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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 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.
- Falcons have pride in themselves, their work, and their 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 contact by the teacher and administrator, three-hour Wednesday detention

Second Incident: Parent 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 SLMS 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 signature: _____

Date: _____





Summit Lakes Middle School Learning Outside the Classroom Belief Statement

At Summit Lakes, we believe it is essential to give students the opportunity to extend learning outside the classroom.

Research supports our belief that such opportunities should be:

- ❖ **Meaningful:** Assignments are directly tied to classroom learning.
- ❖ **Worthwhile:** Assignments result in increased learning equivalent to the time invested.
- ❖ **Beneficial:** Assignments are helpful for success today and in the future.
- ❖ **Balanced:** Assignments consider students' individual needs, outside commitments, and family lives.
- ❖ **Diverse:** Assignments are designed to practice, preview, create, and/or extend learning.

These opportunities become most effective when:

- ❖ **Staff Members:**
 - provide quality assignments,
 - explain clearly the purpose and instructions for assignments,
 - provide timely, appropriate feedback,
 - communicate with parents and other teachers, and
 - hold students accountable to ensure learning.
- ❖ **Students:**
 - record assignments and utilize their planbooks,
 - keep materials organized,
 - commit to a regular study time and place conducive to learning,
 - ask questions when necessary and improve self-advocacy skills,
 - practice academic integrity,
 - complete assignments with their best efforts, and
 - meet due dates.
- ❖ **Parents/Guardians:**
 - establish and support a regular study time and place conducive to learning,
 - stay well-informed and communicate with staff and students consistently,
 - encourage students to complete assignments independently and with their best efforts, and
 - assist students in learning to self-advocate.

SCHOOL DIRECTORY

| | |
|--|---|
| R-7 Information Line.....986-1001 | Mason Elementary |
| Board of Education Office | 27600 E Colbern Rd. |
| 301 NE Tudor Road, 64086-5702986-1000 | Lake Lotawana, 64086 986-2330 |
| Lee's Summit High School | Meadow Lane Elementary |
| 400 SE Blue Parkway, 64063.....986-2000 | 1421 NE Independence, 64086 986-3250 |
| Lee's Summit North High School | Pleasant Lea Elementary |
| 901 NE Douglas, 64086986-3000 | 700 SW Persels Rd., 64081 986-1230 |
| Lee's Summit West High School | Prairie View Elementary |
| 2600 SW Ward Rd., 64082986-4000 | 501 SE Todd George Rd., 64063 986-2280 |
| Summit Ridge Academy | Richardson Elementary |
| 2620 SW Ward Rd., 64082986-4120 | 800 NE Blackwell Rd., 64086 986-2220 |
| Bernard C. Campbell Middle (Grades 7-8) | Summit Pointe Elementary |
| 1201 NE Colbern Rd., 64086986-3175 | 13100 E. 147th St., KCMO 64149 986-4210 |
| Pleasant Lea Middle (Grades 7-8) | Sunset Valley Elementary |
| 630 SW Persels Rd., 64081986-1175 | 1850 SE Ranson Rd., 64082 986-4240 |
| Summit Lakes Middle (Grades 7-8) | Trailridge Elementary |
| 3500 SW Windemere Dr., 64082986-1375 | 3651 SW Windemere Dr., 64082 986-1290 |
| Cedar Creek Elementary | Underwood Elementary |
| 2600 SW Third St., 64081986-1260 | 1125 NE Colbern Rd., 64086 986-3280 |
| Greenwood Elementary | Westview Elementary |
| 805 W Main | 200 NW Ward Rd., 64063 986-1350 |
| Greenwood, MO 64034986-1320 | Woodland Elementary |
| Hawthorn Hill Elementary | 12709 S. Smart Rd., 64086 986-2360 |
| 2801 SW Pryor Rd., 64082986-3380 | District Health Services |
| Hazel Grove Elementary | 600 SE Miller St., 64063 986-1510 |
| 2001 NW Blue Parkway, 64086986-3310 | Building Services 986-2420 |
| Highland Park Elementary | Transportation |
| 400 SE Millstone, 64063986-2250 | 500 SE Transport Dr., 64081 986-4BUS |
| Lee's Summit Elementary | Great Beginnings Early Childhood Education |
| 110 SE Green St., 64063986-3340 | 905 NE Blue Stem Dr., 64086 986-2460 |
| Longview Farm Elementary | Hilltop School |
| 1001 SW Longview Farm Rd., 64081986-4180 | 3400 N Lee's Summit Rd., 64064 373-5200 |

ADMINISTRATIVE STAFF

| | |
|---|-----------------------------|
| Superintendent of Schools | Dr. Dennis Carpenter |
| Associate Superintendent of Academic Services | Dr. Katie Collier |
| Assistant Superintendent of Operational Services | Dr. Emily Miller |
| Assistant Superintendent of Human Resources | Dr. Deborah Delsemme |
| Assistant Superintendent of Secondary Instruction | Dr. David Sharp |
| Assistant Superintendent of Elementary Instruction | Dr. Jennifer Kephart |
| Assistant Superintendent of Equity and Student Services | Ms. Dawn Smith |
| Executive Director of Student Support | Dr. Rexanne Hill |
| Executive Director of Special Services | Dr. Staci Mathes |
| Executive Director of Technology | Dr. Amy Gates |
| Executive Director of Public Relations | Ms. Kelly Wachel |

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: | Ms. Phyllis Balagna |
| Vice President: | Mrs. Jackie Clark |
| Members: | Mrs. Julie Doane |
| | Mrs. Kim Fritchie |
| | Mr. Ryan Murdock |
| | Mr. Dennis Smith |
| | Mr. Bob White |

VOICE MAIL AND OTHER IMPORTANT NUMBERS

| | | | |
|----------------------|----------------|------------------------------|--------------|
| Emergency Services | 911 | Hope House | 816-461-4188 |
| Suicide Prevention | 1-800-SUICIDE | Domestic Violence Hotline | 816-468-5463 |
| Suicide Hotline | 1-800-273-TALK | Lee's Summit Social Services | 816-525-4357 |
| Child Abuse Hotline | 1-800-392-3738 | R-7 Campus Crime Stoppers | 816-986-1450 |
| Tips About Crimes | 816-474-TIPS | Lee's Summit Cares | 816-347-3298 |
| Narcotics Anonymous | 816-531-2250 | Rape Crisis Hotline | 816-531-0233 |
| Alcoholics Anonymous | 816-471-7229 | Voicemail | 816-986-1499 |

| | |
|--------------------|-----------------|
| Attendance | 986-1377 |
| Cafeteria | 986-1400 |
| Guidance | 986-1378 |
| Health Room | 986-1379 |
| Main Line | 986-1375 |

To leave a voicemail dial 816-986-1499 and enter the appropriate extension.

ADMINISTRATION

| | |
|----------------------|------|
| Mr. David Mitchell | 1380 |
| Mr. Kirk Hipple | 1386 |
| Dr. Whitney Morehead | 1385 |

ART

| | |
|----------------------------|------|
| Mr. Brian Freeborn | 7261 |
| Mrs. Heidi Hicks | 6341 |
| Mrs. Missy Michaelson-Gard | 8389 |

BUILDING MANAGER

| | |
|-------------------|------|
| Mr. Jonathon Cobb | 1411 |
|-------------------|------|

BUSINESS & SMARTS

| | |
|----------------|------|
| Mrs. Teri Curp | 8731 |
| Mr. Bob Gard | 8746 |

CAFETERIA MANAGER

| | |
|--------------------|------|
| Ms. Wanda Shepherd | 1400 |
|--------------------|------|

CHOIR/BAND/ORCHESTRA

| | |
|------------------|------|
| Mrs. Holly Dahn | 8145 |
| Mr. Bryant Knapp | 7937 |
| Ms. Gail Rowland | 8640 |

COUNSELORS

| | |
|---------------------|------|
| Mrs. Toni Drecktrah | 1388 |
| Mrs. Sara Mayes | 1387 |
| Mrs. Jamey Michael | |

EDUCATIONAL THERAPIST

| | |
|------------------------|--|
| Mrs. LaShandra Shepard | |
|------------------------|--|

ENGLISH LANGUAGE ARTS

| | |
|------------------------|------|
| Mrs. Elizabeth Griffin | 8800 |
| Mrs. Beth Groom | 7467 |
| Mrs. Emily Hobbs | 8316 |
| Ms. Jenna Patrick | 7581 |
| Mrs. Tonya Landes | 8702 |
| Ms. Stephanie Russell | 6337 |
| Mrs. Tiara Surface | 8688 |
| Dr. Shannon Wiese | 8087 |
| Mrs. Juli Wingert | 8610 |

FAMILY & CONSUMER SCIENCE

| | |
|------------------------|------|
| Mrs. Becki Bickelhaupt | 8877 |
| Mrs. Missy VanDeusen | 7466 |

FOCUS FACILITATOR

| | |
|-----------------|------|
| Mrs. Kathy Hall | 7881 |
|-----------------|------|

HEALTH ROOM - NURSE

| | |
|---------------------|------|
| Mrs. Hollie Holcomb | 1379 |
| Ms. Deborah Jenkins | 1389 |

INDUST. & ENGINEERING TECH

| | |
|------------------|------|
| Mr. Shane Morris | 8210 |
| Mr. Rick Smith | 8703 |

I.S.S. SUPERVISOR

| | |
|--------------|------|
| Mr. Ken Hill | 1408 |
|--------------|------|

LIBRARY MEDIA CENTER

| | |
|---------------------|------|
| Mrs. Christie Brown | 1393 |
| Mrs. Katie Gaylord | 1392 |

MATH

| | |
|------------------------|------|
| Mrs. Stacy Barbee | 7554 |
| Mrs. Kali Cornell | 7503 |
| Mrs. Ruth Dale | 8696 |
| Ms. Carolyn Hooper | 8318 |
| Mr. Jon Huntley | 8460 |
| Mrs. Liz Jeffries | 7588 |
| Mrs. Sue Lamb | 7602 |
| Mrs. Kristen Lovelace | 8332 |
| Mrs. Suzanne Patterson | 8115 |

MODERN LANGUAGE

| | |
|------------------------|------|
| Mrs. Emily Aldenderfer | 7808 |
| Mr. Assane Sam | 8973 |
| Mrs. Lori-Lin Shipman | 8327 |
| Mrs. Bonnie Stevens | 7510 |

PHYSICAL EDUCATION/HEALTH

| | |
|---------------------|------|
| Mr. Rick Brewer | 8290 |
| Ms. Julie Carver | 7384 |
| Mrs. Heather Crain | 8353 |
| Mrs. Kelsi Galloway | 8790 |
| Mr. Tim Lewis | 8983 |
| Mr. Rocky Wolverton | 8887 |

SCHOOL RESOURCE OFFICER

| | |
|------------------------|------|
| Officer Clarinda Woods | 1407 |
|------------------------|------|

SCIENCE

| | |
|----------------------|------|
| Mrs. Shannon Boland | 8674 |
| Mr. Rod Brewer | 8291 |
| Mrs. Tamara Davidson | 7738 |
| Ms. Niki Evert | 7822 |
| Mrs. Gina Johnson | 7540 |
| Ms. Jenna Nelson | 7787 |
| Mrs. Jennifer Morgan | 8902 |
| Mrs. Kristine Smith | 7463 |

SECRETARIES/CLERK

| | |
|---------------------|------|
| Mrs. Carol Baltz | 1381 |
| Mrs. Shery Batliner | 1378 |
| Mrs. Teresa Feagans | 1409 |
| Mrs. Stacy Patton | 1384 |
| Mrs. Barb Rodgers | 1377 |

SOCIAL STUDIES

| | |
|-------------------------|------|
| Mr. Damon Carr | 8673 |
| Mr. Chris Fellows | 6348 |
| Mrs. Julie Gerling | 7452 |
| Mr. Michael Haase | 8367 |
| Mr. Joe Hollingsworth | 7354 |
| Mrs. Ellie Lilly | 6331 |
| Ms. Shahr Rezaiekhahigh | 7195 |
| Mr. Michael Walker | 7638 |

SPECIAL EDUCATION

| | |
|------------------------|------|
| Mrs. Karen Henley | 7845 |
| Mrs. Marilyn Higgins | 7212 |
| Mrs. Dawn Holder | 8009 |
| Ms. Renee Lange | 7809 |
| Mrs. Sheri McCallum | 7502 |
| Ms. Shelly McGovern | 7078 |
| Mrs. Jennie Mullenax | 7451 |
| Mrs. Michelle Powell | 7116 |
| Mrs. Jennifer Shreve | 8649 |
| Ms. Jennifer J. Wilson | 7121 |
| Mrs. Krystal Wygas | 7125 |

SPED - INST. EVAL. SPECIALIST

| | |
|--------------------|------|
| Mrs. Leesa Bichsel | 7493 |
|--------------------|------|

SPEECH/THEATRE/PRODUCTION

| | |
|----------------------|------|
| Mrs. Christy Beavers | 8284 |
| Mr. Brian Campbell | 8296 |

TECHNOLOGY

| | |
|----------------------|------|
| Mrs. Mindy Klehr | 1398 |
| Mrs. Cheryl Peterson | 1394 |

SUMMIT LAKES MIDDLE SCHOOL

Summit Lakes Middle School opened in the fall of 2000 with 481 students and 33 teachers. A team representing the school community created the school's name, including the word "Summit" representing the name of the city Lee's Summit and "Lakes" due to the number of lakes in the community, especially within the attendance area. The students who opened the building were charged with naming the school mascot and identifying school colors, hence the navy and hunter green Falcons were born. The school's initial administrative staff consisted of Dr. Don Andrews, Mr. Cliff Sloan, and Mrs. Janette Cooley. Summit Lakes was initially opened with a capacity of 600 students. In 2004, a bond issue funded a planned second phase, increasing the capacity of the school to approximately 1,000 students.



WELCOME LETTER

Dear Summit Lakes Middle School Community, It is my pleasure to welcome you to Summit Lakes Middle School and the 2018-19 school year! I am excited for you and the opportunity to be a part of the Summit Lakes Middle School family. Summit Lakes has established a tradition of excellence in academics, co-curricular, and extra-curricular activities. Our staff takes a great deal of pride in providing the very best middle school experience for our students and community. It is my belief that the partnership formed by teachers, students, and parents is an essential element to student success.

I look forward to watching each student grow and maximize his/her success by taking advantage of all that Summit Lakes and the middle school experience have to offer. Getting involved will allow you to make the most of your 7th and 8th-grade years and better prepare you for your future. I hope you find this handbook useful as it contains information related to policies and procedures that will help guide students and parents through the middle school transition.

Have a terrific year and please don't hesitate to contact me should you need anything.

Respectfully,
David Mitchell
Principal, Summit Lakes Middle School

ADMINISTRATION

Principal Mr. David Mitchell
Assistant Principal Mr. Kirk Hipple
Assistant Principal Dr. Whitney Morehead

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.

SUMMIT LAKES MIDDLE SCHOOL

~Mission Statement~

Our mission is to ensure learning for each student through a developmentally appropriate program which promotes intellectual, physical, emotional, and social growth.

~Summit Lakes Values~

- We believe all students can learn.
- We believe all students must prepare for a changing world by becoming life-long learners.
- We believe in establishing a climate of high expectations for student achievement, and in celebrating excellence.
- We believe a safe and orderly environment is conducive to learning.
- We believe students, parents, teachers, and administrators are partners working together to ensure the highest level of student achievement.
- We believe middle level students' needs include exploration, socialization, identification, and belonging.
- We believe the middle level program must provide developmental opportunities for exploration through co-curricular activities and homeroom.
- We believe the middle level program must integrate into the curriculum appropriate life skill tools and processes and a common vocabulary of character traits which facilitate character development.
- We believe the middle level program must incorporate democratic principles and citizenship expectations that teach each student responsibility for his/her educational success.

BUILDING INFORMATION

ACTIVITIES & ATHLETICS

Interscholastic Athletics & Activities

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

School Sponsored Activities

| | |
|----------------------|-----------------------------------|
| Archery | 7 th & 8 th |
| Awards Show | 7 th & 8 th |
| Falcon Choir | 7 th & 8 th |
| Falcon Smart | 7 th & 8 th |
| Fall/Winter Guard | 7 th & 8 th |
| Jazz Band | 7 th & 8 th |
| Oration Contest | 8 th |
| Robotics | 7 th & 8 th |
| School Musical | 7 th & 8 th |
| Spelling Bee | 7 th & 8 th |
| Student Council | 7 th & 8 th |
| Summit Lakes Singers | 8 th |
| Talent Show | 7 th & 8 th |

ACTIVITIES PARTICIPATION POLICY-SLMS

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 has 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 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.

BACKPACK FOOD PROGRAM

SLMS 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. Contact the guidance office if you are interested in participating in this program or if you would like to contribute to the food pantry.

CATCH-UP CORNER

Catch-up Corner is an intervention program designed to help students complete assignments and ensure learning of all essential concepts. Catch-up Corner holds each student accountable for completing each assignment and provides an immediate intervention for those who do not fully complete an assignment. Catch-up Corner meets Monday through Friday 6:25-7:25 a.m. (late-start Wednesday 7:25-8:25) and 2:30-3:30 p.m.

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 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.

DETENTIONS

Students are assigned Wednesday detentions through the office by the administration for failing to follow school rules and regulations. There are 1-hour (2:30-3:30 p.m.), 2-hour (2:30-4:30 p.m.), or 3-hour (2:30-5:30 p.m.) Wednesday work sessions. See the Discipline Guide for the consequences of not attending a scheduled detention. Misconduct in after-school detention will 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 a yearbook and their schedule for the following school year.

FLIGHT

FLIGHT (Falcon Literacy: Inspiring Great Habits Together) is the sustained silent reading program at SLMS. During FLIGHT Time, students select and read school-appropriate material that is interesting to them. In addition to reading independently, students engage in activities that allow them to talk about the books they are reading. Teachers get to know their students, their interests, and reading styles to help them make the most of this reading time. In order to provide students with easy access to appealing, high-interest materials, each FLIGHT teacher has a well-stocked classroom library. Students may also read materials from home, the SLMS library, or the public library. Students are permitted to read eBooks if they own an eReader and choose to bring it to school.

GUIDANCE & COUNSELING SERVICES

All students can access the services of our guidance and counseling department. In 7th grade, counselors teach units on anti-bullying and communication skills. Second semester the counselors teach a unit on careers to 8th grade students. Counselors are available to meet with students and parents 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 guidance 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 SLMS.

HOMEROOM/ADVISORY PROGRAM

Self-worth and a sense of belonging are very basic social and emotional needs of middle school students. The Homeroom Teacher/Advisor program provides a setting

that strives to meet these needs. This program emphasizes the human relationship skills required for positive interactions.

In 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. 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, homeroom provides a time for student business, school elections, intramural activities and other special events.

Homeroom Teacher/Advisor 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, teachers and students.

IN-SCHOOL-SUSPENSION (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.

LATE ARRIVAL TO SCHOOL

The school day begins at 7:30 a.m. Students who arrive after 7:30 a.m. must check in at the attendance window before going to class. The school district provides transportation for students living within the SLMS 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 7:15 a.m. to 3:00 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 you 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, students, and teachers. PTA assists the school by providing volunteer services and conducting educational programs designed to inform parents about school activities and the educational process.

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

SCHEDULE – DAILY CLASS

Mon, Tues, Thurs, and Fri

| | |
|-----------------------------|----------------------|
| HR/FLIGHT | 7:30 - 7:48 |
| 1st Hour | 7:52 - 8:38 |
| 2nd Hour | 8:42 - 9:28 |
| 3rd Hour | 9:32 - 10:18 |
| <i>Lunch I</i> | <i>10:18 - 10:40</i> |
| <i>Lunch II</i> | <i>10:43 - 11:05</i> |
| <i>Lunch III</i> | <i>11:07 - 11:29</i> |
| <i>Lunch IV</i> | <i>11:33 - 11:55</i> |
| <i>Lunch V</i> | <i>11:56 - 12:18</i> |
| 4th Hour (8 th) | 10:22 - 11:07 |
| 5th Hour (8 th) | 11:11 - 12:18 |
| 4th Hour (7 th) | 10:22 - 11:29 |
| 5th Hour (7 th) | 11:33 - 12:18 |
| 6th Hour | 12:22 - 1:07 |
| 7th Hour | 1:11 - 1:56 |
| SOAR | 2:00 - 2:25 |

Late-start Wednesday

| | |
|-----------------------------|----------------------|
| 1st Hour | 8:30 - 9:13 |
| 2nd Hour | 9:17 - 10:00 |
| 3rd Hour | 10:04 - 10:47 |
| <i>Lunch 1</i> | <i>10:47 - 11:09</i> |
| <i>Lunch II</i> | <i>11:12 - 11:34</i> |
| <i>Lunch III</i> | <i>11:36 - 11:58</i> |
| <i>Lunch IV</i> | <i>12:02 - 12:24</i> |
| <i>Lunch V</i> | <i>12:25 - 12:47</i> |
| 4th Hour (8 th) | 10:51 - 11:36 |
| 5th Hour (8 th) | 11:40 - 12:47 |
| 4th Hour (7 th) | 10:51 - 11:58 |
| 5th Hour (7 th) | 12:02 - 12:47 |
| 6th Hour | 12:51 - 1:36 |
| 7th Hour | 1:40 - 2:25 |

SOAR

SOAR (Study, Organize, Achieve, Reward) at Summit Lakes addresses our students' needs and recognizes their successes. SOAR allows students time to begin their homework, make-up test/projects, access computers/technologies for academic purposes, and access their teachers for questions, re-teaching, and help. Privileges are also provided every other Friday for students who are on track academically and who are meeting all expectations.

STUDENT COUNCIL

Each team will elect representatives to serve on Student Council. The council will consist of the elected officers and team representatives.

ACADEMICS

ABSENCES

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

1. The student's parent should notify the school attendance office by phone between 7:00 a.m. and 9:00 a.m. on the day of absence with the reason for non-attendance. If this procedure is followed, it will not be necessary to bring a written note.
2. If the school has not received information from a parent before 9:00 a.m. concerning the student's absence, the student's name will be listed on the absentee sheet as "undetermined."
3. Should the parent fail to notify the school office by 9:00 a.m., or if the school office has been unable to contact the parents, a written excuse from home will be required. The note should explain the reason for the absence, list dates absent, and be signed by a parent.
4. If the student forgets to bring a written excuse from home the absence will be marked "unexcused" and will be recorded on the attendance record.
5. 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.
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, 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. A student with an absentee record of ten percent or greater will not be eligible.
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.

A student assigned O.S.S. is expected to make up homework, projects and tests. He/she will receive one half credit for the homework accurately completed on time. He/she will receive full credit for projects, quizzes and tests accurately completed on time. This does not apply to time recorded as unexcused due to truancy or classes skipped. No credit will be given for work due or missed when a student is truant.

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 *excused* 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. All homework should be requested before school trips and must be completed and turned in on the day the student returns to class. Work missed while absent and not turned in by the date required will be recorded as zero and averaged into the student's quarter grade.

When a student has been absent for two or more days, the parents may contact the school office before 9:00 a.m. to request assignments. Assignments may be picked up by the parents at the school office after 3:00 p.m. or may be sent home with another student. Assignments may be sent electronically, so parents are encouraged to call before coming to pick up homework.

ABSENCES - PENALTY FOR NON-ATTENDANCE

Any time that a student is absent from school without the permission of his parents or the school office, he will be considered truant and will face disciplinary action. Repeated truancy will result in referral to the Jackson County Juvenile Court. No credit will be given for work due or missed when a student is truant.

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 with a "D" or "F" in an 8th grade Modern language class or 8th grade Algebra class (up to the last day of first semester), that student will receive a "NC" (no credit). If the student receives a passing grade, the grade will be applied to the high school GPA, and the student will receive high school credit.

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 is irresponsible, 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, the School Resource Officer (SRO) and the Student Assistance Program (SAP) Team.

A day of absence is defined as three or more class periods, including homeroom.

1. When a student is absent five (5) days in any semester, a letter will be sent to the parent 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). This contact will determine what interventions are needed to help the student increase his/her attendance.
3. When a student is absent fifteen (15) days in any semester, the building attendance team will determine if a school/parent 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 conference, attendance does not improve, the officer in charge of juvenile affairs will send the parent(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 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 = Progressing toward consistently meets individual classroom expectations

Unsatisfactory = Consistently does not meet individual classroom expectations

FINAL EXAMS

All students will be required to take final exams on the days scheduled unless a parent 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 home with students through advisory the first three quarters.** Fourth quarter grades will be mailed one week after school ends.

End of First Quarter: October 11, 2018
 End of Second Quarter: December 19, 2018
 End of Third Quarter: March 8, 2019
 End of Fourth Quarter: May 17, 2019

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 |

Required Courses

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

Elective Courses

| | 8th Grade | 7th Grade |
|---------------------------|-----------|-----------|
| Modern Language | 1/2 unit | 1/4 unit |
| Family & Consumer Science | 1/2 unit | 1/4 unit |
| Industrial Tech | 1/2 unit | 1/4 unit |
| Instrumental Music | 1/2 unit | 1/2 unit |
| Communication Arts | 1/2 unit | 1/4 unit |
| Business / Keyboarding | 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 5½ units during the school year may seek to earn 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.

Students are ineligible for interscholastic activities if:

- Two or more grades in scholarship are below D- in any quarter. 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.

Citizenship, attendance, and student conduct affect eligibility to participate in or attend these activities:

| | |
|-------------------|----------------------------|
| Academic Team | Interscholastic Activities |
| Archery | Optimist Recognition |
| Athletic Events | Privileges |
| Cheerleading | Robotics |
| Dances | School Productions |
| Falcon Fan Days | Student Assistants/Aides |
| Falcon SMART | Student Council |
| Fall/Winter Guard | Summit Lakes Singers |
| Field Trips | |

Academic grades, citizenship, attendance, and student conduct affect eligibility to participate in these activities:

| | |
|-----------------------|----------------------|
| Academic Team | Privileges |
| Archery | Robotics |
| Cheerleading | School Productions |
| Fall/Winter Guard | Summit Lakes Singers |
| Interscholastic Teams | |

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 your 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:

- The student will not be allowed to participate in an activity/contest until the fee is paid in full.
- If a student is cut from a team but has already paid the fee, he/she will be reimbursed upon request.
- If a student quits or is suspended from a team or performing group after the first scheduled event, no refund will be granted.
- If a student is injured during or after the first scheduled game so that he/she can no longer compete, the fee will not be refunded.
- Other extenuating circumstances, such as a student transferring to another district prior to the first activity or season or a student being placed on homebound, may be considered by the building administrator for reimbursement.

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 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 main building administration.

***SEE LISTED MSHSAA ACTIVITIES/SPORTS BELOW**

| <u>Athletics</u> | <u>Activities</u> |
|-------------------|-------------------|
| Basketball G/B | Cheerleading |
| Cross Country G/B | Academic Team |
| Football | |
| Track & Field G/B | |
| Volleyball | |
| Wrestling | |

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 you. If exchange is warranted, clear it on your checkout card by having the coach make the adjustments.
2. Except when you are in visual contact, keep your locker closed and LOCKED at all times. This includes when you 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 your 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 you may see out of the school environment does not belong to individuals. Please report any such violation to a coach or the athletic administrator.

COACHES & SPONSORS

| | |
|-------------------------------------|--|
| Academic Team. | Sue Lamb, Sponsor |
| Awards Show. | Brian Campbell, Director |
| Boys' Basketball. | Jon Huntley, Head Coach |
| Cheerleading. | Shahr Rezaiekhalthigh, Head Coach |
| Cross Country. | Michael Walker, Head Coach |
| CyberPatriots. | Teri Curp, Sponsor |
| Falcon Smart. | Renee Lange, Sponsor |
| Football. | Rick Brewer, Head Coach |
| Future Teachers of America. | Stacy Barbee & Ellie Lilly, Co-Sponsors |
| Girls' Basketball. | Rocky Wolverton, Head Coach |
| Robotics. | Laura Jackson, Sponsor |
| School Musical. | Brian Campbell, Director |
| Student Council. | Brian Campbell & Ellie Lilly, Co-Sponsors |
| Talent Show. | Brian Campbell & Christy Beavers, Co-Directors |
| Track – Boys. | Shane Morris, Head Coach |
| Track – Girls. | Rick Brewer, Head Coach |

| | |
|---------------------|----------------------------|
| Volleyball. | Beth Groom, Head Coach |
| Wrestling. | Ethan Hauck, Head Coach |
| Yearbook. | Elizabeth Griffin, Advisor |

LATE RIDE PICKUP POLICY

Student-participants are expected to abide by this practice pickup policy:

- Rides should be arranged for the scheduled end of practice.
- Student-participants who are not picked up within twenty (20) minutes of the scheduled end of practice (or the actual end of practice if it runs later than the scheduled time) will be considered in violation of the practice policy.
- Infraction consequences for activities practices apply.

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

Mission Statement of the Missouri State High School Activities Association

"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 must also support their student's commitment. Your coach/sponsor will have a commitment contract for you 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 permission signature.
 - c. Proof of basic athletic insurance coverage.
 - d. Parent permission authorizing emergency treatment.
 - e. Proof of successfully passing a physical examination by a registered physician. The exam is valid if the certificate is issued on or after February 1 of the previous school year. It must be signed and dated by the registered 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. I 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. I will conduct myself according to established academic, citizenship and sportsmanship expectations at all times.
3. I will be responsible for all athletic equipment issued to me 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. I will not use or be in possession of tobacco, alcohol or narcotics. If I do use or possess any of these substances, I will be subject to school and team disciplinary actions. I understand this is a year-round commitment.
5. I acknowledge that I have been properly advised, cautioned and warned by administrative and/or coaching personnel of the school district that I am exposing myself to the risk of injury. It is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury.
6. I agree to allow my picture, as part of an activity group, to be posted on the school Internet site. I also agree to allow my name and sports-related information to be included in game programs.
7. I, along with my parents, certify that I have read and understand all of the school district athletic policies in the school's student handbook. In order to remain eligible for participation, I must comply with all requirements.
8. As a parent of a student/athlete, I will support the positive participation of my student in the athletic activities program, promote his/her 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 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 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 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 student 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 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 a student, the student will not be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration.
6. In the event that a student is assigned an after-school detention period as the result of a discipline problem, he/she is 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 individual as well as the team he represents. 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 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:

1. Student signature and birthdate.
2. Parent permission signature.
3. Verification of student health insurance.
4. Authorization of emergency treatment.
5. Medical permission by a licensed physician, dated on or after February 1 of the previous school year.

Parental Permission

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

Insurance

A student shall not be permitted to participate in interscholastic athletics until the school has verification that he/she has basic athletic insurance coverage.

Authorization of Treatment

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

Physical Exams

The school shall require of each middle school student participating in interscholastic athletics a certificate of an issued physical signed by 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 interscholastic athletics. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.

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 a student represents his or her school by competing in an interscholastic athletic contest:

- A. He or she shall neither practice nor compete as a member of a non-school team or as an individual participant 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. He or she may practice or compete as a member of a non-school team or as an individual participant 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. The student shall not practice for or compete in the non-school competition on the same date he or she practices or competes for the school team without approval of the school administrator.

MSHSAA PROTECT YOUR 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 MSHSAA. As members of these groups we adhere to policies established for the display of good sportsmanship by athletes, students, fans, parents, 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 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 his or her 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 his/her 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).

PARENT/COACH/SPONSOR COMMUNICATIONS

Parent/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. As parents, when your student becomes involved in a program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach of your student's program. Coaches and parents are expected to encourage and praise students in their attempt to improve themselves as students, athletes, and citizens. Parents can facilitate this by gaining an understanding and appreciation of all aspects of the sport/activity and the expectations placed on your student.

Communication Coaches/Sponsors Expect from Parents

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 and coaches should help their 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 your student becomes 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 you or your student wishes. If you, as a parent, have a concern, 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 You Should Expect from Your Student's Coach/Sponsor

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

Appropriate Concerns to Discuss with Coaches/Sponsors

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

Sometimes it is very difficult to accept your student not playing as much as you may hope. Coaches/sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your 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. 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 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 You 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 and the coach/sponsor. Meetings of this nature usually do not promote resolution.

What Can a Parent 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

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

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.
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 your potential.
7. Showing respect for both authority and property.

Be mindful that as a member of a team or other activity group, your personal conduct reflects on you, your teammates, your school's student body, and the Lee's Summit community.

We encourage you to take advantage of as many programs as your time and talent will permit. We do not encourage specialization in one sport or activity. We would encourage you to experience a variety of sports and school activities. Naturally, due to conflicts in seasons, practice times and schedules, you 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 inside the building or outside on any school or athletic grounds.

GENERAL INFORMATION

ASBESTOS

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

ASSEMBLIES

Students are expected to follow these rules:

1. Sit with assigned class or 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 & PARENT INVOLVEMENT

- Build effective partnership with families and community organizations.
- Present opportunities for students to serve and learn within the community.
- Work with parents 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 be teaching 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 or a student who is 18 years of age. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or a student who is 18 years of age unless they notify the district in writing as directed. Parents 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 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 or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the

district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information –

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses and telephone numbers.

Law Enforcement Access

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

Children's Division Access

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

Military and Higher Education Access

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

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

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. 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 parental permission 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 will be notified immediately.

- Students who become ill at school should report to the health room with a pass from the current hour's teacher. Any student leaving school early because of illness should check out through the health room.
- Student use of personal cell phones to contact parents during the school day regarding personal illness is discouraged.
- 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 should be fever free without the use of fever reducing medicine for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain at home until 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home for 24 hours after taking the first dose of antibiotic for an infection.
- Parents are encouraged to report communicable illness when calling students in ill to the health room staff.
- 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, 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 or guardians of every student entering the school district to furnish the school satisfactory evidence of immunization or exemption from immunization against disease as mandated by Missouri law (Section 167.181.1).
- Satisfactory evidence of immunization shall be a statement, certificate of record from a physician or other recognized health facility, or appropriate personnel stating that the required immunizations

have been given to the student and verifying the type of vaccine and the day, month, and year of administration. Sports physicals are not acceptable documentation as a current immunization record.

- Medical Exemption - A student shall be exempted from the immunization requirements upon signed certification by a licensed doctor of medicine (MD), doctor of osteopathy (DO), or his or her designee indicating that either the immunization would seriously endanger the student's health or life or the student has documentation of disease or laboratory evidence of immunity to the disease. The Department of Health and Senior Services form Imm.P.12 shall be placed on file with the school immunization health record for each student with a medical exemption. This need not be renewed annually. The original Medical Exemption Card from DHSS, Imm.P.12 must be on file in the health room.
- Religious Exemption - A student shall be exempted from the immunization requirements if a parent or guardian objects in writing to the school administrator that immunization of that student violates his/her religious beliefs. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. This need not be renewed annually.
- 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. A Department of Health and Senior Services form Imm.P.14 must be completed and placed on file with the school immunization health record of each student with immunizations in progress. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and exclusion shall be initiated immediately.

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. Please check with the school prior to bringing in latex balloons.

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 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 an individual student with a chronic health condition assume responsibility for his or her 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 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 pre-filled epinephrine syringes that can be administered in the event of severe allergic reactions that cause anaphylaxis. 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.

IDENTIFICATION CARDS

ID cards are issued at the beginning of the school year after 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 WEDNESDAYS - ONE HOUR

On late-start Wednesdays, 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 Wednesday with the exception of the first day of school, Aug. 17, parent/teacher conferences, Oct. 19, and the end of first semester, Dec. 21. These three days - Aug. 17, Oct. 19, and Dec. 21 - are the only Wednesdays during the school year when school will begin on the regular schedule.

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 homeroom on a regular basis throughout the year.

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 DELIVERIES

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

PHYSICAL EDUCATION

Medical Excuses - PE

Each student is expected to participate in all activities unless he/she is 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 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 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 the first week of a semester must follow both these guidelines:
 1. The student may change within the first week of a semester if he/she does not meet course prerequisites.
 2. The student may change if he/she agrees 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, 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, and teacher work together to solve the problem.)
 - A. The teacher, parent, 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 parent 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. The student will be transferred to another section of the subject if his/her transfer does not cause class imbalance. If another section is not available, the student 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. Screening is provided by the staff to determine if students are eligible for services. Parents and students are encouraged to speak

with their counselor, administrator, or the special education process coordinator 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 ASSISTANCE PROGRAM

The middle school Student Assistance Program is designed to provide a comprehensive school and community program that promotes safer lifestyles by providing prevention, intervention, referral, or support to students and their families. The Student Assistance Program is a part of Lee's Summit R-7 Drug-Free Programs, committed to creating and maintaining "communities of caring." Students or parents seeking assistance should contact the counseling office or administration.

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 or Eligible Students

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

Transfer of Education Records

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

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

Release of Education Records

Disclosure of information from a student's education records will be made only with the written consent of the parent 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 of a dependent student, as defined in section 152 of the Internal Revenue code of 1954.
- To parents of a child who is not an eligible student, or to the child.
- To comply with a judicial order or a lawfully issued subpoena.
- In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local

education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.

- To appropriate parties in a health or safety emergency.
- To other persons authorized to receive education records pursuant to FERPA.

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

Appeals Procedures

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

Destruction of Records

Generally, special education records containing personally identifiable information will be destroyed three years from the date the student was last served by the District. If parents 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 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 may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case

where the district may collect information from students for the purpose of marketing or selling that information, parents 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:

1. Political affiliations or beliefs of the student or the student's parent.
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.
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 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 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 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 will transfer to a student who is 18 years old or emancipated.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office. US

Department of Education. 400 Maryland Ave., SW Washington, D.C. 20202-5920

TARDY POLICY

1. If a student is late to school, this is considered an unexcused tardy. The student will be given one warning. All subsequent tardies will be recorded in their agenda.
2. Students are tardy to class if they are not in their assigned seats when the bell rings.
3. Students must be in possession of their agendas throughout the school day. All tardies will be recorded in the tardy record section in the front of the agenda.

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 strictly limit relaying phone messages to students. Parents should not depend on the office staff to remind students of appointments or for making arrangements for after school. Calling students from class disrupts the learning process. Staff members will deliver only those messages of an emergency nature that we receive from parents or guardians. **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, bus drivers and school officials. The District has established the student conduct expectations listed below to ensure that all students are transported in the safest environment possible. Students who fail to observe these expectations will be subject to disciplinary action. Their failure to do so may affect the safety of others. Failure to follow bus expectations and regulations may result in suspension of bus riding privileges as well as school consequences depending on the seriousness of the violation.

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

For more information please log on to:

Safe Riding Expectations and Tips for a Safe School Bus Ride

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

Mobile Electronic Devices

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

- Must be in a backpack or other holder while boarding and departing the bus so hands are free to use handrails.
- Sound must be muted or the user must use headphones, 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 your 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 sends the child to the public schools. **The authority of the teacher is given by law and is not delegated by the parent.** Authority is granted to the teacher by the state as an essential part of teacher responsibility. **The teacher stands in place of the parent 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 a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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 your tray, silverware, and dishes to the tray conveyor 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 do not 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 disturbance 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

1. **Be in your seat and ready to begin class when the bell rings.** Each day as you arrive, a focus "get started" activity will be on the board. You should begin the activity immediately without being told to do so.
2. **Come to class prepared.** Students need to bring paper, pencil, plan book, and textbook 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 your full attention and effort. Do not hinder your learning and/or the learning of others by talking, writing personal notes, 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 yourself; 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. **Coats, blankets, and book bags should NOT be brought to class.** 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 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.**

COMMITMENT PROCESS

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

- Step 1: Student-teacher conference
- Step 2: Student commitment detention with the teacher before school
- Step 3: Student-teacher conference/parent contact
- Step 4: Student-teacher conference/referral to Student Administration

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

CONCEAL & CARRY FIREARM LEGISLATION

Anyone carrying a firearm, including individuals with a conceal and carry permit, will not be allowed on any elementary or secondary school property without the

consent of a school official or the district school board. This includes possession of a firearm in a vehicle on the premises of an elementary or secondary facility.

CONFRONTATION/INTIMIDATION/BULLYING/THREATS/FIGHTING

Threats, swearing, acts of intimidation, bullying 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.

CYBERBULLYING

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

DISCIPLINE GUIDE

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

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

ACCEPTABLE USE POLICY VIOLATION - TECHNOLOGY

1. Zero score if applicable/up to three day suspension
2. Zero score if applicable/up to five day suspension
Loss of internet privileges. 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 Wednesday detention

CELL PHONE OR ELECTRONIC DEVICE - ACTIVATION OR USE

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

CHEATING/FORGERY

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

CLASS CUTTING/FAILURE TO REPORT TO ASSIGNED AREA

1. Wednesday detention
2. I.S.S. -1 day
3. I.S.S. - 3 days

CLASSROOM DISRUPTION

1. 1-Hour After-school detention
2. 2-Hour Wednesday detention
3. 3-Hour Wednesday detention
4. I.S.S. - 1 day

CONFRONTATION/INTIMIDATION/HARASSMENT/HAZING/BULLYING/THREATS

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

DETENTION - FAILURE TO SERVE AFTER-SCHOOL DETENTION

Two-hour Wednesday detention

DETENTION - FAILURE TO SERVE WEDNESDAY DETENTION

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

DETENTION – TEACHER - FAILURE TO SERVE

One-hour after-school detention

DRESS CODE VIOLATION

1. Office referral/change of clothes
2. After-school detention/change of clothes
3. Wednesday detention/change of clothes

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. I.S.S. - up to 3 days

PUSHING/HORSEPLAY/WRESTLING/RUNNING

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

REFUSAL/DISRESPECT/DEFIANCE OF AUTHORITY

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

TARDIES

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

*Students not possessing Tardy Record may receive a detention.

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/Representation of)

(Use of)

- | | |
|--------------------------|--------------------------|
| 1. I.S.S. - 1 day | 1. I.S.S. - 3 days |
| 2. I.S.S. - 3 days | 2. I.S.S. - 5 days |
| 3. O.S.S. - up to 5 days | 3. O.S.S. - up to 5 days |
- Possible referral to appropriate law enforcement agency.

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 and accessories must be:

- clean and in good repair.
- free from display or advertisement of any alcohol, drugs, tobacco, weapons, violence, sexual innuendo, gambling or reference to gang affiliation.
- 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.

Examples of school dress that are NOT PERMISSIBLE include:

- Backless, bare midriff, spaghetti strap garments, half shirts, halter-tops, ripped or torn clothing which promotes inappropriate exposure, sunglasses, mesh tops, tube tops, or underwear worn as outer garments.
- Short dresses, short skirts, short shorts or cut-off shorts worn in such a manner as to promote inappropriate exposure.
- Any item which presents a safety issue (chains, spikes, dangerous jewelry, safety pins, etc.).
- Pants, shorts and skirts must sit neatly at the waist, without sagging or showing underwear.
- Shoes or sandals should cover the foot to allow students to walk safely.
- As a matter of accepted practice and courtesy, hats are not to be worn in the hallways and classrooms. This includes stocking caps, scarves, bandanas, sweatbands and other headwear.
- Hats and 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, health, or discipline problems. All policy violations will be dealt with on a case by case basis and may involve a parent 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.

GANG-RELATED BEHAVIORS

The displaying of currently recognizable gang-related graffiti, publications, clothing, jewelry, written or oral expressions, hand signaling, and body posturing will result in disciplinary action.

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, take any supplies or clothing you will not need for your morning classes to your locker. Collect the class materials needed for the beginning of your school day. It should not be necessary to return to your locker at the end of every class period in the school day. You will want to save this time for other personal uses.
2. You may not leave the school grounds after you arrive at school in the morning, during your 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 parent or guardian is necessary to receive permission to leave the school grounds.
3. When you arrive on school grounds, come inside the building. You may not stay outside near the street or where busses are unloading.
4. Walk on the sidewalks at all times when entering or leaving the building. Stay off the lawn and shrubbery areas.
5. Keep all unnecessary noise to a minimum when moving from one classroom to another.
6. Get to your next assigned classroom on time. **Students not in their seats prepared for class at the bell will be considered tardy.**
7. Follow the directions of the teachers on hall duty.
8. Close your locker door without slamming it. **Your locker will be inspected periodically for maintenance and cleanliness.**
9. **NO RUNNING OR HORSEPLAY IN THE HALLS AT ANY TIME.** 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. Take proper care of all books and school property. **You will be charged for books, lockers, or other materials damaged beyond normal wear.** The price of any lost book 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. Dice, playing cards, 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 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 Superintendent for the possibility of up to 180 days suspension.

- Have chronic behaviors that result in repeated student administration referrals.
- Do not respond to consequences in the progressive discipline process.
- Do not change behaviors, even after systematic involvement in alternative interventions.

Habitually disruptive middle school students may be subject to disciplinary probation, suspension or placement in alternative programs as part of their discipline.

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.

HABITUALLY DISRUPTIVE STUDENTS

Habitually disruptive students:

- Negatively affect the learning environment for themselves and others.
- Detract from a safe school environment.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, & RETALIATION

Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment.

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

Collateral Prohibitions

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

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

Compliance Officer Appointment

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

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

504 compliance can be directed to:
Assistant Superintendent of Equity & Student Services
301 NE Douglas, Lee's Summit, Missouri, 64086
Phone (816) 986-1000, Fax (816) 986-1170

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

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 pupil 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 pupil upon finding by a principal, superintendent, or the Board that the pupil 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 pupil 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.

A student assigned O.S.S. is expected to make up homework, projects and tests. He/she will receive one half credit for the homework accurately completed on time. He/she will receive full credit for projects, quizzes and tests accurately completed on time. No credit will be given for time recorded as unexcused due to truancy or classes skipped.

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.

Three and four day O.S.S. assignments will be gathered and made available to a parent 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 and made available to a parent by the end of the first full day of suspension. A re-entry conference (attended by a parent 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. 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

TECHNOLOGY RESPONSIBILITIES

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

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all student users granted access to district's technology resources.

The district technology resources may be used only by authorized students and is a privilege, not a right. No student will be given an ID, password or other access to district technology if he or she is considered a security risk. By entering the district provided login and password to the system, a person becomes an authorized user and agrees to follow the district policies and procedures. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

In addition, students must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. A user ID with e-mail access, if granted, is provided only on condition the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

TECHNOLOGY USAGE – ACCEPTABLE USE PROCEDURES

(See Board Policy for complete AUP)

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 with school assignments have priority over students who do not. 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 laws, local, state, federal and/or international, 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, 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 person will be given access to district technology if he or she is 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 approval.
3. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
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 student without permission from that student and his/her parent/s if the child is a minor.

Electronic Mail

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

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. Employees may be disciplined or terminated, and students 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 Apps

The Lee's Summit School district utilizes Google Apps for Education which is a suite of web-based programs providing email, word processing, spreadsheet, presentation, calendaring, research, and collaboration tools for all students and teachers. The district's Google Apps is intended for educational use only and will be available at school and home via the web. LS-R7's Google Apps for Education complies with legal requirements for safety and security such as 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 Apps for Education accounts. Students who misuse their accounts will be referred to their school's administrator who will deal with any infraction on a case-by-case basis. As with all district access to the Internet, a content filter is in place as required by CIPA. Staff will also monitor the use of Google Apps as it is an instructional tool in the curriculum. To discuss how Google Apps for Education will be used at your child's school, please call your school. A delegate from the school will be happy to answer your questions. If, after this discussion, you feel it would be best for your child not to utilize these tools, the delegate will help you request that your student's Google account is deactivated. Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss family rules and expectations for using Internet-based tools, including Google Apps for Education. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to the school.

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.

All students will be expected to follow this policy when using R-7 District Technology resources.

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 will have an opportunity to participate in an orientation session. *All students/parents/guardians are required to review and sign the Connect2Learn Student/Parent 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. Your right of possession and use of the borrowed device is limited to and conditioned upon your full and complete compliance with the expectations detailed in the Connect2Learn Student/Parent 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 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 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 they are enrolled in R7 Summer Learning. Students will also turn in Chromebooks 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 (\$374 for non-touchscreen model and \$422 for touchscreen model). 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 owned fees.

Loss, Damage, or Theft

By taking possession of a borrowed device, 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 agreement, the cost for each Chromebook as leased by LS R-7 is \$374 for non-touchscreen model / \$422 for touchscreen 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 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 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.

Repair and/or Replacement Costs to the Student Issued Device

First incident ANNUAL basis:

- No fee for the first incident of accidental damage to device. Repair is made and a notification made to parents/guardian.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator required.
- \$150 for lost or stolen device and a parent/guardian meeting with principal 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.
- Full price for lost, stolen or damaged AC adapter. The new power adapter will not be issued to the student until the fee is paid.

Second and subsequent incidents on an ANNUAL basis:

- The student will be required to pay an additional \$50 for a second and for each subsequent incident during the school year. Parent/guardian meeting with administrator.
- Full price of repair or replacement for an intentionally damaged device and a parent/guardian meeting with administrator required.
- Full price for lost or stolen device and a parent/guardian meeting with principal 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.
- Full price for lost, stolen or damaged AC adapter. The new power adapter will not be issued to the student until the fee is paid.

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

Chromebooks Not Returned

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

Loaner Chromebooks

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

- Lost loaner Chromebook - \$150 fine
- Damage to the loaner Chromebook - \$50 fine

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 into the student's possession.

- Administrator-Initiated
Restrictions: Noncompliance with the expectations of the Connect2Learn Student/Parent 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

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via your assigned Chromebook.
- Students are always responsible for their own device.
- Your Chromebook is 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 your Chromebook.
- You are prohibited from taking photos or videos at school or while on district transportation without prior approval from a teacher or administrator.
- **Make sure you start each school day with a fully charged battery on your Chromebook.**
- Make sure the device logs on to the school district's network daily to receive necessary updates that are critical to keeping the device safe and operational.
- Make sure 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.
- Make sure your device is never exposed to liquids or other foreign substances.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Make sure the surface of your device is not altered or defaced. **Do not decorate your assigned device or remove labels, stickers, or tags from**

the device that are affixed by school district personnel.

- Make sure that only school district personnel troubleshoot, diagnose, or repair your borrowed device. Do not allow third party service people to handle your assigned Chromebook. This will void the warranty and you 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 your Chromebook home every day for nightly storage and charging of the battery.** Do not leave it in your school locker or classroom overnight.
- Keep a Chromebook at home out of reach of younger or older siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- Secure the Chromebook out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle either on school grounds or at a private residence.
- Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the Chromebook will receive secure storage if you have it at school related activities, performances, sporting events, etc.

Home Network/Wireless Usage

- LS R-7 Chromebooks are designed to work as a single, independent workstation in a home wireless network that allows for such.
- LS R-7 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if your home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide your 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.
- LS R-7 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.

Content Filtering

- The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive

materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. See board policy EHB and EHB-AP for more details.

- The district's content filter will also filter content on student Chromebooks when they off the district's network and connected to the internet.
- Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites.
- Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.
- If a student encounters content which is questionable, a report should be directly made to a R7 teacher for immediate investigation.

Printing

- The use of Google Apps for Education encourages an environment of sharing information electronically instead of printing on paper. This is a cost savings as well as an eco-friendly move for the environment.
- The District recognizes there will be times when a student may need to print. Students can pull up 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 the teacher for specific building printing information.
- LS R-7 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.

Social Media and Online Safety Guidelines for Students During the School Day

- All student social media accounts (e.g. Facebook, Twitter, etc.) will be PERSONAL accounts. School related pages should be created by school personnel such as an activities sponsor, coach, teacher or administrator.
- Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want others (familiar and unfamiliar) to see and share.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive, not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including but not limited to last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Stop, Block, and Tell! (Don't respond to any cyber bullying message; block the person sending the message; tell a trusted adult.)

- Linking to websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to sources of which you might refer.
- Be aware that pictures may also be protected under copyright laws. Verify you have permission to use images.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you see inappropriate material that makes you feel uncomfortable or is not respectful, report it to a parent or teacher right away.