LEE'S SUMMIT
R-7 SCHOOLS
Learning for Life

Lee's Summit R-7 School District

Middle School Handbook

2026-2027

Pleasant Lea Middle School

630 SW Persels Rd.
Lee’s Summit, Missouri 64081

CHROMEBOOK CARD
Semester 1

	Date	Library Clerk Signature	Code	Action
1				Warning
2				Warning
3				Warning
4				STAD Referral
5				STAD Referral
6				STAD Referral
7				STAD Referral

CHROMEBOOK CARD
Semester 2

	Date	Library Clerk Signature	Code	Action
1				Warning
2				Warning
3				Warning
4				STAD Referral
5				STAD Referral
6				STAD Referral
7				STAD Referral

CHROMEBOOK CODES

CH= not charged L= borrowed loaner

HALL CONDUCT CARD
Semester 1

	Date	Teacher Signature	Code	Action
1				Warning
2				Warning
3				Warning
4				STAD Referral
5				STAD Referral
6				STAD Referral
7				STAD Referral

HALL CONDUCT CARD
Semester 2

	Date	Teacher Signature	Code	Action
1				Warning
2				Warning
3				Warning
4				STAD Referral
5				STAD Referral
6				STAD Referral
7				STAD Referral

SCHOOL READY

C= cell phone turned off/put away H= horseplay N= loud/excessive noise R= running
E= earbuds/headphones removed L= Language B=Backpack

PLEASANT LEA MIDDLE SCHOOL

SCHOOL EXPECATIONS

	CLASSROOM	COMMON AREAS	COMMUTING	COMMUNITY
BE SAFE	•Keep hands, feet and possessions to self •Stay seated or in designated area •Store belongings appropriately to keep walkways clear	•Keep our school safe, be a reporting culture; if you see something- say something •Keep all electronic devices off and away unless permitted by staff	•Stay to the right of the hallways and stairs •Keep moving purposefully, not blocking lockers or doorways •Walk and do not run	•Be silent during drills and emergencies •Follow directions from staff and authorities •Report to designated areas immediately
BE RESPECTFUL	•Follow all classroom expectations, procedures and routines •Treat staff, peers and materials with respect •Be considerate of the learning of others	•Follow directions from staff promptly •Be polite and courteous to others •Use conversational voice volume, no yelling	•Follow directions from staff promptly •Be polite and courteous to others •Use conversational voice volume, no yelling	•Be welcoming to others and respond kindly to greetings •Model sportsmanship and team spirit •Represent PLMS in a positive manner
BE RESPONSIBLE	•Report to class on time and prepared with all materials •Actively engage in the learning process •Set and work towards positive personal goals	•Encourage others to do the right even when no one else is looking •Take ownership and accept behavior consequences •Admit mistakes or misbehavior, apologize and make it right	•Keep phones and listening devices off and in lockers •Use passing periods for lockers, restrooms and drinks •Have an Ehall pass or paper pass outside of passing periods	•Arrive on time and prepared with all materials •Model positive and responsible digital citizenship

It's never okay to be hurtful. It's never okay to be disruptive.

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safeSCHOOLS

STAND UP FOR SOMEONE!

REPORT BULLYING & HAZING

TELL A TRUSTED ADULT

WHO? PRINCIPAL, COUNSELOR, TEACHER, OR STAFF MEMBER

USE THE SAFE SCHOOLS ALERT TO REPORT ACTS OF BULLYING ANONYMOUSLY

WHERE? SCHOOL WEB PAGE, TEXT, EMAIL, OR PHONE

Pleasant Lea Middle School

WEBSITE:plms.lsr7.mo.safeschoolsalert.com

CALL: 816.317.0094

BUILDING INFORMATION

Administration
Dr. Andrew Haws, Principal
Dr. Shannon Cunningham, Assistant Principal
Mr. Nick Burgmeier, Assistant Principal
Mr. Adrian Trujillo, Assistant Principal/Activities Director

LEE'S SUMMIT SCHOOL DISTRICT
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

ACTIVITIES & ATHLETICS
Interscholastic Athletics & Activities

Academic Team	6th-8th
Boys' Basketball	7th-8th
Cheerleading	7th-8th
Cross Country	6th-8th
Football	7th-8th
Girls' Basketball	7th-8th
Track & Field	7th-8th
Volleyball	7th-8th
Wrestling	6th-8th

SPORTSYOU
PLMS Athletic Director, Coaches, Athletes & Families are able to communicate safely and securely, both during and outside of season, with our school-safe communication tool.
https://www.sportsyou.com

ADVISORY/CLUB PROGRAM
Self-worth and a sense of belonging are very basic social and emotional needs of middle school students. The Advisory/Homeroom teacher program provides a setting that strives to meet these needs. This program emphasizes the human relationship skills required for positive interactions.
In Advisory/Homeroom, students have the opportunity to participate in activities designed to develop a positive self-image, improve study skills, better peer relationships, and learn cooperative participation and other skills needed to be successful. Advisory/Homeroom also provides a time for teachers, referred to as teacher/advisors, to be aware of the academic and social progress of their advisees and to interact with them individually.
Advisory/Homeroom Teacher Program Objectives:
1. Support our healthy adult and student climate and culture and reinforce a culture of dignity for all.
2. Recognize and motivate students who are displaying desired academic success and behavior.
3. Identify a system of support that is designed to meet the needs of both the advanced and struggling learners.

BIST
Pleasant Lea Middle School follows BIST (Behavior Intervention Support Team). BIST empowers educators and parents/guardians with the resources and understanding they need to partner with students. This further allows for the development of emotional awareness and positive coping skills so students can live safe, productive, and nonviolent lives both inside and outside of the classroom.
At Pleasant Lea Middle School, we teach students skills which enhance their ability to: Make positive choices even when angry/upset. Make good choices when others around them are not. Choose to do something asked of them even when they may not want to.
- Here are some terms students may see or hear: Safe Seat – opportunity to reflect within the classroom Buddy Room – opportunity to reflect in an alternative location. Think Sheet – A tool to guide students through the reflection process. Processing – A time for a student and teacher to process their thoughts, voice their perspective, and create a plan of action for future success in the learning environment.
- What does BIST look like? When a student is disruptive (hurtful to and/or about another student or adult; and/or interferes with the learning of other students), the teacher will engage students in a caring manner without the use of anger.
- What does BIST sound like? When students are having a problem with their behavior, they may hear some of the following questions and statements from their teacher: "Are you okay? Can you do this even if you don't want to? What was the problem? Why was it a problem? Who did it hurt? What can you do to take care of yourself and not be in trouble? What can you do next time this happens? It's OK to have a problem, but it isn't OK to stay stuck with it. Can you be OK even when others are not?"

CHECKING IN AND OUT PROCEDURES
A photo ID is **required** to check students out of the building. A student will not be allowed to leave unless the person checking the student out is a parent/guardian or is on the emergency contact list. The school utilizes controlled access at the main entrance. Upon arriving to school, guests will press the button next to the door to be greeted and granted access. After entering the building, all guests are expected to check in at the front office.

COMMITMENT PROCESS
When a student develops a behavior or academic responsibility concern, the student and teacher will collaborate to work through a four-step "Commitment Process":

1. Student-teacher conference/possible movement of citizenship rating
2. Student commitment detention with the teacher before school (after normal bus/guardian arrival)/possible movement of citizenship rating
3. Student-teacher conference/ parent/guardian contact/possible movement of citizenship rating
4. Student-teacher conference/referral to Student Administration/possible movement of citizenship rating

If the student does not complete the commitment responsibilities in Steps 1-3, a one-hour after-school detention will be assigned by Student Administration. Flagrant verbal and/or physical behaviors will result in immediate referral to Student Administration.

COUNSELING SERVICES
All students can access the services of our counseling department. Counselors' classroom lessons for sixth-eighth grade focus on social-emotional health and career development. Counselors are available to meet with students and parents/guardians to develop the four-year high school educational plan. Counselors will make every attempt to deal with the responsive needs of students. A counseling appointment can be made in the Counseling Office before and after school, during Advisory, and at other times that do not disrupt class. The counseling department is responsible for all standardized and individual testing programs at PLMS.

DETENTIONS
Students are assigned detentions through the office by the administration for failing to follow school rules and regulations. There are 1-hour (3:20-4:20 p.m.), 2-hour (3:20-5:20 p.m.), or 3-hour (3:20-6:20 p.m.) work sessions. See the Discipline Guide for the consequences of not attending a scheduled detention. Misconduct in after-school detention may result in assignment of I.S.S

FINES
All Library Media Center fines are paid in the Media Center. Other fines are paid in the front office. All fines must be paid in order for students to receive their schedule for the following school year. If needed, contact your school administrator to set up a payment plan prior to the end of the school year.

FOOD DELIVERY
Students may choose to bring their own lunch to school. No vendor deliveries will be allowed or transferred to students during the school day.

IN-SCHOOL SUPPORT (I.S.S.)
I.S.S. is designed to provide a structured, supervised program to suspended students in lieu of an out-of-school suspension. The intent of I.S.S. is to have a positive impact on the student's attitude toward behavior in school while continuing academic progress. Students are not allowed to participate in or attend any before or after school activities on the day of I.S.S.

LATE ARRIVAL TO SCHOOL
The school day begins at 8:20 a.m. Students who arrive after 8:20 a.m. must check in at the attendance window before going to class. The school district provides transportation for students living within the PLMS attendance area. Students who choose not to use the bus transportation services will be excused only if the reason for tardiness falls within the excused absence guidelines.

LIBRARY MEDIA CENTER
The Media Center is open each school day from 8:05 a.m. to 3:30 p.m. A student may enter the library at any time during the school day with a pass from a teacher. The Media Center contains a wide variety of excellent reference and recreational reading materials. Students must use ID number to check out materials. A student may check out 3 materials from the library. This includes books, audio books, and magazines. Items may be checked out for 4 weeks at a time. Additionally, the media center has e-book check out. The policies and procedures for e-book check out can be given to students by the librarian. The Media Center sponsors a variety of activities throughout the school year ranging from book clubs, family literacy events, and reading incentives. Information on the Media Center can be accessed on the school website under the Media Center link.

PARENT-TEACHER ASSOCIATION (PTA)
Our Parent-Teacher Association (PTA) plays a meaningful role in bringing families, staff, students and communities together. By volunteering time and supporting school initiatives, the PTA helps create enriching experiences for students, encourages a welcoming atmosphere, and keeps families connected and involved. Through events, advocacy, and community-building efforts, the PTA helps make our school a positive and inclusive place for all.

PLMS SCHEDULE
https://plms.lsr7.org/students/class-schedule

PLMS Schedule 2026-2027

6th Grade		7th Grade		8th Grade	
8:05-8:20	Students arrive	8:05-8:20	Students arrive	8:05-8:20	Students arrive
8:20-9:08	1st Period	8:20-9:10	1st Period	8:20-9:10	1st Period
9:12-10:00	2nd Period	9:14-10:02	2nd Period	9:14-10:02	2nd Period
10:04-11:14	3rd Period	10:06-10:54	3rd Period	10:06-10:54	3rd Period
10:26-10:48	Lunch 1 (6th)	10:58-12:08	4th Period	10:58-11:46	4th Period
10:52-11:14	Lunch 2 (6th)	11:18-11:40	Lunch 3(7th)	11:50-12:59	5th Period
11:18-12:06	4th Period	11:44-12:08	Lunch 4(7th)	12:12-12:34	Lunch 5(8th)
12:10-12:57	5th Period	12:12-12:59	5th Period	12:37-12:59	Lunch 6(8th)
1:01-1:49	6th Period	1:03-1:51	6th Period	1:03-1:51	6th Period
1:53-2:41	7th Period	1:55-2:43	7th Period	1:55-2:43	7th Period
2:45-3:15	Advisory	2:47-3:15	Advisory	2:47-3:15	Advisory

SCHOOL DIRECTORY

R-7 Information Line 986-1001
Board of Education Office
301 NE Tudor Road, 64086-5702 986-1000
Lee's Summit High School
400 SE Blue Parkway, 64063 986-2000
Lee's Summit North High School
901 NE Douglas, 64086 986-3000
Lee's Summit West High School
2600 SW Ward Rd., 64082 986-4000
Summit Ridge Academy
2620 SW Ward Rd., 64082 986-4120
Bernard C. Campbell Middle (Grades 6-8)
1201 NE Colbern Rd., 64086 986-3175
East Trails Middle (Grades 6-8)
1101 SE Bailey Rd., 64081 986-2575
Pleasant Lea Middle (Grades 6-8)
630 SW Persels Rd., 64081 986-1175
Summit Lakes Middle (Grades 6-8)
3500 SW Windemere Dr., 64082 986-1375
Cedar Creek Elementary
2600 SW Third St., 64081 986-1260
Greenwood Elementary
805 W Main
Greenwood, MO 64034 986-1320
Hawthorn Hill Elementary
2801 SW Pryor Rd., 64082 986-3380
Hazel Grove Elementary
2001 NW Blue Parkway, 64086 986-3310
Highland Park Elementary
400 SE Millstone, 64063 986-2250
Lee's Summit Elementary
110 SE Green St., 64063 986-3340
Longview Farm Elementary
1001 SW Longview Farm Rd., 64081 986-4180
Mason Elementary
27600 E Colbern Rd.
Lake Lotawana, 64086 986-2330
Meadow Lane Elementary
1421 NE Independence, 64086 986-3250
Pleasant Lea Elementary
700 SW Persels Rd., 64081 986-1230
Prairie View Elementary
501 SE Todd George Rd., 64063 986-2280
Richardson Elementary
800 NE Blackwell Rd., 64086 986-2220
Summit Pointe Elementary
13100 E. 147th St., KCMO 64149 986-4210
Sunset Valley Elementary
1850 SE Ranson Rd., 64082 986-4240
Trailridge Elementary
3651 SW Windemere Dr., 64082 986-1290
Underwood Elementary
1125 NE Colbern Rd., 64086 986-3280
Westview Elementary
200 NW Ward Rd., 64063 986-1350
Woodland Elementary
12709 S. Smart Rd., 64086 986-2360
District Health Services
600 SE Miller St., 64063 986-1510
Building Services 986-2420
Transportation
500 SE Transport Dr., 64081 ..... 986-4BUS
Great Beginnings Early Childhood Education
905 NE Blue Stem Dr., 64086 986-2460
Hilltop School
3400 N Lee's Summit Rd., 64064 373-5200

ADMINISTRATIVE STAFF

Superintendent of Schools	Dr. David Buck
Associate Superintendent of Operational Services	Dr. Steve Shelton
Associate Superintendent of Academic Services	Dr. Christy Barger
Assistant Superintendent of Human Resources	Dr. Leah Copeland
Assistant Superintendent of Business Services	Dr. Chad Hertzog
Assistant Superintendent of Elementary Instruction	Dr. Heather Kenney
Assistant Superintendent of Secondary Instruction	Dr. Brian Linquist
Assistant Superintendent of Equity and Student Services	Dr. Jermaine Wilson
Executive Director of Public Relations	Mrs. Katy Bergen
Director of Student Support	Dr. Jesi Cygan
Executive Director of Student Services	Dr. Staci Mathes
Executive Director of Technology	Megan Gretzinger

R-7 BOARD OF EDUCATION

The Board of Education is composed of seven unpaid local citizens elected at-large by citizens in the district to a three-year term. The Board is established by the state legislature to provide schools for children in the district. Board meetings are open to the public and are held at 7:00 p.m. on the 2nd or 3rd Thursday of each month in the Board of Education Office, 301 NE Tudor, Lee's Summit, MO. The Board sets the policies by which the schools operate and hire staff to administer those policies.

BOARD OF EDUCATION

President:
Mrs. Stacie Myers

Vice President:
Mrs. Erica Miller

Members:
Mrs. Michelle Dawson

Mr. Rodrick K. Sparks

Mr. Bill Haley

Dr. Kamile Johnson

Dr. Nicky Nickens

ACADEMICS

ABSENCES
Follow this procedure when it becomes necessary to be absent from school: The student's parent/guardian should notify the school attendance office by phone or email between 8:00 a.m. and 10:00 a.m. on the day of absence with the reason for non-attendance. If the school has not received information from a parent/guardian before 10:00 a.m. concerning the student's absence, the student's name will be listed on the absentee report as "undetermined." If the school office is unable to contact the parent/guardian by the end of the day, the absence will be marked "unexcused" and will be recorded on the attendance record. Students may not return to attend any after-school activity if they are not in attendance at least 4 clock hours or if they leave school ill during the day (without administrator approval).

ABSENCES-DEFINITION OF EXCUSED/UNEXCUSED
An absence will be listed as excused if the reason can be classified under one of the following categories:

1. Personal illness of the student verified by a parent/guardian.
2. Family illness or emergency that necessitates a student's presence at home.
3. Dental or medical appointments that cannot be obtained at a time other than during school hours. Dentist/Physician verification of the appointment must be given to the attendance secretary upon return to school.
4. Trips with parents/guardians, provided school officials are notified prior to the absence.
5. Unusual opportunities for educational experiences not available at other times, providing permission is received from the administration in advance.
6. Other reasons not listed may be considered excused if approved by administration prior to the absence (religious observances, visits to a family member on active duty, other).

Students who are excused for an absence are permitted to make up all work and assignments missed while absent, but must do so within a time limit. The general rule is one school day for each day of absence. A student absent three days would thus have to complete all make-up work within three days after returning to school. An absence shall be classified as unexcused when it cannot be classified under one of the six reasons listed above, or if no information is provided to the attendance office. Missing school for other reasons without first contacting school administration may also cause an absence to be listed as unexcused. Students assigned O.S.S. are expected to make up homework, projects and tests. Students will receive full credit for homework, projects, quizzes and tests accurately completed on time. Any time that students are absent from school without the permission of their parents/guardians or the school office,
they will be considered truant and will face disciplinary action. Repeated truancy may result in referral to the Division of Family Services, the Jackson County Family Court, and/or the Lee's Summit Youth Court.

ABSENCES-MAKE-UP WORK
Students who are absent from school are responsible for contacting teachers and determining what assignments are to be made up and the time limit for having them completed. Students will be given one day for each day of absence to make up the work. Long-term projects that have been assigned more than five (5) school days in advance of the absence are due the day of return unless arrangements have been agreed upon by the teacher prior to the due date. Make-up tests will be scheduled at the discretion of the teacher.

When a student has been absent for two or more days, the parents/guardians may contact the school office before 10:00 a.m. to request assignments. Assignments may be picked up by the parents/guardians at the school office after 3:30 p.m. or may be sent home with another student. Assignments may be available electronically, so parents/guardians are encouraged to call before coming to pick up homework.

ADVANCED STUDIES COURSES
Advanced studies courses will parallel the content of the regular grade-level core curriculum with a more rigorous and in-depth focus on selected topics. These courses will prepare students for Advanced Studies courses at the high school level.

- Algebra I, French I, Spanish I, German I, and Chinese I will be weighted .5 on the middle school 4-point grading scale for the purpose of calculating Honor Roll and other academic awards. The weightedness received at the middle school will not be carried over to the high school.
- Algebra I, French I, Spanish I, German I, and Chinese I are high school level courses and will be posted to the student's high school transcript as a high school credit. Grades earned in these courses will be used in calculating a student's high school GPA.
- Algebra I students will be required to take an End of Course Exam.
- When a student drops an 8th grade modern language class or 8th grade Algebra I class (up to the last day of first semester), that student will receive an "NC" (no credit).

ALTERNATIVE METHODS OF INSTRUCTION (AMI)
District AMI page
Beginning in the 2020-21 school year, a new state law allows schools to create a state-approved alternative methods 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 cancelled. In the event of a cancellation, the district may choose to hold instruction Virtually.

Lee's Summit R-7 Schools remains committed to providing students instructional activities and connections to the learning environment during periods of school closures. We are fortunate to be a 1:1 district in which K-12 students have district-issued Chromebooks and R-7 staff have a platform in Schoology to reach students remotely. While

virtual instruction cannot replace time in the classroom, Lee's Summit R-7 Schools believe it is critical that we stay connected to our students and continue to provide learning opportunities to the best of our ability. The district's technology department continues to work with families and staff if needs of connectivity and internet accessibility is not being met.

If the decision is made to hold school virtually:

- District communication will be sent to families announcing that school will take place virtually along with reminders regarding how to access instructional materials.
- Every teacher will use the Schoology platform to share lessons, assignments, and resources with students.
- Teachers will post assignments and learning opportunities each day by 9:00 a.m. Teachers will hold daily office hours to guide and assist students. Teachers will communicate with students via email, Google Meet, and Schoology by 9:00 a.m.
- Students are expected to access and complete assignments, meet deadlines, engage in the work and communicate with their teachers, peers or parents/guardians if they are needing assistance. Work must be completed in order for student attendance for the day(s) to be counted.

ASSESSMENTS

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

ATTENDANCE POLICY

Regular attendance is an important student responsibility. Poor attendance is the greatest factor contributing to school failure. The Compulsory Attendance Law, "Section 167.031,RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends school. Unless a student is under a doctor's care, chronic absenteeism leaves the student susceptible to academic failure and runs contrary to state law on compulsory school attendance. Our middle school attendance policies reflect those concerns. The middle school building attendance team will consist of representatives of the administrative staff, counseling staff, and the School Resource Officer (SRO). A day of absence is defined as three or more class periods, including Advisory. When a student is absent five (5) days in any semester, a letter will be sent to the parent/guardian explaining the middle school attendance philosophy and subsequent attendance policy procedures. The building attendance team representatives will be notified of the student's status. When a student is absent ten (10) days in any semester, the building attendance team will coordinate contact with the parent(s)/guardian(s). This contact will determine what interventions are needed to help the student increase attendance. Any additional absences will be marked unexcused unless proper documentation (medical note, orthodontist note, etc.) is provided. When a student is absent fifteen (15) days in any semester, the building attendance team will determine if a school/parent/guardian conference with the building attendance team is warranted. If, after a school/parent/guardian conference, attendance does not improve, the officer in charge of juvenile affairs will send the parent(s)/guardian(s) a letter emphasizing Missouri's compulsory attendance law, and will outline subsequent interventions available to the building attendance team, including referral to the Division of Family Services, the Jackson County Family Court, and/or the Lee's Summit Youth Court.

CITIZENSHIP

Citizenship is an important aspect of middle school development. Each teacher will provide citizenship feedback to parents/guardians on the report card. Teachers will assign each student a citizenship rating of satisfactory, needs improvement, or unsatisfactory. These ratings are not reflected in students' academic grades.

- Satisfactory (S) = Consistently meets individual classroom expectations
- Needs Improvement (N) = Inconsistently meets individual classroom expectations
- Unsatisfactory (U) = Seldom meets individual classroom expectations

FINAL EXAMS

All students will be required to take final exams on the days scheduled unless a parent/guardian makes a specific written request to the building principal. The exams will be given in the last week of the semester.

GRADING SYSTEM

The following standardized grading scale is used:

A = 95-100	B- = 80-82	D+ = 67-69
A- = 90-94	C+ = 77-79	D = 63-66
B+ = 87-89	C = 73-76	D- = 60-62
B = 83-86	C- = 70-72	F = 59 & below (No Credit)

HONOR ROLLS/GPA

The middle schools use a 4-point grading system.

GPA	
A	4.00
A-	3.6667
B+	3.3334
B	3.00
B-	2.6667
C+	2.3334
C	2.00
C-	1.6667
D +	1.3334
D	1.00
D-	0.6667
F	0

Weighted GPA	
A	4.5
A-	4.1667
B+	3.8334
B	3.5
B-	3.1667
C+	2.8334
C	2.5
C-	2.1667
D+	1.8334
D	1.5
D-	1.1167
F	0

INSTRUCTIONAL TECHNOLOGY RESOURCES STUDENTS & PARENTS/QUICK START

Communicate with Teacher(s)

- Schoology Updates - Teachers will communicate daily with students by posting an Update for students.
- Gmail - Allow a possible 24-hour turn around in teacher email response.

- Schoology Messaging - Learn how to send and respond to messages within Schoology.
- Google Meet - Teachers *may* use Google Meet. Use this Slides presentation to better understand the features of Google Meet.
-

Know Your Chromebook

- K-6 Chromebook Tutorial - Reminders on how to charge, use cameras, etc.
- 7-12 Chromebook Tutorial - An interactive tutorial to assist in understanding the functions such as Chrome, cameras, Google Keep, stylus tools and more.
- Chromebook Digital Cleanup - Digitally clean cache, cookies, extensions, Google Drive, and more for a better experience on the Chromebook.
- Working Offline No Internet? Here is how to work offline on your Chromebook.

Parent Instructional Technology Resources

- PowerSchool Access Student Credentials contain:
  - Student username & password
  - Parent Access Code to Schoology
  - Mid-Continent Library Card ID
- To Join Schoology: http://tinyurl.com/vr6lsyc
- Navigating Schoology: For Parents http://tinyurl.com/y45aargt

Schoology for Students

- Schoology for Students
  Schoology for LSR-7 Students -Use the link above.
- Recent Activity - Keep up-to-date with updates from your teachers and Administrators.
- Calendar - Access your coursework, group events, and stay organized using the Schoology calendar.
- Want to learn more about Schoology? Visit Schoology Support for Students for tips to navigate the platform and answers to your questions.

Additional Information

- Chromebook Support - Visit the C2L Website for tips, troubleshooting, and support.
- Securly App for Parents - Allows LSR7 Parents to view the following activity on Chromebooks outside of school hours:
  - Pause the Internet on LSR7 issued Chromebook
  - View sites students visit
  - Be alerted for "Flagged Activity"
- Learning with Technology | Resources for Parents

REPORTING GRADES-POWERSCHOOL

Student grades are available through PowerSchool Access, which allows parents and students to monitor academic progress in real time. Report cards are issued electronically at the end of each semester. We encourage families to check PowerSchool regularly to stay informed about grades, attendance, and assignments. If you need assistance accessing PowerSchool, please contact the school office for Support.

Coursework is unweighted except for accelerated courses. Gifted classes are only weighted for 7th and 8th grade, not 6th grade. The Principal's Scholarship HonorRoll requires a 3.667 GPA (A- average). The Scholarship Honor Roll requires a 3.00 GPA (B average).

STUDENT PROMOTION, ACCELERATION, AND RETENTION GUIDELINES

The district is committed to supporting the academic growth of all students and recognizes that each student progresses at their own pace. Decisions regarding promotion, acceleration, or retention are based on multiple factors, including classroom performance, assessments, standardized test results, and teacher observations.

Building principals will guide teachers in evaluating student progress and applying consistent standards in these decisions. A building team will make the final determination regarding student promotion. Additionally, students who demonstrate significant improvement in academic performance during the second semester may be given further consideration.
For more details, please refer to **Board Policy IKE**

GENERAL INFORMATION

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

ASSEMBLIES
Students are expected to follow these rules:

1. Sit with the assigned class or Advisory/Homeroom group in its designated section. Do not change seats without the permission of the teacher.
2. Be courteous and enter the seating areas quietly. Never run or shove other students.
3. Do not talk or make any unnecessary disturbance while the program is in progress.
4. Applaud politely. Avoid excessive applause. "Forced" applause ceases to be a courtesy and becomes rudeness. Be careful not to applaud before an act or musical number is completed. Whistling, verbal remarks, and foot stomping will not be tolerated during assembly programs.
5. When leaving the assembly, follow the directions of the person in charge. Do not rise or start to leave before being excused.
6. No gum, food, or drinks are allowed in assemblies.
7. Any student being sent out of an assembly for inappropriate behavior will be referred to Student Administration, and may lose the right to attend the next assembly and/or be subject to additional discipline.

ATHLETICS AND ACTIVITIES
Part of the middle school experience is students being involved in extracurricular activities, including dances, intramural sports, plays, musicals, MSHSAA sanctioned sports, etc. Students may have no more than one F in the previous grading term to participate. Students with more than one F will be ineligible to participate. For more information, please see page 4 of the Athletics & Activities Student-Parent Handbook.

COMMUNITY & FAMILY INVOLVEMENT

- Build effective partnership with families and community organizations.
- Present opportunities for students to serve and learn within the community.
- Work with families to provide a high-quality educational experience for all students.

DIRECTORY INFORMATION-NOTICE OF RELEASE
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/guardian or a student who is 18 years of age. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent/guardian or a student who is 18 years of age unless they notify the district in writing as directed. Parents/Guardians and students who are 18 years of age 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/guardians or students who are 18 years of age notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.
The school district designates the following items as directory information.

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

- Student's name; date of birth; parents'/guardians' 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/guardian groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students, and parents/guardians and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents'/guardians' addresses and telephone numbers.

Law Enforcement Access
The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law. If the district reports a crime committed by a student with a disability as

defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law. Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent/guardian or eligible student before a student's education records will be disclosed.

Children's Division Access

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

Military and Higher Education Access

The district will disclose the names, addresses, and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent/guardian, or a secondary school student who is at least 18, submits a written request, the district will not release the information. Parents/Guardians, or a secondary school student who is at least 18, must notify the Registrar in writing at the middle school, within ten days of receiving this handbook.

DRUG RESISTANCE EDUCATION

The Lee's Summit School District in conjunction with the Lee's Summit Police Department, will present a drug abuse educational program to all Lee's Summit Elementary and Middle Schools. The program focuses on the pressures that influence students to experiment with drugs. A police officer will teach in the 7th grade Health class for a ten-week unit. The instruction will cover the following topics: how to say "no" to peers, building self-esteem, assertive ways of saying "no" to drugs, alternatives to drug use, conflict resolution, and ways to reduce violence. It is believed that education is the key to preventing the misuse and abuse of drugs.

EMERGENCY DRILLS

Each classroom has a diagram of the evacuation route for fire and tornado drills in addition to intruder, earthquake, and health emergency drills. Students are expected to follow the directions given by the staff and administration, moving quickly and quietly to assigned areas during regular drills.
Every student and staff member must recognize the safety factor and seriousness of these drills. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action are needed at all times.

FIELD TRIPS

1. The decision of whether a student may participate will be made by the sponsor/coach. Students assigned to I.S.S. may not attend field trips.
2. Written permission from parent/guardian is required. The deadline will be determined by the sponsor/coach.
3. It will be the responsibility of the student to make up for all missed work.

HOMELESS STUDENT'S PROGRAMS

The Lee's Summit R-7 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. Parents/Guardians should contact 816-986-1039 for questions.

IDENTIFICATION CARDS

ID cards are issued at the beginning of the school year after school pictures have been taken. There is a $5.00 charge to have the ID card replaced.

LATE RIDE PICK-UP POLICY

To ensure student safety and maintain a structured environment, all students must be picked up promptly at the end of the school day and after-school activities. Event times are communicated through the school calendar, announcements, and advisory periods. Students who are consistently picked up late—whether after regular dismissal or extracurricular events—pose supervision and safety challenges, as staff are not available for extended monitoring. If late pick-ups become a pattern, the following steps may be taken:

1. Initial warning and communication with the parent/guardian
2. A conference to develop a timely pick-up plan
3. Possible restriction from participating in future after-school events (e.g., clubs, mixers, sports)

We understand that occasional delays happen and ask families to notify the school if an emergency arises. However, repeated late pick-ups without communication may impact a student's ability to participate in after-school activities.

LATE-START DAYS-ONE HOUR

On late-start days, buses will run one hour later than normal with all classes beginning one hour later. Teachers will report to work at their regular time and will work together to evaluate students' learning needs and develop strategies to meet these needs. Late-starts will occur every Friday unless otherwise noted. Check the district calendar.

LIBRARY MEDIA CENTER-STUDENT REGULATION

The Library Media Center (LMC) is an integral part of the evolving school curriculum – a curriculum designed to stimulate, encourage, and develop the learning of each student. Since each student's learning style is unique, a large collection of print, digital, and audio-visual material is available via the LMC to improve reading, researching, listening, and viewing skills. The materials and services encompass all subject areas, ability levels, and the varied recreational interests of students and staff.

- Copy machines and printers are available as a way to take home printed copies of information difficult to circulate.
- LMC uses student numbers to check out materials

LOCKERS

A hall locker with a built-in combination lock is available for each student to store school materials, clothing, and other personal items that are necessary to have at school. Lockers are not safes and should not be treated as such. Items of extraordinary value should not be left in lockers. School lockers and storage lockers are the property of the school district and

are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers may be searched by school administrators who have a reasonable suspicion that the lockers contain drugs, alcohol, tobacco products, paraphernalia, material of a disruptive nature, stolen property, weapons, or other items posing a danger to the health or safety of students and staff. Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy, or local or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Consistent with the community's expectation that school officials sustain a safe school environment conducive to learning, the Lee's Summit R-7 schools will cooperate with the law enforcement agencies in conducting periodic unannounced searches of lockers.

1. Students are responsible for upkeep of their locker. Report any damage or locker abuse to the office.
2. All locker combinations have been changed during the summer for student security.
3. Always keep the locker locked. Do not reveal the combination to any other student.
4. No changes will be made in locker assignments after school begins without administrative approval. Students must use only their assigned locker.
5. Locker cleanup will be conducted during Advisory/Homeroom on a regular basis throughout the year.
6. Food/drink should not be stored in lockers overnight.

NOTICE OF NON-DISCRIMINATION

The Lee's Summit R-7 School District Board of Education 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 Lee's Summit R-7 School District is an equal opportunity employer.

PARENT/GUARDIAN DELIVERIES

Students will need to check the office between classes to pick up items parents/guardians have delivered as we do not call them out of class to pick up deliveries.

PHYSICAL EDUCATION

Medical Excuses-PE

Students are expected to participate in all activities unless they are specifically excused by a healthcare provider. A formal written medical excuse specifying the nature of the medical condition, the types of activities the student may participate in, and the duration of that restriction must be presented to the Health Room. Students not able to perform the more strenuous activities will be assigned other types of class activities. No grades are given for a course from which the student is excused for medical reasons over an extended period of time.

Clothing - PE

Students enrolled in physical education are required to wear appropriate, active attire for class. A general-purpose athletic shoe, which does not have a black sole or does not mark the floor, is preferred. For student safety, no watches, other jewelry, or gum is allowed.

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, 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/Guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).
- The Lee's Summit R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed anytime Monday - Friday from 8:00 a.m. - 4:00 p.m. at the Stansberry Leadership Center, located at 301 NE Tudor Road, Lee's Summit, Missouri. This notice will be provided in native languages as appropriate.

RETURNED CHECKS

The District utilizes a recovery service, Re$ubmitit, to attempt collection of a returned check, when applicable. Re$ubmitit will re-present the check two times to your bank, plus any applicable fees permitted by state law. The Lee's Summit School District will charge a $25.00 fee if the check remains uncollectible.

SCHEDULE CHANGE POLICY

1) Conditions under which a course change will be considered:
    a) Before the first meeting of a first semester class, a second semester class, or a year-long class, administrators, counselors, and teachers will consider a course change only under these conditions:
        i) The student no longer wants the class, or the parent/guardian requests the change.
        ii) The student does not meet the prerequisites as shown in the course description.
    b) Conditions under which a student may receive a course change within 10 days of a semester must follow both these guidelines:
        i) Students may change within the first week of a semester if they do not meet course prerequisites.
        ii) Students may change if they agree to make up for missed work. (One day for makeup will be allowed for each day missed.)
    c) Students who change out of a year-long class at semester must meet the following guidelines:
        i) The student must request the change before the first semester ends.
        ii) The teacher, parent/guardian, and student must confer and agree.
2) Conditions under which a change of teacher will be considered must follow specific guidelines: (Such changes are not often needed if the student, parent/guardian, and teacher work together to solve the problem.)
    a) The teacher, parent/guardian, and student must conference about the problem.
    b) After working on the problem for at least two weeks, the teacher and the student must decide if they can work together.
    c) The parents/guardian and the teacher should send the counselor a written statement that they have tried to resolve the problem but that a change is needed.
    d) If an agreeable solution is not reached, an administrator will review the case.
    e) Students will be transferred to another section of the subject if their transfer does not cause class imbalance. If another section is not available, students must get approval from the administration for another solution.

STUDENT ACCIDENT INSURANCE

The R-7 School District does not have accident insurance for students, as the cost of providing it would be prohibitive. However, a nominally priced insurance plan for individuals is available through the district. Please contact Student Administration for more information.
https://enrollment.k12studentinsurance.com/enrolment/home

STUDENT RECORDS

Provisions and Guidelines

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

Review of Education Records by Parents/Guardians or Eligible Students

- Education records shall be open for inspection by parents/guardians of a student or an eligible student. Both parents/guardians have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's/guardian's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's/guardian's access rights are limited or denied pursuant to the court's directions.
- Parents/Guardians or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent/guardian 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/guardian's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
- If parents/guardians or eligible students believe the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, they may ask the district to amend the record by following the appeals procedures outlined in Section G of this regulation.

Transfer of Education Records

- The district will respond to a request for records from another school district enrolling a student within five (5) 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/Guardians and Students

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

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

- To school officials who have a legitimate educational interest in the records.
- To officials of another school, upon request, in which a student seeks or intends to enroll.To authorized representatives of state and local educational authorities.
- To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.
- To accrediting organizations to carry out their accrediting functions.
- To parents/guardians of a dependent student, as defined in section 152 of the Internal Revenue code of 1954.
- To parents/guardians of a child who is not an eligible student, or to the child.
- To comply with a judicial order or a lawfully issued subpoena.
- In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
- To appropriate parties in a health or safety emergency.
- To other persons authorized to receive education records pursuant to FERPA.

The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents/guardians or eligible student. This paragraph does not apply if the request was from or the disclosure was to the parent/guardian 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/guardian or eligible student, a party seeking "Directory Information," or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

Appeals Procedures

Parents/Guardians 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/Guardians or eligible students interested in the appeals procedure can reference R-7 Board Policy JO

Destruction of Records

Generally, special education records containing personally identifiable information will be destroyed three years from the date the student was last served by the district. If parents/guardians want a copy of their student's special education record, they should contact the registrar or attendance secretary at the building that the child last attended. A child's permanent record, including the student's name, contact information, birth record, grades, class rank, standardized test scores, and grade level completed

SURVEYS AND COLLECTION ON STUDENT INFORMATION

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

Inspection

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

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

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that

reveals any of the following information without written consent of a parent/guardian:

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

Notice and Opportunity to Opt Out

In accordance with law, parents/guardians will receive prior notice and an opportunity to opt a student out of:

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

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

Notification of Policy and Privacy

In accordance with law, parents/guardians will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO The provisions of this policy applicable to parents/guardians will transfer to a student who is 18 years old or emancipated.

Parents/Guardians 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

TARDY POLICY

1. Students are considered tardy if they arrive to class after the expected start time, as determined by the building.
2. Students must be in possession of their agendas or a digital hall pass throughout the school day. All tardies will be recorded in PowerSchool.
3. If a student is late to school, it will be noted in PowerSchool.

TELEPHONE MESSAGES

Office phones are available for use by students when deemed necessary with permission from a teacher for school-related business. It is the policy of administration to limit relaying phone messages to students during academic time. Students may not use cell phones during the school day.

TEXTBOOKS

All textbooks, workbooks, and basic instructional materials are issued by the school on a loan basis and are to be returned at the end of the school year in good condition with allowance for normal wear. Any book, equipment, or material loaned to a student that is not properly returned will be charged to the student at replacement or repair cost.

VISITORS

Parents, guardians, and district patrons are welcome to visit district schools and attend district events. During business hours, all visitors must present either an employee badge or a valid driver’s license to the front office staff and check in before proceeding beyond the office.

The district values parental involvement in school activities and provides various opportunities for engagement. However, to minimize disruptions to the learning environment, classroom visits for the purpose of observing students are not permitted during instructional time unless approved in advance by the principal, following consultation with the teacher.

POLICIES CONCERNING ORDER & DISCIPLINE

The law provides teachers with considerable authority over the control and education of the child, once the parent/guardian sends the child to the public schools. **The authority of the teacher is given by law and is not delegated by the parent/guardian.** Authority is granted to the teacher by the state as an essential part of teacher responsibility. **The teacher stands in place of the parent/guardian when the child is under the teacher's supervision and care.**

ACADEMIC INTERGRITY AND MISUSE OF AI
Students who use artificial intelligence (AI) without the explicit permission of their teacher within the specified guidelines will be disciplined under the umbrella of academic integrity.

BULLYING
In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes reasonable students to fear for their 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.

CAFETERIA EXPECTATIONS

1. No cutting in line or saving seats. Students must go to the serving area via the service entrance. Do not enter by the cashier exits while they are in use.
2. Students need to have money and a student number ready when reaching the cashier.
3. A tray must be used for ALL items taken to the cashier's desk. Leave food in its serving container until it is paid for.
4. Take trays, silverware, and dishes to the tray conveyor/trash can when finished. Return to the table and wait for the supervisor to dismiss the tables.
5. Remain seated. Do not wander from table to table. Students must get permission from the lunch supervisor to leave the commons.
6. Students who waste food at the condiment table will be charged for those items.
7. No food or drink may be taken out of the cafeteria. Students should not purchase any food they cannot eat during their lunch shift.
8. Students may choose to bring their own lunch to school. However, students may not always have access to microwaves. Outside food brought in for more than one specific student will not be allowed due to food allergy and food safety concerns.
9. Only visitors approved by a parent/guardian will be allowed to eat lunch with an individual student in a designated location. The visitor must check in at the front office.

Students will be expected to conduct themselves properly while using the cafeteria. Throwing of any object, not sitting in assigned area, or creating a disruption may result in a conference with the lunch room supervisor, cafeteria cleanup, and/or a possible referral to Student Administration. Use of another student's lunch number will be considered stealing.

CLASSROOM EXPECTATIONS
Students should:

1. *Be in their seats and ready to begin class when the bell rings.* Follow the expected classroom procedures/activity.
2. *Come to class prepared.* Students need to bring paper, pencil, plan book, and Chromebook to class DAILY. Other materials (assignments, colored pencils, supplemental readings) should be brought as needed and required.
3. *Participate in all class activities.* Involvement and participation in class activities will lead to understanding and achievement. Stay alert to what is happening in the classroom. This requires full attention and effort. Do not hinder their own learning and/or the learning of others by talking, being off-task on the Chromebook, sleeping, or working on assignments from other classes.
4. *Be courteous, considerate and respectful to others.* Students should be sensitive to others. This means using good manners; not talking when someone else is; not interrupting; paying attention to a speaker; not harassing others; keeping hands and feet to themselves; refraining from making rude/distracting remarks, noises, or comments. Good manners also dictate that personal grooming (combing hair, applying make-up) be done in private (not the classroom).
5. *Help keep the room in order.* Learning takes place in a safe, orderly, clean environment. Students should dispose of trash properly, help keep desks, walls and floors clean, and properly care for classroom furniture and equipment. Students should not write on classroom furniture or tamper with equipment. Students should leave coats, blankets, and book bags in their lockers. Gum chewing is only allowed with permission of the teacher.
6. *Use the student planbook/agenda effectively.*
    a. Complete an entry for each class every day.
    b. Check the student planbook/agenda before leaving school so that necessary materials can be taken home.
    c. Check the student planbook/agenda at home each evening to be sure that all assignments have been completed.
    d. Each student will receive a free planbook/agenda at the beginning of the school year. Students must carry the planbook/agenda and/or a digital hall pass at all times. If it is lost, it must be replaced for

$6.00. The planbook/agenda must be kept intact through the school year.

CONCEAL & CARRY FIREARM LEGISLATION

Anyone carrying a firearm, including individuals with a conceal and carry permit, will not be allowed on any school district 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.

CONFRONTATION/INTIMIDATIONS/THREATS/FIGHTING

Threats, swearing, acts of intimidation, or physical assault will not be tolerated. Students involved in such actions will be subject to disciplinary action. Local law enforcement agencies will be contacted in accordance with Safe School Act guidelines. Any student who is involved in a fight on any school district property, at any school function, or which arose from any school district sponsored activity, may face consequences up to and including 10 days of O.S.S. with a recommendation to the superintendent for long-term suspension or expulsion and/or a referral to the appropriate law enforcement agency. Any student who incites, instigates, cheers, records, or attempts to hinder access to the fight by school staff members may face the same consequences as those fighting. Physical fight or altercation may result in the involvement of local law enforcement agencies.

CYBERBULLYING

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 telephone, wireless telephone 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.

DISCIPLINE GUIDE

Students should expect to attend school without concern for their health and safety. Any student who interferes with the learning process, good order and discipline of the school, jeopardizes the health and safety of the students or impairs the morale of students and staff will be subject to discipline under this policy. No discipline guide can specifically address all discipline situations that can occur. Incidents not described in this discipline guide will be evaluated on an individual basis by the building administration. Continued referrals for the same offense may result in more severe disciplinary action. *The BIST process may be used along with the discipline process.

ACADEMIC INTEGRITY/FORGERY
1. Up to 3-Hour detention
2. Up to 1-day I.S.S.

ACCEPTABLE USE POLICY VIOLATION - TECHNOLOGY
1. Up to 3 days I.S.S.
2. Up to 5 days I.S.S. Possible internet/device restrictions. Possible referral to the appropriate law enforcement agency.

ALCOHOL AND OTHER DRUG VIOLATIONS
(Possession/Under the Influence/Selling/Representation/ Transferring of)

O.S.S. – up to 10 days and possible referral to Superintendent for up to 180-day suspension or expulsion. Referral to the appropriate law enforcement agency.

ASSAULT

O.S.S. - up to 10 days and possible referral to Superintendent for long-term suspension or expulsion and/or referral to the appropriate law enforcement agency.

CAFETERIA/ASSEMBLY/DISASTER DRILL DISRUPTION

Up to 3-Hour detention

CELL PHONE OR ELECTRONIC DEVICE - ACTIVATION OR USE

Any use of a camera-capable electronic device that results in a privacy concern will be addressed as a harassment policy issue.
1. Possible confiscation and up to 3-Hour detention.
2. Possible confiscation and return only to parent/guardian and 1-day I.S.S.

CLASS SKIP/FAILURE TO REPORT/UNAUTHORIZED AREA
1. Up to 3-Hour detention
2. I.S.S. -1 day
3. I.S.S. - 3 days

CLASSROOM DISRUPTION
1. Up to 1-Hour detention
2. Up to 2-Hour detention
3. Up to 3-Hour detention
4. Up to I.S.S. - 1 day

CONFRONTATION/INTIMIDATION/HARASSMENT/HAZING/ BULLYING/THREATS

Disciplinary action ranging from a detention to 10 days O.S.S. and possible referral to Superintendent for up to 180-day suspension.

DETENTION - FAILURE TO SERVE DETENTION

Moved to next level of detention/suspension

DRESS CODE VIOLATION
1. Office referral/change of clothes
2. 1-Hour detention
3. Up to 3-Hour detention

ENDANGERING THE SAFETY OF STUDENTS OR STAFF

Up to 10 days O.S.S./possible referral to appropriate law enforcement agency and/or Superintendent for long-term suspension.

FIGHTING
1. O.S.S. - 5 days and possible referral to the appropriate law enforcement agency.
2. O.S.S. - 10 days and possible referral to the Superintendent for long-term suspension or expulsion. Referral to the appropriate law enforcement agency.

FIRE ALARM - ACTIVATE/TAMPERING

10 days O.S.S. and possible referral to Superintendent for up to 180-day suspension or expulsion. Referral to the appropriate law enforcement agency.

FIRE EXTINGUISHER – TAMPERING

Up to 10 days O.S.S. / Possible referral to Superintendent

FIREWORKS OR SIMILAR MATERIALS
(Possession or use)

Suspension up to 10 days with possible referral to the appropriate law enforcement agency

PORNOGRAPHIC MATERIALS

Suspension up to 10 days with possible referral to Superintendent and/or appropriate law enforcement agency

PROFANE OR THREATENING LANGUAGE/INAPPROPRIATE GESTURE TO STAFF MEMBER *(Written or verbal)*

O.S.S. - up to 10 days/possible referral to Superintendent and/or referral to appropriate law enforcement agency.

PROFANE LANGUAGE/INAPPROPRIATE GESTURES *(Written or verbal)*

1. Up to 1-day I.S.S.
2. Up to 3 days I.S.S.

PUSHING/HORSEPLAY/WRESTLING/RUNNING

1. 1-Hour detention
2. 2-Hour detention
3. 3-Hour detention
4. Up to 3 days I.S.S.

RACIAL SLUR

Disciplinary action ranging from 1-day I.S.S. to 10 days O.S.S.

REFUSAL/DISRESPECT/DEFIANCE OF AUTHORITY

Disciplinary action ranging from a 1-Hour detention up to 10 days O.S.S. and possible referral to Superintendent for up to 180 day suspension or expulsion.

TARDIES

- 5 Tardies-Warning, Parent/Guardian Contact
- 8 Tardies- 3- Hour detention and/or placement on a Hallway Intervention Plan
- 12 Tardies- 3 Hour detention and/or placement on a Hallway Intervention Plan
- 16 Tardies-Up to 1-day I.S.S. and possible Hallway Intervention Plan

THEFT *(Attempted Theft/Possession of/or Receiving Stolen Property)*

1. Restitution and/or up to 5 days suspension
2. Restitution and/or up to 10 days suspension
3. O.S.S. up to 10 days and possible referral to Superintendent for long-term suspension and/or referral to the appropriate law enforcement agency.

TOBACCO PRODUCTS/E-CIGARETTES/VAPES *(Possession/Use/Representation of)*

1. I.S.S. - 5 days (potentially reduced to 3 days per completion of the ASPIRE program)
2. I.S.S. - 7 days
3. I.S.S. - 10 day
4. Subsequent instances: 10 days O.S.S. and potential referral for long-term suspension

LIGHTERS/MATCHES

1. I.S.S.- 2 days
2. I.S.S.- 5 days (potentially reduced to 3 days per completion of the ASPIRE Program)
3. I.S.S. Up to 10 days (potentially reduced to 7 days per completion of the ASPIRE program)

TRUANCY

1. I.S.S. up to 2 days
2. Subsequent instances may result in up to 10 days of O.S.S. and a referral to a Superintendent and/or law enforcement authority

VANDALISM/DAMAGE TO SCHOOL PROPERTY

Restitution and/or up to 10 days O.S.S./possible referral to Superintendent and/or law enforcement agency.

WEAPONS, GUNS, KNIVES, ANYTHING REPRESENTED AS A WEAPON

O.S.S. - up to 10 days/possible referral to Superintendent for up to 180 day suspension or expulsion. Referral to the appropriate law enforcement agency.

DRESS CODE

Lee's Summit R-7 recognizes the value of allowing individual student self-expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to student learning.

No procedure will impose dress and grooming rules based on gender in violation of Title IX or discriminate based upon race, color, religion, sex, national origin, ancestry, disability or age. All dress code procedures will adhere to health and safety codes and comply with applicable law. Enforcement of the dress code will consider the usual habits of the students, which aid in developing each student's fullest potential as a unique human being in a positive, inclusive learning environment. Extremes in wearing apparel or personal appearance that disrupts the learning process or interferes with the intended function of the school will not be acceptable.

- Clothing must be free from display or advertisement of any alcohol, drugs, tobacco, weapons, violence, sexual innuendo, gambling, or reference to gang affiliation.
- Clothing must be free from depictions or illustrations that demean or negatively represent any gender, race, color, ethnicity, religion, national origin, disability, sexual orientation, gender identity, or gender expression.
- Clothing that results in inappropriate skin or undergarment exposure may not be worn at school
- Clothing/accessories must be free from items which present a safety issue
- Shoes must be worn.
- Hats may only be worn during special occasions or activities.
- Coats must be stored in lockers prior to the start of school.

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

DRUGS & ALCOHOL

Any student in possession of, under the influence of, or using a controlled substance, illegal drugs, drug paraphernalia, alcohol, mood-altering chemicals and non-prescription drugs, over the counter drugs, herbal preparations, imitation drugs or herbal preparations, or any student who represents any substance as one of the above, will be suspended for up to 10 days with a possible referral to the Superintendent of Schools, which could result in suspension up to 180 days. A second drug offense during a student's school career will result in an automatic 10-day suspension and referral to the Superintendent for long-term suspension or expulsion.

The verbal or written arrangement to buy, sell, or transfer intoxicants, alcohol, and/or physical or mind-altering chemicals (illegal drugs) or any substance a student represents as a controlled substance on school property or at school-sponsored activities will result in a 10-day suspension from school and referral to the Superintendent of Schools

which could result in a suspension of up to 180 days or expulsion.
School discipline shall be imposed independent of court action.
Searches requiring utilization of canine units in cooperation with law enforcement officials will be conducted periodically.

PERSONAL ELECTRONIC DEVICES
While personal electronic devices (cell phones, etc.) have become a part of our students' daily lives, a large and growing body of evidence is pointing to the harm caused by the amount of time students use personal electronic devices and social media each day. To minimize the distractions caused by such devices in the school setting, the rules listed will be in place at all LSR7 middle schools, and will be presented to our students once school starts.

Personal Electronic Device-Rules
Personal E-devices (cell phones, personal iPods, iPads, AirPods, and other wireless headphones, etc.) must be stored in a locker during school hours (8:15am - 3:15pm). Students' personal E-devices may not be used in the hallways, restrooms, or other common areas. No camera or video-capable electronic devices may be used in locker rooms or restrooms at any time. E-devices shall not be used to connect to district electronic equipment or district electronic networks at any time.

- Personal E-devices are not allowed to be in use by middle school students during the school day. The school day is defined as anytime between the beginning of the first period and end of the last period of the day.
- Personal E-devices shall be secured in a student's assigned locker and are to be powered off.
- Should the need arise for a student to contact parents during the school day the main office phone should be used for such a call.
- Should the need arise for parents to contact their child, parents may contact the main office. Parents may also email their child anytime using the students LSR7 email address.
- No camera or video-capable electronic device may be used in the locker room or restrooms at any time.
- Personal E-devices may be used by the student only at the request of the classroom teacher or other staff member.
- Personal E-devices used to monitor identified student health needs such as blood sugar levels are allowed and must be approved by the principal.

Personal Electronic Device-Consequences

1. 1st Offense: Electronic device(s) taken to the office, STAD warning, parent contact and student pick up from the office at the end of the day.
2. 2nd Offense: Electronic device(s) taken to the office, STAD 1-hour detention and parents notified. Parents pick up from the office at the end of the day.
3. 3rd Offense: Electronic device(s) taken to the office, STAD 2-hour detention and parents notified. Parent pick up from the office at the end of the day
4. 4th Offense: Electronic device(s) taken to the office, STAD 3-hour detention and parents notified. Parents pick up from the office at the end of the day.
5. Subsequent offenses: Electronic device(s) taken to the office and will result in progressive discipline measures being taken ranging from 3-hour detention, ISS, and OSS. Parent pick up from the office at the end of the day

The school reserves the right to search a privately owned device in accordance with applicable laws and policies if there is a reasonable suspicion that the student has violated the LSR7 Middle School District policies, procedures, rules, or engaged in other misconduct while using the device. Board Policy JG-R1

GENERAL SCHOOL REGULATIONS
No handbook can contain policy statements to anticipate every possible situation. Any student action that creates a school environment contrary to the district and school mission will not be acceptable. Students are expected to use common sense in making decisions about their behavior choices. If a student's choices distract from the learning environment, create an unsafe environment, or cause disrespect for others, disciplinary policies will be applied

1. Upon arriving at school, students should take any supplies or clothing they will not need for morning classes to their lockers. Collect the class materials needed for the beginning of the school day. It should not be necessary to return to the locker at the end of every class period in the school day. Students will want to save this time for other personal uses.
2. Students may not leave the school grounds after they arrive at school in the morning, during their lunch period, between class periods or while waiting for a bus, without the permission from the school administration. A written notice or personal contact from a guardian is necessary to receive permission to leave the school grounds.
3. Students should come inside the building when they arrive on school grounds. Students may not stay outside near the street or where buses are unloading.
4. Students should walk on the sidewalks at all times when entering or leaving the building and stay off the lawn and shrubbery areas.
5. Students should keep all unnecessary noise to a minimum when moving from one classroom to another.
6. Students should get to their next assigned classroom on time. Students are considered tardy if they arrive to class after the expected start time, as determined by the building
7. Students should follow the directions of the teachers on hall duty.
8. Students should close their locker doors without slamming them. Students' lockers will be inspected periodically for maintenance and cleanliness.
9. Students should not run or horseplay in the halls at any time. Students should keep to the right when passing in the halls or on the stairs.
10. Standing around in the halls, restrooms, or any unsupervised area is prohibited.
11. Throwing any objects in or near the school building or where other students are in danger of being hit is prohibited. Throwing snowballs is not permitted on school property.
12. Students should take proper care of all books and school property. Students will be charged for books/property, lockers, or other materials damaged beyond normal wear. The price of any lost book/property will be determined by the cost of its

replacement. The student responsible for the lost book will be required to pay for the replacement.
13. Lockers are to be kept clean and locked at all times. Students are not to open or stand around any locker other than their own. Students should not give their locker combination to anyone or share a locker with another student.
14. Students may not return to attend any after-school activity if they are not in attendance at least 4 hours or if they leave school ill during the day (without administrator approval).
15. According to state law, it is unlawful for a child to attend any Missouri public school while afflicted with a contagious or infectious disease.
16. Skateboards, skate shoe wheels, and toys are not acceptable at school and will be confiscated.
17. All fundraising activities and promotional materials must be authorized by the building principal.
18. Public display of affection is inappropriate at school (hugging, kissing, holding hands, etc.). Students should refrain from physical contact.
19. Possession, sale, or use of fireworks or similar materials will result in a suspension for up to 10 days.
20. Buying, selling, and trading of products is not permissible at school.
21. Student's personal belongings are the sole responsibility of the student. The school and the R-7 School District are not responsible for reimbursement for the loss or damage of personal items.
22. No open containers are allowed as students enter the building, nor are they allowed to be kept in students' lockers.
23. Inappropriate Material: Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. Violation of this standard may result in up to 10 days suspension with a referral to the Superintendent for the possibility of up to 180 days suspension.
24. Sexual Acts: Acts of sex or simulated acts of sex are prohibited on school district property or at school district events. Violation of this standard will result in up to 10 days suspension with a referral to the Superintendent for the possibility of up to 180 days suspension.

HARASSMENT

Harassment is unwelcome behavior of any form.
Verbal or physical harassment against another person based on race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law is prohibited and will subject a student to disciplinary action. Any act of racial harassment is prohibited. Racial harassment is inappropriate or unwelcome language or behavior, including, but not limited to demeaning an individual (put downs, teasing, insults) or creating an intimidating, hostile, or offensive environment.
Any act of sexual harassment is prohibited. Sexual harassment is inappropriate or unwelcome behavior or verbal, written, or symbolic language which creates a hostile environment, including sexual threats, sexual proposals, sexually suggestive language and/or gestures, and unwanted physical contact based on gender or of a sexual nature.
Students are not to engage in sexual jokes or gestures (verbal or written); sexual or racial slurs; sexual or racial threats; sexual or racial pictures and drawings; requests for sexual favors or other unwelcome sexual advances. No camera or video-capable electronic devices may be used in locker rooms or restrooms at any time. Any act of harassment should be reported immediately to an administrator or other staff member.

HAZING

Hazing is defined as any activity, on or off school grounds, 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 may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district, and legitimately related to the purpose of the organization.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, & RETALIATION

Anti-Discrimination Law Compliance

The Lee's Summit R-7 School District Board of Education 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 Lee's Summit R-7 School District is an equal opportunity employer.

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

Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination;
- Aiding, abetting, inciting, compelling, or coercing discrimination; and,
- Discrimination against any person because of such a person's association with a person protected from

discrimination due to one or more of the above-stated characteristics.

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

Assistant Superintendent of Human Resources
301 NE Tudor, Lee's Summit, Missouri, 64086
Phone (816) 986-1004, Fax (816) 986-1170

504 compliance can be directed to:
Executive Director of Student Support
301 NE Tudor, Lee's Summit, Missouri, 64086
Phone (816) 986-1000, Fax (816) 986-1170

The district has a grievance procedure to provide formal resolution of complaints that policy AC has been violated. Please refer to Board policy AC for procedures and definitions. For the district's Title IX sexual harassment policy and grievance procedure, please refer to Board policy ACA

SAFE SCHOOLS LAW
Missouri "Safe Schools" statutes provide the following safeguards for the local school district. The act establishes the crime of "assault while on school property" if the person:

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

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

A school board is authorized to remove immediately, through suspension or expulsion, a student upon finding by a principal, superintendent, or the Board that the student poses a threat of harm to self or others, based upon the child's prior conduct. No school board is permitted to re-admit or enroll a student suspended or expelled for having committed certain felonies. School officials have a duty to maintain a proper educational environment that is conducive to learning. Consistent with the community's expectation that school officials sustain a safe school environment, the Lee's Summit R-7 schools will cooperate with the appropriate law enforcement agencies conducting periodic, unannounced searches of lockers and vehicles.

SUSPENSION POLICY
Response to serious and/or chronic discipline infractions at the Lee's Summit middle schools will be addressed within the framework of the progressive discipline policy and may result in out-of-school suspension (O.S.S.).

During the term of an out-of-school suspension, the student may not be on school grounds before, during or after regular school hours. Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Students will be given one day for each day of absences to make up the work. Long-Term projects that have been assigned more than five (5) school days in advance of the absence are due the day of return unless arrangements have been agreed upon by the teacher prior to the due date. Make-up tests will be scheduled directly with each teacher.

WEAPONS
Weapons including guns, knives, mace, or any items designed to inflict injury to others and are customarily used for attack or defense against another person are prohibited on school grounds. Violation of the policy will result in suspension and possible referral to the Superintendent for additional suspension or expulsion. Weapon look-alikes will be held to the same standards.

LSR7- DISTRICT DEPARTMENT INFORMATION

ATHLETICS & ACTIVITIES
Athletics & Activities Guidelines outline the expectations, policies, and procedures governing student participation in interscholastic activities and athletics. At Lee's Summit R-7, we firmly believe that involvement in extracurricular activities is an integral part of a student's educational journey, fostering personal growth, teamwork, and character development. Whether students are aspiring athletes, scholars, or performers, this handbook provides essential information to ensure a positive and enriching experience for all participants.

Through clear communication, mutual respect, and adherence to established guidelines, we aim to create a supportive and inclusive environment where every student can thrive both academically and personally. We invite students, parents, and stakeholders to familiarize themselves with the contents of this handbook.

For further information and support, please consult the Athletics & Activities Handbook or visit their website.

Athletics & Activities Website

Athletics & Activities Student-Parent Handbook

HEALTH SERVICES
Health Services Handbook outlines our commitment to prioritizing the well-being of our students through a focus on safety, health, and effective communication. Within these pages, you'll discover how our dedicated health clerk, equipped with CPR and first aid training, operates under the supervision of registered professional nurses to ensure prompt and proficient care for sick or injured students. Emphasizing prevention and responsiveness, we strive to maintain a healthy environment conducive to learning.

This comprehensive section outlines protocols for student illness, medication administration, communicable disease guidelines, and immunization requirements in alignment with state statutes and best practices. By fostering collaboration between parents, healthcare providers, and school staff, we endeavor to uphold the highest standards of health and safety for all members of our school community.

For further information and support, please consult the Health Service Student-Parent Handbook or visit their website.

Health Services Website

Health Services Student-Parent Handbook

NUTRITION SERVICES
A well-balanced and nutritional breakfast and lunch program is offered at reasonable prices. Supplementary snacks are also available for purchase. Students may purchase food, bring their own food, or use a combination of both plans. Students will be assigned an ID number to facilitate their purchases. Students are not to share this number with anyone.

Free and Reduced-Price Meals
Parents are encouraged to fill out a free/reduced application yearly to determine if the family is eligible for free and reduced-price meals, in accordance with state and federal law. Applications are made available in the main office and on the Nutrition Services website.

If a student is not approved for free or reduced lunch, parents are required to pay for the school meals their student purchases. Payment can be made via MySchoolBucks.com or by sending money with the student in an envelope with the student ID number on front. If your student charges meals, you will receive weekly negative balance phone calls, texts, and/or emails. If your student has a negative balance at the end of the year, the balance is transferred to the student's PowerSchool account, and you are still responsible for payment.

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

For further information and support, please consult their website.

Nutrition Services

SPECIAL EDUCATION
The district delivers special education services to students with a variety of disabilities whose needs can range from mild to severe. Services can be delivered in special education classes with specialized instruction, modified curriculum, and small student-teacher ratios. Services are also delivered in the regular classroom through a variety of methods such as CWC classes, paraprofessional support, monitoring, and/or consultation.

Students' educational programs are determined by an Individual Education Plan (I.E.P.) and reviewed on an annual basis. Evaluation is provided by the staff to determine if students are eligible for services. Parents/Guardians and students are encouraged to speak with their counselor, administrator, school psychologist, or Instructional Evaluation Specialist for further information.

For further information and support, please consult their website.

Special Services Website

TECHNOLOGY
Connect2Learn Chromebook Guidelines outline the qualifications for K-12 students in the Lee's Summit R-7 School District to use district-owned Chromebooks. Students and parents/guardians must review and sign the Connect2Learn Student/Parent/Guardian Agreement. The borrowed device remains the property of the district and is subject to monitoring and search. Students receive devices upon signing the agreement, with orientation provided for new students. Devices must be returned at the end of each school year unless otherwise specified by administration.

If a Chromebook is not returned, the student may be charged the full replacement cost, and legal actions may be taken. Loss, damage, or theft must be reported promptly, and students are responsible for repair costs if negligence is determined. The agreement outlines terms, usage expectations, costs, and procedures for loaner Chromebooks and repair/replacement incidents.
Special accommodations and restricted access may be granted based on parental/guardian request or administrator discretion. Students are responsible for proper handling, care, and usage of Chromebooks, with guidelines for home network usage, content filtering, digital citizenship, and printing. Technology responsibilities, acceptable use rules, online safety, and violations enforcement are outlined. Google Workspace for Education is utilized with compliance to relevant laws. Damages incurred due to misuse will be charged to the user, with district administrators authorized to pursue legal action for damages.

For further information and support, please consult the Technology Handbook or visit their website.

Connect2Learn Website

Connect2Learn Student-Parent Handbook 2026-2027

TRANSPORTATION
The Transportation student-parent handbook outlines the shared responsibility for ensuring the safety of students during their bus commute to and from school. Collaboration among students, parents/guardians, bus drivers, and school officials is essential. The district has established clear conduct expectations to foster a secure transportation environment. Failure to comply may lead to disciplinary measures, potentially jeopardizing the safety of all passengers.

Parents/guardians are urged to reach out to the Transportation Office for any concerns, facilitating discussions with bus drivers. Approach the bus with caution, initiating communication through the driver's side window. The Lee's Summit School District upholds Missouri Law regarding unauthorized access to school buses.
For further information and support, please consult the Transportation Student-Parent Handbook or visit their website.

Transportation Website

Transportation Student-Parent Handbook 2026-2027