

LEE'S SUMMIT
R-7 SCHOOLS
Learning for Life

Lee's Summit R-7 Elementary Handbook

2026-2027

Revised 8/21/2026

MISSION STATEMENT

We prepare each student for success in life.

VISION STATEMENT

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

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

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

COMMITMENTS

We commit to:

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

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

Board of Education Members

Ms. Stacie Myers, President; Ms. Erica Miller, Vice President
Dr. Kamile Johnson, Mr. Bill Haley,
Ms. Michelle Dawson, Dr. Nicky Nickens, Mr. Rodrick Sparks
Secretary -- Ms. Linda Ismert Treasurer – Dr. Chad Hertzog

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

DISTRICT ADMINISTRATION

Superintendent of Schools	
Dr. David Buck	816-986-1008
Associate Superintendent of Academic Services	
Dr. Christy Barger	816-986-1027
Associate Superintendent of Operational Services	
Dr. Steve Shelton	816-986-1009
Assistant Superintendent of Business Services	
Dr. Chad Hertzog	816-986-1016
Assistant Superintendent of Elementary Education	
Dr. Heather Kenney	816-986-1022
Assistant Superintendent of Equity and Student Services	
Dr. Jermaine Wilson	816-986-1039
Assistant Superintendent of Human Resources	
Dr. Leah Copeland	816-986-1003
Assistant Superintendent of Secondary Education	
Dr. Brian Linquist	816-986-1019
Executive Director of Curriculum	
Dr. Lisa Janeway	816-986-1086
Executive Director Human Resources	
Dr. Jennifer Spencer	816-986-1003
Executive Director of Public Relations	
Ms. Katy Bergen	816-986-1112
Executive Director of Special Services	
Dr. Staci Mathes	816-986-1012
Executive Director of Technology	
Ms. Megan Gretzinger	816-986-1063
Director of Assessment & Data	
Dr. Matt Jones	816-986-1059
Director of Career Education and Partners in Education	
Ms. Shannan Booth	816-986-1112
Director of Data Systems	
Ms. Kimberlee Leech	816-986-1032
Director of Educational Foundation	
Ms. Chrissy Symes	816-986-1079
Director of Online Learning	
Dr. Melanie Hutchinson	816-986-1066
Director of Nutrition Services	
Ms. Lori Danella	816-986-2200
Director of Professional Development	
Ms. Kristen Merrell	816-986-1059
Director of Student Support	
Dr. Jesi Cygan	816-986-1023
Director of Transportation Services	
Mr. Tony Bragulla	816-986-2400

Lee's Summit School District
Elementary School Supply Lists
2026-2027 School Year

Please go to your child's school website to access a building-specific school supply list.

School Supply Lists can be found in the "Resources" section of your child's assigned school webpage.

Elementary School Websites	
Cedar Creek: cce.lsr7.org	Pleasant Lea: ple.lsr7.org
Great Beginnings Early Education Center: gbeec.lsr7.org	Prairie View: pve.lsr7.org Pre-K @ Prairie View: prek.lsr7.org
Greenwood: gwe.lsr7.org	R7 Online Academy: r7oa.lsr7.org
Hawthorn Hill: hhe.lsr7.org	Richardson: rhe.lsr7.org
Hazel Grove: hge.lsr7.org	Summit Pointe: spe.lsr7.org
Highland Park: hpe.lsr7.org	Sunset Valley: sve.lsr7.org
Lee's Summit: lse.lsr7.org	Trailridge: tre.lsr7.org
Longview Farm: lfe.lsr7.org	Underwood: uwe.lsr7.org
Mason: mae.lsr7.org	Westview: wve.lsr7.org
Meadow Lane: mle.lsr7.org	Woodland: wle.lsr7.org
2026-2027 LSR7 Elementary School Supply Lists (Contains lists for all R7 elementary schools.)	

NONDISCRIMINATION

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

To ensure 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 Equity and Student Services, 301 NE Tudor, Lee's Summit, Missouri 64086
  Phone (816) 986-1000; 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.

PUBLIC NOTICE

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

The Lee's Summit R-7 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Lee's Summit R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Stansberry Leadership Center, located at 301 NE Tudor Road, Lee's Summit, Missouri, 64086.

This notice will be provided in native languages as appropriate. Published: Vol. 132 No. 22, Sept. 6, 2013

ELEMENTARY SCHOOLS

School	Address	Administrator
Cedar Creek Elementary 816-986-1260	2600 SW 3rd Street, LSMO 64081 ccc.lsr7.org	Angela Harris, Principal Andrew Engler, Asst. Principal
GBEEC (Legacy Park Campus) 816-986-2460	905 NE Bluestem, LSMO 64086 gbeec.lsr7.org	Sarah Mitchell, Principal
GBEEC (Paradise Park Campus) 816-986-3525	1021 NE Colbern Rd, LSMO 64086 gbeec.lsr7.org	Dr. Patti White, Principal
Great Beginnings Pre-K Program at Prairie View Phone 816-986-4150	501 SE Todd George Pkwy, LSMO 64063 prek.lsr7.org	Katie Burt, Principal
Greenwood Elementary 816-986-1320	805 S Main, Greenwood, MO 64034 gwe.lsr7.org	Rachel Johnson, Principal Jedidiah Prickett, Asst. Principal
Hawthorn Hill Elementary 816-986-3380	2801 SW Pryor Rd, LSMO 64082 hhe.lsr7.org	Melissa Hunter, Principal Leinani Stout, Asst. Principal
Hazel Grove Elementary 816-986-3310	2001 NW Blue Parkway, LSMO 64064 hge.lsr7.org	Dr. Amy Westacott, Principal Crysti York, Asst. Principal
Highland Park Elementary 816-986-2250	400 SE Millstone Ave, LSMO 64063 hpe.lsr7.org	Stacy Orf, Principal Ryan McVay, Asst. Principal
Lee's Summit Elementary 816-986-3340	110 S Green Street, LSMO 64063 lse.lsr7.org	Tracy Sanders, Principal Megan Ringen, Asst. Principal
Longview Farm Elementary 816-986-4180	1001 SW Longview Park Cir, LSMO 64081 lfe.lsr7.org	Michael Orr, Principal Leinani Stout, Asst. Principal
Mason Elementary 816-986-2330	27600 E Colbern Rd, LSMO 64086 mae.lsr7.org	Ashley Imming, Principal Kelsie Sanders, Asst. Principal
Meadow Lane Elementary 816-986-3250	1421 N Independence Ave, LSMO 64086 mle.lsr7.org	Dr. Christine Johnson, Principal Dr. Tyler Cesonis, Asst. Principal
Pleasant Lea Elementary 816-986-1230	700 W Persels Rd, LSMO 64081 ple.lsr7.org	Leslie Mott, Principal Morgyn Riviere, Asst. Principal
Prairie View Elementary 816-986-2280	501 SE Todd George Pkwy, LSMO 64063 pve.lsr7.org	Amy Fennewald, Principal Misty Mayden-Miles, Asst. Principal
R7 Online Learning 816-986-1005	301 NE Tudor Road, 64086-5702 r7oa.lsr7.org	Dr. Melanie Hutchinson, Director
Richardson Elementary 816-986-2220	800 NE Blackwell Rd, LSMO 64086 rhe.lsr7.org	Jason Koivuniemi-Berg, Principal Molly Williamson, Asst. Principal
Summit Pointe Elementary 816-986-4210	13100 E 147th Street, KCMO 64149 spe.lsr7.org	Brooke Morehead, Principal Dr. Courtney Graham, Asst. Principal
Sunset Valley Elementary 816-986-4240	1850 SE Ranson Rd, LSMO 64082 sve.lsr7.org	Rachel Flood, Principal Dr. Jena Bollinger, Asst. Principal
Trailridge Elementary 816-986-1290	3651 SW Windemere, LSMO 64082 tre.lsr7.org	Jennifer Kevern, Principal Stephen Campbell, Asst. Principal
Underwood Elementary 816-986-3280	1125 NE Colbern Rd, LSMO 64086 uwe.lsr7.org	Dr. Chere' Swearingen, Principal Emily Bloom, Asst. Principal
Westview Elementary 816-986-1350	200 NW Ward Rd, LSMO 64063 wve.lsr7.org	Dr. Becky Stevenson, Principal Megan Ringen, Asst. Principal
Woodland Elementary 816-986-2360	1701 SE Smart Rd, LSMO 64086 wle.lsr7.org	Marsha Hasty, Principal Lilly Root, Asst. Principal

Elementary School Hours			
School	**Start Time**	**Dismissal Time**	**Early Release* Time**
Cedar Creek Elementary	7:45	2:45	12:15
Greenwood Elementary	9:10	4:10	1:40
Hawthorn Hill Elementary	7:45	2:45	12:15
Hazel Grove Elementary	9:10	4:10	1:40
Highland Park Elementary	7:45	2:45	12:15
Lee's Summit Elementary	9:10	4:10	1:40
Longview Farm Elementary	9:10	4:10	1:40
Mason Elementary	9:10	4:10	1:40
Meadow Lane Elementary	9:10	4:10	1:40
Pleasant Lea Elementary	9:10	4:10	1:40
Prairie View Elementary	8:25	3:25	12:55
R7 Online Learning - Elementary	8:15	3:15	12:45
Richardson Elementary	9:10	4:10	1:40
Summit Pointe Elementary	9:10	4:10	1:40
Sunset Valley Elementary	9:10	4:10	1:40
Trailridge Elementary	7:45	2:45	12:15
Underwood Elementary	9:10	4:10	1:40
Westview Elementary	9:10	4:10	1:40
Woodland Elementary	9:10	4:10	1:40

NOTE: Students should be dropped off no earlier than 15 minutes before starting time. School hours may be adjusted as decided by the Board of Education.

*EARLY RELEASE

Each school year, early release days may be scheduled. On early release days, students attend for 4.5 hours. Breakfast and lunch are served. **NOTE:** Parents should make prior arrangements for their child's care on all scheduled early release days. (See page 3 of this handbook.)

SCHOOL CALENDAR		
FIRST DAY OF SCHOOL	**NON-ATTENDANCE DAYS**	
August 26	September 7: Labor Day	December 23-January 5: Winter Break
CONFERENCE DAYS	October 16: No School	January 18: MLK Birthday
October 21-22	October 21-23: No School	February 15: President's Day
EARLY RELEASE DAYS	November 3: No School	February 26: No School
December 22	November 25-27: Thanksgiving Break	April 5-9: Spring Break
May 26 - Last Day of School	**NOTE:** School days to be made up due to inclement weather will be added to the end of the school year.	

LATE-START FRIDAYS (60-MINUTES) STRUCTURED TEACHER COLLABORATION DAYS			
August	28	**January**	8, 15, 22, 29
September	4, 11, 18, 25	**February**	5, 12, 19
October	2, 9, 30	**March**	5, 12, 19, 26
November	6, 13, 20	**April**	2, 16, 23, 30
December	4, 11, 18	**May**	7, 14, 21
NOTE: R7 Online Academy will not have late-start Fridays			

ACADEMIC INTEGRITY STATEMENT

Reference Board Policy JG-R2

We, as members of the academic community, will strive at all times to conduct ourselves with integrity, honesty, fairness, and personal accountability in all facets of academic endeavor.

Definition of Academic Integrity

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

Violations of Academic Integrity

A violation against the academic code of ethics is an act which could deceive, cheat, or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code. Violations could include, but are not limited to:

- Plagiarism — Failure to use original, unique, yet informed, ideas, thoughts, works, images, or products, with the intent to represent the work of others as one's own.
- Cheating — Willful intent to use sources improperly for personal gain.

- Forgery/Falsifying Documents – Counterfeiting documents for personal, unwarranted advantage in terms of grades, standardized testing, academic standing, recognition, post-secondary placement, eligibility, and privileges.

ACCELERATION, PROMOTION AND RETENTION OF STUDENTS

Reference Board Policies IKE

Elementary Level (Grades K-5)

Acceleration

The district will assist students in progressing academically in accordance with their capabilities. Acceleration refers to educational strategies that provide opportunities for students to more rapidly achieve their education goals. Effective acceleration matches the level, complexity, and pace of the curriculum to the readiness and motivation of the student. Acceleration will not be used as a replacement for gifted education services or programs.

Acceleration shall be considered for all students who demonstrate advanced performance or the potential for advanced performance and the social and emotional readiness for acceleration. The district will offer subject acceleration and whole-grade acceleration and, at the discretion of the superintendent, may choose to implement other types of acceleration as well.

When determining whether a student should be accelerated, the district will consider all available student assessment data, the student's social and emotional maturity and the student's academic strengths. Acceleration decisions shall be based on the best interest of the student.

Parents/Guardians or teachers who identify a student who may benefit from acceleration should contact an administrator in the student's school for more information.

Note: Accelerated entrance into First Grade, eliminating Kindergarten, is not part of this policy.

Promotion and Retention

Each student shall progress through school passing through one (1) grade per year. However, a child may be retained based on the judgment of the district's professional staff. The final decision to promote a student rests with the school administrator. Parent/guardian conferences shall be scheduled no later than the beginning of the third (3rd) quarter to discuss possible retention of pupils.

ADA ACCOMMODATION REQUEST LINE

816-986-1475

Reference Board Policy IGB

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

ADDRESS AND PHONE NUMBER CHANGES

Reference Board Policy EBBA-AP1

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

ALTERNATIVE METHODS OF INSTRUCTION (AMI)

Reference Board Policy IC-2

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

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 believes 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 are 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 a.m. Teachers will hold daily office hours to guide and assist students. Teachers will communicate with students via email, Schoology Conferences, and Schoology Messaging.
- Students are expected to access and complete assignments, meet deadlines, engage in the work and communicate with their teachers, peers or parents if they are needing assistance.
- Work must be completed in order for student attendance for the day(s) to be counted.

ANIMAL AND PET VISITS

Reference Board Policy ECG

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

ASSESSMENT (TESTING)

Reference Board Policy IL

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

Students in grades 3, 4, and 5 will participate in the Missouri Assessment Program each spring. Test dates are set early in the year and published. It is requested that parents avoid these dates for non-emergency absences.

ATTENDANCE: ABSENCES AND TARDIES

Reference Board Policy JED

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

ABSENCES

Reference Board Policy JED-AP1

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

Definitions

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

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

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

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

Procedures for Excessive Absences/Tardies

When students must be absent, parents are to call the school office. For the sake of the child's health and the sake of others, children should not come to school when they are ill. Those who show signs of illness will be sent home. Any pupil not in the classroom at the ringing of the last bell is considered tardy. Students who arrive late shall have an adult come into the office with them and sign them in. (When an R7 school bus is late, children are not counted tardy. However, when a private daycare bus is late, children are counted tardy.)

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

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

A 15-day letter may result in a conference to decide if intervention is necessary to ensure improved and sustained attendance. Through principal discretion, a letter may not be sent to parents due to extenuating circumstances, including but not limited to death in the family, long-term, medically-documented illness, etc. If a letter is not sent, a phone call will be made to the home, documented on the letter, and the letter will be placed in the student's file. Student attendance records will be maintained on a district level and will transfer with the student to any Lee's Summit school.

LEE'S SUMMIT Y CLUB, BEFORE AND AFTER SCHOOL CARE

Y Club provides an enriching and safe program for children in the Lee's Summit R-7 elementary schools, grades K-5, before and after school. Y Club is also generally open for Early Release days, delayed or late-start days and many non-school days. The Y Club program is a fee-based, non-profit program. Program hours are from 6:30 a.m. until school starts and from the time school is dismissed until 6:00 p.m. All programs are licensed in the state of Missouri. Y Club accepts DSS subsidy. Families may request a scholarship through the YMCA by completing the scholarship application that can be found on the YMCA website.

Children participate in a variety of activities including outdoor play, arts and crafts, community and service learning, STEM projects, literacy, character education, diversity, and free-choice time. The program is operated in each elementary building and typically utilizes the following school facilities: playground, cafeteria, library, multi-purpose room, and gym.

Lee's Summit Y Club Contact Numbers
Site Telephone Numbers

Cedar Creek – 816-986-1271
Greenwood – 816-986-1331
Hawthorn Hill – 816-986-3391
Hazel Grove – 816-986-3321
Highland Park – 816-986-2261
Lee's Summit – 816-986-3351
Longview Farm – 816-986-4191
Mason – 816-986-2341
Meadow Lane – 816-986-3261
Pleasant Lea – 816-986-1241
Prairie View- 816-986-2291
Richardson – 816-986-2231
Summit Pointe – 816-986-4221
Sunset Valley – 816-986-4251
Trailridge – 816-986-1301
Underwood – 816-986-3291
Westview – 816-986-1361
Woodland – 816-986-2371

Y Club Contact Information
Lee's Summit Y Club Office Contact: 816-986-3450
Y Club Support: 816-360-3390
Y Club Support Email: YClubSupport@kansascityYMCA.org
Website: https://kansascityymca.org/; Select Y Club/Camps

Mark Hulet, President & CEO
Darcy Swan, Sr. Vice President of Youth Development Services, YMCA
Andi Gilbertson, Director Before and After Care
Kristen Alford, Multi-Site Coordinator

BEFORE OR AFTER-SCHOOL ACTIVITIES

The school district is not liable for students participating in before- or after-school activities not sponsored by the school district. A student is ineligible to participate in before- or after-school activities if he/she is not at school on the day of the activity.

During PTA events held before or after school (i.e., restaurant night, theater night, carnivals, etc.), supervision of students is the responsibility of their parents or guardians and not R-7 staff members or PTA.

Students participating in before or after non-school activities must have written parental permission in advance (i.e., Brownies, Cub Scouts, Blue Birds, Girl Scouts, etc.). Supervision of students participating in before or after non-school activities is the responsibility of the attending non-school activity sponsor. R-7 staff will not be supervising students during these activities. Sponsors must complete appropriate “facility use forms” obtained through the R-7 Facilities Department (816-986-2420) before permission will be granted for groups to meet on school property.

BEHAVIOR INTERVENTION SUPPORT TEAM (BIST)

We believe that students and teachers have the right to learn and teach in an emotionally and physically safe environment. The Lee's Summit School District has adopted the Behavior Intervention Support Team (BIST) model as the district's positive behavior intervention strategy. BIST is a non-punitive system of behavior intervention that promotes student management of behavior so that learning is not interrupted. The goal of BIST is to teach students to make appropriate choices and take responsibility for finding reasonable solutions for problems that may occur. It is our hope that parents will join with the schools in providing support to help students learn to make positive behavior and life choices. The following define structures within BIST designed to support children and prevent behavior choices, which may interfere with learning and lead to disciplinary consequences.

Triage may occur individually or within groups. It may occur in the Focus Room, classroom, common areas or the office. The goals of triage are to build a positive, supportive relationship with a student; establish that the student is able to partner with adults at school; build on the student's Goals for Life; practice problem-solving skills; and to anticipate problems and develop solutions.

A **think sheet** is a tool used to help a student think through his or her choices. A think sheet assists with cognitive awareness of behavior choices, the result of behavior choices, and alternate behaviors/actions a child might choose in the future. It also serves as a means by which children can record options for resolving the behavior problem. The think sheet is designed to facilitate student ownership of his/her choices.

A **safe seat** is an area in the classroom or designated space in the building that is available for a student to move to when he/she is struggling with behavior or academics. A teacher or staff member may direct a student to move to the safe seat or a student may request to move there independently, if needed. Typically, there is a safe seat in all areas of school, such as each classroom, the cafeteria, playground, special classes and common areas. Use of the safe seat is an intervention the student and teacher can use for assisting the student to calm down and get back on track. It may also be used proactively as a quiet place to complete work, if needed.

A **buddy room** is a place, typically another classroom, where a student may go when he/she is not okay in his/her classroom safe seat. The buddy room may be at the student's same grade level or outside the student's grade level. Generally, a buddy room is used if a student is frustrated or simply needs a neutral place to calm down.

The **Focus Room** is a supportive intervention strategy for any student who is struggling with managing his/her feelings and behavior. A staff member who has been trained to use and implement BIST supervises the Focus Room. It is designed to be a safe place where children can receive support while they are working through issues that interrupted their learning or the learning of others. Work may be sent to the Focus Room for students to complete. In some cases, a student will have a success plan where particular behavior goals are defined. The Focus Room may be accessed by students for proactive measures, as well.

While there is a continuum of support in BIST from think sheets to the Focus Room, any one or combination of the above may be utilized in order to support students. Key to the success of BIST is student knowledge of school expectations and partnership between school staff, student, and home.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Bicycle safety is very important. Students who ride bicycles must have written permission signed by parents on file in the school office. Children should not ride double. Students should wear bicycle helmets. Students should walk bikes across major crossings, on school sidewalks, and on the school grounds. Bicycles are vehicles and, thus, traffic rules are to be observed by riders. Bicycles must be parked in bike racks upon reaching school and not ridden again until students go home. Skates, skateboards, shoes with retractable wheels and scooters are not allowed except for special events organized by the R-7 school district. For these scheduled activities, **parents** are required to transport equipment to and from the activity.

NOTE: Some schools do not allow students to walk or ride bicycles to school because of hazardous road conditions. Please check with the building principal before allowing your child to walk or ride a bike to school.

BULLYING

Reference Board Policy JFCF

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

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

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

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

CAFETERIA

Reference Board Policy EF

A breakfast and a hot lunch are served by the cafeteria every full day and early release day of school. Menus are available on the district website. Each day students select one entrée from several choices, plus fruits, vegetables, and choice of milk. Extra items may be purchased; however, parents may elect to put restrictions on this by contacting the

Cafeteria Manager and having a note put on the child's account. Milk, juice and nutritious snacks may also be purchased by children who bring their lunches. Nutrient analysis of all menus is posted on the nutrition website.

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

A student may not accumulate more than five unpaid meal charges. After a student accumulates $5.00 of unpaid meal charges, SchoolMessenger will notify households of negative account balances, not more than 2 times per week. Unpaid meal charges will be considered delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Debts may be turned over to a collection agency. No a la carte items may be charged (i.e. desserts, ice cream, snacks, beverages, extra entrées); and no a la carte items, except milk, may be purchased if a lunch charge is owed.

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

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

The district accepts donations from individuals or groups to help students and their families clear delinquent meal debt. Except as provided in Policy KH, donations for delinquent meal debt can be made to the Nutrition Services Angel Fund or to the individual school cafeteria Angel Fund. If your student is leaving the district and has a positive balance, you can also request the funds be transferred to the Angel Fund. Donations are accepted at Nutrition Services (702 SE 291 Hwy, Lee's Summit, MO 64063) or at the school cafeteria. If you have questions, please call 816-986-2200.

Nondiscrimination in School Nutrition Programs

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

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

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

CELEBRATIONS AND DELIVERIES

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

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

Recognition of student birthdays is designed uniquely by each elementary school. Parents/guardians should contact the classroom teacher or school office regarding these school-specific details. Birthday recognitions are intended to be a celebration of the child in meaningful ways absent of food. Outside food will not be accepted for all-class distribution as part of the birthday recognition. Birthday recognitions are designed to be an integrated part of the school day versus a time that interrupts the daily classroom or building routines or instructional time. **Invitations (including electronic invitations) for out-of-school parties cannot be distributed at nor emailed from school**.

Deliveries for students will not be accepted at school (i.e. floral arrangements, balloon bouquets, food delivery services, such as DoorDash, etc.).

COMMUNICABLE DISEASES (PREVENTION AND CONTROL OF)

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

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

1. Students must be fever-free (<100.4) without the influence of fever-reducing medication for 24 hours before returning to school.
2. Students must be free of continuous coughing.
3. Students must remain at home until 24 hours after the last episode of vomiting or diarrhea.
4. Students must remain at home for 24 hours after taking the first dose of an antibiotic for an infection.
5. Parents should report communicable illness when reporting the student absent from school.
6. Students will be excluded from school if one or more of the following exists: vomiting, diarrhea, fever of 100.4 degrees or greater, nursing recommendation based upon physical condition, or unvaccinated students in times of disease outbreaks.

In case of an accident or illness at school, parents will be contacted. Current phone numbers for home and work for both parents are very important. Names and telephone numbers of relatives and/or friends who can assume temporary responsibility for your child until a parent can be reached need to be provided to the school. No seriously ill or injured child will be sent home alone.

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

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

CURRICULUM (ELEMENTARY)

Reference Board Policies IF, IF-AP1, and IF-AP2

The elementary curriculum has been planned and developed with the continuous growth of the child as its purpose. The curriculum includes: English Language Arts, Mathematics, Science, Social Studies, Health/Physical Education, Art, and Music. Various supports are available to help each student demonstrate proficiency of grade-level targets. The elementary curriculum is individualized, so the needs of each child are addressed during the instructional process. Physical education is mandated by the State Department of Education and running is an integral part of the "fitness for life" emphasis of the elementary physical education program. All students are expected to participate and dress appropriately for physical education activities. A parent note is required each time your child cannot participate in PE activities. A doctor's order, stating restrictions and duration, is required for any health condition in which a child is to remain on activity restrictions longer than five consecutive days. If activity restrictions are in place, these will apply to all physical activity throughout the school day.

CURRICULUM (HUMAN SEXUALITY)

Reference Board Policy IGAEB-AP1

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

To ensure faithful adherence to the above policy, the following steps will be taken:

- Notification of human growth and development will be provided annually.
- Timeline for instruction will be published on the district website.
- Information is shared at parent conferences.
- At least two weeks prior to instruction, the principal will send a letter (IGAEB-AF1) to parents informing them how they can review written curriculum and media presentations and the procedure for opting out their student from any part of the curriculum or presentations.

The Human Growth and Development Curriculum is completed in grades 4 and 5 and includes the following:

4th Grade

The Fourth-Grade curriculum will focus on hygiene only. This is taught with whole class instruction by the nurse. There are no videos for this instruction.

5th Grade

Boys and Girls are separated for the Fifth-Grade curriculum. This curriculum may use an age-appropriate online video in addition to instruction by an R7 nurse. Parents will be provided access in advance to view any video that may be shown.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Reference Board Policies JO-1, KDA and KK

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

student to either parent in accordance with board policy unless otherwise directed by a valid court order. The district refuses to mediate visitation and custody disputes among parents/guardians and other relatives.

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

DESTRUCTION AND/OR LOSS OF SCHOOL PROPERTY

Reference Board Policy JG-R1

As responsible citizens, students are expected to maintain and use school property appropriately. Textbooks and resource materials that are lost or damaged must be paid for by the students/parents. Students/parents will be expected to reimburse the school district for property defaced or damaged. Refer to the Connect2Learn Student Handbook regarding damage to Chromebooks (Page 42).

DIRECTORY INFORMATION (ANNUAL NOTIFICATION OF)

Reference Board Policies JO-1 and JO-AP1

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

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

The school district designates the following items as directory information:

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

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

Limited Directory Information - In addition to general directory information, the following information the district maintains about a personally-identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; governmental entities

including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and email address and the parents' addresses and telephone numbers. The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent or eligible student.

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

DISCIPLINE

(Reference Board Policies JG, JG-R1)

The **Student Code of Conduct** is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or board of education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment to the extent allowed by law (see board policy JG-R1).

STUDENT DISCIPLINE

Actions and Consequences

Board Policies JG, JG-R1, JG-R2
See also Board Policies: EHB, JFCC, JFCD, JFCF,
JFCG, JFG, JGD, JGF, KKB, and procedures EHB-AP1

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

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

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences (board policies JG-R1 and JGD)
The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and procedures is essential for permitting others to learn at school.

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

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

All out-of-school suspensions discussed in these guidelines will require a conference between parent/guardian, principal, and/or other school personnel before the student will be allowed to return to class. Additionally, all behavior considered a violation of the Student Code of Conduct (board policy JG-R1 and page 14 of this handbook) will result in contact from school personnel with the student's parent/guardian. If suspension is imposed, the student’s parents or guardians must be promptly notified of the suspension and the reasons for the action. The district may honor suspensions and expulsions from another in-state or out-of-state school district including private, charter or parochial school or school district pursuant to law and policy. (See board policy JGD)

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

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

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

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

Assault (board policy JG-R1)

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

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

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

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

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

Bus or Transportation Misconduct (See board policy JFCC) - Any offense committed by a student on transportation provided by or through the district shall be disciplined in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. Transportation reviews and finalizes consequences related to bus misconduct. (See also page 38.)

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

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

   First Offense*:* In-school suspension or 1-180 days out-of-school suspension.
   Subsequent Offense*:* 11-180 days out-of-school suspension or expulsion.

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

   First Offense*:* In-school suspension or 1-180 days out-of-school suspension.
   Subsequent Offense*:* 11-180 days out-of-school suspension or expulsion.

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

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

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the “Conditions of Suspension” on page 14 of this handbook.

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

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

Report to law enforcement for trespassing if expelled.

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

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

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

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

Harassment, including Sexual Harassment (board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior) For more information, see page 24 of this handbook.

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

> ***First Offense:*** In-school suspension or 1-180 days out-of-school suspension.
> ***Subsequent Offense:*** 1-180 days out-of-school suspension or expulsion.

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

> ***First Offense:*** Confiscation. Warning, principal/student conference, detention, or in-school suspension or 1-10 days out-of-school suspension.
> ***Subsequent Offense****:* Confiscation. Detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.

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

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

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

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

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

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

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

   First Offense: Restitution. Principal/Student conference, loss of user privileges, detention or 1-10 days in-school suspension.
   Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Students are prohibited from displaying or using personal communication devices during the school day other than exceptions and permitted uses listed in policy JFCD. Additionally, the use of any camera or video-enabled electronic device is strictly forbidden in locker rooms and restrooms.

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

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

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

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

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

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

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

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

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

Tobacco (board policy JHCD)

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

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

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

   First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
   Subsequent Offense*:* Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

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

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

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

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

Weapons (board policy JFCJ)

1. Possession or use of any weapon described in “Weapons Prohibited under the Missouri Safe Schools Act” of Policy JFCJ.

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

2. Possession or use of any weapon described in the “Other Prohibited Weapons” section of Policy JFCJ.

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

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

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

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

DISCRIMINATION

Grievance Procedures for Complaints Concerning Discrimination
Reference Board Policies AC, AC-AF 1-6, ACA

Definitions

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

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

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

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

Compliance Officer

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

Assistant Superintendent of Equity and Student Services – Student Compliance Officer, or
Assistant Superintendent of Human Resources – Staff Compliance Officer
301 NE Tudor Road, Lee's Summit, Missouri, 64086; Phone (816) 986-1000.

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

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

Investigation

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

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

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the board.

2. As an extension of the investigation and reporting, deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.

3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency, such as the Office for Civil Rights, law enforcement or the Children's Division (CD), is also investigating a complaint arising from the same circumstances.

5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with board policy.

6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in board policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

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

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

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

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

   Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of board Policy is found and, if so, stating what corrective actions will be implemented. If someone other

than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

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

Title IX Sexual Harassment Grievances are addressed under a separate board policy. For more information, see board policy ACA and/or Page 24 of this handbook.

DRESS AND GROOMING

Reference Board Policies JFCA and JFCA-AP1

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

Items Not Permissible As School Dress

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

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

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

ELECTRONIC COMMUNICATION DEVICES

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

The use of personal electronic devices, including cell phones, is prohibited during the entire school day. Exceptions to this rule may only be granted with prior approval from the building principal or designee for academic purposes. Additionally, the use of any camera or video-enabled electronic device is strictly forbidden in locker rooms or restrooms. Students who violate this policy will be subject to discipline including potential device confiscation, as detailed in board policy JG-R1.

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

E-READER DEVICES

Reference Board Policy EHB

Students may be permitted to bring a personally-owned e-Reader device (such as Nooks, Kindles, etc.) to school at the building principal's discretion. The student's use of such personally-owned devices is restricted to instructional activities while under the direct supervision of a staff member. Students using personally-owned e-Readers must follow the district's Acceptable Use Policy EHB while on school property or attending school-sponsored activities.

The Lee's Summit School District is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day. The Lee's Summit School District is also not responsible for the maintenance or configuration of e-Readers. Maintenance and charging are the responsibility of the student and they are to be completed at home and not at school.

- Students using personally owned e-Readers will not be allowed to connect to the Lee's Summit R-7 network during school hours.
- e-Readers shall be used solely for instructional purposes in the classroom.
- Devices that have Wi-Fi capability may not be used for internet access; therefore, if the device has personal cellular service, it must be turned off while at school.
- All devices are strictly prohibited in bathrooms, the cafeteria during lunch and on the playground during recess.
- Additional prohibited areas and specific rules may be determined by the school, administrator(s), and/or teacher(s).

ELECTRONIC NON-COMMUNICATION EQUIPMENT

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

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

ENROLLMENT PROCEDURES

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

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

Kindergarten

Kindergarten enrollment is held each spring in every attendance area. To be enrolled in Kindergarten, a child must be five years of age before August 1. Immunization records, proof of residency and proof of age are required for children entering school for the first time. Additional information will be requested, such as emergency contact numbers, as needed. Schools may conduct Kindergarten screening for the purpose of preparing for instruction and creation of class lists.

Grades 1-5

Parents of students moving into or within the Lee's Summit School District should contact the Transportation Department (phone 816-986-4BUS or 4287) or visit the district website to determine their child's attendance area. Upon proof of residency, the parents may enroll their student at the school.

FACILITY/THERAPY DOG

Reference Board Policy ECG

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

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

FIELD TRIPS

Reference Board Policy IICA

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

FIREARMS
(CONCEAL AND CARRY LEGISLATION)

Reference Board Policy ECA

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

HARASSMENT

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

SEXUAL HARASSMENT OF STUDENTS

Reference Board Policy ACA

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic status or progress; or

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

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

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

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

Cross Refs: AC Nondiscrimination and Anti-Harassment AC-R; Legal Refs: Title VII of the Civil Rights Act of 1964, 42; U.S.C. 2000 E -2, 2 9 C.F.R . 1604.11; Meritor Savings Bank v. Vinson, 106 S. Ct 2399 (1986)

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

HEALTH SERVICES

Reference Board Policy JCHD

Health Rooms

The Health Services personnel of the Lee's Summit R-7 School District includes Registered Nurses (RNs), Licensed Professional Nurses (LPNs), and Health Clerks. Our multidisciplinary team provides services, resources, and education to bridge the gap between health and wellness, and education and learning. Our school nurses provide the necessary professional expertise to assess, identify, monitor, and evaluate your student's health needs. All Health Services personnel are trained in CPR/AED, Stop the Bleed and first aid. First aid care will be administered to sick and injured students. In the case of serious illness or accidents, parents/guardians will be notified immediately.

Emergency Medical Treatment

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

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

Each school will attempt to identify students with allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have. The Health Services personnel will maintain the list of students with allergies.

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

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

Latex Allergy

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

Head Lice (Reference LSR7 board policy JHC-AP2)

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

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

Immunizations required for school children in the State of Missouri are listed on page 28. Spanish translation: .2026-2027 School Requirements - Spanish.

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

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

Medication Administration in the School Setting (board policy JHCD)

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

Over-the-Counter Medications

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

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

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

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

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

Emergency Medication

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

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion.

Student Insurance (see board policy JHA)

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

2026-2027 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Missouri-required immunizations should be administered according to the current ACIP schedule, including all spacing, (CDC.Gov/vaccines).
- To remain in school, students "in progress" must have an Immunizations In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption form must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur.

Vaccines	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT[1]	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap[2]									1	1	1	1	1
MCV[3] (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio)[4]	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR[5]	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B[6]	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella[7]	2	2	2	2	2	2	2	2	2	2	2	2	2

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. **Maximum needed:** six doses.
2. **8-12 Grades:** Tdap, which contains pertussis vaccine, is required.
3. **Grade 8-11:** One dose of MCV is required. Dose must be given after 10 years of age.

   Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. **Kindergarten-12 Grade:** Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
5. First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age. If Varicella and MMR are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.

   Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

MISSOURI DEPARTMENT OF HEALTH & SENIOR SERVICES
Bureau of Immunizations

Revised 12-25

HOMEWORK

Board Policy IGBC

Work assigned for home study provides practice for materials previously presented in the classroom. Homework activities can be pursued without additional teacher help. Homework assignments are made on an individual basis. Parents are encouraged to contact the teacher if their child is having extreme difficulty with homework or if the child is spending an inordinate amount of time with homework.

Homework is an extension of the classroom. Homework activities include:

1. Preparing for a test.
2. Completing assignments not finished during the school day.
3. Reasonable amount of additional drill or practice.
4. Reading for exploratory purposes, enjoyment, and enrichment.
5. Scientific experimentation.
6. Extended projects over a period of time.
7. Make-up work missed during absence.
8. Completion of various electronic tasks via a district-provided device.

IMPACT

IMPACT is a ten-week program and is a partnership between the Lee's Summit Police Department, the LSR7 School District, Jackson County COMBAT, and the community of Lee's Summit. IMPACT is taught by specially-trained police officers. Lessons are introduced to students in 2nd and 4th grades, with core course content completed in 5th and 7th grades.

The program's primary focus is to teach students facts about drugs and alcohol, including the harmful effects these substances have on adolescent brains. Once students know the health effects of substance use, they're introduced to the IMPACT problem-solving model, which helps them think through complex issues, like resisting peer pressure and managing stress in a healthy way.

IMPACT exists to enrich students' lives by teaching, modeling, and encouraging the core values of integrity, responsibility, and respect while fostering relationships with students, teachers, and parents to prevent drug abuse and risky behaviors. The goal is to better equip students with the tools they need to make educated decisions about the negative effects of drugs and alcohol and the strategies required to successfully navigate risky situations they may face during adolescence.

LIBRARY MEDIA CENTER

Reference Board Policy IIAC

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

MAKE-UP WORK / LATE WORK

Board Policy JED-AP2

Assignments missed due to trips or for reasons other than illness will normally be made up when the student returns to school. Asynchronous or live instruction will not be available to students. In some cases, assigned work may be available for students in Schoology and may be completed electronically either during the absence or upon returning to school.

Students are responsible for contacting the teacher after each absence concerning work missed. Generally, students are given one day to complete assignments for each day of absence. Parents should contact the school by 9:30 a.m. to request classroom assignments. Assignments may not be prepared and distributed prior to a prolonged absence, vacation or other school leave.

MEDICAID

Annual Notification to Parents

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

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

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

MULTI-TIERED SYSTEM of SUPPORT (MTSS)

Reference State Statute 167.950
Reference Board Policy IGAB

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

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

PARENT-TEACHER CONFERENCES

Reference Board Policies IGBC, KDA

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

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

Reference Board Policies KG, KG-AP1

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

PROGRESS REPORT PHILOSOPHY AND RATIONALE

Reference Board Policy IK

Progress reports are issued at the end of each quarter via secure email. Parent(s)/Guardian(s) listed in PowerSchool will be provided the secure link to access. Hard copies are available upon request.

Elementary Progress Report

The purpose of the Lee's Summit R-7 School District elementary progress report is to communicate what students should know and be able to do based upon grade-level learning expectations. The progress report provides feedback to students and parents about a child's academic, social, and behavioral development. It further provides an opportunity to set student goals in each of these areas.

A standards-based progress report communicates quarterly student progress towards identified grade-level learning standards. Teachers monitor and assess student performance towards these standards, which are objective and observable. These standards are articulated in the district curriculum for all core subject areas. The standards-based progress report keeps the attention of students, parents, and teachers focused on grade-level-specific learning expectations. Progress is monitored by collecting evidence of student learning, which may include classroom activities, student work, projects, observations, informal and formal assessments, etc. Non-academic factors (i.e., behavior, effort, etc.) are not included in academic grades.

Grading and reporting are based upon the following principles:

1. Assessment of learning is aligned to identified Critical Concepts and prioritized learning targets at each grade level.
2. The goal of assessment is to improve the learning of each student.
3. The primary purpose of grading is to communicate student achievement of grade-level identified Critical Concepts and prioritized learning targets.
4. Grading is fair, consistent, and meaningful.
5. Communication of student achievement is ongoing and aligned to standards.

PROTECTION OF PUPIL RIGHTS AMENDMENT

Reference Board Policy JHDA

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by law, to determine program eligibility.

Receive notice and an opportunity to opt out of:

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

Inspect, upon request and before administration or use:

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

The rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with: ***Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-5920.***

R-7 Online Learning Parent Expectations and Commitments

Reference Board Policies IGCD, and IGCD-AP1

Online learning can be an effective education option for elementary students. R7 Online is a web-based platform designed with Lee's Summit curriculum and taught by Missouri-certified LSR7 teachers. A variety of instructional materials are utilized to deliver the content including print and online texts, video and audio, discussion boards, and more. All students enrolled in R7 Online must have internet access. Each day students will have both synchronous (live) and asynchronous (self-paced) lessons. During synchronous learning, teachers will provide live instructional sessions which students will be expected to attend daily. This instruction will best replicate direct, in-person instruction. During asynchronous learning, students will complete work, at their own pace, typically through Schoology.

Families and students should be aware that the demands of online learning are equal to or exceed those of traditional "face-to-face" learning. Online instruction places much more responsibility on the student. Teachers with online teaching experience agree that students who are successful at online learning have several critical characteristics. Consider the following factors when deciding whether online learning is in the best educational interest of your child:

- Has my child demonstrated **time-management skills** that indicate that the student is capable of attending lessons, submitting assignments and completing class requirements without reminders or direct supervision?
- Has my child demonstrated **persistence** in overcoming obstacles and a willingness to seek assistance when needed?
- Has my child demonstrated **verbal or written communication skills** that would allow the student to succeed in an environment where the instructor may not have sufficient nonverbal cues to indicate the student's level of understanding?
- Does my child have the necessary **computer or technical skills** to succeed in an online course?
- Does my child have **adequate access** to computers, the internet, and other necessary technology resources to participate in a virtual course and complete assignments?
- Does my child have a strong **desire to learn**, demonstrate **self-motivation**, and have **discipline** necessary to learn online?
- If my child previously attempted an online course and struggled with or failed the class, have the issues that caused the student to struggle or fail been identified and addressed?

Students can be enrolled in R7 Online unless there is a determination that there is good cause to refuse the student's enrollment. Students enrolled in R7 Online Academy will typically remain for the entire semester and will not be permitted to return to in-person until the following semester.

R7 Online Academy students are required to participate in the Missouri Assessment Program (MAP) testing when appropriate. Testing may be conducted at the student's home school or through a virtual platform.

RECESS

Reference Board Policy ADF-1-AP1

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

An **assistive device** is any item worn or used by a student that supports, stabilizes, immobilizes, or protects a body part due to injury or medical condition and may limit safe participation in physical activity. Supports (see examples below) whether prescribed or over-the-counter are considered assistive devices and require a doctor's order.

Examples include, but are not limited to:

- casts
- crutches
- knee immobilizers
- knee scooter
- splints or braces
- slings
- walking boots
- wheelchair
- other orthopedic supports that restrict movement

If a student presents at school with an assistive device and **no doctor's order is on file**, the school nurse and/or administration will determine appropriate activity restrictions for safety. This may include exclusion from recess and physical education until:

- A doctor's order is provided, or
- an assistive device is no longer in use.

If activity restrictions are in place, they apply to **all physical activity throughout the school day**.

The school reserves the right to request medical documentation at any time if a student's condition or use of a device raises safety concerns.

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

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

RELEASE FROM SCHOOL

Reference Board Policies JEDB, KDA

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

RETURNED CHECK FEE

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

SALES, SOLICITATIONS, AND ENDORSEMENTS

Reference Board Policy KI

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

SPECIAL PROGRAMS

Reference Board Policies IGBA-1, IGBA-1-AP2

Special programs are available in the Lee's Summit Schools. Cross categorical specialized academic instruction, related services, resource reading and gifted programs are available at all elementary buildings. Life Skills programs are at Cedar Creek Elementary, Hawthorn Hill Elementary, Highland Park Elementary, Meadow Lane, Richardson Elementary and Westview Elementary. Social/Emotional Behavior (SEB) programs are provided at Pleasant Lea Elementary, Sunset Valley Elementary, Trailridge Elementary, Underwood Elementary and Miller Park Center. CLASS (Communication, Learning and Social Skills) programs are located at Cedar Creek Elementary, Highland Park Elementary, Meadow Lane, Richardson Elementary, Summit Pointe Elementary and Westview Elementary. English Language Learners (ELL) programs are provided at all elementary buildings. The Deaf and Hard of Hearing program is provided at Woodland Elementary. Programs for the medically fragile are at Sunset Valley Elementary. Children are placed into these programs following established guidelines, procedures and qualifications. No individual tests are given to a child without parent consent and knowledge.

STRINGS

Students may voluntarily participate in Strings instruction beginning in the fifth grade. Instructional time and/or recess may be lost due to student participation in instrumental music. Students are held accountable for all information/assignments presented in the classroom during this time period. Parents of students who need to transport instruments on school buses should read the Bus Riders Rules and Procedures section of this handbook (Page 38). There are restrictions on large instruments (i.e., cellos).

STUDENT RECORDS

Reference Board Policy JO-1

Provisions and Guidelines

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

Review of Education Records by Parents or Eligible Students

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally-binding document prohibits such access. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with the law.

Transfer of Education Records

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

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

Annual Notification of Rights to Parents and Students

The district shall annually notify parents of students currently in attendance, or eligible students in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and of FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible students at the beginning of the school year. Parents and/or students may request that the district not use a student's social security number at the time of enrollment.

Release of Education Records

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

The district may disclose education record information without consent when disclosed

- To school officials who have a legitimate educational interest in the records;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- To authorized representatives of state and local educational authorities;

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

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

Records Retention

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

Appeals Procedures

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Parents or eligible students interested in the appeals procedure can reference R-7 board policy JO-1-AP1.

TECHNOLOGY

Reference Board Policy EHB

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

Guidelines

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

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

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

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

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

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

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

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

Google Workspace for Education

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

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

TELEPHONE USAGE

Voicemail Access for Elementary Teachers

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

Student Use

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

TRANSFER WITHIN LEE'S SUMMIT SCHOOLS

Reference Board Policy JCB-AP2

The majority of elementary students in the Lee's Summit R7 School District attend the school within their home attendance area. However, there are reasons families may request to transfer their child to another school. The guidelines related to board policy JCB should be considered at the time of submission of an Intradistrict Transfer

Request. Transfer requests must be submitted prior to the beginning of the new semester. Granting of such transfer requests will be contingent on eligibility and available space as determined by the district. Students who have begun attendance at a school cannot transfer to another school until the next semester begins unless their residence changes to a new attendance area or unless otherwise required by law or based on other District policy. Occurrences of late arrivals, early departures and/or late pick-ups that meet or exceed 15 in a semester as well as absences that meet or exceed 15 days in a semester or 20 accumulated absences in a school year will result in revoking a child's transfer status. Please visit the district website for more information at https://www.lsr7.org/families/transfer-requests.

TRANSPORTATION SERVICES

Reference Board Policies EEA, EEAB, JG-R1

The safety of all students riding the bus to and from school is a responsibility we all share. It takes all of us working together to ensure safety: students, parents, bus drivers and school officials. The district has established the student conduct expectations listed below to ensure that all students are transported in the safest environment possible. In accordance with board policy JG-R1, any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

If you should have any issues or concerns and need to talk with your child's driver, it is best to call the Transportation Office at 816-986-4BUS (816-986-4287) to schedule a time. In addition, you may inquire about lost items by calling the Transportation Office. Transportation is not responsible for lost items. If you need to approach the bus, please do not step into the bus, but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule, which limits the driver's available time at individual stops. Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Lee's Summit School District supports this law and has posted warnings on all buses.

For more information, please log on to: https://www.lsr7.org/departments/transportation

Safe Riding Expectations and Tips for a Safe School Bus Ride

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

Electronic Devices

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

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

The above only applies to the school bus; per board policy JFCD, the use of personal communication devices is prohibited during the school day. For more information about electronic non-communication devices, see page 21 of this handbook. Please contact your school for their specific practices.

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's, school's and Transportation Department's missions will not be acceptable. If the action creates an environment in which learning, safety, and caring for others is not the primary focus, disciplinary action will result. Students are expected to use "common sense" in making decisions about their behavior choices.

VISITING

Reference Board Policy KK

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

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

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

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

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

Student Visitation

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

The superintendent or designee has the discretion to prohibit a parent/guardian or other relative from, for example, eating lunch with a student, attending class parties or field trips or pulling a student out of class, if such a visit could interfere with

the education program or be disruptive; if one of the parents/guardians objects; if there is a current dispute regarding custody or visitation of the student; or if district employees are uncertain as to whether a person may legally have contact with a student.

Classroom Observations

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

Service Providers

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

Appropriate Behavior

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

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

VOLUNTEERS

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

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

WEATHER

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

Schools will not be open when it is considered too dangerous for buses to travel or too cold for student safety.

State law allows schools to utilize an alternative method of instruction (AMI) to fulfill up to six days of time lost in the classroom due to events outside of the district's control, including inclement weather. On school days which are identified as AMI day, students will be expected to complete assignments from home and the day will be counted as a day of school attendance. Announcements will be made through School Messenger, social media and other media outlets prior

to 6:00 a.m. if schools will be closed and/or an AMI day will be utilized. For more information about AMI days, please refer to the district website or the Alternative Methods of Instruction section of this handbook (Page 4). No announcements will be made if schools are to be in session.

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

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

Lee's Summit R-7 School District

Connect2Learn Handbook



http://connect2learn.lsr7.org/

Handbook Contents

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The mission of the Lee's Summit R-7 School District:

We prepare each student for success in life.

Anti-Discrimination

In accordance with the provisions of the Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the Lee's Summit R-7 School District that no person shall, because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.

Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the Stansberry Leadership Center (R-7 Administrative Offices), located at 301 NE Tudor Rd.

Inquiries by persons about their protection against discrimination under The Americans with Disabilities Act, Title IX, Title VI, or P.L. 93-112 and the Section 504 may be directed in writing or by telephone to:

Human Resources Department
301 NE Tudor Rd.
Lee's Summit, MO 64086
816-986-1000

Qualifications

A K-12 student who is actively enrolled in any of the schools in the Lee's Summit R-7 School District qualifies for use of a district-owned Chromebook.

Title

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

Returning Device

Students who withdraw from the Lee's Summit R-7 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of $375.00. Students who refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney's fees, incurred by the district to recover the Chromebook or any owed fees. If a student drops from the Lee's Summit R-7 School District during the summer months, it is the responsibility of the student/parent/guardian to return the Chromebook and charger to the Stansberry Leadership Center, 301 NE Tudor Rd., Lee's Summit, MO, 64086 or the student/parent/guardian will be responsible for the replacement cost of $375.

Chromebooks Not Returned

Students who transfer out of the Lee's Summit R7 School District without returning the Chromebook and the charger will be charged the full cost of the device and the district will consider all legal rights at its disposal, which may include turning this device over to law enforcement and reporting it as a stolen device.

Loss, Damage, or Theft

By taking possession of a Chromebook, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the borrower agrees to pay a replacement cost of $375. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school administrator and technology department personnel of the appropriate building immediately. A device is deactivated by the district in these cases. In the case of theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the law enforcement report to the appropriate staff member as soon as it is available. Failing to report theft in the manner described herein will result in the missing property being categorized as lost rather than stolen. In the case of damage to a borrowed device, the user must report the incident to the technology department personnel or the appropriate building staff member within one school day of the occurrence. If negligence is determined in the device damage, the borrower may be assessed repair costs.

Terms of Agreement

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

Student Usage

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

District Costs

- According to the terms of the district's current lease/purchase agreement, the cost for each grade K-12 Chromebook is $375.

Loaner Chromebooks

Students who borrow a loaner Chromebook must return the loaner prior to receiving their repaired device back, as a student is not allowed to have more than one Chromebook in their possession at a time. Damage to the loaner Chromebook while in student possession, for each incident will be assessed to the student per the following:

- Lost loaner Chromebook - $375
- Damage to the loaner Chromebook - $50
- Lost/Damaged loaner Power Supply - $17

Repair and/or Replacement Costs to the Student Issued Device

First incident ANNUAL (school year) basis:

- No fee for the first incident of accidental damage to the Chromebook will be charged. Repair is made or a replacement device is provided and a notification is made via email to parents/guardians.
- Full replacement cost for lost, stolen or damaged A/C adapter (Replacement charger: $17, Replacement charger for loaner: $17).
- Full price of $375 or cost of repair (whichever is less) for an intentionally damaged device and a parent/guardian meeting with an administrator required.
- $375 for lost device, $150 for stolen device (providing a police report **has been filed and submitted to the school**) and a parent/guardian meeting with an administrator required. Devices reported as stolen outside of school require an official police report to the school administration. If there has been no police report filed, the cost of a replacement device is $375. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.

Second and subsequent incidents on an ANNUAL (school year) basis:

- The student will be required to pay a $50 fee for the second and for each subsequent incident during the school year. Parent/Guardian meeting with an administrator if incidents become frequent or payment is not made on subsequent incidents will be required.
- Full price for lost, stolen, or damaged A/C adapter.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with an administrator required.
- Full price for lost or stolen device and a parent/guardian meeting with an administrator required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.

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

Special Accommodations/Restricted Access

- Parent/Guardian-Initiated Accommodations: It is the belief of Lee's Summit R-7 School District that every student should be granted equal access to the resources provided by the school district for learning. It is not the

district's recommendation that a student be restricted access to any learning resource granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to the district's provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, approved by a school administrator, and placed on file with the school's technology department, a student may be granted "as needed only" or "by teacher request only" access to their Chromebook, rather than having it issued permanently to the student.

- Administrator-Initiated Restrictions: Noncompliance with the expectations of the Connect2Learn Student/ Parent/Guardian Handbook or violation of the District Technology Usage Policy EHB & EHB-AP1 can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will continue to be afforded to students who abide by the District's Acceptable Use policy. Other disciplinary actions defined in board policy may be applicable.

- Students with Disabilities: Lee's Summit R-7 School District is committed that all students will have the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be removed and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

Handling, Care & Use

- Students are responsible for the Chromebook, as well as all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via the Chromebook.
- Chromebooks are intended to be used only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with the Chromebook.
- Students are prohibited from taking photos or videos at school or while on district transportation without prior approval from a teacher or administrator.
- **Students should start each school day with a fully charged battery.**
- Ensure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector.
- Ensure the Chromebook is never exposed to liquids or other foreign substances.
- Heavy objects should never be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
- **Do not decorate the assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel. Only district approved stickers are permitted.**
- Allow only school district personnel to troubleshoot, diagnose, or repair the Chromebook. Do not allow third party service people to handle or repair the Chromebook. This will void the warranty, and students will be responsible for all damage associated with the device.

Security, Storage, & Treatment

- Keep the Chromebook powered off and protected when not in use.
- Do not carry, hold, lift, or suspend the Chromebook in the air by the screen/display.
- Make sure to completely power off the Chromebook before inserting it into a protective school bag to transport home.
- Handle the Chromebook with caution. Do not throw, slide, drop, toss, etc. the Chromebook.

5.

- **Take the Chromebook home every day for nightly storage and charging of the battery.** Do not leave it in a school locker or classroom overnight.
- Keep the Chromebook out of reach of siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.6.
- Secure the Chromebook out of view if being temporarily stored in a parked vehicle.
- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring the Chromebook will receive secure storage if it is brought to school related activities, performances, sporting events, etc.

Home Network/Wireless Usage

- LSR7 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if the home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide the device Internet access away from school. For a current map of free public Wi-Fi in the city of Lee's Summit, please visit connect2learn.lsr7.org.
- LSR7 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.

Content Filtering

- The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. See board policy EHB and EHB-AP2 for more details.
- The district's content filter will also filter content on student Chromebooks when not connected to the district's network and connected to the internet.
- Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with board policy may occur for attempting to access unauthorized or inappropriate Internet sites.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.
- If a student encounters content which is questionable, a report should be directly made to an LSR7 teacher for immediate investigation.
- Parents/Guardians have the ability to monitor the internet activity when the device is at home using the Securly Home App.

Printing

- The use of Google Workspace for Education encourages an environment of sharing information electronically instead of printing on paper.
- The district recognizes there will be times when a student may need to print. Students can access Google Documents from any district desktop or laptop computer and have the ability to print. Specific printing instructions and locations vary by building. Students will need to ask teachers for specific building printing information.
- LSR7 will be unable to troubleshoot any difficulties that may be encountered when interacting with home printers if a student chooses to print something at home.

Digital Citizenship Reminders for Students During the School Day

- All student social media accounts (e.g., Facebook, Twitter, etc.) will be PERSONAL accounts. School related pages should be created by school personnel such as an activities sponsor, coach, teacher, or administrator.

- Students should be aware of what they post online. What they contribute leaves a digital footprint for all to see. Students should not post anything they wouldn't want others (familiar and unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions; however, it should be done in a respectful way. Students should make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Students should be safe online. Students should never give out personal information, including but not limited to last names, phone numbers, addresses, exact birth dates, pictures, and passwords.
- Students should not respond to any cyber bullying message, should block the person sending the message, and should tell a trusted adult. Stop, Block, and Tell!
- It is recommended that students link to websites to support their thoughts and ideas. However, students should be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Students should do their own work! Students should not use other people's intellectual property without their permission and be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice for students to hyperlink to sources of which they might refer.
- Students should be aware that pictures may also be protected under copyright laws and verify they have permission to use images.
- How students represent themselves online is an extension of themselves. Students should not misrepresent themselves by using someone else's identity.
- If students see inappropriate material that makes them feel uncomfortable or is not respectful, they should report it to a parent/guardian or teacher right away.

TECHNOLOGY RESPONSIBILITIES

The district's technology resources exist for the purpose of maximizing the educational opportunities and achievement of district students.

TECHNOLOGY USAGE – ACCEPTABLE USE
(See Board Policy EHB)

General/Acceptable Use Rules

The following rules and responsibilities will be followed by all users of the district's technology resources:

1. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.

2. Students will be held accountable to the Lee's Summit R-7 procedures and policies as published in the student handbook and board policy manual.

3. Students may not use a computer without staff supervision.

4. Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.

5. Mass consumption of technology resources that inhibits use by others is prohibited.

6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

7. Users who subscribe to online services that charge fees are solely responsible for all charges incurred.

7.

8. Users are required to obey all local, state, federal and/or international laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

9. Accessing, viewing or disseminating information using district resources, including email or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

11. Accessing, viewing or disseminating information using school or district resources, including email or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

12. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, gender, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. *See policy AC and regulation AC-R.*

13. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

14. District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the district.

15. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

16. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No students will be given access to district technology if they are considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

2. The unauthorized copying of system files is prohibited. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

3. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

4. The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into a school or district computer, network, or any external networks is prohibited.

Online Safety - Disclosure, Use and Dissemination of Personal Information

1. Student users are prohibited from sharing personal information about themselves or others over the internet, unless authorized by the district.

2. Student users shall not agree to meet with someone they have met on-line without parental/guardian approval.

3. Student users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

4. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

5. No curricular or non-curricular publication distributed using district technology will include the address, phone number or email address of any students without permission from those students and their parent(s) /guardian(s) if the child is a minor.

Electronic Mail

A user is responsible for all email originating from the user's ID or password.

1. Forgery or attempted forgery of email messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify email of other users are prohibited.
3. Users are prohibited from sending mass (more than 200 recipients) electronic mail messages without administrative approval.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Students may be suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Google Workspace for Education

The Lee's Summit School District utilizes Google Workspace for Education which provides email, word processing, spreadsheet, presentation, calendar, research, and collaboration tools for all students and teachers. Google Workspace for Education is intended for educational use only and will be available at school and home via the internet. Google Workspace for Education complies with the Child Internet Protection Act (CIPA), Children’s Online Privacy Protection Act

(COPPA), and the Family Educational Rights and Privacy Act (FERPA). The same expectations for acceptable use of technology (as outlined in Board Policy EHB) apply to Google Workspace for Education accounts. For questions regarding how Google Workspace for Education will be used by students, please call their school. If, after this discussion,

parents/guardians feel it would be best for their child to not utilize certain functions of Google Workspace for Education, the school will help parents/guardians request that their student's account be modified. However, some functions, such as word processing, may be required for classroom activities and assignments.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

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