



LEE'S SUMMIT  
R-7 SCHOOLS  
*Learning for Life*

Lee's Summit R-7 School District  
**Middle School Handbook**

**2021-2022**

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# Academic Integrity and Anti-Bullying Guidelines

Please read the following guidelines for Academic Integrity and Anti-Bullying. After you have carefully read each one, please sign the commitment form at the bottom of the page with your parent(s)/guardian(s) indicating that you agree to follow these guidelines.

I understand:

- I should do the right thing because it is the right thing.
- The importance of academic responsibility.
- Cheating is not acceptable.
- I should not use someone else's work (daily assignments, homework, projects, and/or tests).
- I should not take credit for something that is not mine (plagiarism).
- I should not allow someone else to use my work.
- I should not use someone else's ideas (plagiarism).
- I should not forge someone else's signature.
- I will not fill in answers while grading student work.
- I will ask the teacher if I have any questions about working with another student on an assignment.
- I will have pride in myself, my work, and my school.

I understand that these guidelines apply to both digital and non-digital work. I agree to follow these guidelines, and I understand that disregarding these guidelines will result in:

First Incident: Parent/Guardian contact by the teacher and administrator, three-hour detention

Second Incident: Parent/Guardian contact by the teacher and administrator, one day I.S.S. assignment

## Bullying Prevention

Bullying is when one person repeatedly picks on or hurts another person either physically, verbally, or non-verbally. Cyberbullying includes but is not limited to sending or posting harmful or cruel texts or images using the internet or other digital communication devices. Everyone at BCMS should be treated equally, and feel safe, secure, and accepted regardless of (included but not limited to) color, race, ability, sexual orientation, religion, age, disability, and nationality.

School Pledge Against Bullying:

1. We will not bully others.
2. We will try to help students who are being bullied.
3. We will make it a point to include all students.
4. We will tell an adult when we see bullying behavior.
5. If I am being bullied, I will tell an adult.
6. Whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am a part of the problem.

Student's printed name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Parent(s)/Guardian(s) signature: \_\_\_\_\_

Date: \_\_\_\_\_



## SCHOOL DIRECTORY

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

### ADMINISTRATIVE STAFF

Superintendent of Schools	<b>Dr. David Buck</b>
Associate Superintendent of Academic Services	<b>Dr. Christy Barger</b>
Assistant Superintendent of Operational Services	<b>Dr. Emily Miller</b>
Assistant Superintendent of Human Resources	<b>Dr. Deborah Delsemme</b>
Assistant Superintendent of Secondary Instruction	
Assistant Superintendent of Elementary Instruction	<b>Dr. Heather Kenney</b>
Assistant Superintendent of Equity and Student Services	<b>Ms. Shelly Sanders</b>
Executive Director of Student Support	<b>Dr. Rexanne Hill</b>
Executive Director of Special Services	<b>Dr. Staci Mathes</b>
Executive Director of Technology	<b>Dr. Kevin Whaley</b>
Executive Director of Public Relations	<b>Ms. Katy Bergen</b>

### R-7 BOARD OF EDUCATION

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

### BOARD OF EDUCATION

President:

**Mr. Ryan Murdock**

Vice President:

**Ms. Megan Marshall**

Members:

**Mr. Mike Allen**

**Ms. Kathryn Campbell**

**Mrs. Kim Fritchie**

**Dr. Judy Hedrick**

**Mr. Rodrick Sparks**

# BERNARD C. CAMPBELL MIDDLE SCHOOL

Bernard C. Campbell Middle School honors a founding father of the R7 School District. Dr. Campbell began with the Lee's Summit City School District in 1941, teaching social studies to high school student who soon would be caught up in World War II and its monumental social and geopolitical changes.

The district was small then, encompassing only those students who were within the city's boundary. Dr. Campbell also drove a school bus in those early years. For two years, he served as high school principal and acting superintendent, and in July 1943, he became the superintendent of the district.

By 1949, postwar America was changing, growing and expanding. It was no different in Lee's Summit. The city's school district, Greenwood School District and 16 rural districts united into Reorganized School District No. 7. During the first year, the new district closed Greenwood High School and seven one-room rural school houses. This marked the beginning of a phenomenal four decades of growth.

In the first 30 years, district voters passed all 14 proposed bond issues, which required at least a two thirds majority for approval. In 1949, enrollment in the district was 1,000. When Dr. Campbell retired in 1980, 8,000 students attended Lee's Summit schools.

After his retirement in 1980, Dr. Campbell remained active in the school district and community. This Middle School, named in honor of him, was financed by a 1989 bond issue that he supported. The same bond issue also funded construction of Underwood Elementary School to the west of Campbell Middle School. Underwood School is named after Dr. William Joseph Underwood, retired R7 assistant superintendent with whom Dr. Campbell worked for 26 years.

In 1989, the District named this Middle School in honor of Dr. Campbell to recognize his enormous contributions to the community, which continued long after his retirement. He remained active in the school district and the community until his death in 2006.

## ADMINISTRATION

Principal Mr. Jeffrey Scalfaro  
Assistant Principal/ Activities Director Dr. Brett Jacobs  
Assistant Principal Mrs. Melanie Hutchinson

## LEE'S SUMMIT SCHOOL DISTRICT

### ~Mission Statement~

We prepare each student for success in life.

### ~Vision Statement~

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

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

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

### ~Commitments~

We commit to:

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

## BERNARD C. CAMPBELL MIDDLE SCHOOL

### ~Mission Statement~

## BERNARD C. CAMPBELL MIDDLE SCHOOL

### ~Mission Statement~

We are a learning community that provides opportunities to empower students to become academic and social leaders in a 21<sup>st</sup> century world.

### ~BCMS Vision Statement~

Student success will be characterized by personalized learning opportunities incorporating autonomy, empowerment, contribution, and leadership.

### Curricular and Instructional Practices

- Provide an instructional program which is developmentally appropriate and exploratory in nature.
- Initiate individual and small group instructional programs to provide additional learning time for students.
- Monitor each student's work and provide the necessary support to ensure success and enrichment.
- Incorporate technology, performance-based activities and interdisciplinary instruction to enhance learning.
- Provide a developmentally appropriate program which meets the intellectual, physical, creative, emotional, and social needs of each student.
- Ensure that all students experience success in an educational program which is transitional in nature.

### School Culture

- Provide an educational program based on a partnership of administrators, teachers, students, parents, and community.
- Cultivate behaviors conducive to a safe learning environment.
- Create activities that build awareness and celebrate diversity.

# BUILDING INFORMATION

## ACTIVITIES & ATHLETICS

### Interscholastic Athletics & Activities

Academic Team	7 <sup>th</sup> & 8 <sup>th</sup>
Boys' Basketball	8 <sup>th</sup>
Cheerleading	8 <sup>th</sup>
Cross Country	7 <sup>th</sup> & 8 <sup>th</sup>
Football	8 <sup>th</sup>
Girls' Basketball	8 <sup>th</sup>
Track & Field	8 <sup>th</sup>
Volleyball	8 <sup>th</sup>
Wrestling	7 <sup>th</sup> & 8 <sup>th</sup>

### School Sponsored Activities

Archery	7 <sup>th</sup> & 8 <sup>th</sup>
Awards Show	7 <sup>th</sup> & 8 <sup>th</sup>
Mustang Choir	7 <sup>th</sup> & 8 <sup>th</sup>
Mustang Smart	7 <sup>th</sup> & 8 <sup>th</sup>
Fall/Winter Guard	7 <sup>th</sup> & 8 <sup>th</sup>
Jazz Band	7 <sup>th</sup> & 8 <sup>th</sup>
Oration Contest	8 <sup>th</sup>
Robotics	7 <sup>th</sup> & 8 <sup>th</sup>
School Musical	7 <sup>th</sup> & 8 <sup>th</sup>
Spelling Bee	7 <sup>th</sup> & 8 <sup>th</sup>
Student Council	7 <sup>th</sup> & 8 <sup>th</sup>
Mustang Singers	8 <sup>th</sup>
Talent Show	7 <sup>th</sup> & 8 <sup>th</sup>

## ADVISORY/HOMEROOM PROGRAM

Self-worth and a sense of belonging are very basic social and emotional needs of middle school students. The Advisory/Homeroom teacher program provides a setting that strives to meet these needs. This program emphasizes the human relationship skills required for positive interactions.

In Advisory/Homeroom, students have the opportunity to participate in activities designed to develop positive self-image, improve study skills, and better peer relationships; and learn cooperative participation and other skills needed to be successful. Advisory/Homeroom also provides a time for teachers, referred to as teacher/advisors, to be aware of the academic and social progress of their advisees and to interact with them individually. In addition to advisement activities, Advisory/Homeroom provides a time for student business, school elections, intramural activities and other special events.

Advisory/Homeroom Teacher Program Objectives:

1. To meet the social and emotional needs of students.
2. To encourage student-involvement to develop a sense of dignity and worth.
3. To become more aware of the developmental needs of each advisee.
4. To ease the transition from elementary school to high school.
5. To provide a three-way connection among parents/guardians, teachers, and students.

## BACKPACK FOOD PROGRAM

BCMS coordinates a backpack food program called "Backsnack." The last day of each school week, qualifying students will receive a bag containing food items to eat or share with siblings over the weekend. Parents/Guardians should contact the counseling office if they are interested in

participating in this program or if they would like to contribute to the food pantry.

## BIST

Bernard Campbell Middle School follows BIST (Behavior Intervention Support Team). BIST empowers educators and parents/guardians with the resources and understanding they need to partner with students. This further allows for the development of emotional awareness and positive coping skills so students can live safe, productive, and nonviolent lives both inside and outside of the classroom.

At Bernard Campbell Middle School, we teach students skills, which enhance their ability to: Make positive choices even when angry/upset. Make good choices when others around them are not. Choose to do something asked of them even when they may not want to.

- Here are some terms students may see or hear: Safe Seat – opportunity to reflect within the classroom Buddy Room – opportunity to reflect in an alternative location. Think Sheet – A tool to guide students thought the reflection process. Processing – A time for a student and teacher to process their thoughts, voice their perspective, and create a plan of action for future success in the learning environment.
- What does BIST look like? When a student is disruptive (hurtful to and/or about another student or adult; and/or interferes with the learning of other students), the teacher will engage students in a caring manner without the use of anger.
- What does BIST sound like? When students are having a problem with their behavior, they may hear some of the following questions and statements from their teacher: "Are you okay? Can you do this even if you don't want to? What was the problem? Why was it a problem? Who did it hurt? What can you do to take care of yourself and not be in trouble? What can you do next time this happens? It's OK to have a problem, but it isn't OK to stay stuck with it. Can you be OK even when others are not?"

## CHECKING STUDENTS OUT

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

## COUNSELING SERVICES

All students can access the services of our counseling department. Counselors' classroom lessons for seventh grade students focus on self-care, anti-bullying, and career development. For eight grade students, counselors focus on suicide prevention and career development. Counselors are available to meet with students and parents/guardians to develop the four-year high school educational plan. Counselors will make every attempt to deal with the responsive needs of students. A counseling appointment

can be made in the Counseling Office before and after school, during SOAR, and at other times that do not disrupt class. The counseling department is responsible for all standardized and individual testing programs at BCMS.

**DETENTIONS**

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

**FINES**

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

**FOOD DELIVERY**

Students may choose to bring their own lunch to school. Outside food may be brought in by only a parent/guardian or emergency contact for only their student to consume. Students may pick up food that is dropped off, during their designated lunch time. No vendor deliveries will be allowed or transferred to students during the school day.

**IN-SCHOOL-SUPPORT (I.S.S.)**

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

**LATE ARRIVAL TO SCHOOL**

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

**LIBRARY MEDIA CENTER**

The Media Center is open each school day from 8:05 a.m. to 3:30 p.m. A student may enter the library at any time during the school day with a pass from a teacher. The Media Center contains a wide variety of excellent reference and recreational reading materials. Students must use ID labels/cards to check out materials.

A student may check out 3 materials from the library. This includes books, audio books, and magazines. Items may be checked out for 4 weeks at a time. Additionally, the media center has e-book check out. The policies and procedures for e-book check out can be given to students by the librarian.

The Media Center sponsors a variety of activities throughout the school year ranging from book clubs, family literacy events, and reading incentives. Information on the Media Center can be accessed on the school website under the Media Center link.

**PARENT-TEACHER ASSOCIATION (PTA)**

PTA seeks to create a climate of cooperation, acceptance, openness and concern between parents/guardians, students, and teachers. PTA assists the school by providing volunteer services and conducting educational programs designed to inform parents/guardians about school activities and the educational process.

PTA members will be available during schedule pick-up to share information, enroll parents/guardians as members, and recruit activity volunteers. PTA volunteer support is important to the success of many student activities throughout the year

**SCHEDULE – DAILY CLASS**

**Monday – Thursday**

<b>Advisory</b>	<b>8:20-9:00</b>
<b>1<sup>st</sup> Hour</b>	<b>9:04-9:50</b>
<b>2<sup>nd</sup> Hour</b>	<b>9:54-10:40</b>
<b>3<sup>rd</sup> Hour</b>	<b>10:44-11:30</b>
<b>4<sup>th</sup> Hour</b>	<b>11:34-12:22</b>
<b>5<sup>th</sup> Hour</b>	<b>12:26-1:34</b>
<b>6<sup>th</sup> Hour</b>	<b>1:38-2:24</b>
<b>7<sup>th</sup> Hour</b>	<b>2:28-3:15</b>

**STUDENT COUNCIL**

Students will apply each fall to serve on the Student Council. The council will consist of the elected officers and 7<sup>th</sup> and 8<sup>th</sup> grade representative.

**ACADEMICS**

**ABSENCES**

Follow this procedure when it becomes necessary to be absent from school:

1. The student's parent/guardian should notify the school attendance office by phone or email between 8:00 a.m. and 10:00 a.m. on the day of absence with the reason for non-attendance

2. If the school has not received information from a parent/guardian before 10:00 a.m. concerning the student's absence, the student's name will be listed on the absentee report as "undetermined."
3. If the school office is unable to contact the parent/guardian by the end of the day, the absence will be marked "unexcused" and will be recorded on the attendance record.

4. Students may not return to attend any after-school activity if they are not in attendance at least 4 clock hours or if they leave school ill during the day (without administrator approval).

## **ABSENCES - DEFINITION OF EXCUSED/UNEXCUSED**

An absence will be listed as excused if the reason can be classified under one of the following categories:

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

Students who are excused for an absence are permitted to make up all work and assignments missed while absent, but must do so within a time limit. The general rule is one school day for each day of absence. A student absent three days would thus have to complete all make-up work within three days after returning to school.

An absence shall be classified as unexcused when it cannot be classified under one of the six reasons listed above, or if no information is provided to the attendance office. Missing school for other reasons without first contacting school administration may also cause an absence to be listed as unexcused.

Students assigned O.S.S. are expected to make up homework, projects and tests. Students will receive full credit for homework, projects, quizzes and tests accurately completed on time.

## **ABSENCES - MAKE-UP WORK**

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

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

## **ABSENCES - PENALTY FOR NON-ATTENDANCE**

Any time that students are absent from school without the permission of their parents/guardians or the school office, they will be considered truant and will face disciplinary action. Repeated truancy may result in referral to the Division of Family Services, the Jackson County Family Court, and/or the Lee's Summit Youth Court.

## **ADVANCED STUDIES COURSES**

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

- All advanced studies courses in grades 7 and 8, Algebra I, French I, Spanish I, German I, and Chinese I will be weighted .5 on the middle school 4-point grading scale for the purpose of calculating Honor Roll and other academic awards. The weightedness received at the middle school will not be carried over to the high school.
- Algebra I, French I, Spanish I, German I, and Chinese I are high school level courses and will be posted to the student's high school transcript as a high school credit. Grades earned in these courses will be used in calculating a student's high school GPA.
- Algebra I will only count as a math credit after three additional math credits are earned at the high school.
- Algebra I students will be required to take an End of Course Exam.
- When a student drops an 8th grade modern language class or 8th grade Algebra I class (up to the last day of first semester), that student will receive an "NC" (no credit).

## **ALTERNATIVE METHODS OF INSTRUCTION (AMI)**

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

Lee's Summit R-7 Schools remains committed to providing students instructional activities and connections to the learning environment during periods of school closures. We are fortunate to be a 1:1 district in which K-12 students have district-issued Chromebooks and R-7 staff have a platform in Schoology to reach students remotely. While virtual instruction cannot replace time in the classroom, Lee's Summit R-7 Schools believe it is critical that we stay connected to our students and continue to provide learning opportunities to the best of our ability. The district's technology department continues to work with families and staff if needs of connectivity and internet accessibility are not being met.

If the decision is made to hold school virtually:

- District communication will be sent to families announcing that school will take place virtually



along with reminders regarding how to access instructional materials.

- Every teacher will use the Schoology platform to share lessons, assignments, and resources with students.
- Teachers will post assignments and learning opportunities each day by 10:00 a.m. Teachers will hold daily office hours to guide and assist students. Teachers will communicate with students via email, Google Meet, and Schoology by 10:00 a.m.
- Students are expected to access and complete assignments, meet deadlines, engage in the work and communicate with their teachers, peers or parents/guardians if they are needing assistance.
- Work must be completed in order for student attendance for the day(s) to be counted.

## ASSESSMENTS

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

## ATTENDANCE POLICY

Regular attendance is an important student responsibility. Poor attendance is the greatest factor contributing to school failure.

Unless a student is under a doctor's care, chronic absenteeism leaves the student susceptible to academic failure, and runs contrary to state law on compulsory school attendance. Our middle school attendance policies reflect those concerns.

The middle school building attendance team will consist of representatives of the administrative staff, counseling staff, and the School Resource Officer (SRO)

A day of absence is defined as three or more class periods, including Advisory/Homeroom.

1. When a student is absent five (5) days in any semester, a letter will be sent to the parent/guardian explaining the middle school attendance philosophy and subsequent attendance policy procedures. The building attendance team representatives will be notified of the student's status.
2. When a student is absent ten (10) days in any semester, the building attendance team will coordinate contact with the parent(s)/guardian(s). This contact will determine what interventions are needed to help the student increase attendance.
3. When a student is absent fifteen (15) days in any semester, the building attendance team will determine if a school/parent/guardian conference with the building attendance team is warranted. Subsequently, the building attendance team has the option of deciding if a report needs to be filed with the officer in charge of juvenile affairs at the Lee's Summit Police Department.
4. If, after a school/parent/guardian conference, attendance does not improve, the officer in charge of juvenile affairs will send the parent(s)/guardian(s) a letter emphasizing Missouri's compulsory attendance law, and will outline subsequent interventions available to the building attendance team, including referral to the Division of Family Services, the Jackson County Family Court, and/or the Lee's Summit Youth Court.

## CITIZENSHIP

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

Satisfactory = Consistently meets individual classroom expectations

Needs Improvement = Inconsistently meets individual classroom expectations

Unsatisfactory = Seldom meets individual classroom expectations

## FINAL EXAMS

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

Final exams will count ten percent of the fourth quarter grade. Semester finals taken at the end of the first semester will count ten percent of the second quarter grade.

## GRADING SYSTEM

The following standardized grading scale is used:

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

## HONOR ROLLS/GPA

The middle schools use a 4-point grading system.

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

AS GPA	
A	4.5
A-	4.1667
B+	3.8334
B	3.5
B-	3.1667
C+	2.8334
C	2.5
C-	2.1667
D+	1.8334
D	1.5
D-	1.1667
F	0

The Principal's Scholarship Honor Roll requires a 3.667 GPA (A- average).

The Scholarship Honor Roll requires a 3.00 GPA (B average).

## REPORT CARDS

Report cards for all middle school students are issued quarterly. **Reports will be sent electronically the first three quarters.** Fourth quarter grades will be mailed one week after school ends.

## STUDENT PROMOTION GUIDELINES

A student has the opportunity to earn a total of 7 units during the school year. To be promoted to the next grade level, a student must earn a minimum of 5½ units. At least three of those 5½ units must be earned in the core courses of language arts, math, science, and social studies. Units may be earned by passing the following courses:

**Core Courses**

ELA	1/2 unit
Math	1/2 unit
Science	1/2 unit
Social Studies	1/2 unit

**Elective Courses**

Modern Language	
Family & Consumer Science	
Industrial Tech	
Instrumental Music	

**Required Courses**

Art or	
Vocal Music	1/4 unit
Physical Ed	1/4 unit
Health (7)	1/2 unit

**8th Grade 7th Grade**

1/2 unit	1/4 unit
1/2 unit	1/4 unit
1/2 unit	1/4 unit
1/2 unit	1/2 unit

Communication Arts	1/2 unit	1/4 unit
Business/Computers	1/2 unit	1/4 unit
SMARTS	---	1/4 unit
Academic Labs	1/2 unit	1/2 unit

*COURSES ARE LISTED AS SEMESTER UNITS*

A student who does not earn 5 1/2 units during the school year may seek to earn up to one unit during the summer school session. The final decision to promote a student will be made by the building administration. Consideration will be given in second semester to students who demonstrate marked improvement in academic performance.

## ATHLETICS & ACTIVITIES POLICIES

**ACADEMIC & CITIZENSHIP ELIGIBILITY**

Students have a fundamental responsibility to maintain their grades and be good school citizens. Academic grades, attendance, and student conduct will affect eligibility to participate in or attend activities or athletics.

Students are ineligible for interscholastic activities if:

- the student is failing two or more classes. Students will be ineligible for interscholastic activities during the quarter after receiving the grades.
- the student is not in attendance 4 consecutive hours, including the end of the school day, on the day of the activity a student may not leave school and be absent through the end of the school day and then return for an activity.
- on the day of the activity, the student is assigned In-School Suspension or Out-Of-School Suspension.
- the student does not abide by the activity's practice and late ride pickup policies.
- a proper attitude is not maintained toward the sponsor or coach.
- the student does not exhibit good sportsmanship.
- suspension from activities for student misconduct is determined by building administrators.

Academic grades, citizenship grades, attendance, and student conduct may affect eligibility to participate in or attend activities or programs outside of the classroom.

These activities may include, but are not limited to:

Academic Team	Interscholastic Activities
Archery	Optimist Recognition
Athletic Events	Robotics
Cheerleading	School Productions
Color/Winter Guard	SMARTs Program
Concert Choir Performances	Student

**Assistants/Aides**

Dances	Student Council
Fan Days/Event Spectators	Student Reward Time
Field Trips	

MSHSAA Activity/Athletic programs are defined as:

<b>Athletics</b>	<b>Activities</b>
Basketball	Academic Team
Cross Country	Cheerleading
Football	
Track & Field	
Volleyball	
Wrestling	

**ACTIVITIES PHILOSOPHY STATEMENT**

We believe interscholastic activities are an important facet of the total school program for middle level students, and

are a vital part of the individual's total educational experience.

We believe the emphasis in all co-curricular activities should be on participation, skill development, and fun. Our duty as coaches and sponsors is to create a supportive teaching environment that stresses physical conditioning, basic athletic skills, sportsmanship, team work, responsibility, and healthy competition.

We believe student participation in the activities program is a privilege which carries with it responsibilities to family, team, school, community, and self. This participation represents a year-round commitment.

**ACTIVITY/ATHLETIC PARTICIPATION FEES – MIDDLE SCHOOL**

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 MSHSAA sponsored activity/sport will be charged \$25 for yearly participation. A maximum participation fee of \$50/family will be charged for participating in activities/sports. Please consult the building assistant principal/activities director for any questions or concerns regarding the participation fee.

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

1. The student will not be allowed to participate in an activity/contest until the fee is paid in full.
2. If students are cut from a team but has already paid the fee, they will be reimbursed upon request.
3. If a student quits or is suspended from a team or performing group after the first scheduled event, no refund will be granted.
4. If students are injured during or after the first scheduled game so that they can no longer compete, the fee will not be refunded.
5. 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.
6. 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.

7. Activity fees will be collected at registration or through the school office.

## CARE OF EQUIPMENT

Any equipment lost or stolen must be paid for by the student in whose name it was issued.

Following these guidelines will reduce the chance of lost or stolen equipment:

1. Do not exchange or loan to another teammate any of the equipment checked out to the student. If exchange is warranted, clear it on with the coach.
2. Except when students are in visual contact, they should keep locker lockers closed and LOCKED at all times. This includes when they are in the shower. School and personal equipment and belongings should be locked up at all times.
3. Any loss of equipment should be reported immediately to the head coach, rather than waiting until the end of the season.
4. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for students' protection.
5. It is against MSHSAA regulations to sell or rent any equipment to individuals. The R-7 athletic departments strictly adhere to this regulation. Therefore, any equipment seen out of the school environment does not belong to individuals. Please report any such violation to a coach or the athletic administrator.

## COACHES & SPONSORS

Awards Show. . . . . Kenny Taylor, Director  
 Basketball – Boys . . . . . Ben Thomason, Head Coach  
 Basketball – Girls . . . . . Jennifer Gulick, Head Coach  
 Cheerleading. . . . . Erica Leslie, Head Coach  
 Cross Country. . . . . Jeff Buckner, Head Coach  
 CyberPatriots. . . . . Carrie Miller- Perry , Sponsor  
 Mustang Smart. . . . . Greg Surface/Jennifer Yates, Sponsors  
 Football. . . . . Trey Payton, Head Coach  
 Lee's Summit Teacher Academy . . Jennifer Yates, Sponsor  
 Robotics. . . . . Jenny Wickstrom, Sponsor  
 Scholar Bowl. . . . . Kellie Smith/ Vince Woods, Sponsors  
 School Musical. . . . . Mattie Jacobson, Director  
 Student Council. . . . .  
 . . . . . Sara Young, Ben Thomason & Tara Lahmann  
 Co-Sponsors  
 Talent Show . . . . .  
 . . . . . Kenny Taylor, Sarah Eckert and Mattie Jacobson,  
 Co-Directors  
 Track – Boys. . . . . Cam Hill, Head Coach  
 Track – Girls. . . . . Jeff Buckner, Head Coach  
 Volleyball. . . . . Michelle Mickelberry, Head Coach  
 Wrestling. . . . . Kelly Lepert, Head Coach  
 Yearbook. . . . .  
 Susan Mitko, Katie Messick and Amy Yoder, Advisors

## LATE RIDE PICKUP POLICY

Student-participants are expected to be on time and attend all scheduled practices/meetings unless agreement has been reached by the coach/sponsor the day before the scheduled session. Any student-participants who have not completed transportation connections within 20 minutes of the end of practice/meeting will be considered in violation of the practice policy.

## Infraction Consequences:

- 1st Infraction: Warning to the student-participant and a parent/guardian contact by coach/sponsor.  
 2nd Infraction: Partial participation in the next scheduled event.  
 3rd Infraction: No participation in the next scheduled event.  
 4th Infraction: Dismissal from the activity group or team.

## MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (MSHSAA)

### Mission Statement of the MSHSAA

"The MSHSAA promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation."

## MSHSAA ACTIVITIES COMMITMENT - MIDDLE SCHOOL

Each student who chooses to take part in the activities program must make this commitment. Parents/Guardians must also support their student's commitment. The coach/sponsor will have a commitment contract for students to sign.

Prior to participating in any practice or tryout sessions for any activity or interscholastic sport, each athlete must:

1. Complete the MSHSAA Participation Certificate, including:
  - a. Student signature and birthdate.
  - b. Parent/Guardian permission signature.
  - c. Proof of basic athletic insurance coverage.
  - d. Parent/Guardian permission authorizing emergency treatment.
  - e. Proof a physical examination by a registered physician. It must be signed and dated by the registered physician. The physical exam is valid for 730 days from the date of the exam, unless otherwise indicated by the physician.
2. This MSHSAA Participation Certificate must be on file in the office of the building athletic director.
3. Return/submit the signed R-7 Middle School Activities Commitment Form to school personnel.

As a student-athlete participating voluntarily in interscholastic activities/athletics:

1. Students will abide by the school's student code of conduct as outlined in the school's student handbook, the coaches' team rules and the rules of the MSHSAA.
2. Students will conduct themselves according to established academic, citizenship, and sportsmanship expectations at all times.
3. Students will be responsible for all athletic equipment issued to them throughout the season, will return such equipment at the end of the season, and will pay the current replacement cost for any of the equipment not accounted for at the end of the season.
4. Students will not use or be in possession of tobacco, alcohol, or narcotics. If they do use or possess any of these substances, they will be subject to school and team disciplinary actions. This is a year-round commitment.
5. Students acknowledge that they have been properly advised, cautioned and warned by administrative and/or coaching personnel of the school district that they are exposing themselves to the risk of injury. It is still their desire to

- participate in sports and to do so with full knowledge and understanding of the risk of injury.
6. Students agree to allow their picture, as part of an activity group, to be posted on schools' social media and website. They also agree to allow their name and sports-related information to be included in game programs.
  7. Students, along with their parents/guardians, certify that they have read and understand all of the school district athletic policies in the school's student handbook. In order to remain eligible for participation, students must comply with all requirements.
  8. Parent/Guardians of a student/athlete will support the positive participation of students in the athletic/activities program, promote their academic and citizenship efforts, and provide a role model consistent with the expectations of the R-7 Middle School Sportsmanship Code.

### **MSHSAA ACTIVITIES PRACTICE POLICY**

Student-participants are expected to attend all practices on time on the days they attend school, unless agreement has been reached by the coach/sponsor and parents/guardians no later than the day previous to the scheduled practice session.

#### **Infraction Consequences:**

- 1st Infraction: Partial participation in the next scheduled contest/event.  
 2nd Infraction: No participation in the next scheduled contest/event.  
 3rd Infraction: Dismissal from the activity group or team.

### **MSHSAA ATHLETIC ELIGIBILITY TRANSFER POLICY**

All 8th grade students who are interested in playing sports at LSHS, LSNHS, or LSWHS next year need to be aware of the transfer policy of the Missouri State High School Activities Association (MSHSAA).

238.3 TRANSFER OF ENROLLMENT REQUIREMENTS - The following standards are for the purpose of assuring fairness to all students:

- 2a. Upon promotion from the 8th grade or the highest grade of a middle school administered as a separate unit within a school system, a student may be eligible only at the public high school located in the public geographical attendance district in which the student's parents/guardians reside or any nonpublic high school located in the nonpublic geographical attendance district as specified in By-Law 238.1-b, in which the student's parents/guardians reside. Any student who chooses to attend a school other than those specified in By-Law 238.3 2a above shall be eligible only at the sub-varsity level in all sports for 365 days from the date of promotion from the 8th grade or the highest grade of a middle school administered as a separate unit within a school system.

### **MSHSAA BASIC GUIDELINES FOR PARTICIPATION**

1. Students are allowed to make their own activity participation selections. It is the R-7 policy that students facing a conflict between two R-7 sponsored activities will be given a choice of which to attend. Certain school activities (to be determined by building administrators) will have priority. Students are not to be penalized by the activity not attended.

2. Lee's Summit middle school policy requires students ride the bus to all school activities and returning from all out-of-district school activities. Departing from this policy releases the Lee's Summit School District from all liability for any adverse results that may occur. A parent/guardian may make a request to transport the student by directly contacting the coach/sponsor to seek permission. An R-7 Activity Travel Release form must be completed specifying who is being transported and signed by the appropriate parent/guardian.
3. If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the scheduled practice. Unexcused absences will result in disciplinary action from the coach under the activities practice policy.
4. Students must be in attendance during the school day for a minimum of four consecutive hours, including the end of the school day, to participate in any activity scheduled for that day. A student may not leave school and be absent through the end of the school day and then return for an activity. Exceptions are granted with administrative approval only.
5. In the event of truancy by or suspension of students, they will not be eligible for participation until they have fulfilled the disciplinary requirements established by the administration.
6. In the event that students are assigned an after-school detention period as the result of a discipline problem, they are not allowed to use the excuse of "I have practice, so I can't stay." Classroom and school discipline obligations always come first.
7. The possession or use of alcohol, tobacco, or non-prescription drugs or misuse of prescription drugs are known to be detrimental to the individuals as well as the team they represent. If a student should choose to use, possess, or distribute alcohol, tobacco, or non-prescription drugs or misuse prescription drugs, disciplinary action that may affect student eligibility will be taken consistent with R-7 policy.

### **MSHSAA INTERSCHOLASTIC TEAM ELIGIBILITY REQUIREMENTS**

The MSHSAA requires student participants to provide information that will be documented on the MSHSAA Participation Certificate. The following information is required before a student may participate in activities designated at the school as interscholastic sports. To satisfy each of these requirements, parents/guardians must create a Privity account (see Athletics website) where parents/guardians and students will complete and sign all required forms:

1. Parent/Guardian Permission Form
2. Pre-Participation History Form
3. MSHSAA Concussion Materials
4. Activity/Athletic Commitment Form
5. Student Agreement
6. Completed Physical Exam Form

#### **Parental/Guardian Permission**

A student shall furnish a statement, signed by the student's parents/guardians, which grants permission for the student to participate in interscholastic athletics.

### **Insurance**

Students shall not be permitted to participate in interscholastic athletics until the school has verification that they have basic athletic insurance coverage.

### **Authorization of Treatment**

A student shall not be permitted to participate in interscholastic athletics until the student's parents/guardians give written authorization for emergency treatment.

### **Pre-Participation History**

This MSHSAA required form is to be completed by parents/guardians and provided to the physician prior to the physical examination. This form will then be submitted/uploaded to the student's Privit account.

### **Physical Exams**

The school shall require of students participating in athletics a certificate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of their school. Students shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid for two years (730 days) from the date of issue for the purpose of this rule. Students may obtain a MSHSAA approved physical form from the school website or obtain one from Student Administration.

## **MSHSAA NON-SCHOOL COMPETITION**

The athlete may compete in organized non-school sponsored athletic competition under the following conditions:

(Note: The following restrictions shall apply only to sports in which MSHSAA member schools compete interscholastically.) During the sport season students represent their school by competing in an interscholastic athletic contest:

- A. They shall neither practice nor compete as members of a non-school team or as individual participants in organized non-school competition in that same sport.
  1. Definition of school sports season - a school sports season shall be defined as the period beginning with the date of the school's first practice with any part of a sports squad held on or after the first allowable practice date for the MSHSAA sport season and ending with the school's last contest, including district and state tournament contests, in that sport. EXCEPTION - For fall sports, the official school sports season shall begin as of the Tuesday following Labor Day or as of the date of the school's first practice with any part of a sports squad held on a school day, whichever occurs later.
  2. Definition of organized non-school competition - Athletic competition shall be considered "organized" if any of the following conditions exist: Competition is scheduled and publicized in advance, official score is kept, individual or team standings are maintained, official timer or game officials are used, admission is charged, teams are regularly formed or team rosters are predetermined, squad members are dressed in team uniforms or a team is privately or

commercially sponsored. Further, competition which is either directly or indirectly sponsored, promoted or administered by an individual, organization, or any other agency shall be considered organized.

3. A student who joins a school sports squad for the first time must have abided by these restrictions beginning with the first day of the current season of the sport concerned.
- B. They may practice or compete as members of a non-school team or as individual participants in organized non-school competition in a different sport than the school sport in season under the following conditions:
  1. No school time is missed to compete, practice for, or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator.
  2. Students shall not practice for or compete in the non-school competition on the same date they practice or compete for the school team without approval of the school administrator.

## **MSHSAA PROTECT ELIGIBILITY**

Lee's Summit R-7 middle schools are members of MSHSAA, a voluntary, nonprofit, educational association of middle, junior, and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

One of the primary functions of the MSHSAA is to establish eligibility standards that must be met by all students to attain the privilege of representing their school in interscholastic activities.

Eligibility is a privilege to be granted to a student by the school which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. Precedent setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school.

## **MSHSAA SPORTSMANSHIP**

The Lee's Summit R-7 School District is a member of the Greater Kansas City Suburban Conference and the MSHSAA. As members of these groups we adhere to policies established for the display of good sportsmanship by athletes, students, fans, parents/guardians, and patrons. Member schools 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 in force for players, coaches, students, fans, parents/guardians, and patrons.

All school discipline policies and rules apply to Lee's Summit R-7 students at school activities whether they are held on school property or away from school.

### **Sportsmanship Code – Middle School**

For Players, Coaches, and Fans:

1. Maintain pride in self and school.
2. Strive to keep high standards of conduct.
3. Cheering is always encouraged for one's own team.
4. Positive signs may be displayed for one's own team.
5. Treat opposing team players, coaches, and fans with respect.
6. No noise makers.

7. No continuous standing unless spirit sections are designated.
8. Abide by the decisions of officials.
9. Accept victory or defeat graciously.

\*Student fans not able to abide by the Sportsmanship Code and/or school guidelines may be removed from current and/or future contests.

## **MSHSAA VISITORS TO SCHOOL PROPERTY/EVENTS**

The Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics, and integrity at all district events. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events.

### **Provisions**

1. Disruptive individuals must leave school grounds. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health or safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school district property promptly by the school's principal or other chief administrative officer. The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the superintendent, building principal or designee may contact the proper legal authorities, file a report or sign a complaint on behalf of the district.
2. Directions to staff in dealing with abusive individuals. If any member of the public uses obscenities or speaks in a loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate in a civil manner. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusing individual that the meeting, conference or telephone conversation is terminated; if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly.
3. Provide policy and report incident. When a staff member determines that a member of the public is in the process of violating the provisions of the policy, the staff member should provide a written copy of this policy to the individual at the time of occurrence, if feasible. The staff member will then immediately notify a supervisor and provide a written report of the incident or contact local law enforcement, if necessary. In any case in which a school principal or the superintendent or designee believes that any repeat violations of this policy may occur, a letter should be sent to the individual who has violated the policy, enclosing a copy of the policy and setting forth any restrictions on the individual's access to district facilities that may be reasonable under the circumstances ([R-7 Board Policy KK](#)).

## **PARENTS/GUARDIANS/COACH/SPONSOR COMMUNICATIONS**

### **Parents/Guardians/Coach Relationship**

Both parenting and coaching are extremely difficult vocations. By establishing mutual understanding, everyone is better able to accept the actions of the other and provide greater benefit to students. When students become involved in a program, parents/guardians have the right to understand what expectations are placed on students. This begins with clear communication from the coach. Coaches and parents/guardians are expected to encourage and praise students in their attempt to improve themselves as students, athletes, and citizens. Parents/Guardians can facilitate this by gaining an understanding and appreciation of all aspects of the sport/activity and the expectations placed on students.

### **Communication Coaches/Sponsors Expect from Parents/Guardians**

1. Concerns expressed directly to the coach/sponsor.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's/sponsor's philosophy and/or expectations.

Parents/Guardians and coaches should help students learn that success is achieved through the development of skills and should make student-athletes feel good about themselves, regardless of the outcome of any contest. As students become involved in the programs in the R-7 Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way parents/guardians or students wish. If parents/guardians have a concern, they should take time to talk with coaches in an appropriate manner, including proper time and place, being sure to follow the designated chain of command.

### **Communications The Parent/Guardian Should Expect from the Student's Coach/Sponsor**

1. Philosophy of the coach/sponsor.
2. Expectations the coach has for the student.
3. Location and times of all practices, contests, and events.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure should the student be injured during participation.
6. Discipline that results in the denial of the student's participation.

### **Appropriate Concerns to Discuss with Coaches/Sponsors**

1. The treatment of the student mentally and physically.
2. Ways to help the student improve.
3. Concerns about the student's behavior.
4. Concerns about the student's participation.

Sometimes it is very difficult to accept when students are not playing as much as parents/guardians may have hoped. Coaches/sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As seen from the list above, certain things can be and should be discussed with the student's coach/sponsor. Other things must be left to the discretion of the coach/sponsor:

### **Issues Not Appropriate to Discuss with Coaches/Sponsors**

1. Playing time.
2. Team strategy.
3. Play calling.

4. Other student's participation.

There are situations that may require a conference between the coach/sponsor and the parent/guardian. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. Everyone involved is expected to be respectful, to recognize and show appreciation for the other's role, and to reinforce the school's Student Activity/Athletic Code of Conduct and

1. Striving to achieve sound citizenship and desirable social traits, including emotional control, honesty and integrity, responsibility, dependability, cooperation and respect for others and their abilities.
2. Maintaining academic and citizenship eligibility, according to standards established by MSHSAA and the R-7 Schools.

## GENERAL INFORMATION

policies and procedures as outlined in this handbook. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

**If Parents/Guardians Have a Concern to Discuss with a Coach/Sponsor, the Following Procedure Should Be Followed:**

1. Call to set up an appointment with the coach/sponsor.
2. Please do not attempt to confront a coach/sponsor before, during, or after a contest or practice. These can be emotional times for both the parent/guardian and the coach/sponsor. Meetings of this nature usually do not promote resolution.

**What Can a Parent/Guardian Do if the Meeting with the Coach/Sponsor Did Not Provide a Satisfactory Resolution?**

Call and set up an appointment with the Activities Director to discuss the situation.

### STUDENT RESPONSIBILITIES

Students are in school to secure the best education they are capable of achieving. Deciding to take advantage of the privilege of participating in the athletics/activities program plays a significant part in students' total educational development. With this decision comes certain responsibilities including:

3. Learning the spirit of teamwork.
4. Acquiring the habits of hard work and perseverance.
5. Learning to attain physical fitness through good health habits.
6. Desiring to excel to the limits of their potential.
7. Showing respect for both authority and property.

Students should be mindful that as a member of a team or other activity group, their personal conduct reflects on them, their teammates, their school's student body, and the Lee's Summit community.

Students are encouraged to take advantage of as many programs as their time and talent will permit. We do not encourage specialization in one sport or activity. Students are encouraged to experience a variety of sports and school activities. Naturally, due to conflicts in seasons, practice times, and schedules, students will have to make choices.

### TOBACCO-FREE ENVIRONMENT

Middle school facilities and grounds (inside and outside) are a tobacco-free environment. There is to be no smoking/vaping inside the building or outside on any school or athletic grounds.

### ASBESTOS

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

### ASSEMBLIES

Students are expected to follow these rules:

1. Sit with assigned class or Advisory/Homeroom group in its designated section. Do not change seats without the permission of the teacher.
2. Be courteous and enter the seating areas quietly. Never run or shove other students.
3. Do not talk or make any unnecessary disturbance while the program is in progress.
4. Applaud politely. Avoid excessive applause. "Forced" applause ceases to be a courtesy and becomes rudeness. Be careful not to applaud before an act or musical number is completed. Whistling, verbal remarks, and foot stomping will not be tolerated during assembly programs.

5. When leaving the assembly, follow the directions of the person in charge. Do not rise or start to leave before being excused.
6. No gum, food, or drinks are allowed in assemblies.
7. Any student being sent out of an assembly for inappropriate behavior will be referred to Student Administration, and may lose the right to attend the next assembly and/or be subject to additional discipline.

### COMMUNITY & FAMILY INVOLVEMENT

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

### D.A.R.E. "Drug Abuse Resistance Education"

The Lee's Summit School District in conjunction with the Lee's Summit Police Department, will present a drug abuse educational program to all Lee's Summit Elementary and Middle Schools. The program focuses on the pressures that influence students to experiment with drugs.

The D.A.R.E. Officer will teach in the 7th grade Health class for a ten-week unit. The instruction will cover the following topics: how to say "no" to peers, building self-esteem, assertive ways of saying "no" to drugs, alternatives to drug use, conflict resolution, and ways to reduce violence. It is believed that education is the key to preventing the misuse and abuse of drugs.

## **DIRECTORY INFORMATION – NOTICE OF RELEASE**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent/guardian or a student who is 18 years of age. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent/guardian or a student who is 18 years of age unless they notify the district in writing as directed. Parents/Guardians and students who are 18 years of age will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents/guardians or students who are 18 years of age notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

### **General Directory Information –**

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

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

### **Limited Directory Information –**

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent/guardian groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students, and

parents/guardians and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents'/guardians' addresses and telephone numbers.

### **Law Enforcement Access**

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

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

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

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

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

## **ELECTRONIC DEVICES**

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. 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 mode. Students' personal E-devices may not be used in the hallways, restrooms, or other common areas. No camera or video-capable electronic devices may be used in locker rooms or restrooms at any time. E-devices shall not be used to connect to district electronic equipment or district electronic networks at any time.

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 action ranging from detention to suspension. Disruptions of classrooms, school activities, or detentions caused by cell phones and/or other E-devices will result in an office referral and disciplinary action.

Headphones/ear buds must be removed upon arrival to school and may not be worn throughout the day.

No camera or video-capable electronic device may be used in the locker room or restrooms at any time. Students violating the E-device policy may subject their electronic device to possible confiscation and search by administration in accordance with the law.

During an emergency situation, it is recommended that all two-way communication devices only be used for emergency communication as instructed by District Administration and/or Emergency Responders. Silencing such devices is also suggested as to not hinder emergency communications that are occurring. Publishing or sharing images or recordings of inappropriate conduct (i.e. fighting, harassment) taken in the school environment is not acceptable and subject to disciplinary action up to 10 days O.S.S.

## **EMERGENCY DRILLS**

Each classroom has a diagram of the evacuation route for fire and tornado drills in addition to intruder, earthquake, and health emergency drills. Students are expected to follow the directions given by the staff and administration, moving quickly and quietly to assigned areas during regular drills.

Every student and staff member must recognize the safety factor and seriousness of these drills. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action is needed at all times.

## **FIELD TRIPS**

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

## **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.

- 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.
- Student's prescription or over-the-counter medication(s) that are needed during the school day should not be kept in lockers or in the

student's possession. (\*See prescription medication section.)

- Any medical documentation, including activity restrictions and releases, MUST be filed with the Health Room. Any activity restrictions should include the physician's contact information and an end date.

### **Communicable Disease Guidelines**

It is very important that we prevent the spread of communicable disease. According to Missouri Statute 167.191 RSMO, the following guidelines should be followed:

- Students must be fever free 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 antibiotic for an infection.
- Parents/Guardians are encouraged to report communicable illness when calling students in ill.
- 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

### **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 - Students shall be exempted from the immunization requirements upon signed certification by a licensed doctor of medicine (MD), doctor of osteopathy (DO), or their designee indicating that either the immunization would seriously endanger the student's health or life or the student has documentation of disease or laboratory evidence of immunity to the disease. The Department of Health and Senior Services form Imm.P.12 shall be placed on file with the school immunization health record for each student with a medical exemption. This need not be renewed annually. The original Medical Exemption Card from DHSS, Imm.P.12 must be on file in the Health Room.
- Religious Exemption - Students shall be exempted from the immunization requirements if a parent/guardian objects in writing to the school administrator that immunization of that student violates their religious beliefs. Religious

(Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The original, 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.

### **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.

### **Administration of Medications to Students**

(Reference [Board Policy JHCD](#))

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

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication 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 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**

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

### **Prescription Medications**

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 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-injections devices that can be administered in the event of severe allergic reactions that cause 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 had occurred.

### **HOMELESS STUDENTS' PROGRAMS**

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

### **IDENTIFICATION CARDS**

ID cards are issued at the beginning of the school year after school pictures have been taken. There is a \$3.00 charge to have the ID card replaced.

### **LATE RIDE PICK-UP POLICY**

To ensure the safety of students and to also encourage responsibility, students need to be picked up immediately after the end of school activities. The beginning and ending times of all after-school mixers/dances are in the school calendar, publicized extensively during school announcements, and read to students in advisory through school bulletins.

Students who are here for more than 20 minutes after the end of an activity may not be permitted to attend the next after-school event.

### **LATE-START DAYS - ONE HOUR**

On late-start days, buses will run one hour later than normal with all classes beginning one hour later. Teachers will report to work at their regular time and will work together to evaluate students' learning needs and develop strategies to meet these needs.

Late-starts will occur every Friday unless otherwise noted. Check the district calendar.

### **LIBRARY MEDIA CENTER - STUDENT REGULATIONS**

The Library Media Center (LMC) is an integral part of the evolving school curriculum – a curriculum designed to stimulate, encourage, and develop the learning of each student. Since each student's learning style is unique, a

large collection of print, digital, and audio-visual material is available via the LMC to improve reading, researching, listening, and viewing skills. The materials and services encompass all subject areas, ability levels, and the varied recreational interests of students and staff.

Copy machines and printers are available as a way to take home printed copies of information difficult to circulate.

1. Students must use student IDs or planbook/agendas to check out materials from the LMC.
2. Students are expected to turn in all library materials by the specified due date.

### **LOCKERS**

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

1. School lockers and storage lockers are the property of the school district and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers may be searched by school administrators who have a reasonable suspicion that the lockers contain drugs, alcohol, tobacco products, paraphernalia, material of a disruptive nature, stolen property, weapons, or other items posing a danger to the health or safety of students and staff. Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy, or local or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Consistent with the community's expectation that school officials sustain a safe school environment conducive to learning, the Lee's Summit R-7 schools will cooperate with the law enforcement agencies in conducting periodic unannounced searches of lockers.
2. Students are responsible for upkeep of their locker. Report any damage or locker abuse to the office.
3. All locker combinations have been changed during the summer for student security.
4. Always keep the locker locked. Do not reveal the combination to any other student.
5. No changes will be made in locker assignments after school begins without administrative approval. Students must use only their assigned locker.
6. Locker cleanup will be conducted during Advisory/Homeroom on a regular basis throughout the year.
7. Food/drink should not be stored in lockers overnight.

### **NOTICE OF NON-DISCRIMINATION**

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

orientation, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Lee's Summit R-7 School District is an equal opportunity employer.

## **NUTRITIONAL SERVICES**

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

### **Free and Reduced-Price 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 publicized 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 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.

## **PARENT/GUARDIAN DELIVERIES**

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

## **PHYSICAL EDUCATION**

### **Medical Excuses - PE**

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

### **Clothing - PE**

Gym clothes may be purchased from the school. A general purpose shoe which does not have a black sole or does not mark the floor is preferred. All items of clothing worn in physical education classes must be properly marked with the owner's name. All gym clothes shall be laundered at least once each week. For student safety, no watches, other jewelry, or gum is allowed. Students will be encouraged to take showers.

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Lee's Summit R-7 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

## **RETURNED CHECKS**

The Lee's Summit R-7 School District will charge a \$25.00 fee on all checks returned to the district as uncollected.

## **SCHEDULE CHANGE POLICY**

1. Conditions under which a course change will be considered:
  - A. Before the first meeting of a first semester class, a second semester class, or a year-long class, administrators, counselors, and teachers will consider a course change only under these conditions:

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

## **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.

## **STUDENT ACCIDENT INSURANCE**

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

## **STUDENT RECORDS**

### **Provisions and Guidelines**

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

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

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

### **Transfer of Education Records**

- The district will respond to a request for records from another school district enrolling a student within five (5) business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.
- Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police, or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense, and the notification of disposition of such case, to the

superintendent of the new school district in which the student has enrolled.

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

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

### **Release of Education Records**

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

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

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

The school district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents/guardians or eligible student. This paragraph does not apply if the request was

from or the disclosure was to the parent/guardian or eligible student, school officials within the district who have a legitimate educational interest in the student's education records, a party with written consent from the parent/guardian or eligible student, a party seeking "Directory Information," or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

### **Appeals Procedures**

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

### **Destruction of Records**

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

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

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

### **Inspection**

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

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

### **Consent Required**

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

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

#### **Notice and Opportunity to Opt Out**

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

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

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

#### **Notification of Policy and Privacy**

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

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

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

#### **TARDY POLICY**

1. Students are tardy to class if they are not in their assigned seats when the bell rings.
2. Students must be in possession of their agendas or a digital hall pass throughout the school day. All tardies will be recorded in PowerSchool.
3. If a student is late to school, it will be noted in PowerSchool.

#### **TELEPHONE MESSAGES**

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

#### **TEXTBOOKS**

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

#### **TRANSPORTATION SERVICES**

The safety of all students riding the bus to and from school is a responsibility we all share. It takes all of us working together to ensure safety: students, parents/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 parents/guardians should have any issues or concerns and need to talk with the child's driver, it is best to call the Transportation Office at (816) 986-4BUS to schedule a time. If parents/guardians need to approach the bus, they should not step into the bus but instead signal to the driver they would like to talk and proceed to the driver's side window. For the safety of all bus riders, drivers are instructed to close the entrance door when approached and direct parents/guardians to the driver's 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 transported, the Lee's Summit School District supports this law and has posted warnings on all buses.

For more information please log on to:

<http://www.lsr7.org/schools/bus-transportation/>

#### **Safe Riding Expectations and Tips for a Safe School Bus Ride**

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

#### **Electronic Devices**

Cell phones, computers, and other electronic devices are permitted to be used on the school bus as long as the user follows these expectations:

- Must be in a backpack or other holder while boarding and departing the bus so hands are free to use handrails.
- Sound must be muted or the user must use headphones, ear buds or something similar.
- No material in violation of district policy and procedures.
- Do not share content with other students outside the seat compartment they are in.
- 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 the school for their specific practice. No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's, schools' and transportation department's missions will not be acceptable. If the action creates an environment in which learning, safety, and caring for others is not the primary focus, disciplinary

action will result. Students are expected to use "common sense" in making decisions about their behavior choices.

## VISITORS

School visitors are required to report to the front office upon entering the school building. The school staff will help visitors with their requests. **Facility and instructional requirements do not allow student visitors to attend classes or activities at the middle school.** Only students enrolled at the middle school may attend after-school activities such as the school mixers and dances. Trespassing on school property is punishable by law in the State of Missouri.

# POLICIES CONCERNING ORDER & DISCIPLINE

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

## BULLYING

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

## CAFETERIA EXPECTATIONS

1. No cutting in line or saving seats. Students must go to the serving area via the service entrance. Do not enter by the cashier exits while they are in use.
2. Students need to have money and student number ready when reaching the cashier.
3. A tray must be used for ALL items taken to the cashier's desk. Leave food in its serving container until it is paid for.
4. Take trays, silverware, and dishes to the tray conveyer/trash can when finished. Return to the table and wait for the supervisor to dismiss the tables.
5. Remain seated. Do not wander from table to table. Students must get permission from the lunch supervisor to leave the commons.
6. Students who waste food at the condiment table will be charged for those items.

7. No food or drink may be taken out of the cafeteria. Students should not purchase any food they cannot eat during their lunch shift.
8. Students may choose to bring their own lunch to school. However, students may not always have access to microwaves. Outside food brought in for more than one specific student will not be allowed due to food allergy and food safety concerns.
9. Only visitors approved by a parent/guardian will be allowed to eat lunch with an individual student in a designated location. The visitor must check in at the front office.

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

## CLASSROOM EXPECTATIONS

Students should:

1. **Be in their seats and ready to begin class when the bell rings.** Follow the expected classroom procedures/activity.
2. **Come to class prepared.** Students need to bring paper, pencil, plan book, and Chromebook to class DAILY. Other materials (assignments, colored pencils, supplemental readings) should be brought as needed and required.
3. **Participate in all class activities.** Involvement and participation in class activities will lead to understanding and achievement. Stay alert to



what is happening in the classroom. This requires full attention and effort. Do not hinder their own learning and/or the learning of others by talking, being off-task on the Chromebook, sleeping, or working on assignments from other classes.

4. **Be courteous, considerate and respectful to others.** Students should be sensitive to others. This means using good manners; not talking when someone else is; not interrupting; paying attention to a speaker; not harassing others; keeping hands and feet to themselves; refraining from making rude/distracting remarks, noises, or comments. Good manners also dictate that personal grooming (combing hair, applying make-up) be done in private (not the classroom).
5. **Help keep the room in order.** Learning takes place in a safe, orderly, clean environment. Students should dispose of trash properly, help keep desks, walls and floors clean, and properly care for classroom furniture and equipment. Students should not write on classroom furniture or tamper with equipment. Students should leave coats, blankets, and book bags in their lockers. Gum chewing is only allowed with permission of the teacher.
6. **Use the student planbook/agenda effectively.**
  - a. Complete an entry for each class every day.
  - b. Check the student planbook/agenda before leaving school so that necessary materials can be taken home.
  - c. Check the student planbook/agenda at home each evening to be sure that all assignments have been completed.
  - d. Each student will receive a free planbook/agenda at the beginning of the school year. **Students must carry the planbook/agenda or a digital hall pass at all times.** If it is lost, it must be replaced for \$5.00. **The planbook/agenda must be kept intact through the school year.**

## CYBERBULLYING

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

## CONCEAL & CARRY FIREARM LEGISLATION

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

## CONFRONTATION/INTIMIDATION/THREATS/FIGHTING

Threats, swearing, acts of intimidation, or physical assault will not be tolerated. Students involved in such actions will be subject to disciplinary action. Local law enforcement agencies will be contacted in accordance with Safe School Act guidelines. Any student who is involved in a fight on any school district property, at any school function, or which arose from any school district sponsored activity, may face consequences up to and including 10 days of O.S.S. with a recommendation to the superintendent for long-term suspension or expulsion.

Any student who incites, instigates, cheers, records, or attempts to hinder access to the fight by school staff members may face the same consequences as those fighting.

## DISCIPLINE GUIDE

Students should expect to attend school without concern for their health and safety. Any student who interferes with the learning process, good order and discipline of the school, jeopardizes the health and safety of the students or impairs the morale of students and staff will be subject to discipline under this policy.

No discipline guide can specifically address all discipline situations that can occur. Incidents not described in this discipline guide will be evaluated on an individual basis by the building administration. Continued referrals for the same offense may result in more severe disciplinary action. \*The BIST process may be used along with the discipline process.

### ACADEMIC INTEGRITY/FORGERY

1. Parent/Guardian contact by teacher/3-Hour detention
2. Parent/Guardian contact by teacher/1 day I.S.S.

### ACCEPTABLE USE POLICY VIOLATION - TECHNOLOGY

1. Warning/up to 3 days I.S.S.
2. Up to 5 days I.S.S.  
Possible internet/device restrictions. Possible referral to the appropriate law enforcement agency.

### ALCOHOL AND OTHER DRUG VIOLATIONS

*(Possession/Under the Influence/Selling/Representation/Transferring of)*

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

### ASSAULT

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

### CAFETERIA/ASSEMBLY/DISASTER DRILL DISRUPTION

Up to 3-Hour detention

### CELL PHONE OR ELETRONIC DEVICE - ACTIVATION OR USE

Any use of a camera-capable electronic device that results in a privacy concern will be addressed as a harassment policy issue.

1. Possible confiscation/parent/guardian contact/up to 3-Hour detention.
2. Possible confiscation and return only to parent/guardian /parent/guardian contact/1 day I.S.S.

### CLASS SKIP/FAILURE TO REPORT/UNAUTHORIZED AREA

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

### CLASSROOM DISRUPTION

1. 1-Hour detention
2. 2-Hour detention
3. 3-Hour detention
4. I.S.S. - 1 day

### CONFRONTATION/INTIMIDATION/HARASSMENT/HAZING/BULLYING/THREATS

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

### DETENTION - FAILURE TO SERVE DETENTION

1. Failure to attend a two-hour - increased to three-hour detention
2. 1st missed detention - 1 day I.S.S.
3. 2nd missed detention - 3 days I.S.S.

### DRESS CODE VIOLATION

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

### ENDANGERING THE SAFETY OF STUDENTS OR STAFF

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

### FIGHTING

1. O.S.S. - up to 5 days and possible referral to the appropriate law enforcement agency.

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

### FIRE ALARM - ACTIVATE/TAMPERING

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

### FIRE EXTINGUISHER – TAMPERING

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

### FIREWORKS OR SIMILAR MATERIALS

*(Possession or use)*

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

### PORNOGRAPHIC MATERIALS

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

### PROFANE OR THREATENING LANGUAGE/INAPPROPRIATE GESTURE TO STAFF MEMBER

*(Written or verbal)*

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

### PROFANE LANGUAGE/INAPPROPRIATE GESTURES

*(Written or verbal)*

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

### PUSHING/HORSEPLAY/WRESTLING/RUNNING

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

### REFUSAL/DISRESPECT/DEFIANCE OF AUTHORITY

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

### TARDIES

5 Tardies – Advisory/Homeroom Teacher Conference  
Parent/Guardian Contact  
8/9/10 Tardies - 3-Hour detention each incident  
11/12/13 Tardies - 1 day I.S.S. each incident  
14 Tardies - Office Referral - Possible O.S.S.

### THEFT

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

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

### TOBACCO PRODUCTS/E-CIGARETTES/VAPES/LIGHTERS/MATCHES

*(Possession/Use/Representation of)*

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

### TRUANCY

1. I.S.S. - 2 days
2. I.S.S. - 4 days/referral to juvenile authority
3. I.S.S. - 6 days/referral to juvenile authority

### VANDALISM/DAMAGE TO SCHOOL PROPERTY

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

### WEAPONS, GUNS, KNIVES, ANYTHING REPRESENTED AS A WEAPON

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

## DRESS CODE

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

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

- Clothing must be free from display or advertisement of any alcohol, drugs, tobacco, weapons, violence, sexual innuendo, gambling, or reference to gang affiliation.
- Clothing must be free from depictions or illustrations that demean or negatively represent any gender, race, color, ethnicity, religion, national origin, disability, sexual orientation, gender identity, or gender expression.
- Clothing that results in inappropriate skin or undergarment exposure may not be worn at school (backless, garments not covering midriff or sides, etc.).
- Clothing/accessories must be free from items which present a safety issue (chains, spikes, dangerous jewelry, safety pins, etc.).
- Shoes must be worn.
- Pants, shorts, and skirts must sit neatly at the waist.
- Hats may only be worn during special occasions or activities.
- Coats must be stored in lockers prior to the start of school.

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

## DRUGS & ALCOHOL

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

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

of Schools which could result in a suspension of up to 180 days or expulsion.

**School discipline shall be imposed independent of court action.**

Searches requiring utilization of canine units in cooperation with law enforcement officials will be conducted periodically.

## GENERAL SCHOOL REGULATIONS

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

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

lost book will be required to pay for the replacement.

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

## HARASSMENT

Harassment is unwelcome behavior of any form.

Verbal or physical harassment against another person based on race, color, religion, sex, national origin, ancestry, disability, or age is prohibited and will subject a student to disciplinary action. Any act of racial harassment is prohibited. Racial harassment is inappropriate or unwelcome language or behavior, including, but not limited to demeaning an individual (put downs, teasing, insults) or creating an intimidating, hostile, or offensive environment. Any act of sexual harassment is prohibited. Sexual harassment is inappropriate or unwelcome behavior or verbal, written, or symbolic language which creates a hostile environment, including sexual threats, sexual proposals, sexually suggestive language and/or gestures, and unwanted physical contact based on gender or of a sexual nature.

Students are not to engage in sexual jokes or gestures (verbal or written); sexual or racial slurs; sexual or racial threats; sexual or racial pictures and drawings; requests for sexual favors or other unwelcome sexual advances. No camera or video-capable electronic devices may be used in locker rooms or restrooms at any time. **Any act of harassment should be reported immediately to an administrator or other staff member.**

## HAZING

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

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

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

## PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, & RETALIATION

### Anti-Discrimination Law Compliance

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

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

### Collateral Prohibitions

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

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

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

### **Compliance Officer Appointment**

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

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

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

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

### **SAFE SCHOOLS LAW**

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

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

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

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

No school board is permitted to re-admit or enroll a student suspended or expelled for having committed certain felonies.

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

### **SUSPENSION POLICY**

Response to serious and/or chronic discipline infractions at the Lee's Summit middle schools will be made within the progressive discipline policy framework, and consequently may involve out-of-school suspension (O.S.S.).

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

For any suspension 10 days or less, the superintendent or designee's review and determination shall be final.

Students assigned O.S.S. are expected to make up homework, projects and tests. They will receive full credit for academic work accurately completed on time.

For one or two day O.S.S. assignments, students will be given the make-up work upon return to school and given an equal number of days to complete and turn in make-up work, unless work is provided electronically.

Three and four day O.S.S. assignments will be gathered/shared electronically and made available to a parent/guardian by the end of the first full day of suspension. The suspended student may not come to campus. That work must be turned in to teachers on the first day back from suspension for credit to be received.

Five day O.S.S. assignments will be gathered/shared electronically and made available to a parent/guardian by the end of the first full day of suspension. A re-entry conference (attended by a parent/guardian and the student) must be scheduled for the morning of the first day back from the suspension. The student must present make-up work at that time to receive credit.

Out-of-school suspensions of greater than five days will require the scheduling of a make-up work drop-off and a second pick-up by a parent/guardian. Additional work may be picked up when the first week's work is completed and returned. All additional make-up work for the suspension period must be turned in to teachers at the re-entry conference for credit to be received.

### **WEAPONS**

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

# TECHNOLOGY

## CONNECT2LEARN – 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 and submit payment for the associated mobile device fee.*

### Title

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

### Receiving Device

Students, along with parents/guardians, will be required to sign the Connect2Learn Student/Parent/Guardian Agreement and remit payment of mobile device fee 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 the summer due to enrollment in LSR7 Summer Learning or other reason(s) deemed appropriate by Administration. Students will turn in the Chromebook and power supply when they transfer to another building in the district, or transfer out of the district. Students who withdraw from the Lee's Summit R-7 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. 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 the responsibility of the student/parent/guardian to return the Chromebook and charger to the Stansberry Leadership Center, 301 NE Tudor Rd., Lee's Summit, MO, 64086 or the student/parent/guardian will be responsible for the replacement cost of \$424.

### Chromebooks Not Returned

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

### Loss, Damage, or Theft

By taking possession of a Chromebook, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the borrower agrees to pay 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

All students are required to participate in the mobile device fee program. Students are responsible for protecting the Chromebook from loss or damage, but if an accident or loss does occur, the costs associated with such incidents are outlined in the process below. Students who qualify for free or reduced priced lunches or are otherwise financially stressed are eligible for a reduction of the mobile device fee. Parents/Guardians must complete the Mobile Device Fee Reduction request form in order to be considered for this opportunity. If the device is damaged or destroyed, the student/parent/guardian is still responsible for the costs

associated as outlined. For families qualifying for the fee reduction, the district will work with the family to determine a payment plan for this amount.

Annual Mobile Device Fees – collected prior to device deployment and as part of the annual school registration process: Each student will be required to pay an annual \$25 mobile device fee. Through a formalized waiver process, families of need will be charged \$12 annually.

#### **Loaner Chromebooks**

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

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

#### **Repair and/or Replacement Costs to the Student Issued Device**

First incident ANNUAL basis:

- If the annual device fee has been paid in full before the incident occurs, no fee for the first incident of accidental damage to the Chromebook will be charged. Repair is made and a notification made via email to parents/guardians for each incident.
- Full replacement cost for lost, stolen or damaged A/C adapter (Replacement charger: \$31, Replacement charger for loaner: \$17). The new power adapter will not be issued to the student until the fee is paid. The yearly device fee **does not** apply to replacement of lost/stolen/damaged power supplies.
- Full price of \$424 or cost of repair (whichever is less) for an intentionally damaged device and a parent/guardian meeting with an administrator required.
- \$150 for lost or stolen device and a parent/guardian meeting with administrator required. If the device fee has not been paid for the school year, the replacement cost for the lost or stolen device will be \$424. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.

Second and subsequent incidents on an ANNUAL basis:

- The student will be required to pay an additional \$50 for the second and for each subsequent incident during the school year. Parent/Guardian meeting with an administrator if incidents become frequent or payment is not made on subsequent incidents will be required. If the device fee for the year has not been paid, the actual cost of replacement/repair of parts will be charged.
- 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.*

#### **Special Accommodations/Restricted Access**

- **Parent/Guardian-Initiated Accommodations:** It is the belief of Lee's Summit R-7 School District that every student should be granted equal access to the resources provided by the school district for learning. It is not the district's recommendation that a student be restricted access to any learning resource granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to the district's provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, approved by a school administrator, and placed on file with the school's technology department, a student may be granted "as needed only" or "by teacher request only" access to their Chromebook, rather than having it issued permanently to the student.
- **Administrator-Initiated Restrictions:** Noncompliance with the expectations of the Connect2Learn Student/Parent/Guardian Handbook or violation of the District Technology Usage Policy EHB & EHB-AP1 can result in the loss of privilege to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will continue to be afforded to students who abide by the District's Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.
- **Students with Disabilities:** Lee's Summit R-7 School District is committed that all students will have the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be removed and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

#### **Handling, Care & Use**

- Students are responsible for the Chromebook, as well as all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and

other actions that involve all applications accessed via the Chromebook.

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

#### **Security, Storage, & Treatment**

- Keep the Chromebook powered off and protected when not in use.
- Do not carry, hold, lift, or suspend the Chromebook in the air by the screen/display.
- Make sure to completely power off the Chromebook before inserting it into a protective school bag to transport home.
- Handle the Chromebook with caution. Do not throw, slide, drop, toss, etc. the Chromebook.
- **Take the Chromebook home every day for nightly storage and charging of the battery.** Do not leave it in a school locker or classroom overnight.
- Keep the Chromebook out of reach of siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- Secure the Chromebook out of view if being temporarily stored in a parked vehicle.
- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring the Chromebook will receive secure storage if it is brought to school related activities, performances, sporting events, etc.

#### **Home Network/Wireless Usage**

- LSR7 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if home network calls for it.

- Many public destinations now offer free public Wi-Fi to its patrons that can provide the device Internet access away from school. For a current map of free public Wi-Fi in the city of Lee's Summit, please visit [connect2learn.lsr7.org](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-AP2](#) for more details.
- The district's content filter will also filter content on student Chromebooks when not connected to the district's network and connected to the internet.
- Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.
- If a student encounters content which is questionable, a report should be directly made to an LSR7 teacher for immediate investigation.
- Parents/Guardians have the ability to monitor the internet activity when the device is at home using the Securly Home App.

#### **Printing**

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



## **Digital Citizenship Reminders for Students During the School Day**

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

## **TECHNOLOGY RESPONSIBILITIES**

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

## **TECHNOLOGY USAGE – ACCEPTABLE USE**

(See [Board Policy EHB](#))

### **General/Acceptable Use Rules**

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

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

2. Students will be held accountable to the Lee's Summit R-7 procedures and policies as published in the student handbook and board policy manual.
3. Students may not use a computer without staff supervision.
4. Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
7. Users who subscribe to online services that charge fees are solely responsible for all charges incurred.
8. Users are required to obey all local, state, federal and/or international laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
12. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, gender, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See [policy AC](#) and [regulation AC-R](#).
13. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
14. District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the district.
15. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from

an administrator. All users will be held accountable for any damage they cause to district technology resources.

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

#### **Technology Security and Unauthorized Access**

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

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. The unauthorized copying of system files is prohibited. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
3. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
4. The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into a school or district computer, network, or any external networks is prohibited.

#### **Online Safety - Disclosure, Use and Dissemination of Personal Information**

1. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
2. Student users shall not agree to meet with someone they have met on-line without parental/guardian approval.
3. Student users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
5. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any students without permission from those students and their parent(s) /guardian(s) if the child is a minor.

#### **Electronic Mail**

A user is responsible for all e-mail originating from the user's ID or password.

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

classroom and that are consistent with district policies, regulations and procedures.

#### **Violations of Technology Usage Policies and Procedures**

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

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

#### **Google Workspace for Education**

The Lee's Summit School District utilizes Google Workspace for Education which provides email, word processing, spreadsheet, presentation, calendar, research, and collaboration tools for all students and teachers. Google Workspace for Education is intended for educational use only and will be available at school and home via the internet. Google Workspace for Education complies with the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA). The same expectations for acceptable use of technology (as outlined in [Board Policy EHB](#)) apply to Google Workspace for Education accounts. For questions regarding how Google Workspace for Education will be used by students, please call their school. If, after this discussion, parents/guardians feel it would be best for their child to not utilize certain functions of Google Workspace for Education, the school will help parents/guardians request that their student's account be modified. However, some functions, such as word processing, may be required for classroom activities and assignments.

#### **Damages**

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