy access to information and library guidance, fostering a culture of curiosity and growth. Our vision is to empower students to succeed in life as avid readers, critical thinkers, and responsible users of information. We provide a variety of physical and digital resources, with our physical library open throughout the school day for reading, studying, and collaboration, complemented by a 24/7 online library for continued learning outside of school hours. Students visit the library weekly while learning to treat others with kindness, care for books, and respect library spaces. Join us on the journey as we invite students to embrace a culture of curiosity, questioning, and lifelong learning. For further details, please visit your school library's website.

MEDICAID

Annual Notification to Parents

Our school agency receives funding from the Medicaid Direct Service Claiming (DSC) program for IEP-covered services to eligible children through the State's Medicaid agency. This is a State-approved program that allows our school agency to receive reimbursement from federal funds for providing some health-related covered services to eligible children in our school system. Examples of covered services include speech therapy, assistance with daily living skills, physical therapy, and nursing services. We are required to notify you of our participation and the IDEA regulations stated below.

The school agency, working with the State Medicaid agency, will need to determine if your child is eligible or should become eligible in the school-based Medicaid program. Your written consent indicates that you understand and agree that the district will submit your child's information to the State Medicaid agency and their authorized agencies to verify eligibility and submit claims for the DSC program. The school may use Medicaid benefits in which a child participates to provide or pay for services documented in the Individualized Education Program (IEP). Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education, nor are they responsible for any out-of-pocket expenses for these IEP services. Also, the school agency's access to these benefits is not allowed if it would have a negative impact on your public insurance.

We will provide the required services to your child at no cost to you, whether or not you grant your written consent. Your consent is voluntary and may be revoked at any time. The school agency's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

MULTI-TIERED SYSTEM of SUPPORT (MTSS)

Reference State Statute 167.950

Reference Board Policy IGAB

MTSS is being implemented throughout the LSR-7 School District at all elementary schools as part of the daily instructional program. Schools will use the data gathered from this process to determine a student's need for additional support and interventions.

The MTSS process includes a universal screening to address the academic, emotional, behavioral, social, and physical needs of each student. Students with demonstrated needs are provided interventions that increase with intensity and support to ensure success.

PARENT-TEACHER CONFERENCES

Reference Board Policies IGBC, KDA

Parent-Teacher conferences are scheduled at the end of the first quarter. All parents are provided with the opportunity to attend conferences in person or online, as conferences are a way to communicate your child's progress. In an effort to ensure consistent communication, custodial and non-custodial parents are encouraged to schedule one conference together (in-person or online) for each child. Other conferences may be scheduled on an individual basis, as needed.

throughout the school year. Parents are encouraged to request a conference when more information about their child or the school program is desired.

PLAYGROUND USE POLICY (R-7 DISTRICT AFTER-HOURS)

Reference Board Policies KG, KG-AP1

The R-7 playgrounds, fields, and outdoor areas are available to the public for use after school and Y Club Before and After School Care activities, weekday hours 6:15 p.m. until 9:00 p.m. Weekend hours are 6:30 a.m. until 9:00 p.m. An adult should supervise children when using these areas. Playgrounds, fields, and outdoor areas are reserved while school activities are in progress. Staff may ask individuals to leave reserved areas.

PROGRESS REPORT PHILOSOPHY AND RATIONALE

The purpose of the Lee's Summit R-7 School District early childhood progress report is to present a complete picture of your child in the school setting. The progress report will provide specific feedback concerning academic and social-emotional performance. The format is designed to communicate developmental milestones and individual student achievement. Students' needs are combined with planned instruction to identify and meet individual learning challenges. This method ensures an opportunity for a higher quality of learning and rate of success.

PROTECTION OF PUPIL RIGHTS AMENDMENT

Reference Board Policy JHDA

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:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Ed (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by law, to determine program eligibility.

Receive notice and an opportunity to opt out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessarily to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. 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.**

RECESS

Reference Board Policy ADF-1-AP1

Play periods are supervised by school employees. Children are expected to participate in recess activities unless excused for medical reasons. A parent may excuse a child from recess activities for health reasons for up to three consecutive days; a parent note is required each time s/he is requesting activity restrictions. A doctor's order is required for any health condition in which a child is to remain on activity restrictions longer than three consecutive days or if an assistive device is necessary. If activity restrictions are in place, these will apply to all physical activity throughout the school day. A doctor's order is required to release a child from activity restrictions.

All students are expected to go outside unless the weather is severe. It is imperative that children always dress in accordance with the weather. Buildings have the responsibility to determine whether students go outside. Indoor recess is warranted by temperatures at 20 degrees, wind chill below 20 degrees, three-digit temperature or three-digit heat index. Any temperature over 90 degrees is a building decision. Reference [Weather Watch and National Weather Service Guidelines](#).

For safety reasons, children may not bring personal playground equipment to school as the school furnishes adequate play equipment.

RELEASE FROM SCHOOL

Reference Board Policies JEDB, KDA

No child will be released to anyone other than the legal guardian(s) unless verified arrangements have been made in advance. Parents/guardians must come to the office, identify themselves, and sign out their child before he/she can be dismissed from school. Upon request, proper identification may be required. Non-custodial parent rights are protected unless legal papers are on file that restrict these rights.

RETURNED CHECK FEE

The Lee's Summit R-7 School District utilizes a recovery service, Re\$ubmittit, to attempt collection of a returned check, when applicable. Re\$ubmittit will present the check two times to your bank. If the check remains uncollectible, the Lee's Summit School District will charge a \$25.00 fee to the student's PowerSchool account, in addition to the face value of the returned check.

SALES, SOLICITATIONS, AND ENDORSEMENTS

Reference Board Policy KI

Students will not be permitted to sell non-district sponsored items on school premises. Neither the school nor its employees officially sell or endorse any educational materials. Do not be misled by solicitors in the community who quote the school as recommending or endorsing a particular item.

STUDENT RECORDS

Reference Board Policy JO-1

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

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally-binding document prohibits such access. Parents or eligible students should submit to the student's school principal a written request that 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 that pertains to other students. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with the law.

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 of 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 disclosed

- 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; or
- 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.

Records Retention

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public Schools Records Retention Schedule and General Records Retention Schedule.

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-1-AP1.

TECHNOLOGY

Reference Board Policy EHB

The District network system is for authorized users only. It is expected that District technology will be used to support and enhance communications, learning, and teaching of district-approved curriculum. Unacceptable uses include, but are not limited to: violating local, state, federal, and/or international law; violating District policies and/or standards of conduct; creating or spreading computer viruses; disrupting or degrading any system performance; violating the right to privacy; gaining or attempting to gain unauthorized access to protected and private network resources; or soliciting commercial enterprises.

Guidelines

The following guidelines must be followed by all students while using district resources:

Personal Safety - Students will not share their password, give out identifying information about themselves or others, or communicate with unknown individuals.

Respect for Privacy - Students will respect the privacy of others.

Illegal Activities - Students will not attempt to damage the district network in any way, attempt to log into another person's account, access another person's files, destroy computer data by willfully infecting systems with viruses, install disruptive/destructive programs or use District technology for illegal activities.

Personal Responsibility/Ethics – Students will not intentionally search for, view, distribute or display content that is profane, obscene, threatening, promotes illegal acts, promotes violence, or promotes discrimination. Students will not steal, vandalize, or damage District technology. Students will notify a staff member immediately if, by accident, they encounter material(s) that violate the rules of appropriate use.

Copyright/Plagiarism - Students will not violate copyright laws or claim other people's work as their own.

Email - Students will not send messages that are not educational in nature. Students will only use email accounts provided by the District.

Use of District Technology at Home - Parents/Guardians assume responsibility for the supervision of internet use outside of school. Parents/Guardians are encouraged to discuss family rules and expectations for using internet-based tools, including Google Workspace for Education. Parents/Guardians are encouraged to report any evidence of cyberbullying or other inappropriate use to the school.

Google Workspace For Education

The District utilizes Google Workspace for Education which provides email, word processing, spreadsheet, presentation, calendar, research, and collaboration tools for all students and teachers. Google Workspace for Education is intended for educational use only and will be available at school and home via the internet. Google Workspace for Education complies with the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA). The same expectations for acceptable use of technology (as outlined in board policy EHB) apply to Google Workspace for Education accounts.

For questions regarding how Google Workspace for Education will be used by your student, please call your student's school. If, after this discussion, you feel it would be best for your child not to utilize certain functions of Google Workspace for Education, the school will help you request that your student's Google account be modified. However, some functions, such as word processing, may be required for classroom activities and assignments.

TELEPHONE USAGE

Voicemail Access for Early Childhood Teachers

The district's phone system provides voice mail for all teachers districtwide. You may reach your child's teacher by dialing (816) 986-2599 and following the prompts.

Student Use

Children may not use the school telephone to gain permission from parents to go home with a friend or take a friend home with them. These plans need to be made before students arrive at school. The office cannot release student or parent phone numbers to school patrons without permission from the parent.

TRANSPORTATION SERVICES

Reference Board Policies EEA, EEAB, JG-R1

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. In accordance with board policy JG-R1, any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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 816-986-4BUS (816-986-4287) to schedule a time. In addition, you may inquire about lost items by calling the Transportation Office. Transportation is not responsible for lost items. 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.infofinderi.com/ifi/?cid=LSRSD-S3PD72X6QP>

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.

Electronic Devices

At the discretion of the school bus driver and building principal, electronic devices (including, but not limited to, chromebooks and cell phones) are permitted to be used on the school bus. If permitted, the user must follow the expectations outlined in board policy and school handbooks:

- 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, earbuds 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.
- No video or camera use.

The above only applies to the school bus; each building has their own expectations for usage of electronic devices. 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, school's 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.

VISITING

Reference Board Policy KK

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events. In order to provide a secure environment, all visitors during business hours must sign or check in at the building office prior to proceeding elsewhere in the building. Visitors are required to present a valid I.D. and scan in as a guest in the visitor management system in order to gain access to the school beyond the main office. Visitors are required to wear a visitor badge while on school premises.

Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by board policy. Visitors may not possess or use alcohol or any substances that are illegal under state or federal law on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district.

Parents are welcome to visit the school. Visits should be prearranged through the administrator and/or classroom teacher. iPads, cell phones and other similar electronic devices are permitted to be used as long as the user follows these expectations:

- Sound must be muted or use of headphones/earbuds;
- Does not contain material in violation of District policy and procedures;
- Do not share content with students;
- Must not create a distraction;
- No video or camera use without teacher permission for an educational purpose; and
- Picture taking and video creation during the instructional day visits are not allowed and visitors are requested to adhere to this practice.

Visitors are not allowed to participate in recess. Visits during the first and last two weeks of school, and just before or after winter and spring breaks, are discouraged. Preschool, middle school and/or high school students are not allowed to visit classrooms or participate in instructional activities during the elementary school day. Any visits which cause a disruption to the school environment may be limited in frequency and/or duration.

Student Visitation

In general, visitors are not allowed to speak directly with students unless it is part of the district's education program or a parent/guardian has given permission. The district understands that parents/guardians sometimes need to briefly communicate with a student during the school day or during a school activity and will accommodate such communications when possible. However the district refuses to mediate visitation and custody disputes among parents/guardians and

other relatives or accommodate visits that the district determines could be distracting to a student. The district discourages parents/guardians, grandparents and other relatives from visiting students during school hours or school activities.

The superintendent or designee has the discretion to prohibit a parent/guardian or other relative from, for example, eating lunch with a student, attending class parties or field trips or pulling a student out of class, if such a visit could interfere with the education program or be disruptive; if one of the parents/guardians objects; if there is a current dispute regarding custody or visitation of the student; or if district employees are uncertain as to whether a person may legally have contact with a student.

Classroom Observations

Parental involvement with school activities is encouraged. However, because classroom visits can be disruptive to the educational process, the district does not permit parents/guardians or others to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance after consulting with the teacher. The building administrator reserves the right to limit the length of time, as well as, determine the date and time when prearranged visit is to occur.

Service Providers

The district does not permit outside entities to provide services to students on district property, unless the service providers are working with the students in conjunction with the district's student health services program or pursuant to an agreement with the district.

Appropriate Behavior

Members of the Lee's Summit R-7 School District staff will treat parents and other members of the public with respect and expect the same in return. The district must keep schools free from disruption. Accordingly, the district promotes mutual respect, civility and orderly conduct among district employees and visitors. Visitors who are disruptive, hostile, or hinder the instructional process may be asked to leave the premises. If such persons will not leave school premises upon request, the building principal or designee may contact the proper legal authorities.

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's or school's mission will not be acceptable.

VOLUNTEERS

Reference Board Policies GBEC, IICC, IICC-AP and JO-1

Volunteers are of valuable service to the students and staff of the Lee's Summit R-7 School District. Volunteering in the district is a privilege, not a right. Per board policy GBEC, the district will conduct a criminal background check on all individuals volunteering in positions where they may be periodically left alone with students or have access to student records. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment. Volunteer training is required via online orientation or other building/district venues, as offered annually. Activities performed by the volunteers will be varied as determined by the classroom situation and teacher with approval of the building principal. Volunteers will work under the direction and supervision of district staff. **Confidentiality of information obtained while volunteering must be maintained. Volunteers will be asked to sign a confidentiality statement and obtain a visitor badge to be worn while in the building. Preschool, middle school and/or high school children are not allowed to accompany volunteers in classrooms.**

WEATHER

Reference Board Policies EBC-1-AP-1, IC-2

Schools will not be open when it is considered too dangerous for buses to travel or too cold for student safety. State law allows schools to utilize an alternative method of instruction (AMI) to fulfill up to five days of time lost in the classroom due to events outside of the district's control, including inclement weather. On school days which are identified as AMI day, students will be expected to complete assignments from home and the day will be counted as a day of school attendance. Announcements will be made through School Messenger, social media and other media outlets prior to 6:00 a.m. if schools will be closed and/or an AMI day will be utilized. For more information about AMI days, please refer to the District website or the Alternative Methods of Instruction section of this handbook (Page 4). No announcements will be made if schools are to be in session.

Announcements will be made over the major Kansas City television and radio stations, the district web page, school information lines and School Messenger should it be necessary to utilize a two-hour delayed start or dismiss school early due to weather conditions. Parents should make plans with their child in advance should either of these occur. The Two-Hour Delayed Start schedule can be found on [the LSR7 website](#) under the Families tab.

All schools have direct radio communication with the Lee's Summit Fire Department and the authorized civil defense agency for severe weather warnings. Fire and tornado drills are held periodically.