



*Tradition • Pride • Excellence*

**Lee's Summit High School**

**Revision Date: 07/31/2024**

**400 S.E Blue Parkway  
Lee's Summit, MO, 64063**

**Ph: 816-986-2000 Fax: 816-986-2095**

**Students and Guardian acknowledges it is their responsibility to read and understand the policies listed within.**

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## SCHEDULES

### Monday - Thursday Daily Bell Schedule

Updated 07/22/2024



### Lunch Shifts

#### Monday - Thursday Bell Schedule

Hr 1	7:25 am - 8:10 am
Hr 2	8:16 am - 9:01 am
Hr 3	9:07 am - 9:52 am
API	9:58 am - 10:28 am
Hr 4	10:34 am - 11:19 am
Hr 5	11:25 am - 12:36 pm
Hr 6	12:42 pm - 1:27 pm
Hr 7	1:33 pm - 2:18 pm



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#### Lunch Shifts

Cass	10:32 am - 10:55 am
ISS	10:55 am - 11:18 am
Herndon	10:57 am - 11:20 am
STA	11:02 am - 11:25 am
1st	11:25 am - 11:48 am
2nd	11:49 am - 12:12 pm
3rd	12:13 pm - 12:36 pm

Lee's Summit High School

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lshs.lsr7.org

### Friday Daily Bell Schedule

Updated 07/22/2024



### Lunch Shifts

#### Friday Bell Schedule

Hr 1	8:25 am - 9:06 am
Hr 2	9:12 am - 9:53 am
Hr 3	9:59 am - 10:40 am
Hr 4	10:46 am - 11:27 am
Hr 5	11:33 am - 12:44 pm
Hr 6	12:50 pm - 1:31 pm
Hr 7	1:37 pm - 2:18 pm



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#### Lunch Shifts

Cass	10:32 am - 10:55 am
Herndon	10:57 am - 11:20 am
STA	11:02 am - 11:25 am
ISS	11:03 am - 11:26 am
1st	11:33 am - 11:56 am
2nd	11:57 am - 12:20 pm
3rd	12:21 pm - 12:44 pm

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## LEE'S SUMMIT SCHOOL DISTRICT/LSHS PHILOSOPHIES

### **District Belief Statements:**

#### ***MISSION STATEMENT:***

We prepare each student for success in life.

#### ***VISION STATEMENT:***

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

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

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

#### ***COMMITMENTS:***

We commit to:

- Engaging students in research-based programs in a technology-rich environment.
- Embracing open, honest two-way communication.
- Promoting continuous improvement through data-driven decision-making.

### **Lee's Summit High School Belief Statements:**

#### ***MISSION STATEMENT***

We prepare students to accomplish the future they choose.

#### ***VISION STATEMENT***

LSHS ensures personally relevant and engaging learning so that all LSHS graduates meet the Missouri Learning Standards and experience belonging in our community.

#### ***VALUES (COLLECTIVE COMMITMENTS)***

We commit to working as a high-functioning team through developing authentic relationships, fostering academic and personal growth for ourselves and students, and teaching care for people and property.

#### ***GOALS***

- Each student will demonstrate growth in academic achievement.
- Each student will explore and plan for post high school options.
- Each student will increase their sense of belonging at LSHS.

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## REFERENCE INFORMATION

<b>LEE'S SUMMIT HIGH SCHOOL</b>	
Information Line	816-986-2001
Main Office	816-986-2000
Attendance Office	816-986-2002
Student Services Office	816-986-2003
Health Room	816-986-2104
Activities Office	816-986-2107
School Resource Officer	816-986-2135

<b>REPORT THREATS/VIOLENCE AGAINST STUDENTS, TEACHERS, OR SCHOOLS</b>	
Emergency Services	911
Missouri School Violence Hotline	1-866-748-7047
Child Abuse Hotline	1-800-422-4453
National Sexual Assault Hotline	800-656-4673
Crime Stoppers	800-222-TIPS

<b>SPECIAL NEEDS &amp; SERVICES</b>	
Suicide Prevention Hotline	988
Alcoholics Anonymous	8
Narcotics Anonymous	816-531-2250
Domestic Violence Hotline	816-HOT-LINE
Hope House	816-461-4673
Lee's Summit Social Services	816-525-4357

<b>PARENTING</b>	
Lee's Summit CARES	<a href="http://www.lscares.org">www.lscares.org</a>

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**REFERENCE INFORMATION (CONT'D)**

<b>DISTRICT DIRECTORY INFORMATION</b>	
Tony L. Stansberry Leadership Center 301 NE Tudor 64086	816-986-1000
LSR7 Health Services	816-986-1120
LSR7 Transportation Services	816-986-2400

**THE BOARD OF EDUCATION**

The Board of Education is composed of seven unpaid local citizens elected at-large by citizens in the district to a three-year term. The Board is established by the state legislature to provide schools to children in the district. The Board sets the policies by which the schools operate and hires a staff to administer those policies.

Board meetings are open to the public and are held at 7:00 p.m. on the second Thursday of each month in the Board of Education Offices, 301 NE Tudor, Lee's Summit, Missouri.

<b>PRESIDENT</b>	<b>VICE PRESIDENT</b>	<b>MEMBERS</b>
Jennifer Foley	Heather Eslick	Stacy Myers
		Bill Haley
		Regina Garrett
		Dr. Kamile Johnson
		Erika Miller

## BUILDING ADMINISTRATOR & COUNSELOR DIRECTORY

**PRINCIPAL**  
Mr. Nathan Muckey

ASSISTANT PRINCIPALS		GUIDANCE COUNSELORS		
Mr. Bo Tiller	(A-Do)	Stacey O’Connell	(A-C)	986-2018
Ms. Tracie Gramkow	(Dr-Ki)	Brittany Matthews	(D-He)	986-2019
Mrs. Jackie Rathke	(Kl-Ro)	Taylor Chandler	(Hi-Mg)	986-2118
Dr. Shawn Sotheran	(Ru-Z)	Sally Sabata	(Mi-Sh)	986-2020
Mr. Kit Anderson	Activities/ Athletics	Kayla Schroeder	(Si-Z)	986-2119

## A SELECTION OF DISTRICT POLICIES

*The complete Board of Education policies as well as the complete Lee’s Summit High School handbook are available on-line at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36031374>*

### ***Common Sense Statement***

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

### ***PUBLIC NOTICE***

#### ***Programs for Homeless Students***

The Lee's Summit R7 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for the 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 the 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).

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***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/Guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

***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 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,

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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 Douglas, 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 Douglas, Lee's Summit, Missouri, 64086  
Phone (816) 986-1000, Fax (816) 986-1170

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

## **STUDENT RECORDS**

***Provisions and Guidelines***

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



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### ***Review of Education Records by Parents/Guardians or Eligible Students***

- Education records shall be open for inspection by parents/guardians of a student or an eligible student. Both parents/guardians have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's/guardian's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's/guardian's access rights are limited or denied pursuant to the court's directions.
- Parents/Guardians or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent's/guardian's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
- If 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 otherwise. Therefore, a copy of any applicable court order that restricts any parent's/guardian's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's 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.

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### ***Annual Notification of Rights to Parents/Guardians and Students***

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

### ***Release of Education Records***

- Disclosure of information from a student's education records will be made only with the written consent of the parent/guardian or eligible student, subject to the following exceptions:
- The district may disclose education record information without consent when the disclosure is:
  - To school officials who have a legitimate educational interest in the records.
  - To officials of another school, upon request, in which a student seeks or intends to enroll.
  - To authorized representatives of state and local educational authorities.
  - To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.
  - To accrediting organizations to carry out their accrediting functions.
  - To parents/guardians of a dependent student, as defined in section 152 of the Internal Revenue code of 1954.
  - To parents/guardians of a child who is not an eligible student, or to the child.
  - To comply with a judicial order or a lawfully issued subpoena.
  - In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  - To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
  - To appropriate parties in a health or safety emergency.
  - To other persons authorized to receive education records pursuant to FERPA.
- The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents/guardians or eligible student. This paragraph does not apply if the request was from or the disclosure was to the parent/guardian or eligible student, school officials within the district who have a legitimate educational interest in the student's education records, a party with written consent from the parent/guardian or eligible student, a party seeking "Directory Information," or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

### ***Appeals Procedures***

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

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### ***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/guardian or a student who is 18 years of age.

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

***The school district designates the following items as directory information.***

#### ***General Directory Information:***

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

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

#### ***Limited Directory Information:***

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent/guardian groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents/guardians and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

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- The student's address, telephone number and email address and the parents/guardians' addresses and telephone numbers.

### ***Law Enforcement Access***

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

### ***Children's Division Access***

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

### ***Military and Higher Education Access***

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent/guardian or a secondary student who is at least 18, submits a written request, the district will not release the information. Parents/Guardians or a secondary student who is at least 18, must notify the Registrar in writing at LSHS, 400 S.E. Blue Parkway, Lee's Summit, MO 64063, within ten days of receiving this handbook.

## **SURVEYS AND COLLECTION OF STUDENT INFORMATION**

The Protection of Student 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 that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent/guardian may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

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

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***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 non-emergency, 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/guardians at the beginning of the school year of the specific or approximate dates during the school year when the above listed activities will occur or are expected to be scheduled.

***Notification of Policy and Privacy***

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

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

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

**PUBLIC SOLICITATIONS & ADVERTISING 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

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available through other sources. Board of Education Policy provides for the use and dissemination of information from not-for-profit organizations 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/guardians 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 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.leessummit.schoolnutrition.com](http://www.leessummit.schoolnutrition.com). Applications (in most languages) are available. A household may also apply for free and reduced meals online at: [www.heartlandapps.com](http://www.heartlandapps.com).
- Parents/Guardians are encouraged to deposit money in their student's meal account by accessing our nutrition online payment portal at: [www.myschoolbucks.com](http://www.myschoolbucks.com) to make sure adequate money is readily available to purchase school meals. This will eliminate the need for parents/guardians to send money with the child each day. Parents/Guardians can also deposit money by sending a check or cash directly to the school or with their student in an envelope with the student's ID number, name and amount of deposit.

### ***Notice***

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

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

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

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**Employees:** Employees will not be allowed to charge meals.

**Students:**

- Students may not charge à la carte items. Students are expected to pay for à la carte items prior to or at the time of receipt.
- A student with money in hand will not be denied a meal even if the student has past due charges. Cash may be used to purchase a meal or à la carte items.
- 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](http://www.myschoolbucks.com) to receive email alerts for low balances.

***Debit 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

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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 Nutrition Services, 702 SE 291 Highway, Lee's Summit, MO 64063, Telephone: 816-986-2200. Unclaimed Funds

#### **All refunds must be requested within 90 calendar days of the last day of the current school year.**

Unclaimed funds (under \$5.00) for graduated seniors will be refunded at each school's cafeteria prior to the last day of the regular school year. 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.



## ACADEMIC AND GRADING INFORMATION

### A+ SCHOOLS GRANT PROGRAM

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, coordinated through the LSHS 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 I EOC (proficient or advanced) or 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 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 canceled. In the event of a cancellation, the district may choose to hold instruction virtually.

Lee's Summit R-7 Schools remains committed to providing students instructional activities and connections to the learning environment during periods of school closures. We are fortunate to be a 1:1 district in which K-12 students have district-issued Chromebooks and R-7 staff have a platform in Schoology to reach students remotely. While virtual instruction cannot replace time in the classroom,

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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 am. 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 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 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** - this is the highest level of recognition. Students who achieve a cumulative weighted GPA of 4.3 or higher will graduate with this distinction.
- **Magna Cum Laude** - this is the second highest level of recognition. Students who achieve a cumulative weighted GPA between 4.1 and 4.29 will graduate with this distinction.
- **Cum Laude** - this is the third level of recognition. Students who achieve a cumulative weighted GPA between 3.9 and 4.09 will graduate with this distinction.

### **ACCREDITATION OF SCHOOLS**

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

### **ADVANCED STUDIES OF RECOGNITION PROGRAM**

The Advanced Studies and Recognition Program offered by Lee's Summit High School 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.

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The Advanced Studies and Recognition Program encompasses the following:

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

Courses taken in the 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 a 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 IB/AP exams to receive weightedness in the course.

### **GRADE REPORTING**

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/guardians 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.

### **ASSESSMENTS**

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

<b>END OF GRADING PERIOD</b>	<b>GRADES ISSUED</b>
Six Weeks	Oct 7, 2024
Twelve Weeks	Nov 18, 2024
First Semester	Jan 10, 2025
Six Weeks	Feb 24, 2025
Twelve Weeks	April 7, 2025
End Second Semester	May 30, 2025

*Grade cards are distributed electronically to guardians for all grading periods.*

### **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 have not been met. No credit will be issued.

## GRADING SCALE

The following standardized grading scale is used:

GRADING SCALE	
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)

## LSHS CONSISTENT GRADING PRACTICE POLICY

### *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 who have achieved at least a 3.5 grade point average. Students should see their school counselor or the registrar in the student services office to obtain an up-to-date grade point average.

## 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 a course 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:

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- 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 9<sup>th</sup> school day of the semester, an F will be recorded on the transcript and included in the student's GPA calculation.**

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

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

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

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

### **CHANGE OF TEACHER**

- The teacher and parent/guardian 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/guardian must request a teacher change.
- There must be a meeting with the student, teacher, parent/guardian, 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.

### **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 with 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 in 9<sup>th</sup> and 10<sup>th</sup> grades, but Advanced Studies courses are offered, honors 9<sup>th</sup> grade courses might be considered equivalent to 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.

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## GRADUATION INFORMATION

### COMMUNITY SERVICE REQUIREMENTS

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

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

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

#### *Community Service General Guidelines*

- Students are responsible for making the necessary contacts to schedule service hours. Project ideas are available from the community service coordinator. You can also find ideas on the school's website.
- All projects that are not posted must be pre-approved by the Community Service Coordinator. **There is no obligation to accept projects that have not been pre-approved.**
- Community service cards must be signed by a supervisor present at the project location. All information on cards must be complete. Cards will not be accepted without a parent's/guardian's signature as the supervisor.
- All community service cards must be turned in to the Community Service Coordinator.
- New students who enroll in the second semester of their senior year must complete five hours of service if enrolled before the last six weeks of school.
- Projects may be performed in Lee's Summit or outside our city since our community extends to our world.
- Check with the A+ Program and IB Coordinators about specific community service program requirements.

### CORRESPONDENCE COURSES

Students interested in taking correspondence courses should see their counselor. A maximum of four courses (two units of credit) of correspondence work will be accepted toward graduation. Courses must be completed and grades received in the guidance 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 guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents/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

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graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities.

### **GRADUATION REQUIREMENTS**

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

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

All students shall be required to attend eight semesters in grades nine and above, except those students who complete the required high school courses with required units of credit in seven semesters of attendance.

### **GRADUATION—REQUIRED CREDITS**

#### **High School Academic Graduation Requirements**

<b>CURRICULUM AREA</b>	<b>GRADUATION</b>
Communication Arts	4 Units (Must include 1 unit in a core English class for each grade 9-12)
Social Studies	3 Units (Must include 1 unit each of Am. Hist. and World Hist.; .5 unit each Am. Govt. and Modern Global Issues)
Mathematics	3 Units (Must include 1 unit Algebra I and one unit Geometry or Alg/Geom I, Alg/Geo II, and Alg/Geo III)
Science	3 Units (Must include 1 unit Biology or Adv. Studies Biology I and 1 unit Advanced Studies Chem., Chem I, or FPC)
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Unit (Must include .5 unit of Foundations of Fitness)
General Electives	9 Units
Health	.5 Unit
Personal Finance	.5 Unit
Totals	26 Units

### **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.

## 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 5, 9 and 10 days, the school will send an informational letter to the parents/guardians, 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 their administrator 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 waiver appeal. A waiver to maintain full credit must be submitted by the end of the semester. 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 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/guardians
- District/state contests or other school related activities in which the student is not a participant.

The following absences **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/Orthodontist appointment
- Verified school counseling/office appointment
- School-related activities in which the student is a participant
- History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in Health Room



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## **APPEAL PROCESS**

If the student or parent/guardian feels that justifiable or extraordinary circumstances have contributed to reaching the nine-day limit, the student and parent/guardian may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office by the end of the semester the absences occurred in. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester. If no appeal request form is received by the end of the semester, then credit is denied. The Attendance Review Committee will consist of at least one administrator, counselor, and teacher.

The Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the nine days allowed. The committee will consider all relevant information, including whether:

- The appeal form was returned to the attendance office by the end of 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 to the Attendance Review Committee:

- Credit not awarded
- Credit is awarded.
- Students are 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/guardians by phone and by written communication.

## **ABSENCE REPORTING**

When a student is absent, the school requires that their parent/guardian call the attendance secretary between 7:00 a.m. and 10:00 a.m. at 816-986-2002 and state the student's name, grade and reason for absence.

- If parent/guardian contact is not received, a phone call will be made to the parents/guardians 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/guardian 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 teacher 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/guardian can call the office before 9:00 a.m. on the second day and pick up homework after 3:00 p.m. the next school day. Calls received after 9:00 a.m. can schedule

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pick-up for the next day. Make-up work requests need to be picked up 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 in any 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 or she has fulfilled the disciplinary requirements established by the administration.

### **POTENTIAL 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***

Doctor and dental appointments are excused with proper documentation. Since dental and doctor's appointments are an important part of any health or hygiene program, LSHS will honor appointments as follows:

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

#### ***Driver's Test***

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

#### ***Jobs***

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

### **TRIPS AND EDUCATIONAL TRAVEL**

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

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- A parent/guardian must make arrangements with the administration of the school for the absence at least two days in advance. (This time is needed to notify teachers and make necessary arrangements relating to schoolwork.)
  - The student will receive one day for each approved day missed to turn in all the make-up work. Students are asked to arrange make-up work prior to the trip. All required projects are due before leaving if the project falls due during the absence.
  - Refer to attendance procedures for effects on credits due to absence from school.
  - **Parents/Guardians are encouraged not to schedule vacations immediately following the end of the school year due to possible calendar adjustments as a result of inclement weather.**

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## **LATE ARRIVAL TO SCHOOL**

Any student arriving beyond five minutes past the beginning of school will be marked late and consequences could be assigned.

## **TARDY POLICY**

- Students are expected to be in the classroom ready to begin 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 7:30 a.m. must report to the attendance office for an admit slip.
- Students who are five or more minutes late to hours two through seven will be 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 detained him/her. All tardies will be considered unexcused unless written verification is provided by the teacher.
- Students having unexcused tardies will be assigned detention. Failure to attend detention for excessive tardies may result in four-hour detention, in-school-suspension or out-of-school suspension.

# **ATTENDANCE PROCEDURES**

## **ARRIVAL AT SCHOOL**

When entering the building in the morning, students should gather all necessary materials for the first period class.

- Students may go to their first period classroom or to the Cafeteria where they will be allowed to visit and/or study until class time.
- Only students who wish to study may enter the Media Center before school. The Media Center is a quiet area at all times.
- Standing in groups in the halls blocks the normal traffic flow; therefore, students are to move into rooms and not stand in the hallways.

## **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/guardian 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 will be assigned an after-school detention and may have their parking permit revoked if they drive off campus.

## **EARLY CHECKOUT AND FINALS**

- Students and parents/guardians are reminded that students are not to check out early at the end of the semester.
- In emergency situations, a student may request early check out with administrative approval. Parent/Guardian contact will be made by the administration.

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- An early checkout form must then be taken to their teachers to permit early finals at the teacher's discretion.
  - Teachers are under no obligation to give early finals.

### **FAILURE TO CHECK IN/OUT OF SCHOOL**

Students must check in to school at the attendance window if arriving after 7:30 am. Students must also check out of school at the attendance window if leaving before their regularly scheduled exit time.

### **HOMEBOUND/ONLINE STUDENTS' ATTENDANCE ON CAMPUS**

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

### **ILLNESS DURING THE SCHOOL DAY**

- If a student becomes ill after arriving at school, 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 a parent/guardian.
- Communicable Disease Guidelines (see Health Services) will be followed.
- If the student does not check out through the health room and/or attendance office, they will be classified as unexcused. Any classroom work missed must be made up.

### **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/guardian and/or school administration. A parent/guardian will be contacted for each incident of truancy from school.

- For the first truancy, the student will be assigned a four-hour detention.
- For the second truancy, the student will be assigned two four-hour detentions.
- For the third truancy, the student will be assigned a three-day suspension.

### **UNEXCUSED ABSENCE FROM LUNCH**

Students failing to be at lunch in the lunchroom must have prior approval from administration. Consequences may be assigned for not attending lunch in the cafeteria.

## **ACTIVITY AND ATHLETIC INFORMATION**

### **ACTIVITY/ATHLETIC PROGRAMS AVAILABLE**

#### ***Activity Programs***

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

#### ***Athletic Programs***

The athletic program provides activities for many different interests and talents. Please contact the Activities Office at 816-986-2107 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 1<sup>st</sup> of the previous school year to be current.

**ADDITIONAL CLUBS OFFERED**

Lee's Summit High School offers a variety of school site-based, chartered clubs. Visit <https://lshs.lsr7.org/clubs-activities/> for a complete listing of curricular and non-curricular clubs at LSHS.

**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/sport will be charged \$50 for yearly participation. A maximum participation fee of \$100/family will be charged for participating in high school activities/sports. Please consult your building assistant principal/activities director for any questions or concerns regarding the high school participation fee.

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

- 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/guardian should contact the building principal to verify their free or reduced lunch status. Each case will be evaluated independently.

**MSHSAA ACTIVITIES/SPORTS**

ACTIVITIES	ATHLETICS
Band, Choir - Concert/Men/Women/Chamber, Cheerleading, Dance Team, Flag Guard/Winter Guard, Marching Band, Orchestra, Scholar Team, Speech/Debate	Baseball, Basketball B/G, Cross Country B/G, Football, Golf B/G, Soccer B/G, Softball, Swim & Dive B/G, Tennis B/G, Track & Field B/G, Volleyball, Wrestling B/G

**MSHSAA ATHLETIC ELIGIBILITY TRANSFER POLICY**

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

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

- Upon promotion from the 8<sup>th</sup> grade or the highest grade of a junior high school administered as a separate unit within a school system, a student may be eligible only at the public high school located in the public geographical attendance district in which the student’s parents/guardians reside or any nonpublic high school located in the nonpublic geographical attendance district in which the student’s parents/guardians reside.
- Any student who chooses to attend a school other than those specified above shall be eligible only at the sub-varsity level in all sports for 365 days from the date of promotion from the eighth grade or the highest grade of junior high school administered as a separate school system.

**LEE’S SUMMIT R-7 SCHOOLS 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.
- 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 in order 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.

**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 are listed below. For further requirements to be deemed eligible contact the LSHS Student Services Office.

<b>CORE UNITS REQUIRED FOR NCAA CERTIFICATION</b>		
	<b>Division I</b>	<b>Division II</b>
<b>English Core</b>	4 years	3 years
<b>Mathematics Core</b>	3 years	2 years
<b>Science Core</b>	2 years	2 years

<b>Social Studies Core</b>	2 years	2 years
<b>From English, Math, or Science</b>	1 year	3 years
<b>Additional Core</b> (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Non-doctrinal Religion)	4 years	4 years
<b>TOTAL CORE UNITS REQUIRED</b>	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](http://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 try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

### **SCHOOL PRIDE**


Every student knows the symbolism of their school colors and the school mascot. They have heard from graduates and others that Lee's Summit High School has pride. What is school pride?

School pride is an intangible phenomenon that is felt, not seen or heard. It is that which makes a building into a school and a crowd into a student body. It is the common bond based on individual pride and mutual respect. It allows everyone to share in the touchdown being scored, in the song being sung or in the lines being said. It is felt in the classrooms, in the halls, and in the neatness of and the respect paid to the school. It is what makes this **Lee's Summit High School!**

School pride is an outgrowth of participation. Lee's Summit students can develop school pride by supporting all programs of the school, by working together, by taking part in activities, by doing a little more than the assigned work, by helping their fellow student, and by setting an example in the community for all to follow. Students get from school what they put into it. Pride is found only in one's heart. When each student has this feeling of pride — of supporting school activities and what the school stands for — Lee's Summit High School will continue to be an outstanding school.

Everyone can be proud of the many established traditions here at LSHS. With each student's efforts and serious purpose, this will be an enjoyable and meaningful school year.



Traditions	Lee's Summit High School Song
School Colors- Black and Gold	<p>There's a school in old Missouri That is second unto none. We love to sing her praises, And tell the things she's done. We're proud of her past record And we'll all pledge loyalty To the school we love so dearly, L.S.H.S., here's to thee! (Refrain) Lee's Summit, Lee's Summit, Your colors we'll proudly fly, And we'll all be ever loyal To our dear old L.S. High. As the years roll swiftly onward, And we leave her dear old halls, Our thoughts turn ever backward As memory recalls The days we've spent together And the happiness untold, And we'll all be ever loyal To our dear old black and gold.</p>
Mascot—Tigers 	
Newspaper— Hi-Life	
Yearbook—Reflector	
School News—Tiger Broadcast	
<b>Lee's Summit High Fight Song</b>	
<p>Tigers to Victory Fighting for our fame again We're here for victory And we'll fight until we win So stand beside us As we're building up the score We're gonna push those (visiting team) Back again We're Gonna Fight Forever More!</p>	

### **SPORTSMANSHIP**

Lee's Summit High School is a member of the Greater Kansas City Suburban Conference and Missouri State High School Activities Association. As members of these groups, the school adheres 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 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/guardians and other fans attending any interscholastic contest are expected to:

- Maintain pride for self and school.
- Strive to keep high standards of conduct.

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- Cheer for your own team, not against the other team.
  - Refrain from using profanity or implied profanity.
  - Not make disrespectful chants, including personal remarks directed at players and officials.
  - Not single out players by number or name.
  - 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.
  - Not sit in the front row of the bleachers. 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.

## **ATHLETIC PASSES**

### ***High School Events***

Students may purchase athletic passes for \$43. 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, 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.

## **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 registered guest unless otherwise advertised by the school. 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.
- All school guests must be in the ninth grade or not have reached their 21<sup>st</sup> birthday and must be accompanied to a dance or party by a student enrolled in LSHS.
- Some dances are restricted solely to LSHS students or solely to LSHS students and their registered guests.
- Rules regarding guests will be announced prior to the event. Students are held responsible for all actions of their guest and are expected to inform them of all rules and regulations.
- Guests must leave the dance and school property at the same time the LSHS student they are registered with leaves.
- Only one administrator-approved guest per student is allowed, and all non-LSHS guests must obtain prior administrative approval. Guest registration forms are available in the Activities Office.

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- No alcoholic beverages of any kind are allowed. Students or guests who have been drinking will be sent home with a parent or guardian or designee of a parent/guardian. This incident will become a part of their disciplinary record and appropriate action will be taken.
  - Students will be expected to dress appropriately. Formal dress is required to attend Homecoming and Courtwarming dances.
  - Proper respect should be paid to all sponsors.
  - Students currently assigned to In-School-Suspension or on Out-of-School Suspension are not eligible to attend.
  - Students must be picked up at the published end time of the dance. Students who remain on campus beyond 15 minutes of the end time may face disciplinary consequences.
  - All LSHS students who want to attend Prom must have no fines or unpaid fees before purchasing tickets.

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

## **STUDENT PROCEDURES AND RESPONSIBILITIES**

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

### **AFJROTC UNIFORM POLICY**

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

### **ASSEMBLY GUIDELINES**

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

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

### **CAMPUS ACCESS (AFTER SCHOOL)**

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

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## **CELL PHONE**

Cell phone usage is a distraction to the learning environment. The expectation is that phones are not out or in use during instructional time. If a student has his or her cell phone out it will first be addressed.

*1st offense* - Classroom teacher communicates home

*2nd offense* - Referral & Administration communicates home

*3rd offense* - One hour detention assigned

*4th offense* - Two hour detention assigned

*5th offense* - 1 day ISS assigned

*6th offense* - 3 day ISS assigned

Continued cell phone concerns will result in additional disciplinary consequences.

## **CLASSROOM PREPARATION**

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

## **COMMONS/CAFETERIA PROCEDURES**

- Students are not allowed to leave the campus during their lunch period.
- Students are not allowed to leave the cafeteria without permission of a supervisor.
- All students are required to go directly to the cafeteria for their lunch shift. Tardiness to the cafeteria will be classified the same as any other tardy.
- Unexcused absences from lunch will result in disciplinary action.
- Students are to remain in the cafeteria until dismissed by the cafeteria supervisor.
- Each student must return their tray, utensils and trash to the designated area.
- When dismissed in the cafeteria, students should push their chairs under the tables, leave the tables clean for the next shift, and proceed to their next assigned class. All trash **must** be disposed 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.

## **DISASTER AND FIRE ALERTS**

### ***General Student and Staff Instructions for Building Evacuation Plans***

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

*In addition to the above directives:*

- Each teacher shall post emergency procedures in the room.
- Each teacher will appoint and train student leaders in each class.

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

### **DISTRIBUTION OF MATERIALS**

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

However, students cannot distribute expressions which:

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

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

- Name and phone number of the person submitting 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.

### **FIELD TRIPS**

Educational field trips often enhance the program of instruction. Field trips planned by faculty and staff will be with an educational purpose, and in regard to a unit of study. Students participating in field trips must follow the following policies and procedures:

- Any student leaving with the group on a trip or excursion must also return with the group, unless prior arrangements have been made with a parent/guardian for the parent/guardian to transport their student.
- All participants in any district sponsored field trip or excursion must sign a statement agreeing to follow all applicable district policies, administrative procedures, school rules, and the rules of any sponsoring or host organization.
- In the event that district participation in a field trip, excursion or other off-campus school-sponsored activity is canceled, participation by district students is not authorized or sanctioned in any way by the

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district, contrary to district policy, is at the sole risk of the student, and may jeopardize such student's eligibility to engage in further participation in the activity.

### **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.

### **FOOD OR DRINK IN THE CLASSROOM OR HALLWAY AREAS**

The presence of food or drink in the classroom is at the individual teacher's discretion. Please plan your purchases of food items according to your teacher's expectations.

### **GYM CLOTHES/DRESSING OUT**

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

### **LOST AND FOUND**

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

### **OFFICE CONDUCT**

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

### **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 and after school and between class periods.
- Restroom stalls are single use only.
- Everyone using the restrooms is expected to keep them clean. No loitering is permitted.
- No food in the restroom.
- **If a student is feeling ill, they should report to the health room immediately.**
- Students must NOT remain in the restroom.

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## **RECORDING OF CLASSES**

Creating a video or audio recording 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, Re\$ubmitt, to attempt collection of a returned check, when applicable. Re\$ubmitt will re-present the check two times to your bank, plus any applicable fees permitted by state law. The Lee's Summit School District will charge a \$25.00 fee if the check remains uncollectible.

## **SCHOOL VISITORS**

- Parents/Guardians may visit classes under specific circumstances as determined by and with prior administrative notification.
- All visitors, other than parents/guardians, 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.**

## **STUDENT IDENTIFICATION CARD**

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

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

## **TELEPHONE USE**

Students should NOT use the telephone during class time.

All students involved in after-school activities should make necessary arrangements in advance. Office phones will not be available for this purpose. In case of emergency, the activity sponsor will provide a phone for the student's use.

# **DISCIPLINE POLICIES & SCHOOL SAFETY**

The law provides teachers with considerable authority over the control and education of the child, once the parent/guardian sends their child to the public schools.

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

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

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## 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, they must report to that teacher at the prearranged time within three days. If the detention cannot be arranged with the teacher, they must make arrangements with the administration.

- Failure to serve a teacher detention will result in a referral to the appropriate administrator..
- Failure to serve a one-hour detention will result in assignment of a two-hour detention.
- Consequences increase if the student continues to skip detentions.

## SUSPENSION RULE

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

### ***Authority of Principals***

Principals are charged with the basic responsibility for the 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 students from school in accordance with regulations and guidelines established by the Board of Education.



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### ***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 less, the superintendent's or designee's review and determination shall be final.

## **TYPES OF INFRACTIONS**

### ***ACADEMIC INTEGRITY***

#### **LSHS HONOR CODE – *Cheating/Plagiarism***

As members of the Lee's Summit High School community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of academic life. We are accountable for all that we say and write. We are responsible for the academic integrity of our work. We pledge that we will not misrepresent our work by using the work of others and presenting it as our own. We also pledge that we will not give or receive unauthorized aid. We commit ourselves to behave in a manner that demonstrates concern for the personal dignity and rights of all members of the community. We are respectful of classroom property and the property of others. We will not tolerate a lack of respect for these values. Students in IB courses are expected to follow the Lee's Summit International Baccalaureate Academic Honesty Policy. We define the following as direct acts against the **LSHS HONOR CODE**:

- Cheating—The willful intent to use sources improperly for personal gain.
- Plagiarism—Failure to use original, unique yet informed ideas, thoughts, works, images, or products are used without proper documentation whether intentional or not.
- Forgery/Falsifying documents—Counterfeiting documents for personal unwarranted advantage in terms of grades, standardized testing, academic standing, recognition, post-secondary placement, eligibility, and privileges.
- 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.

A violation of the **LSHS HONOR CODE** may result in disciplinary action. Cheating and plagiarism will not be tolerated and will be held to the same standards. Violations could include, but are not limited to:

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

Consequences for violations of the LSHS Honor Code will accumulate during the student's high school career.

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### ***ASSAULT (VERBAL OR PHYSICAL/CONFRONTATION)***

Threats, swearing, acts of intimidation, bullying or physical assault will not be tolerated. Students involved in such actions will be subject to 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 activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

### ***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 a district 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.

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## **DRESS CODE/APPAREL EXPECTATIONS**

Lee's Summit High School expects 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:**

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

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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 up to ten days and may receive a referral to the Superintendent, which could result in a suspension of up to 180 days.

A second drug offense during a student's high school career will result in an automatic ten-day suspension and referral to the Superintendent for long-term suspension or expulsion. The verbal or written negotiation or 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 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 health room.
- As provided in Missouri law, possession of prescription medication on school property without a 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 with a possible referral to the superintendent for long-term suspension and will not be allowed to return until a student-parent or guardian-administrator conference is held. Fighting or peace disturbance may result in arrest or police 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/FIRE EXTINGUISHERS***

Fire alarms 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.

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***FORGERY***

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

***GAMBLING***

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

***HARASSMENT***

**Harassment** of any form 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.

***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 the minimum of a 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 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 DISPLAY OF AFFECTION***

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

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**SEXUAL ACTS**

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

**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.

**VANDALISM (CARE OF THE BUILDING)**

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

**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, and/or e-cigarettes will carry the same penalties as smoking violations.

<b>INFRACTION</b>	<b>CONSEQUENCE</b>
1 <sup>st</sup> offense: Possession/Use	5 days ISS – Potentially reduced to 3 days per completion of the ASPIRE program
2 <sup>nd</sup> offense: Possession/Use	3 days OSS
3 <sup>rd</sup> offense: Possession/Use	5 days OSS
Subsequent past three: Possession/Use	could be up to 10 days OSS – Potential referral for Long-Term Suspension

**WEAPONS**

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

**SCHOOL SERVICES****ACCIDENT INSURANCE AVAILABILITY**

The R-7 School District does not have accident insurance on students in the school district. The cost of providing this insurance would be prohibitive. With this in mind, as a supplement to the family's own health insurance, the Board of Education is making available a nominally priced student accident

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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.

### **SCHOOL COUNSELING SERVICES**

The Missouri Comprehensive School Counseling Program is an integral part of Lee's Summit High School's total educational program..

The components of this program include:

- *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 LSHS 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. LSHS counselors are available to assist students and parents/guardians in seeking information and examining alternate possibilities in a variety of situations.

In an effort to provide ready communication with students and parents/guardians, the Counseling Department staff maintain a website which houses academic, career, post-secondary, and social-emotional resources. Included are significant test dates, career exploration opportunities, college representative visits, scholarship opportunities, and other relevant information. The LSHS Registrar's Office will be open all summer. During the school year counselors are available from 7:05a.m. to 3p.m. Appointments are highly recommended. Student appointments may be made before school, after school, between classes, and during regular class time. Students or parents/guardians may call if they have any questions or to schedule an appointment at 816-986-2003.

<b>COUNSELORS</b>	
Stacey O'Connell	A-C & CAPS
Brittany Mathews	D-He
Sally Sabata	Hg-Mh
Taylor Chandler	Mi-Sh
Kayla Schroeder	Si-Z

### **HEALTH SERVICES**

#### ***Health room***

The school maintains a safe and healthy environment. A health clerk, trained in CPR and first aid, works under the supervision of the LSR7 registered professional nurses. 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.

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- 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/guardians 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, should be filed with the health room. Any activity restrictions should include the physician's contact information and an end date.

### ***Student Allergy Prevention and Response***

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

### ***Latex Balloons***

All Lee's Summit R-7 Schools are a latex-reduced environment. 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 without the use 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 antibiotics for an infection.
- Parents/Guardians 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. *Missouri Statute 167.191*

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. The telephone number of your child's doctor and dentist are necessary in case of an emergency when a family member cannot be reached and immediate instructions are needed.

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



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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/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 must 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 appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. This need not be renewed annually; however, if a new immunization becomes required, the original card must be updated.

**Immunizations in Progress**

Students may continue to attend school as long as they have started an immunization series and provide satisfactory evidence indicating progress is being accomplished within the state-mandated requirements and timelines. 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

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services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home. The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication administered to students. Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and school administration. In carrying out their legal duty to protect the health, welfare, and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

Medication not within the 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's written direction, 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

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injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### ***Emergency Medication***

All student-occupied buildings in this district are equipped with epinephrine premeasured auto-injection devices that can be administered in the event of severe allergic reactions causing anaphylaxis and Narcan that can be administered in the event of a suspected opioid overdose. These medications will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

### ***Consequences***

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

### **LIBRARY MEDIA CENTER (Hours posted in LMC)**

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's learning style is unique, a large collection of print, audio, visual and electronic materials is available in the media center to improve reading, listening, and viewing skills. The materials and services encompass all subject areas, ability levels, and the varied recreational interests of faculty and students.

Books and magazines form the nucleus for research and recreational reading. Digital media is rapidly providing a new and varied approach to information sources. Electronic information sources including electronic periodical databases, the Internet, and multimedia applications are available to media center patrons. Videos that support the curriculum are available through electronic databases as well as disc and cassette formats.

### ***Media Center Access/ Checking out Material(s)***

Students need their handbook pass and picture ID to come to the media center during the school day and to check out library materials. Students are responsible for signing in and out of the media center. The signed log and passbook verify the student's presence in the media center. Failure to sign the log may result in disciplinary action.

### ***Media Center Equipment***

Any student may use audio-visual equipment in the media center for make-up or research purposes.

Machines requiring specialized knowledge, such as the video editing equipment, will require the student to be instructed in its use by the media center staff before the student may use it.

- Copy machines and printers are available as a way to take home printed copies of information difficult to circulate.
- The media center contains Windows computers with personal productivity and computer assisted instruction software. Students have access to the computers before and after school, as well as during the school day.

### **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.

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Students are not to share this number with anyone. Breakfast is served from 7:05 a.m.-7:25 a.m., and lunch periods run during or fifth periods.

### ***Free and Reduced-Priced Food Services***

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

The criteria for determining a student's need and the procedures for securing free and reduced price meals, snacks and milk for the student will be outlined and 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.

### **DISTRICT WELLNESS PROGRAM**

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

### **SPECIAL EDUCATION SERVICES**

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. Students should consult each department's scheduled times. Students may also make other arrangements when needing assistance with coursework based on teacher availability.

## **TECHNOLOGY POLICY**

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## **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)**

- 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 distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, 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

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intended. Technology or technology hardware will not be moved or relocated without permission from an administrator.

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

### **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 & 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 email 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.

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## **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 shall not be used to connect to district electronic equipment or district electronic networks at any time. E-Devices may be used as follows:

- E-Devices may be used, viewed or listened to by students before or after school, during passing periods or between classes, during API Privilege Time, and during the student's assigned lunch period in the cafeteria only at the table areas, but doing so shall be in violation of this policy if it results in a disruption to the educational environment or any school activity or impairs the morale or good conduct of other students.
- Students may use E-devices in the classroom at teacher discretion; however, any other use will be prohibited in the classroom. Students using E-Devices in the classroom without the consent of the teacher will be subject to disciplinary actions ranging from detention to suspension.
- No camera or video-capable electronic device may be used in the locker rooms or restrooms at any time. Students violating the E-Device policy may subject their electronic device to the possibility of confiscation and search by administration in accordance with the law.
- 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.
- 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.

## **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

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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 2 LEARN- CHROMEBOOK GUIDELINES**

### ***Qualifications***

A K-12 student who is actively enrolled in any of the schools in the Lee's Summit R-7 School District qualifies for use of a district-owned Chromebook. All students/parents/guardians 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. Your students' right of possession and use of the borrowed device is limited to and conditioned upon your full and complete compliance with the expectations detailed in the Connect2Learn Student/Parent/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 and prior to student's receipt of a Chromebook. This form will be made available and required annually.

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

### ***Returning Device***

Students will turn in their Chromebooks at the end of each school year unless it is determined by Administration that the student(s) will keep their device through summer due to enrollment in LSR7 Summer Learning or other reason(s) deemed appropriate by Administration. Students will turn in Chromebooks 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. 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 devices/power supplies are kept through summer months, all damages and fees remain the same and will be the responsibility of the student. If a student drops from the Lee's Summit R-7 School District during the summer months, it is responsibility of the Student /Parent/Legal Guardian to return the



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Chromebook and charger to the Stansberry Leadership Center, 301 NE Tudor Rd., Lee's Summit, MO, 64086 or the Student/Parent/Legal Guardian will be responsible for the replacement cost of \$424.

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

### ***Terms of Agreement***

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

### ***Student Usage***

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

### ***District Costs***

According to the terms of the district's current lease/purchase agreement, the cost for each Chromebook is \$424 for the Dell 5190 2-in-1 model.

### ***Mobile Device Fee***

*For the 2022-23 school year, students will not be charged a mobile device fee.*

### ***Repair and/or Replacement Costs to the student issued device***

First incident ANNUAL basis:

- No fee for the first incident of accidental damage to Chromebook will be charged. Repair is made and a notification made via email to Parents/Legal guardian.
- Full replacement cost for lost, stolen or damaged A/C adapter (Replacement charger: \$31.00, Replacement charger for loaner: \$17.00). The replacement power adapter will not be issued to the student until the fee is paid.
- Full price of \$424 or cost of repair (whichever is less) for an intentionally damaged device and a Parent/Legal Guardian meeting with the administrator required.
- \$150 for lost or stolen device and a Parent/Legal Guardian meeting with the administrator required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional lost or stolen 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.

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Second and subsequent incidents on an ANNUAL basis:

- The student will be required to pay an additional \$50 for the second and for each subsequent incident during the school year. Parent/Legal 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. The new power adapter will not be issued to the student until the fee is paid.
- 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 damage is determined at the time of the incident and within manufacturer's parameters.*

### ***Chromebooks Not Returned***

Students who transfer out of the Lee's Summit R7 School District without returning the Chromebook and the charger will be charged the full cost of the device and the district will consider all legal rights at its disposal, which may include turning this device over to law enforcement and reporting it as a stolen device. In that case, the district will sign a criminal complaint regarding loss of property as stated in Board Policy EHB, Technology Usage.

### ***Loaner Chromebooks***

Students who borrow a loaner Chromebook while theirs is being repaired must return the loaner prior to receiving their repaired device 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: (Note: the loaner Chromebooks are Samsung models and costs are different from the Dell devices)

- Lost loaner Chromebook - \$150
- Damage to the loaner Chromebook - \$50
- Lost/Damaged loaner Power Supply - \$17

### ***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 a 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-API can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety

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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.**
- Allow only school district personnel 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. Handle the Chromebook with caution. Do not throw, slide, drop, toss, etc.
- 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.

#### *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.

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- 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 from anyone outside of a vehicle if being temporarily stored in a parked vehicle.
  - Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring the Chromebook will receive secure storage when 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 your 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](http://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-AP for more details. The district's content filter will also filter content on student Chromebooks when they are 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 a 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.

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

## **TRANSPORTATION / SCHOOL - PROVIDED & PRIVATE**

### **AUTOMOBILES/PARKING**

For a student to park on the Lee's Summit High School campus, they must purchase a current parking permit. ***Parking will be limited due to ongoing construction.***

**Students are reminded that parking during the school day is on a first-come, first-serve basis. A parking permit only assures the student a spot somewhere on the campus parking area.** Students are permitted to park on school premises as a matter of privilege, not a right. 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 students must follow these parking rules listed on this sheet. Thank you for your cooperation!

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### ***Students' Responsibilities When Driving to School Are:***

- Students must have a valid parking permit to park on campus. Parking illegally will result in fines, detentions, suspensions, parking permits revoked, and/or towing of the vehicle. There are no warnings for non-permit vehicles.
- Students must park in designated marked spots. Parking is on a first-come, first-serve basis. **Get here early to get a good spot or check the lots further away from the buildings.** The closer spaces will fill up first.
- The 15 m.p.h. speed limit and all patterns, rules and regulations must be observed.
- Parking in a yellow-marked area, outside of marked parking spots, in a fire zone, or in a reserved or staff only spots will result in an automatic fine.
- *Parking in a handicapped zone could result in a ticket being issued by the Lee's Summit Police.*
- Motorcycles must abide by the automobile regulations.
- **Students are not permitted to go to their parked cars during the school day, be in the parking lots during the school day, or drive their cars between classes without permission from an administrator.**
- Fines and discipline will be assessed for these parking violations:
- **The cost of a permit is \$10. Permits must be displayed properly.** Students with valid parking permits that fail to properly display permits will get two warnings. Any tickets after the first two warnings for not properly displaying the permits will result in fines.
- Students with valid parking permits that park illegally will be assessed fines **without warnings**. This includes parking in fire lanes, in the grass, outside parking lanes, in the front row of the church lot, or staff / reserved / handicapped parking. **Parking fines are \$20 per ticket.** All parking fines accumulated in the first semester are to be paid at the end of the first semester. Students that continue to park after their permits are revoked will be subject to disciplinary action including in-school suspension. *(Students that accumulate a large fine amount could progress to four-hour detentions with their permit being revoked.)*
- *Students parking on campus without purchasing a valid parking will be assessed a \$20 fine*
- Students attending Cass Career Center or Joe Herndon Area Technical Center are required to adhere to the policies of those schools as well as those of the R-7 District. **Students are not allowed to drive to out-of-district Vo-Tech Schools.** Violation may result in disciplinary actions, including suspension or removal from the technical school with loss of credit. Strict adherence to policies on bus transportation and driving is required.
- **The permit purchased by a student is to be used by that student only.** Students may not give a permit to another student, sell their permit, or use another student's permit.
- Lee's Summit High School has an agreement with Grace Church for the partial use of their parking facility. **(Students are NOT permitted to park in the front row of the church lot.** The front row by the church is reserved for church use only.)
- Vehicles parked on campus or in the church parking lot will be subject to periodic search.
- The R-7 School District is not responsible for student vehicles and/or vehicle contents while parked on district grounds.
- If your permit is lost or stolen, report this immediately to your administrator in the Student Administration office. A fee may be assessed to replace the missing permit. **Any student found using a permit reported missing or stolen will be assigned two 4-hour detentions.**
- Fines must be paid in the Main Office in a timely manner. Fines will not be waived. All students are requested to bring parking tickets to the office when they are received to make arrangements for payment. If you park in a proper space in the proper lots, you will not receive a ticket.

### **PARKING LOT SAFETY**

- Students are not permitted to go to parked cars or be in the parking lots without permission from an administrator.

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- **Students may not go to parked cars or the parking lots before entering buses to leave campus, or before attending after-school or four-hour detentions.**
  - Consistent with the community's expectation that school officials sustain a safe school environment, the Lee's Summit schools will cooperate with appropriate law enforcement agencies. The parking lot and all cars parked on campus will be subject to search. ***The parking lot WILL BE searched periodically.***
  - *Speeding or careless and reckless driving in the parking lot can result in police action along with school discipline. Police can issue tickets for careless and imprudent driving, endangerment of a minor or other violations. School discipline includes but is not limited to detention, suspension and/or loss of driving privileges.*
  - Skateboarding, or the use of any type of skates is not allowed on school property. School discipline will apply to violators.

### **STUDENT TRANSPORTATION SERVICES (BUS)**

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

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

#### ***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***

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, earbuds, or something similar.
- No material in violation of District policy and procedures.
- Do not share content with other students outside the seat compartment they are in.

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- Must not create a distraction for the driver.

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