District High School Student Handbook

THE BOARD OF EDUCATION

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

Ms. Stacie Myers, **President**

Mrs. Erica Miller, **Vice President**

Board Members

Dr. Kamile Johnson
Mr. Bill Haley
Mrs. Michelle Dawson
Dr. Nicky Nickens
Mr. Rodrick Sparks

Updated July 2026

DISTRICT ADMINISTRATION

Superintendent of Schools:
Dr. David Buck

Associate Superintendent of Academic Services:
Dr. Christy Barger

Associate Superintendent of Operational Service:
Dr. Steve Shelton

Assistant Superintendent of Human Resources:
Dr. Leah Copeland

Assistant Superintendent of Secondary Instruction:
Dr. Brian Linquist

Assistant Superintendent of Equity and Student Services:
Dr. Jermaine Wilson

Assistant Superintendent of Business Services:
Dr. Chad Hertzog

Assistant Superintendent of Elementary Education:
Dr. Heather Kenney

Executive Director of Technology:
Ms. Megan Gretzinger

Executive Director of Public Relations:
Mrs. Katy Bergen

ADDITIONAL IMPORTANT PHONE NUMBERS

Emergency Services	911	Child Abuse Hotline	1-800-392-3738
Hope House	816-461-4188	R7 Campus Crime Stoppers	816-986-1450
Suicide Prevention	1-800-SUICIDE	Tips About Crimes	816-474-TIPS
Domestic Violence Hotline	816-468-5463	Lee's Summit Cares	816-347-3298
Suicide Hotline	1-800-273-TALK	Narcotics Anonymous	816-531-2250
Lee's Summit Social Services	816-525-4357	Alcoholics Anonymous	816-471-7229
Rape Crisis Hotline	816-531-0233		

Lee's Summit R7 School District

Our Mission

We prepare each student for success in life.

Our Vision

LSR7 is an exemplary school district, graduating students who are college and career ready with the competitive advantage necessary to be successful.

LSR7 reflects a culture of respect and acceptance. Collaboration is an expectation that fosters mutual understanding and a focus on student achievement and staff development.

LSR7 encourages innovation and creativity, recognizing student learning as our fundamental purpose.

Our Commitments

- 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.

ACADEMIC AND GRADING INFORMATION

A+ SCHOOLS GRANT PROGRAM - DESE WEBSITE

The A+ Schools Program provides financial incentives to qualified A+ students to continue their education beyond high school. A+ students may be eligible to receive reimbursement for the cost of tuition while attending a Missouri public community college or vocational/technical school on a full-time basis for two years. The A+ financial incentive is dependent upon state appropriation from the Missouri General Assembly. This financial incentive will be for the unpaid balance after federal post-secondary financial assistance funds (that do not require repayment) have been applied to college expenses.

The A+ student meets ALL of the requirements below:

- Attend a designated A+ School for three consecutive years (grades 10-12) prior to high school graduation.
- Graduate from high school with an unweighted cumulative GPA of 2.5 or higher on a 4.0 scale.
- Graduate with a 95% ADA (Average Daily Attendance) Record for grades 9-12.
- Perform and document 50 hours of unpaid district tutoring or mentoring coordinate through the A+ Office.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Perform all other duties and obligations required by law to be eligible for and receive the benefits of the A+ program.
- Students must achieve a qualifying score on the Algebra 1 EOC (proficient or advanced) or the math portion of the ACT or Pre-ACT (score dependent on GPA)
- Misbehavior during tutoring/mentoring time will result in a meeting with the student, administrator and A+ Coordinator. The student may be placed on probation for the remainder of their years as an A+ student. If a second infraction occurs, the student may be removed from the A+ Program. In the case a serious infraction occurs during the tutoring/mentoring time, the student may immediately be deemed ineligible for further tutoring/mentoring.

This is a wonderful opportunity for all students. It is recommended that all students enroll in the A+ School Program and work toward graduating with A+ status. A+ graduates do not have to access the financial incentives immediately; they can use the benefits up to four years after graduation. Graduating with A+ status does not mean one is limited to attending a public community college or vocational/technical school as several colleges and universities offer scholarships to A+ graduates. This program is based upon the availability of state funding.

To sign up for the A+ Schools program, pick up an application from the A+ Office or print one from the A+ website.

ALTERNATIVE METHODS OF INSTRUCTION (AMI)

Beginning in the 2020-21 school year, a new state law allows schools to create a state-approved alternative methods of instruction (AMI) plan to fulfill up to 5 days of time lost in the classroom due to events outside of the district's control including inclement weather, a utility outage, or an outbreak of a contagious disease where school would otherwise be cancelled. In the event of a cancellation, the district may choose to hold instruction virtually.

Lee's Summit R-7 Schools remains committed to providing students instructional activities and connections to the learning environment during periods of school closures. We are fortunate to be a 1:1 district in which K-12 students have district-issued Chromebooks and R-7 staff have a platform in Schoology to reach students remotely. While virtual instruction cannot replace time in the classroom, Lee's Summit R-7 Schools 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 communications 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, Schoology Messaging and voicemail which will be updated each day with assignments for students without Internet access.
- 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 during the AMI day in order for student attendance for the day(s) to be counted.

ACADEMIC LETTER

Any student enrolled in and receiving credit for a minimum of 5 courses during a semester, who has attained at least a 4.0 weighted grade point average during any semester will receive an academic letter. Fall semester qualifiers will be recognized in the spring at the Academic Achievement Awards ceremony. Spring qualifiers will be recognized during the following year's ceremony.

FINAL CLASS RANKINGS AND GRADE POINT AVERAGE (GPA)

Beginning with the class of 2027, students will be recognized via the Latin Honors system that will be split into three levels based on each student's cumulative weighted GPA across all eight semesters of high school.

- *Summa Cum Laude* (highest level of recognition)
    - Students who achieve a cumulative weighted GPA of 4.3 or higher
- *Magna Cum Laude* (second highest level of recognition)
    - Students who achieve a cumulative weighted GPA between 4.1 and 4.29 .
- *Cum Laude* (third level of recognition)
    - Students who achieve a cumulative weighted GPA between 3.9 and 4.09

ACCREDITATION OF SCHOOLS

Schools in the district meet all requirements for Accreditation with Distinction by the Missouri State Department of Education. Lee's Summit School District programs and facilities are subject to ongoing evaluation as part of the Missouri School Improvement Plan.

ADVANCED STUDIES AND RECOGNITION PROGRAM

The Advanced Studies and Recognition Program offered by Lee's Summit School District High Schools is based on the premise that the school system has a responsibility

1. to challenge highly motivated and academically talented students,
2. to increase students' opportunity for admission to leading institutions of higher learning,
3. to enhance the students' possibilities for receiving placement and credit in college for
   advanced work completed in high school, and
4. to provide recognition for achievement which will increase the chances of consideration for financial aid toward college.

The Advanced Studies and Recognition Program encompasses the following:

Honors courses
College courses for credit
Advanced Placement (AP)
International Baccalaureate Program (IB)

Courses taken in Advanced Studies and Recognition Program receive extra weightedness in the grading system. Students enrolled in the Advanced Studies courses receive a weighted value of .50 on a 4.0 scale. Students enrolled in the IB and AP courses will receive a weighted value of 1.0 on 4.0 scale. Students enrolled in college credit or Honors courses receive a weighted value of .66 on a 4.0 scale.

Students enrolled in IB and AP courses are required to take the IB/AP exams to receive weightedness in the course.

GRADING TERMS AND GRADING SCALES

Students are issued a six and twelve-week progress report each semester and a final semester grade at the end of each 18-week semester. Students and parents are reminded that the six and twelve-week progress reports indicate the progress of the student at the time the report is issued and that a cumulative grading system is utilized for the semester.

Grading Terms

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

The student will receive progress and semester grade reports on the following dates:

- Six Weeks -October
- Twelve Weeks - November
- End First Semester - December
- Six Weeks - February
- Twelve Weeks - April
- End Second Semester - May

Grading System

The high school uses a four-point system of grading (A=4, B=3, C=2, D=1, F=0) with a minus and plus option.

Grade A - Excellent
Grade B - Superior, Above Average
Grade C - Average
Grade D - Below Average, Yet passing
Grade F – Failing, work unsatisfactory. Requirements not met. No credit issued.

Grading Scale

The following standardized grading scale is used:

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

Missing Work:

In order to consistently and accurately reflect a student's individual grade in the grade book, all missing work will reflect the grade of "0" whether represented with a number or

a code. There are no departmental differences as the grade in the grade book must reflect the current course work at any given point.

Extra Credit:

Extra credit may only be given for work done that pertains directly to the curriculum.

Extra credit should not raise a semester grade more than 4%.

Extra credit opportunities must be offered to the entire class.

Extra credit should not require the purchase of any materials.

Honor Roll and Principal's Honor Roll

The honor rolls are figured at the end of each semester. The Honor Roll includes all students who have achieved at least a 3.0 grade point average. The Principal's Honor Roll includes all students achieving at least a 3.5 grade point average. Students should see their school counselor or the registrar in the counseling office to obtain an up-to-date grade point average.

TRANSFER STUDENTS WITH CREDIT

It may be necessary to contact the sending school for clarification. The intent is to be fair without penalizing current or newly enrolled students.

For all incoming students, the counselor will evaluate transcripts. Courses that correspond the the LSR-7 high school's weighted courses will be granted the weight they would have received had the courses been taken here.

Because Honors courses are not offered at the 9th grade and 10th grade level, but Advanced Studies courses are offered, Honors 9th grade courses might be considered equivalent to our Advanced Studies courses; however, they must correspond with the Advanced Studies curriculum. This policy will affect any enrolled student and is retroactive for all students.

SCHEDULE CHANGE POLICY

Before the first meeting of a class, schedule changes will not be made unless one of the following criteria is met:

- The student does not meet the prerequisite shown in the course description.
- The student is approved to participate in a work program or to enroll in courses at some other school/college.
- Administrative reasons based on error, class imbalance, course additions, hour changes, vocational school schedule, graduation requirements, clerical assistant, etc.

After the semester begins, schedule changes will not be made unless one of the following criteria is met:

- Student does not meet the prerequisites as shown in the course description.

- Student class placement is inappropriate for ability level.
- Student is approved to participate in a work program or to enroll in courses at some other school/college.
- Administrative reasons based on error, class imbalance, course additions, hour changes, vocational school schedule or graduation requirements.

If the student does not meet one of the criteria above and drops a class after the first full week of the semester, an "F" will be recorded on the transcript and included in the student's GPA calculation.

Students who want to change out of a year-long class at the end of the first semester must meet the following guidelines:

- Grade lower than a C-
- Students must get "Changing a Year-Long Class at Semester" form from the office.
- The teacher, parent and administrator must confer and agree and sign the "Changing a Yearlong Class at Semester" form.
- Any student wishing to withdraw from an IB class must meet with the IB Coordinator, counsel or course instructor, and their parent/guardian.
- Students who plan to drop an IB course during the testing year must arrange to do so before November 1st to avoid exam fees.
- Students must make an appointment with their counselor to make the change.

A teacher may request that a student be removed from year-long class at the end of the first semester, based on a conference between teacher and parent/guardian concerning student's academic or behavioral difficulties under the following guidelines:

- Both the parent and teacher must agree to place the student in another class.
- If both parties are not in agreement, an administrator will review the situation.
- If a change is made to another section or subject in the department, the sending teacher is responsible for giving the student's grade (at the time of transfer) to the new teacher

Change of Teacher

A change of teacher requires the family and teacher work together before it will be considered.

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

ATTENDANCE AND CREDIT

Regular attendance is an important responsibility of the student's life. Poor attendance is the greatest contributing factor to school failure. State law requires attendance accounting. Attendance is recorded on an hourly basis. The school recognizes that there may be lengthy absences due to illness or unusual family circumstances. The administration will be glad to work with individual families to reach an equitable solution to the problem.

ATTENDANCE POLICY

A student shall be allowed no more than nine (9) absences, excused or unexcused, per semester in any one class. When a student reaches 9 days, the school will send an informational letter to the parents, regardless of prior contact by phone or conference. The letter serves as notification of the number and type of absences by the student in each class.

On the tenth (10) absence in any one class, the student will not earn credit for that class. Students will have the opportunity to work with administration to make up missed time prior to the end of the semester. If a student still has 10 or more absences at the conclusion of the semester, the student will be required to complete an attendance appeal. An appeal to maintain full credit must be submitted prior to the district attendance appeals meeting. This waiver should include documentation of illness, funeral, or family emergency from a medical doctor, dentist, minister, or other official source. The waiver should be turned into the attendance office.

The following absences are "examples" of (non-exempt) absences that **will** count toward the nine-day limit:

- Oversleeping
- Family vacations
- Going "out of town"
- Missing the bus
- No ride to school
- Needed at home
- Personal business
- Car trouble
- Activity camps
- Other absences excused by parents
- District/state contests or other school related activities in which student is not a participant.

The following absences are (exempt) and **will not** count toward the nine-day limit with proper documentation:

- Hospitalization
- Death in the family
- Mandatory court date
- College visits
- Religious observance
- Documented Doctor's appointment
- Medically documented illness
- Documented Dental/Ortho. apt.
- Verified school counseling/office appointment
- School-related activities in which the student is a participant
- School Suspensions
- History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in the Health Room.

TYPES OF ABSENCES

- **College Visits**: Juniors and seniors will be allowed verified college visits. These visits are excused absences, but are NOT classified as a school activity when calculating outstanding attendance eligibility.
- **Doctor and Dental Appointments**: Excused with proper documentation. Since dental and doctor's appointments are an important part of any health or hygiene program, high schools will honor appointments as follows:
    - Parental permission or appointment cards must be presented at the attendance office prior to leaving school to be classified excused. Failure to make prior arrangements will result in an unexcused absence until tardy verification is received.
    - If the student must leave while class is in session, please notify the teacher prior to the beginning of class.
    - Notification should be made with the attendance office in case of an emergency.
    - Before leaving for a doctor or dental appointment, students must sign out in the attendance office.
- **Driver's Test**: Excused for no longer than three consecutive class periods.
- **Jobs**: Students who work after school have the responsibility to take care of their school obligations, including after-school detention, before being excused each day. Students seeking jobs or participating in job training must do so on their own time. Students will not be excused to look for jobs. Interviews scheduled at a specific time can be met by having a parent make advance arrangements with administration.

- **Trips and Educational Travel**: If any student must miss school for a trip, the following requirements must be met:
    - A parent must communicate with attendance and teachers regarding missing assignments, assessments, and/or projects.
    - The student will receive one day for each approved day missed to turn in all the make-up work. Students are asked to arrange make-up work prior to the trip. Required projects are due before leaving if it falls due during the absence.
    - Refer to attendance procedures for effects on credits due to absence from school.
    - Parents are encouraged not to schedule vacations immediately following the end of the school year due to possible calendar adjustments from inclement weather.

APPEAL PROCESS

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the nine-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office prior to the Review Committee Meeting The review by the Attendance Review Committee shall be held prior to the end of the semester. If no appeal request form is received, then credit is denied. The Attendance Review Committee will consist of at least one administrator and counselor from each of the three district high schools. The Attendance Review Committee will consider reasons for all absences, not only those absences above the nine days allowed.

The committee will consider all relevant information including whether:

- The appeal form was submitted to the attendance office in the semester in which the absences occurred.
- The student has supplied reasons for each absence with appropriate documentation.
- All semester course work was completed as determined by the teacher

The possible outcomes from an appeal include:

- Credit not awarded.
- Credit is awarded.
- Student is assigned make-up time for class time missed; once made up, credit will be awarded.
- Student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.
- The outcome from the Attendance Review Committee will be communicated to the parents by phone and by written communication.

ABSENCE REPORTING

When a student is absent, the school requires that their parent call the attendance secretary between 7:00 a.m. and 10:00 a.m. and state the student's name, grade and reason for absence.

- If a parent contact is not received, a phone call will be made to the parents in an attempt to clarify the absence.
- If parental contact has not been made by the next school day, the absence will be classified as undetermined.
- It is the responsibility of the student and the parent to provide information in a timely manner to the attendance secretary to have undetermined absences reclassified within three school days.
- Any undetermined absences not reclassified within three school days will be recorded as unexcused.

MAKE-UP WORK

- Make-up work for all absences is the responsibility of the student. Students are to make arrangements with their teachers for work missed upon return to school.
- One class day for make-up will be allowed for each class day absent.
- For extended absences, a parent can call the office before 9 a.m. on the second day to pick up homework as arranged; unclaimed work will be promptly returned to teachers.
- Exceptions may be made for long-term assignments and/or dual credit (college credit) courses.
- Cumulative absences of ten days or more during a semester could result in reduction or loss of credit.

ACTIVITY ATTENDANCE IF ABSENT

Students must be in attendance a minimum of the last four clock hours of the day to participate in any activity scheduled for that day. Exceptions are granted with administrative approval only. If students come to school and leave during the day for health reasons, they may not return or participate that day in activities without administrative approval. In the event that truancy or suspension of a student takes place, the student will not be eligible for participation until he has fulfilled the established disciplinary requirements.

LATE TO SCHOOL

Any student arriving beyond five minutes past the start of school will be marked late and are subject to consequences for late arrival.

ATTENDANCE PROCEDURES

Illness during the School Day

- If a student becomes ill after arriving at school, they must report to the health room with a pass from the current hour's teacher.
- If the student is too ill to remain in school, the health room personnel will contact the health service parents/guardian.
- Communicable Disease Guidelines (see Health Services) will be followed.
- If the student does not check out through the health room and attendance office, they will be classified as unexcused. Any classroom work missed must be made up.

Class Skips

Absence from all or part of a class without authorization from a parent/guardian or administrator is classified as a class skip.

- A parent will be contacted for each incident.
- Class skips will be addressed by administrators.

Closed Campus

Students are not allowed to leave school grounds once they have arrived by any means of transportation without authorization from a school official. Any student who has scheduled authorization to leave school before dismissal must check out at the attendance office. Students in violation of this policy are subject to disciplinary consequences.

Lunch Skip

Students failing to be in the assigned areas during lunch without authorization from a teacher and/or office will be assigned consequences and parents will be contacted. Subsequent skips will result in additional consequences which could include suspension and removal of parking privileges.

School check-in/out

Students must check in to school at the attendance window if arriving after the tardy bell to first hour. Students must also check out of school at the attendance window if leaving before their regularly scheduled exit time.

End of Semester Check out - Students

Students and parents are reminded that students are not to check out early at the end of the semester.

- In emergency situations where a student needs to take finals at a time other than the scheduled time, a parent must contact administration..

- After it has been approved, the student and teacher can work to find an appropriate time to take the final.

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

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

Tardies
- Students are expected to be in the classroom ready to beginning work when the tardy bell rings
- When a student is less than five minutes late to class, the teacher will enter a tardy.
- Students who arrive after 7:30am must report to the attendance for a pass.
- Students who are five or more minutes late to hours two through seven will be referred to the appropriate administrator.
- If a student is detained in the office or by a teacher, the student should obtain a pass from the person who detailed him/her. All tardies will be considered unexcused unless a pass is provided by the teacher.
- Students having unexcused tardies will be assigned consequences.

GRADUATION INFORMATION

GRADUATION REQUIREMENTS

- Minimum of twenty-six units of credit.
- Pass proficiency exams concerning the Missouri and the United States Constitution
- Complete 10 hours of approved community service.
- Complete CPR certification

Additional graduation requirements may be established to meet specific programs of study.

ACADEMIC GRADUATION REQUIREMENTS

Curriculum Area	**Graduation Requirement**
Communication Arts	4 Units (Must include 1 unit in a core English class for each grade 9-12)
Mathematics	3 Units (Must include 1 unit of Algebra 1 and 1 unit of Geometry)
Science	3 Units (Must include 1 unit of Biology and 1 unit of Chemistry/FPC)
Social Studies	3 Units (Must include 1 unit of American History, World History, and .5 unit each of American Government and Modern Global Issues)
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Unit (Must include .5 unit of Foundations of Fitness)
Health	.5 Unit
Personal Finance	.5 Unit
Electives	9 Units
Total	26 Units

****Students must also complete all state-mandated End of Course testing.**

COLLEGE PREPARATORY CERTIFICATE

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

COMMUNITY SERVICE REQUIREMENT

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

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

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

General Service Guidelines

- Students are responsible for making the necessary contacts to schedule service hours.
- Project ideas are provided from the Community Service Coordinator.
- All projects not posted must be pre-approved by the Community Service Coordinator; there is no obligation to accept projects that have not been pre-approved.
- Community service cards must be signed by a supervisor present at the project location. All information on cards must be complete.
- Cards will not be accepted with a parent's signature as the supervisor.
- All community service cards must be turned in to the Community Service Coordinator in person for approval. Students will immediately receive a receipt for approved hours submitted for graduation.
- New students who enroll the second semester of their senior year must complete five hours of service if enrolled before the last six weeks of school.
- Projects may be performed in Lee's Summit or outside our city since our community extends to our world.
- Check with the A+ Program and IB Coordinators about specific community service requirements for those programs. Guidelines as to what is accepted differ between each program.

CORRESPONDENCE COURSES

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

EARLY GRADUATION

Students who wish to graduate early will be required to meet with a school counselor and submit written notification to the principal. The school counselor will notify the student's parents or guardians of the student's decision if the student is dependent. The student will receive a diploma if the student has met the Lee's Summit R-7 School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities.

STUDENT PROCEDURES & RESPONSIBILITIES

ASSEMBLY GUIDELINES

School assemblies require mature behavior on everyone's part. Each student assumes additional responsibility when becoming part of a large gathering. Manners are the outward expression of a person's character. Each student is responsible for the following:

- Report to the assigned area and the designated faculty member.
- Take an assigned seat immediately and remain seated until dismissed by the person in charge of the program.
- All students and staff members are expected to attend all school assemblies unless excused by the administration.
- Students not sitting in their assigned area may receive consequences.

AFTER SCHOOL CAMPUS ACCESS

General supervision of students is not provided by the school after 2:25 p.m. As a result students not riding the bus home must make arrangements to leave campus after school. Students on campus after 2:25 p.m. must be under the direct supervision of a staff member. Disciplinary consequences may result for unsupervised students found on campus after this time..

FINES

Students may receive fines for, but not limited to, the following:

- Library – overdue, damaged, lost, stolen materials
- Textbooks – lost, stolen, damages to textbooks
- Classroom materials and school property

- Athletics – uniforms, equipment, trainer supplies
- Extracurricular – fundraising monies, uniforms, other fees
- Cafeteria – food services charges and expenses

All fines must be cleared by the end of the school year in which they were incurred. A student may be prohibited from attending activities including Prom and/or receiving tickets to the school's graduation exercises.

COMMONS/CAFETERIA PROCEDURES

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

DISTRIBUTION OF MATERIALS

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

Students cannot distribute expressions which:

- Are obscene to minors;
- Are libelous;
- Are pervasively indecent or vulgar or contain any indecent or vulgar language
- Advertise any product or service not permitted to minors by law;
- Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin);

- Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school procedures.

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

- Name and phone number of the person submitting the request.
- Date(s) and time(s) of day of intended distribution.
- Location where material will be distributed.
- The grade(s) of students to whom the distribution is intended.Within 24 hours of submission, the principal (or designee) will render a decision.

In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

OFFICE CONDUCT

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

STUDENT IDENTIFICATION CARD

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

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

CELL PHONES - *Revised due to Senate Bill 68*

- **Prohibited Use of Personal Communication Devices**
    - Students are prohibited from displaying or using personal communication devices during the school day.
- **Disciplinary Procedures and Measures**
    - Students who violate this policy will be subject to discipline, including potential device confiscation, as detailed in JGR1 and the student handbook.
- **Exceptions and Permitted Uses**

- Students may display and use a personal communication device during the school day in the following circumstances:
    1. In the case of an emergency.
    2. When authorized to use such a device for an educational purpose.
    3. When the district determines that the display or use is legally necessary to comply with any of the following:
        - An individualized education program (IEP).
        - A 504 plan.
        - An individualized emergency healthcare plan or an individualized healthcare plan established under § 167.625.
        - The Americans with Disabilities Act.
        - The Rehabilitation Act of 1973.
        - The Civil Rights Act of 1964.
        - The Equal Educational Opportunities Act of 1974.

- **Use for Educational Purposes**
    - The superintendent, principal, or designee may authorize student use of personal communication devices for educational purposes. Such use shall be consistent with the educational objectives of the district. Possession or use of personal communication devices must not in any way disrupt the district's educational process, endanger the health or safety of the student or any other person in the district, invade the rights of others at school, or involve illegal or prohibited conduct.
    - **District Responsibility** The district will not be responsible for technological support of students' personal communication devices. Students who bring personal communication devices to school do so at their own risk. The district assumes no responsibility for lost, stolen, damaged, or misplaced devices.

CLASSROOM PARTICIPATION

Students are expected to have all materials necessary to participate in class daily. This includes Chromebook and charger.

DISASTER AND FIRE ALERTS

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

LOCKERS (not at LSHS)

- Each freshman will be assigned a hall locker with a built-in-combination lock. All other students can request one by contacting the main office
- Students must always keep this locker locked.
- Students are not to reveal the combination to any other student. Items of extraordinary value should not be left in lockers or brought to school.
- Students must use only their assigned locker. School lockers and storage lockers are the property of the school district and are provided for the convenience of students, and as such, are subject to periodic inspection without notice.
- Personal locks may not be maintained on lockers.
- Students should report to the office immediately any locker not properly working.
- Each physical education student will NOT be issued a lock for a physical education locker. All items of value, including calculators, MUST be locked in the PE locker to be secure.
- Consistent with the community's expectations that school officials sustain a safe school environment, the Lee's Summit Schools will cooperate with local law enforcement agencies in conducting periodic unannounced locker inspections, including canine searches.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them.

PERSONAL PROPERTY

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

- The school and the R-7 School District are not responsible for reimbursement for the loss of personal items.
- Responsible use of all lockers and personal property, appropriate to the school environment, minimizes risk of loss.
- Those students who have gym classes should lock their valuables in their gym locker and not leave them in bags on the floor in the locker room.
- Students should not bring large sums of money or expensive electronic devices to school. Students who have large bags containing sports equipment should not carry them in the hallways during school. A designated location for storage of the bags needs to be set up with the coaches of those sports.

RESTROOM ACCESS

A student may use the restrooms before, after school and between class periods.

- Everyone using the restroom is expected to keep them clean.
- No loitering permitted. Students must NOT remain in the restroom.
- If a student is feeling ill, they should report to the health room immediately.
- ***Only one person is permitted in a bathroom stall at a time. Any student found in violation of this policy, is subject to disciplinary consequences.***

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

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

SCHOOL VISITORS

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

I DISCIPLINE POLICIES & SCHOOL SAFETY

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

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

Student safety and wellness is of paramount importance at LSR7 High Schools. The staff has been trained in safety crisis management, and the District and building have an established crisis management plan. In addition, each high school employs a School Resource Officer and a Campus Supervisor(s). Any concerns with safety should be reported immediately to an administrator, counselor, or school resource officer.

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

- Knowingly causes physical injury to another person; or

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

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

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

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

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

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

DETENTION PERIODS
If a student is scheduled by a member of the high school staff to report for detention before or after school, the student must report to that teacher at the arranged time. If the detention is not served in a timely manner, the teacher will submit a referral to administration.

SUSPENSION RULES
The following is a summary of Board of Education policy JGD regarding suspension:

- *Authority of Principals*

    - Principals are charged with the basic responsibility for development of regulations regarding student conduct, dress, and appearance as may be needed to maintain proper decorum in schools under their supervision and shall have the authority to suspend pupils from school in accordance with regulations and guidelines established by the Board of Education.
- *Suspension or Expulsion*
    - The authority of the Principal, Superintendent of Schools, and Board of Education to suspend or expel students, as provided for in sections 167.161 and 167.171, Revised Statutes of Missouri, shall be exercised only in conformity with the provisions of said statutes and of the rules of the Board governing method and procedure, specification of charges, right of appeal, right to counsel, and of hearing.
    - Student behavior shall not be prejudicial to the learning process, the good order and discipline of the school, or tend to impair the morale or good conduct of the school.
    - Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.
    - For any suspension ten days or more, the superintendent's or designee's review and determination shall be final.

TYPES OF INFRACTIONS

Academic integrity

This is defined as the conscious intent on the part of students and staff to honestly and responsibly use original, unique yet informed thoughts, ideas, opinions, and products toward the achievement of personal or professional academic goals. A violation against the Academic Code of Ethics is an act which could deceive, cheat, or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code. Students in IB courses are expected to follow the LSR7 International Baccalaureate Academic Honesty Policy. A violation of the Academic Code of Ethics may result in disciplinary action.

Violations could include, but are not limited to:

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

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

Consequences for academic integrity infraction:

- First offense — Zero on the assignment, teacher-parent contact, and administrator-student conference.
- Second cheating offense — Zero on the work, 3-day in-school suspension.
- Subsequent incidents of cheating — Five to ten-day suspension and loss of credit in that course for the semester.
- A student may be ineligible for National Honor Society (NHS).

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

Assault (Verbal or Physical/Confrontation)

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

Bullying

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

Cyberbullying

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 telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district 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.

Buying, Selling, Trading of Products

With the exception of school-approved fundraisers, buying, selling and trading of merchandise is prohibited on school grounds and will be subject to disciplinary action. Selling of personal items to other students is also prohibited on school property. Students participating in the sale or receipt of such property will face disciplinary actions ranging from detention to suspension.

Conceal and Carry Firearms Legislation

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

Disrespect/Refusal/Insubordination to Staff

In order to maintain the safety of the school environment, inappropriate language, gestures, or aggressive verbal or physical behavior toward any staff member will result in disciplinary action. Other examples of disrespect include but are not limited to: defiance of authority, lying to staff, and refusal. Refusal to comply with a staff request can result in the maximum disciplinary consequence being assigned. Such insubordination may result in up to a ten-day suspension with a referral to the Superintendent for possible long-term suspension.

Dress Code/Apparel Expectations

Lee's Summit High Schools expect that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Basic Principle: Appropriate body parts must be covered for all students at all times.

Students Must Wear*, while following the basic principle of Section 1 above:

1. A Shirt (with fabric in the front, back, and on the sides under the arms) AND
2. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
3. Shoes.

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

Students May Wear, as long as these items do not violate Section 1 above:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hooded items of clothing sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armour, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Undergarments worn as outer garments.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently. Students who violate the policy will be given

opportunities to comply with the dress code. Students who do not adhere to outlined dress code expectations may be subject to disciplinary consequences.

Drugs and Alcohol

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

A second drug offense during a student's high school career will result in an automatic 10-day suspension and referral to the Superintendent for long-term suspension or expulsion.

The verbal or written agreement to sell or transfer intoxicants, alcohol, and/or physical or mind-altering chemicals (illegal drugs) or any substance a student represents as a controlled substance on a school property or at school-sponsored activities will result in up to

a ten-day suspension and a referral to the superintendent, which could result in a suspension of up to 180 days or expulsion.

School discipline shall be imposed independent of court action.

Local law enforcement agencies will be contacted in accordance with Safe Schools Act guidelines. Consistent with the community's expectation that school officials sustain a safe school environment, the Lee's Summit Schools will cooperate with appropriate law enforcement agencies in conducting periodic, unannounced searches requiring the utilization of canine units.

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

Fighting

Students who fight will be suspended for up to ten school days and a possible referral to the superintendent for long-term suspension and will not be allowed to return until a student-parent-administrator conference is held. Fighting or peace disturbance may result in arrest or a peace citation for assault and/or peace disturbance. Fighting that

disrupts the decorum of the hallways, cafeteria, performing arts center, or classroom will result in a suspension from school for up to ten days.

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

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

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

Harassment
Whether verbal or physical, against another person based on race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law is prohibited and will subject a student to disciplinary action. Any act of racial harassment is prohibited. Racial harassment is defined as inappropriate or unwelcome language or behavior, including, but not limited to demeaning an individual (put downs, teasing, insults), or creating an intimidating, hostile or offensive environment. Any act of sexual harassment is prohibited. Sexual harassment is defined as inappropriate or unwelcome sexual proposals, sexually suggestive language and/or gestures and unwanted physical contact based on gender or of a sexual nature. Students are not to engage in: sexual jokes or gestures (verbal or written), sexual or racial slurs; sexual or racial threats; sexual or racial pictures and drawing; requests for sexual favors or other unwelcome sexual advances.Any act of harassment should immediately be reported to an administrator or staff member. Students involved are subject to disciplinary action consistent with R-7 Board policy.

Inappropriate Material
Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including but not limited to, pornography or depictions of nudity, violence or explicit death or injury. Violation of this standard may result in up to

ten days suspension with a referral to the superintendent for the possibility of up to 180 days suspension.

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

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

Incendiary/Combustible Devices
The possession or use of any fireworks or similar material will result in a suspension of up to ten days.The possession or use of lighters, matches, or other flammable products may result in suspension of up to ten days with a possible referral for long-term suspension.

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

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

Public Displays of Affection are not appropriate at school. This includes during the school day as well as at after-school activities.

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

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

Vape, Tobacco, Tobacco Products, and Imitation Products

The high school will not tolerate a student's possession or use of tobacco at school or at school activities. Use of smokeless tobacco, vaping or vape products, e-cigarettes, and/or imitation products will carry the same penalties as smoking violations.

- 1st Offense, Possession or Use
    - 5 Days ISS, reduced to 3 days with completion of the ASPIRE program
- 2nd Offense, Possession or Use
    - 7 Days ISS
- 3rd Offense, Possession or Use
    - 10 Days ISS
- 4th Offense, Possession or Use
    - 10 Days OSS with potential referral for long-term suspension

Vandalism (Care of the Building)
Students are responsible for keeping the building in excellent condition at all times. Any destruction of property or vandalism, writing on walls and furniture is in violation of state laws and is considered a misdemeanor (MO166.040). This could also result in a suspension from school. Students will be held responsible for the cost of repairs. The school and school facilities belong to the students and parents. The condition of the building reflects the students' self-respect.

Weapons
Weapons including guns, knives, mace, or any items designed to inflict injury to others are prohibited on school grounds.

- Violation of this policy will result in suspension and referral to the Superintendent.
- Look-alike weapons are to be held to the same standards.
- Nothing that shoots projectiles is allowed on campus.
    - Examples include: Water guns, Water bead guns, Nerf guns, Pellet guns, Paintball guns

TRANSPORTATION/SCHOOL-PROVIDED & PRIVATE

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

Student responsibilities when driving to school include:

- Students must have a valid parking permit to park on campus. Students may purchase these in the office.
- Parking illegally could result in fines, detentions, suspensions, parking permits revoked, and/or towing of the vehicle.
- Students must park in the designated marked spots.

- The 15 m.p.h. speed limit and all patterns, rules and regulations must be observed.
- Parking in a yellow-marked area, fire zone, visitor, teacher, or reserved spot will result in an automatic fine.
- Parking in a handicapped zone could result in a ticket being issued by the Lee's Summit Police as well as by the school.
- Motorcycles must abide by the automobile regulations.
- During the school day, students are not permitted to go to their parked cars, or be in the parking lot without administrative approval.
- Those students riding in automobiles are expected to be in class on time. Any absence or tardy due to private transportation will be unexcused.
- All parking fines are $20.00.
- Vehicles parked on campus will be subject to a periodical search.
- Students attending Summit Technology Academy, Cass Career Center, or Herndon Area Technical Center are required to adhere to the policies of those schools as well as those of the R-7 District.

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

- Students with valid parking permits that fail to properly display permits will get two warnings. Any tickets after the first two warnings for not properly displaying the permit will result in fines or discipline.
- Students with valid parking permits that park illegally will be assessed fines without warning. This includes parking in fire lanes, outside parking lanes, in the wrong parking lot, or staff/reserved/handicapped parking.
- Students parking on campus without purchasing a valid parking permit will be assessed a $20 fine.
- Unauthorized or duplicated hang tags will result in a $20 fine, discipline based on forgery, and possible referral to the Lee's Summit Police Department.
- The R-7 School District is not responsible for student vehicles and or vehicle contents while parked on district grounds.
- Students may not go to parked cars or the parking lots before entering buses to leave campus, or before attending after-school detentions.
- Consistent with the community's expectation that school officials sustain a safe school environment. Lee's Summit schools cooperate with appropriate law enforcement agencies. The parking lot and all cars parked on campus will be subject to search. The parking lot WILL BE searched periodically.
- Speeding or careless and reckless driving in the parking lot can result in police action along with school discipline. Police can issue tickets for careless and imprudent driving, endangerment of a minor or other violations. School discipline includes but is not limited to detention, suspension and/or loss of driving privileges.

STUDENT TRANSPORTATION SERVICES

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

If you should have any issues or concerns and need to talk with your child's driver, it is best to call the Transportation Office at (816) 986-2400 to schedule a time. If you need to approach the bus please do not step into the bus but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule which limits the driver's available time at individual stops. Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Lee's Summit School District supports this law and has posted warnings on all buses.

Additional resources:

- **Transportation Website**
- **Transportation Student-Parent Handbook**

Safe Riding Expectations and Tips for a Safe School Bus Ride

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

Mobile Electronic Devices on the Bus

- IPads, cell phones and other similar electronic devices are permitted to be used on the school bus as long as the user follows these expectations:
- Must be in a backpack or other holder while boarding and departing the bus so hands are free to use handrails.
- Sound must be muted or the user must use headphones, ear buds or something similar.
- No material in violation of District policy and procedures.

- Do not share content with other students outside the seat they are in.
- Must not create a distraction for the driver.

Note: The above only applies to the school bus.

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

ACTIVITY AND ATHLETIC INFORMATION

Athletics & Activities Website

Athletics & Activities Student-Parent Handbook

ACTIVITY/ATHLETIC PROGRAMS

Clubs are an important part of student life and the school's educational program. Clubs stimulate interest in different fields; provide friendships with others who have the same interest and help promote a feeling of belonging to the school. To keep enthusiasm within the club, the student should support the organization to which they belong.The athletic program provides activities for many different interests and talents. Please contact the Activities Office for further information and eligibility requirements. All students must have a completed physical on file in the Athletic/Activity Director's office in order to participate in any sport. Physicals must be dated on or after February 1st of the previous school year to be current.

MSHSAA ACTIVITY/ATHLETIC PARTICIPATION FEES

The R-7 athletic/activity program goal reflects that student activities and athletics are an integral part of the total secondary educational program because they provide experiences that will help students to acquire additional knowledge and skills, plus they help students gain the attributes of good citizenship.
Students wishing to participate in any high school MSHSAA sponsored activity will be charged $50 for yearly participation. A maximum participation fee of $100/family will be charged for participating in high school activities. Please consult your assistant principal / activities director for any questions or concerns regarding the high school participation fee.

Fee Implementation Guidelines

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

- If a student is cut from a team but has already paid the fee, they will be reimbursed.
- If a student quits or is suspended from a team or performing group after the first scheduled event, no refund will be granted.
- If a student is injured during or after the first scheduled game so that they can no longer compete, the fee will not be refunded.
- Other extenuating circumstances, such as a student transferring to another district prior to the first activity or season or a student being placed on homebound, may be considered by the building administrator for reimbursement.
- Students qualifying for the free lunch program will be exempt from the activity participation fee. Students qualifying for the reduced lunch program will pay 50% of the participation fee. Student/parent should contact the building principal to verify their free or reduced lunch status. Each case will be evaluated independently.

MSHSAA ACTIVITIES & SPORTS

ACTIVITIES		SPORTS	
Bands	Orchestra	Baseball	Football
Choirs	Flag Guard	Softball	Track & Field
Cheerleading	Winter Guard	Basketball	Golf
Dance Team	Marching Band	Swim/Dive	Volleyball
Speech/Debate	Scholar Team	Tennis	Soccer
		Wrestling	Cross Country

MSHSSA ATHLETIC ELIGIBILITY TRANSFER POLICY

- All eighth grade students who are interested in playing sports at the high school level need to be aware of the transfer policy of the Missouri High School Athletics Association.
- The following standards are for the purpose of assuring fairness to all students:
    - Upon promotion from the 8th grade or the highest grade of a middle school administered as a separate unit within a school system, a student may be eligible only at the public high school located in the public geographical attendance district in which the student's parents/guardians reside, or any nonpublic high school located in the nonpublic geographical attendance district in which the student's parents/ guardians reside.

- Any student granted an in-district transfer will need to contact the receiving school's athletic office to complete the necessary MSHAA documents.

GUIDELINES FOR NON-TRADITIONAL STUDENTS WHO DESIRE ELIGIBILITY TO PARTICIPATE IN MSHSAA ACTIVITIES/ATHLETICS

- Non-traditional students must enroll and attend two classes (1.0 credits) each semester. Pursuant MSHSAA By-Law 2.3.4.c, these two classes must be seat-time classes taken within the school building they desire eligibility with.
- Non-traditional students shall attend the school within their attendance area in which the student resides per LSR7 Board Policy JCB-AP2.
- Upon initial enrollment, the building principal or designee will review past classes, academic history, credits, logs, attendance, transcripts, etc. to determine "prior semester" credit earned to determine eligibility status.
- The building principal or designee will review current semester classes enrolled in to approve and validate "outside" courses/credits are sufficient in allowing the non-traditional student to meet the 80% rule.
- Non-traditional students will be provided clear confirmation of LSR7 close date of the semester: this same timeline for completion of courses will also be in place for non-traditional students outside courses.
- Non-traditional students must meet the essential eligibility standards, including the citizenship standard, semesters rule, age rule, etc. as traditional students.If the non-traditional student participates in Band, Orchestra, or Choir, they must be enrolled in the associated class to participate in music activities.
- All non-traditional students will be held to the same policy and standards as traditional students set forth by LSR7 student and activity handbooks.
- Once enrolled, non-traditional students must enroll in all sequential semesters to maintain eligibility.
- Resident participant students that are enrolled full time as a homeschool, family paced education, or virtual student are eligible to participate in their school of residence.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

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

CORE UNITS REQUIRED FOR NCAA CERTIFICATION

	Division I	Division II
English Core	4 years	3 years
Mathematics Core	3 years	2 years

Science Core	2 years	2 years
Social Studies Core	2 years	2 years
One additional English, math, or science	1 year	3 years
Additional Core:	4 years	4 years
(English, math, science, social science foreign language, computer science, philosophy, non-doctrinal religion)		
TOTAL CORE UNITS:	16	16*

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

NO HAZING POLICY

Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the organization's purpose

SPORTSMANSHIP

Lee's Summit School District High Schools are members of the Greater Kansas City Suburban Conference and Missouri State High School Activities Association. As members of these groups, the schools adhere to policies set down for the display of good sportsmanship by athletes, students, fans, parents/guardians, and patrons.

Suburban Conference Sportsmanship Expectations

- Member schools are to enforce sportsmanship rules for their own school, players and spectators.
- Violation of rules can result in the following consequences: written reprimand, probation, suspension, ejection, or permanent removal from events. Consequences are enforced for players, coaches, students and fans.
- All school discipline policies and rules apply to Lee's Summit School District High School students at school activities whether they are held on school property or away from school.

Interscholastic Behavior Procedures

All players, coaches/advisors, parents and other fans attending are expected to:

- Maintain pride for self and school.
- Strive to keep high standards of conduct.
- Cheer for your own team, not against the other team.
- Using profanity or implied profanity is not allowed.
- Refrain from disrespectful chants or personal remarks directed at players and officials
- Singling out players by number or name is not allowed.
- Display positive signs for your team.
- Be respectful to others. No disrespectful behaviors to other fans, players, coaches, or cheerleaders will be allowed.
- Refrain from using noisemakers.
- Refrain from continuous standing, except in the designated areas only.
- Sitting on the front row of the bleachers is not allowed. No standing on the floor.
- Abide by the decisions of officials.
- Accept victory or defeat graciously.
- Be a credible citizen at all times.
- Abide by the R-7 Board policy prohibiting the use of tobacco products inside the building or outside on any school or athletic grounds.

SUBURBAN CONFERENCE MEMBERSHIP

GOLD	RED	WHITE	BLUE
Blue Springs	Liberty	Belton	Ruskin
Blue Springs South	North Kansas City	Fort Osage	Grandview
Lee's Summit	Oak Park	Grain Valley	Kearney
Lee's Summit West	Park Hill	Platte County	Raytown South
Liberty North	Park Hill South	Raytown	Smithville
Raymore-Peculiar	St. Joe Central	Truman	Winnetonka
Staley	Lee's Summit North	William Chrisman	

ATHLETIC PASSES

High School Events

Students may purchase athletic passes for $40. This pass will admit the student to all home football, soccer, volleyball, wrestling, and basketball events. Regular admission to these events would cost over $150. Tournaments, invitational events, and MSHSAA events hosted by the school are special events, and the pass cannot be used for admission.

STUDENT SENATE

The purpose of this organization shall be to provide significant learning experiences for students, staff, and community; to develop behavioral evidence of good citizenship, service, and human values; to promote harmonious relationships; to improve morale; to assist in the management of the school; to provide a forum for student voice and channels for student involvement; and to provide orderly direction of school activities.

ADDITIONAL CLUBS OFFERED

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

DANCES AND PARTIES

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

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

SCHOOL SERVICES

ACCIDENT INSURANCE AVAILABILITY

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

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.

HEALTH SERVICES

- **Health Services Website**
- **Health Services Student-Parent Handbook**

Health Room

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 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.

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

Any medical documentation, including activity restrictions and releases, must be filed with the health room. Any activity restrictions should include the physician's contact information and an end date of the restriction.

Student Allergy Prevention and Response

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

Latex Balloons

All Lee's Summit R-7 Schools are a latex-reduced environment. Latex balloons are not allowed in the school buildings.

Communicable Disease Guidelines

It is very important that we prevent the spread of communicable disease. LSR7 follows Missouri State Statute 167.191 – Children with contagious diseases not to attend school. By Board policy, we use the CDC, DHSS, and Jackson County Health Department for guidance of exclusion for communicable diseases and outbreak of a contagious disease. Students must be fever free (<100.4) without the influence of fever reducing medicine for 24 hours before returning to school.

- Students must be free of continuous coughing.
- Students must remain at home until 24 hours after the last episode of vomiting or diarrhea.

- Students must remain at home for 24 hours after taking the first dose of antibiotic for an infection.
- Parents should report communicable illness when reporting the student absent from school.
- Students may be excluded from school if one or more of the following exists: Diarrhea, fever of 100.4 degrees or greater, nursing recommendation based upon physical condition, rash undiagnosed, 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.

Required Immunization of Students (Reference Board Policy JHCB)

- All immunizations must be up to date before any student will be permitted to enroll, pick up a schedule, or attend school.
- It shall be the duty of the parents or guardians of every student entering the school district to furnish the school satisfactory evidence of immunization or exemption from immunization against disease as mandated by Missouri law (Section 167.181.1).
- Satisfactory evidence of immunization shall be a statement, certificate of record from a physician or other recognized health facility, or appropriate personnel stating that the required immunizations have been given to the student and verifying the type of vaccine and the day, month, and year of administration. Sports physicals are not acceptable documentation as a current immunization record.

Medical Exemption

- A student shall be exempted from the immunization requirements upon signed

certification by a licensed doctor of medicine (MD), doctor of osteopathy (DO), or his or her designee indicating that either the immunization would seriously endanger the student's health or life or the student has documentation of disease or laboratory evidence of immunity to the disease. The Department of Health and Senior Services form Imm.P.12 shall be placed on file with the school immunization health record for each student with a medical exemption. This need not be renewed annually. The original Medical Exemption Card from DHSS, Imm.P.12 must be on file in the health room.

Religious Exemption

- A student shall be exempted from the immunization requirements if a parent or guardian objects in writing to the school administrator that immunization of that student violates their religious beliefs. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The original appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when out-breaks of vaccine-preventable diseases occur. This need not be renewed annually; however, if a new immunization becomes required, the original card must be up-dated.

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. An original 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.

Administration of Medications to Students (Reference Board Policy JHCD)

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

personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication to students. Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare, and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications. Medication not within recommended dosage on the package insert of manufacturer's direction shall not be given without consultation/verification by the school nurse with the prescriber, upon which a decision shall be made on the administration of medication. The district should not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Over-the-Counter Medications

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

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber written directions, and a separate document is not needed. Parents/Guardians need to bring the medication to the Health Room according to board policy.

Self-Administered Medications

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

- The medication was prescribed or ordered by the student's physician.
- The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use

of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
- The student has demonstrated proper self-administration technique to the school nurse.
- The student's parents/guardians have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Emergency Medication

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. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling is an integral part of the LSR7 total educational program. The Missouri Comprehensive Guidance Plan is followed as a model for implementing this program.
Components of this Plan include:
- Guidance Curriculum: Curriculum geared toward career planning exploration, knowledge of self and others, and educational vocational development
- Individual Planning: Activities that help students plan, monitor, and manage their own learning, personal, and career development
- Responsive Services: Activities to meet immediate student needs with counseling, consultation, referral, or information
- Support Services: Management activities that establish, maintain, and enhance the total guidance program

The student-counselor relationship at LSR7 is one in which a student has freedom to express ideas and feelings in order to gain a more meaningful understanding of

themselves and their environment. High School counselors are available to assist students and parents in seeking information and examining alternate possibilities in a variety of situations.

High School Registrar Offices are open all summer. During the school year counselors are available from 7:10 a.m. to 3:00 p.m. Student appointments may be made before school, between classes, and after school. In some instances, students may be scheduled during regular class time. Appointments are highly recommended. Students or parents may call if they have any questions or to schedule an appointment.

NUTRITION SERVICES

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

SPECIAL EDUCATION SERVICES

Special Services Website

The district delivers special education services to students with a variety of disabilities whose needs can range from mild to severe. Services can be delivered in special education classes with specialized instruction, modified curriculum, and small student-teacher ratios. Services are also delivered in the regular classroom through a variety of methods such as CWC classes, paraprofessional support, monitoring, and/or consultation. Students' educational programs are determined by an Individual Education Plan (I.E.P.) and reviewed on an annual basis. Evaluation is provided by the staff to determine if students are eligible for services. Parents/Guardians and students are encouraged to speak with their counselor, administrator, school psychologist, or Instructional Evaluation Specialist for further information.

TEXTBOOKS, EQUIPMENT AND MATERIALS

- All high school textbooks, workbooks and instructional materials are issued by the school on a loan basis and are to be returned at the end of the school year in good condition.
- Each student is responsible for everything in their locker. It is everyone's responsibility to keep their locker locked.
- Any book, equipment or material loaned to a student will be charged to the student's account at replacement cost if it is not properly returned.
- Students requiring financial assistance in paying fees or costs should see an administrator.

TUTORING

Tutoring is offered for all students before or after school and during intervention time. Students should consult each needing assistance with coursework based on teacher availability.

LIBRARY MEDIA CENTER

The library media center is an integral part of the evolving school curriculum that is designed to stimulate, encourage, and develop the learning of each student. Since each student is unique, a large and diverse collection is available in the media center to meet their needs. The materials and services encompass all subject areas, ability levels, and the varied recreational interests of faculty and students.

Print and electronic books, periodicals, and magazines form the nucleus for research and recreational reading.

Media Center Access/ Checking Out Material(s)

Students need their pass and picture ID to come to the media center during the school day and to check out library materials or use library resources.

Media Center Equipment

Any student may use a wide variety of equipment available in the media center. Some equipment will require the student be instructed in its use by the media center staff prior to use.

- Copy machines are also available for student use.
- Students have access to their chromebook at all times, but can use the library computers as needed (when their chromebook needs repair, special printing needs, etc.)

Technology Policy

Lee's Summit R-7 School District Network Acceptable Use Policy (AUP)

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

Technology Responsibilities

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

Acceptable Technology Use Rules (AUR) (See Board Policy EHB)

- All users of the district's technology resources will follow the following rules and responsibilities:

- Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- Students will be held accountable to the Lee's Summit R-7 procedures and policies as published in the student handbook and board policy manual.
- Students may not use a computer without staff supervision.
- Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- Users who subscribe to online services that charge fees are solely responsible for all charges incurred.
- Users are required to obey all 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.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribu-tion, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.

- Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the district. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator.
- All users can be held accountable for any damage they cause to district technology resources.
- All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both crimi-nal 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 person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

- Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- 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.
- Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- 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

- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- Student users shall not agree to meet with someone they have met on-line without parental approval.
- A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

- No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission from that student and their parent/s if the child is a minor.

Electronic Mail

- A user is responsible for all e-mail originating from the user's ID or password.
- Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- Users are prohibited from sending mass (more than 200 recipients) electronic mail messages without administrative approval.
- 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.
- Disciplinary consequences include but are not limited to detentions and suspensions depending upon the situation. Because of the changing nature of technology, staff members will determine whether students are in violation of the AUP.

Violations of Network Acceptable Use Policy (AUP)

Students violating any of the above listed AUP expectations and students who play computer games, attempt to access private email servers, or download or visit inappropriate sites or chat rooms should expect the following consequences:

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

Electronic Device Policy

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

E-Devices may be carried by the students during the school day, but must be carried in an off or silent mode. No camera or video-capable electronic devices may be used in locker rooms or restrooms at any time.

E-Devices may be used as follows:

- E-Devices may be used, viewed or listened to by students before or after school.
- Students may use E-devices for listening purposes in the classroom at teacher discretion, however, any other use will be prohibited in the classroom.
- No camera or video-cable electronic device may be used in the locker rooms or restroom. If using an electronic device in a restricted area, there is the possibility of confiscation and search by administration in accordance with the law.
- During an emergency situation, it is recommended that all two-way communication devices only be used for emergency communication as instructed by District Administration and/or Emergency Responders. Silencing such devices is also suggested as to not hinder emergency communications that are occurring.
- Publishing or sharing images or recordings of inappropriate conduct (i.e. fighting, harassment) taken in the school environment is not acceptable and subject to disciplinary action up to 10 days OSS.

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 your student, please call your student's school. If, after this discussion, you feel it would be best for your child to not 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.

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.

CONNECT TO LEARN

Connect2Learn Website

Qualifications

A K-12 student who is actively enrolled in any of the schools in the Lee's Summit R-7 School District qualifies for use of a district-owned Chromebook. *All students/parents/ guardians are required to review and sign the Connect2Learn Student/*Parent/Guardian *Agreement.*

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.*

Receiving Device

Students, along with parents/guardians, will be required to sign the Connect2Learn Student/Parent/Guardian Agreement. This form will be made available during the enrollment process and required annually.

All students new to the district following the initial device distribution phase will also be required to have a signed Connect2Learn Student/Parent/Guardian Agreement on file. Orientation will be available for these students and parents/guardians once a device has been assigned to the student.

Returning Device

Students will turn in the Chromebook and power supply when they transfer to another building in the district, or transfer out of the district. Students who withdraw from the Lee's Summit R-7 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost 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 $375.00.

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 $375.00. 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 a Chromebook is $375

Loaner Chromebooks

Students who borrow a loaner Chromebook while theirs is being repaired 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 and a notification 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.
- $150 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.

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.
- **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.
- 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 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.
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 e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
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 e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
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 e-mail, 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 e-mail 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 e-mail messages is illegal and is prohibited.

2. Unauthorized attempts to read, delete, copy or modify e-mail 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.

A SELECTION OF DISTRICT POLICIES

The complete Board of Education policies are available on-line at

http://www.lsr7.org/school-board/board-policies/

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

PUBLIC NOTICE

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

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

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

services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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).

INDIVIDUAL WITH DISABILITIES EDUCATION ACT

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

NOTICE OF NON-DISCRIMINATION

The Lee's Summit R-7 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Lee's Summit R-7 School District is an equal opportunity employer.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Anti-Discrimination Law Compliance

The Lee's Summit R-7 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, disability, age, genetic information

or any other characteristic protected by law. The Lee's Summit R-7 School District is an equal opportunity employer.

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

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

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

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

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

- Assistant Superintendent of Human Resources
    - 301 NE Tudor, Lee's Summit, Missouri, 64086
    - Phone (816) 986-1004 Fax (816) 986-1170
- 504 compliance can be directed to: Executive Director of Student Support
    - 301 NE Tudor, Lee's Summit, Missouri, 64086
    - Phone (816) 986-1000 Fax (816) 986-1170

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

STUDENT RECORDS

Provisions and Guidelines

- Education records shall be retained according to the guidelines set forth in the Missouri Public Schools Records Manual.
- Teacher and staff comments on student records will be confined to matters related to student performance.
- It is the responsibility of the principal and professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with law.
- Review of Education Records by Parents/ Guardians or Eligible Students
- Education records shall be open for inspection by parents /guardians of a student or by an eligible student. Both parents/ guardians have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's/ guardian's access rights are limited or denied pursuant to the court's directions.
- Parents/ Guardians or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent/ guardian or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent's child or the eligible student, the parent/ guardian or eligible student may not inspect and review the portion of the record which pertains to other students.
- If a parent, guardian or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, they may ask the district to amend the record by following the appeals procedures outlined in Section G of this regulation.
- Education records shall be open for inspection by parents/guardians of a student or by an eligible student. Both parents/guardians have access to their child's school records until and unless a court orders other wise. Therefore, a copy of any applicable court order that restricts any parent's/guardian's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions.
- Parents/ guardians or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records 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/guardian or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date

of receipt of the request. When a record contains information about students other than a parent's/guardian's child or the eligible student, the parent/ guardian or eligible student may not inspect and review the portion of the record which pertains to other students.

- If a parent/ guardian or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in Section G of this regulation.

Transfer of Education Records

The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request. Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police, or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense, and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled.

Annual Notification of Rights to Parents and Students

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

Release of Education Records

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

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

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

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

Appeals Procedures

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

Destruction of Records

Generally, special education records containing personally identifiable information will be destroyed three years from the date the student was last served by the District. If

parents/ guardians want a copy of their student's special education record, please contact the registrar or attendance secretary at the building that the child last attended. A child's permanent record, including the student's name, contact information, birth record, grades, class rank, standardized test scores, and grade level completed, will be retained by the District.

Student Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or a student who is 18 years of age.

The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or a student who is 18 years of age notifies the district in writing as directed. Parents and a student who is 18 years of age will be notified annually of the information the district has designated as directory information and he process for notifying the district if they do not want the information released.Even if parents or students who are 18 years of age notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear,publicly display or disclose a stud mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information

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

- Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; 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: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

- The student's address, telephone number and e-mail address and the parents' addresses and telephone numbers.

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

Children's Division Access
The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.
Military and Higher Education Access
The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18, submits a written request, the district will not release the information. Parents or a secondary school student who is at least 18, must notify the Registrar in writing at their attending school.

SURVEYS AND COLLECTION OF STUDENT INFORMATION

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

Inspection

- Any parent/ guardian may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.
- In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents/ guardians may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

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

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

Notice and Opportunity to Opt Out

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

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

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

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

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

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

HUMAN SEXUALITY CURRICULUM NOTIFICATION
Human sexuality curriculum may be delivered through courses in Family and Consumer Sciences, Biological and Life Sciences, Health and Wellness, and Social Sciences.

Specific descriptions of individual courses are included in the Career and Education Planning Guide. Parents/ guardians and students are encouraged to review course descriptions prior to enrollment. When parents prefer that their child not receive instruction in the human sexuality curriculum, a written notice must be provided to the classroom teacher.

FOOD SERVICE MANAGEMENT

Meal Charges

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

- Parents/guardians are solely responsible for providing their children with meals, either through money to purchase meals at school or by packing a meal from home
- If for any reason a parent/guardian cannot afford to provide a meal for their child, they can apply for Free and Reduced meal benefits. A hard copy application may be printed from our district website at: www.leessummitschoolnutrition.com. Applications (in most languages) are available.
- Parents/guardians are encouraged to deposit money in their student's meal account by accessing our nutrition online payment portal at: www.myschoolbucks.com to make sure adequate money is readily available to purchase school meals. This will eliminate the need for parents/guardians to send money with the child each day. Parents/guardians can also deposit money by sending a check or cash directly to the school or with their student in an envelope with the student's ID number, name and amount of deposit.

FREE AND REDUCED-PRICE FOOD SERVICES

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

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

Notice

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

the parents/guardians of all students who enroll after the beginning of the school year. A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.
A copy of this procedure will also be posted on the School and Nutrition Services website, and information about charging meals will be included in the student handbook.

Employees: Employees will not be allowed to charge meals.

Students

- Students may not charge àla carte items. Students are expected to pay for àla carte items prior to or at the time of receipt.
- A student with money in hand will not be denied a meal even if the student has past due charges. Cash may be used to purchase a meal or ala carte items.
- Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Interventions

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

- After a student accumulates five dollars ($5.00) of unpaid meal charges, School Messenger will notify households of negative account balances not more than two times per week.
- Nutrition Services will provide administration a list of student charges on a weekly basis.

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

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

- Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the principal or counselor could assist.
- Make repeated attempts to contact the parents/guardians to inquire about any assistance that might be needed to complete the free and reduced price meals application, discuss the situation and any other concerns the principal or

counselor may have after meeting with the student, provide other resources as applicable and resolve the situation.
- Provide other resources as applicable.

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

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

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

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

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

Refunds

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

Unclaimed Funds

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

Records

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

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